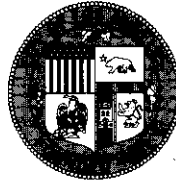


CITY OF LOS ANGELES  
CALIFORNIA

COMMUNITY DEVELOPMENT  
DEPARTMENT

1200 WEST SEVENTH STREET  
LOS ANGELES, CA 90017



ANTONIO R. VILLARAIGOSA  
MAYOR

**DATE:** November 1, 2005  
**TO:** LA's Workforce Development System  
**FROM:** Manny Chavez, Director  
Workforce Development Division  
**SUBJECT:** PY 05-06 WIA DIRECTIVE NO. 06-08  
**TAGLINES ON PUBLIC COMMUNICATIONS**

**EFFECTIVE DATE**

This Directive is effective upon date of issue.

**PURPOSE**

The purpose of this directive is to ensure compliance with 29 CFR 37.34b; Section 188 of the Workforce Investment Act; and WIAD01-21.

**BACKGROUND**

As stated previously in Directive 03-18 (1/18/03), Federal and State regulations require that information distributed to the public must contain a notice that it is an equal opportunity program and reasonable accommodations are available. (29 CFR 37.34.b, WIAD01-21)

This requirement applies to websites and other forms of electronic communication as well as written communication.

**REQUIRED ACTION**

All websites must have the required taglines on the home page, and the main pages of each section. The required taglines are:

***Equal opportunity program/employer  
Auxiliary aids and services available upon request.***

If an announcement of a specific event such as a Job Fair, Orientation, etc. is posted on the website, the tagline must include the additional language indication how a person with a disability requests a reasonable accommodation. This should include a phone number and a time frame for the request.

**DEADLINE FOR RESPONSE**

These changes should be made as soon as possible, but definitely not later than November 30, 2005.

**CONTACT**

If you have any questions or require further information, please contact Maureen Brown at (213) 744-7272 (TTY 213-744-7290).

MC:mab

