

City of Los Angeles

CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT




215 W. 6TH STREET
LOS ANGELES, CA 90014

JAMES K. HAHN
MAYOR

Date **FEB 05 2004**

To: WIA Youth Opportunities System Leads and Joints, Youth Centers, and
Disability Coordinators

From: Lisa Salazar, Director 
Youth Opportunities System

**SUBJECT: DIRECTIVE NO: 04-14
TTD/TTY INSTALLATION AND USEAGE**

Youth Centers and Satellites that received teletypewriter (TTY) machines in July 2002 (see attached list) are directed to have a fully operational TTY machine and trained staff to operate it, as per WIA regulations, **by February 27, 2004**. Youth Centers that did not receive a TTY machine may use the TTY number of the WorkSource Center in their area.

TTY machines should have a dedicated (analog) line that can receive and export client calls. In addition, Youth Centers are to establish a protocol for the use of the TTY machine, including checking for messages on a regular basis and returning calls.

For information on connecting and using the TTY machine, please call Russell Dwiggins at 323.539.2128 of Goodwill Industries.

Please forward your organization's TTY telephone number to Bertha Calderon at 213.847.6542 or bcaldero@cdd.lacity.org by February 27, 2004. In addition, City staff will call and/or visit random Youth Centers to ensure compliance.

Thank you for your assistance on this matter.

Cc: Eileen Scally, EEO
Maureen Brown, EEO
Lisa Jordan, Goodwill Industries

RS:LS:PA:WW:bc
ATTACHMENT

List of Youth Centers with TTY's

New Directions for Youth

Los Angeles Urban League

Cathoilk Charities

Chicana Service Action Center

Bresee Foundation

Hathaway Family Resource Center

Watts Labor Community Action Committee