

CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014

CLIFFORD W. GRAVES, FAICP
GENERAL MANAGER



JAMES K. HAHN
MAYOR

TIME SENSITIVE

Respond by Friday, December 3, 2004

Date: 11-30-04

To: All Adult and Dislocated Worker Program Contractors

From: Manuel Chavez, Acting Director
Workforce Development Division

Subject: **WDD Training Bulletin No. 05-12**
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 Adult and Dislocated Worker programs' eligibility requirements, performance measures, supplemental data collection, and form submission procedures.

TRAINING SCHEDULE:

Date: Tuesday, December 7, 2004
Time: 8:30 AM to 4:00 PM
Place: Community Development Department
215 West 6th Street, Los Angeles, California 90014
2nd 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.

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste.



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, December 3, 2004 to Ruth Crandall at rcrandal@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 of your reservation, which will serve as your "admittance ticket". PLEASE DO NOT SEND A PARTICIPANT WITHOUT CONFIRMATION/ 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

December 7, 2004
ADULT & DISLOCATED WORKERS
WIA TRAINING NOMINATION FORM

AGENCY NAME: _____ DATE: _____

TRAINING COORDINATOR: _____

TELEPHONE NO: _____

AGENCY FAX NO: _____

ATTENDEE(s)

1. _____ 2. _____

