

CITY OF LOS ANGELES  
CALIFORNIA

COMMUNITY DEVELOPMENT  
DEPARTMENT

1200 WEST SEVENTH STREET  
LOS ANGELES, CA 90017



ANTONIO R. VILLARAIGOSA  
MAYOR

DATE: November 21, 2006

TO: LA's Workforce Development System

FROM: Manny Chavez, Director  
Workforce Development Division

SUBJECT: **PY 06-07 WIA DIRECTIVE NO. 07-08  
COMPLIANCE WITH EQUAL OPPORTUNITY (EO) REGULATIONS:  
PARTICIPANT RECEIPT OF DOCUMENTS/SIGNATURE PAGE**

**EFFECTIVE DATE**

This Directive is effective upon date of issue.

**PURPOSE**

The purpose of this Directive is to ensure compliance with 29 CFR 37 and Section 188 of the Workforce Investment Act.

**BACKGROUND**

Each participant is required to receive a copy of the following three documents:

- EO is the Law;
- What to Do If You Believe You Have Experienced Discrimination;
- Summary of the City of Los Angeles Local Workforce Investment Area Complaint Procedures.

Each WorkSource/OneSource Center is required to maintain in the participant's file a signed record indicating that the participant received the documents.

**REQUIRED ACTION**

Enclosed is a signature sheet for receipt of these three documents. It has space for three separate signatures, one for each document. It also contains a space to note if the participant received the documents in another language or in an alternate format.

**DEADLINE FOR RESPONSE**

These changes should be made as soon as possible, but definitely not later than December 31, 2006.

**CONTACT**

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

MC:mab  
Attachment

Name \_\_\_\_\_  
Please Print

*I have received a copy and understand the City of Los Angeles LWIA  
Complaint Procedures.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Document was also given to participant in another language: \_\_\_\_\_  
(list language)

*I have received a copy of "EO is the Law" and understand it.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Document was also given to participant in another language: \_\_\_\_\_  
(list language)

*I have received a copy of "What to Do If I Experience Discrimination" and  
understand it.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Document was also given to participant in another language: \_\_\_\_\_  
(list language)

These documents have been accessed by this customer in alternate format using the  
following means: \_\_\_\_\_

Signature of staff member assisting: \_\_\_\_\_