

CITY OF LOS ANGELES
CALIFORNIA

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DEPARTMENT


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ANTONIO R. VILLARAIGOSA
MAYOR

DATE: June 23, 2008

TO: LA's Workforce Development System

FROM: Jaime H. Pacheco-Orozco, Acting Director 
Workforce Development Division

SUBJECT: PY 07-08 WIA DIRECTIVE NO. 08-18
TRANSMITTAL OF COMPLIANCE MONITORING CHECKLIST AND
PHYSICAL AND PROGRAM ACCESSIBILITY CHECKLIST

EFFECTIVE DATE

This directive is effective immediately.

PURPOSE

The State of California Employment Development Department (EDD) issued Directive WSD 07-07 on May 20, 2008. This directive requires all Local Workforce Investment Areas (LWIAs) to complete the Compliance Monitoring Checklist and Physical and Program Accessibility Checklist on a biennial basis. The City of Los Angeles LWIA is required to submit a response that reflects the entire Workforce Development System. Therefore, each WorkSource and OneSource Center is requested to complete these documents.

ACTION REQUESTED

Each WorkSource and OneSource center must complete the Compliance Monitoring Checklist and the Physical and Program Accessibility Checklist (see attached). If you have more than one location, you will need to complete additional Physical and Program Accessibility Checklists. For example:

If a youth provider has two sites, submit one Compliance Monitoring Checklist and two Physical and Program Accessibility Checklists; or,

If the same provider operates a WorkSource Center and a OneSource Center, complete two Compliance Monitoring Checklists and two Physical and Program Accessibility Checklists.

It is recommended that these documents be completed by a team, which includes the Equal Opportunity (EO) Complaints Officer, the Disability Coordinator, and the Limited

English Proficiency (LEP) Coordinator. It is also recommended that the team work on these checklists steadily until the submittal date.

TECHNICAL ASSISTANCE

You may contact Maureen Brown at (213) 744-7272, [TTY:(213) 744-7290] for technical assistance. Tools to complete the physical accessibility survey may be available to borrow; please contact Ms. Brown.

DEADLINE FOR RESPONSE

The response to this directive must be submitted no later than **July 30, 2008**. E-mail submittals will not be accepted.

CONTACT

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

JHP:mab
Attachments