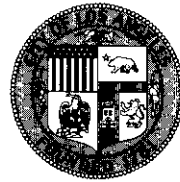


# CITY OF LOS ANGELES

CALIFORNIA

CLIFFORD W. GRAVES, FAICP  
GENERAL MANAGER



JAMES K. HAHN  
MAYOR

COMMUNITY DEVELOPMENT  
DEPARTMENT

215 W. 6TH STREET  
LOS ANGELES, CA 90014

**TIME SENSITIVE**

**Respond by Friday, September 10, 2004**

Date: 8/30/04

To: All WIA Youth Opportunity System Contractors

From: Manuel Chavez, Acting Director  
Workforce Development Division

Subject: **WDD Training Bulletin No. 05-04**  
**MIS WIA Eligibility and Forms Preparation Training**

The City of Los Angeles will be conducting a comprehensive Eligibility and Forms Preparation Training for the WIA program. This class is specifically designed for WIA agency staff involved in the intake process. WIA contractor staff members that have not yet received their MIS number should attend this training. This one-day training will focus on the WIA Youth programs' eligibility requirements, performance measures, supplemental data collection, and form submission procedures.

## TRAINING SCHEDULE:

Date: Wednesday, September 15, 2004  
Time: 8:30 AM to 4:00 PM  
Place: Community Development Department  
215 West 6<sup>th</sup> Street, Los Angeles, California 90014  
2<sup>nd</sup> Floor Conference Room

**This WIA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.**



Attendance will be limited to 30 people and reservations will be filled in the order that they are received. Each agency may nominate up to two (2) participants. Please e-mail your response by Friday, September 10, 2004 to Ruth Crandall at [rcranal@cdd.lacity.org](mailto:rcranal@cdd.lacity.org) or by faxing this form to Ruth Crandall at (213) 847-6168, as there will be no call-in nominations accepted. You will receive a confirmation and an "Admittance Ticket" of your reservation. **PLEASE DO NOT SEND A PARTICIPANT WITHOUT CONFIRMATION AND AN ADMITTANCE TICKET.**

**Parking will not be validated.**

**Periodic breaks will be observed, however, no refreshments will be provided.**

**If you have any questions, please feel free to contact either Ruth Crandall at (213) 485-0926 or Michael Fong at (213) 485-6243.**

RS:MC:VV:SL:MF:RC

**September 15, 2004  
YOUTH WIA TRAINING NOMINATION FORM**

**AGENCY NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TRAINING COORDINATOR:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_

**AGENCY FAX NO:** \_\_\_\_\_

**ATTENDEE(s)**

1. \_\_\_\_\_ 2. \_\_\_\_\_

