

CITY OF LOS ANGELES

CALIFORNIA

RICHARD L. BENBOW
GENERAL MANAGER

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. 07-09
COMPLIANCE WITH EQUAL OPPORTUNITY (EO) REGULATIONS:
WORKFORCE INVESTMENT ACT (WIA) COMPLAINT PROCEDURES**

**Hard copy sent certified mail with
attachments to the designated EO
Complaints Officer**

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 WIA.

BACKGROUND

Directive 6-11 (11/1/05) transmitted the revised "Summary of the City of Los Angeles Local Workforce Investment Area (LWIA) Complaint Procedures" (hereinafter referred to as Summary). This Directive stated in part:

"The Summary of the City of Los Angeles Local Workforce Investment Area (LWIA) Complaint Procedures is to be given to each participant at Orientation. A signed receipt of the complaint procedures is to be kept in the participant file."

A copy of the Summary is attached.

Directive 3-13 (10/16/02) transmitted the translations of the Summary. If a participant's native language is not English, or in the case of a youth participant, the language spoken in the home is not English, the participant is to be given a copy of the Summary in his/her native language.

REQUIRED ACTION

The Summary must be given to each participant, ***as transmitted in Directive 6-11.***
No other complaint procedures are acceptable.

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

Attachments