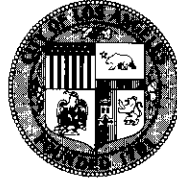


CITY OF LOS ANGELES
CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

1200 WEST SEVENTH STREET
LOS ANGELES, CA 90017



ANTONIO R. VILLARAIGOSA
MAYOR

DATE: January 28, 2008

TO: LA's Workforce Development System

FROM: Manny Chavez, Director
Workforce Development Division

A handwritten signature in cursive script, appearing to read "Manny Chavez".

**SUBJECT: WIA DIRECTIVE NO: 08-11
6 MONTH WIA PARTICIPANT DATA RECONCILIATION**

EFFECTIVE DATE

This directive is effective upon date of issue

PURPOSE

The purpose of this directive is to provide instructions for the WIA Participant Data Reconciliation for the period from July 1, 2007 to December 31, 2007.

Please note that the data reflected in the JTA systems provided for the 6-month reconciliation will not be tied to any performance evaluation. This is strictly for record keeping purposes in order to facilitate year-end reconciliation.

REQUIRED ACTION

All agencies are required to pick up the reconciliation packages from the Planning and Research Section no later than 5:00 p.m., Friday, February 1, 2008. As a reminder, Lead agencies will be responsible for 1) distributing the rosters to their respective collaborator or joint-provider agency, 2) ensuring that the responses are accurate and 3) submitting the reconciliation response to the City within the scheduled deadline.

Please submit your reconciliation package response to the Planning and Research Section, 6th Floor, Garland Building, 1200 W. 7th Street, Los Angeles, CA 9001 addressed to Manuel Chavez, Director, WDD.

- The response must include a cover letter signed by the Executive Director, which states that the roster reviewed and data on the response is accurate or additional reconciliation is required.

- Review the roster for data integrity (i.e., enrollment dates, activity codes, completion dates, exit dates, exit codes and so forth). Please make corrections in red directly on the roster. List additional names not found in the roster on a separate sheet. Label the list, "Additional Names".
- Adult and Dislocated Worker clients that should have been exited since July 1, 2007 should be clearly identified. Record their activity closed dates and an exit date directly on the attached roster.
- All changes and additions indicated on your formal response must be entered in ISIS by Feb 29, 2008.
- City MIS section will notify service providers as to what changes were accepted in JTA.

DEADLINE FOR RESPONSE

Responses to this reconciliation must be submitted to the Planning and Research Section by February 15, 2008.

CONTACT

If you have any questions, please contact Luva Robinson (213) 744-7167 or luva.robinson@lacity.org. Thank you for your continued cooperation.

MC:VV:LR