

# 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

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

**DATE:** November 21, 2006

**TO:** LA's Workforce Development System

**FROM:** Manny Chavez, Director  
Workforce Development Division

**SUBJECT:** PY 06-07 WIA DIRECTIVE NO. 07-10  
**COMPLIANCE WITH EQUAL OPPORTUNITY (EO) REGULATIONS:  
POSTERS**

## 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 (WIA).

## BACKGROUND

Directive 3-14 (11/13/02) transmitted the "EO is the Law" poster. Directive 3-20 (1/13/03) transmitted the "What to Do If You Believe You Have Experienced Discrimination" poster. These Directives **required that the posters must be displayed in prominent places**. A copy of each poster must be given to each participant and a signed receipt placed in the participant file.

Directive 4-08 (9/2/03) transmitted the translations of these two posters. 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 posters in his/her native language.

These posters must also be made available in alternate formats, such as electronic form to be used with assistive technology. Directive 3-21 (1/13/03) transmitted a diskette

with these posters in electronic form. These requirements can be found in 29 CFR 29-31.

**REQUIRED ACTION**

Enclosed is a set of the required posters, as well as a disk containing the posters and the translation of the posters. Please verify that the correct versions of these posters are displayed throughout your center. Also ensure that each participant receives a copy of these posters and signs an acknowledgement of receipt which is placed in the case file. Note that the language in these two notices cannot be changed, but must remain exactly as is found in the Federal Register.

**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