

CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

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LOS ANGELES, CA 90014

LILLIAN KAWASAKI
GENERAL MANAGER



JAMES K. HAHN
MAYOR

DATE: JAN 13 2003

DIRECTIVE NO: 03-19

TO: WIA Youth Contractors, Leads and Joints; Youth Opportunities Movement

FROM: Ann Giagni, Director
Workforce Development Division

RE: Equal Opportunity/Non-discrimination requirements

In April, 2001, Directive 01-52 transmitted the City of Los Angeles Local Workforce Investment Area (LWIA) EEO/Nondiscrimination policy. Another copy of this policy was transmitted on November 13, 2002, with Directive 3-14.

As a lead or joint contractor under the Workforce Investment Act (WIA), it is your responsibility to ensure that all services provided under WIA, **including those provided by subcontractors**, comply with the EEO/Non-discrimination policy.

Some key points of the policy include:

- all participants must receive a copy of the City of Los Angeles Summary of Complaint Procedures, and must sign an acknowledgment of receipt;
- all participants must receive a copy of the Equal Opportunity Is The Law notice, and must sign an acknowledgment of receipt;
- all participants must receive a copy of the What to Do If You Believe You Have Experienced Discrimination notice, and must sign an acknowledgment of receipt;
- all locations where services are provided must have the Equal Opportunity Is The Law notice and the What to Do If You Believe You Have Experienced Discrimination notice posted prominently where participants can easily see them.

Recently, translated copies of the City of Los Angeles Summary of Complaint Procedures have been mailed to the EO Complaints Officers. Also, a diskette with the two required notices has been mailed to the EO Complaints Officers. This diskette will provide access to the notices for individuals with disabilities. In the directives transmitting the translated copies and the diskette, it was stated that a notation should be made on the acknowledgment form if the participant receives the notice in another language or uses the diskette.



The EEO/Non-discrimination policy also includes important information on physical and program accessibility requirements, data collection and record keeping, and other important policies. **As a lead or joint contractor, it is your responsibility to ensure that all services provided under WIA comply with these requirements.**

For further information on this policy, please contact Maureen Brown at (213) 485-2996.