



LOS ANGELES COUNTY

WIA Adult and Dislocated Worker DIRECTIVE

NUMBER: REVISED
D-DWA-03-002
YTHD-03-12

SUBJECT: Workforce Investment Act
Business Services Set-Aside

DATE: 1/26/04

EFFECTIVE DATE: IMMEDIATELY

PAGE 1 of 2

TO: ALL WORKSOURCE CENTER DIRECTORS
WIA YOUTH PROVIDERS

The purpose of this Directive is to inform all Los Angeles County funded WorkSource Centers and WIA Youth Providers that the **Directive Number D-DWA-03-002** and **YTHD-03-12**, entitled **Workforce Investment Act Business Services Set-Aside** is hereby modified. It supercedes the directive of August 11, 2003. The Los Angeles County Workforce Investment Board approved the Business Services Set-Aside on June 12, 2003.

Effective July 1, 2003, all WorkSource Centers and WIA Youth Providers are required to set aside a **minimum** of 1% of their Workforce Investment Act Adult and Dislocated Worker and WIA Youth allocations for the sole purpose of providing services to business customers. This 1% set aside should be reflected in the budgets submitted with your WIA Adult, Dislocated Worker and Youth contracts for fiscal year 2003-2004.

The following is a list of recommended business services to be offered by all County WorkSource Centers and Youth Centers, as adopted by the LACWIB on March 13, 2003:

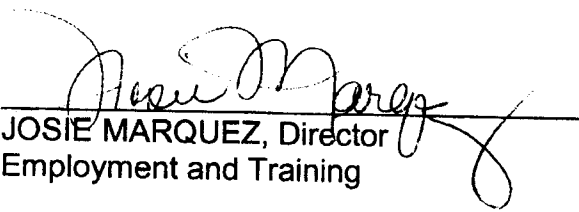
1. Employer access to information, resources, and services. Includes self-service and web-based
2. Labor trends and wage information
3. Business related seminars/workshops
4. Tax credit information+
5. Human Resource needs
6. Posting job openings: system-wide, suppressed or unsuppressed

7. Access to talent bank; qualified job seekers
8. Applicant preliminary screening and referral
9. Interview Space
10. Job fairs / recruitments
11. On-the-job training program, with potential of 50% wage reimbursement
12. Customized training with 50% training cost paid by employer
13. Business needs assessment
14. Linkage to business providers, associations and/or economic development organizations
15. Assistance with downsizing/closures
16. Retention of employees

All WorkSource Centers and WIA Youth providers will be required to report business services activities for the 1% set-aside to Los Angeles County Community and Senior Services, Business Services and Marketing Division (BSMD), for approval prior to the implementation of the project/activity, but no later than May 15, 2004.

The intent of this action is to ensure the delivery of services to business, as required under the WIA and by the LACWIB. The Plan Use form must accompany the monthly invoice.

If you have additional questions, please call BSMD Program Manager, Geraldo Rodriguez at (213) 738-2656.



JOSIE MARQUEZ, Director
Employment and Training

JM:GR:cda

Attachment

**COUNTY OF LOS ANGELES COMMUNITY AND SENIOR SERVICES
PLAN FOR USE OF BUSINESS SERVICES 1% BUDGETARY SET-ASIDE**

WorkSource Center, name & address:	CSS staff only – Business Services Analyst approval	Date
Executive Director:	CSS staff only – Program Manager approval	Date
Executive Director, phone and e-mail:	Total WIA budget is:	
	Total Youth Services budget is:	

WorkSource Center / Youth Service providers will adhere to all applicable WIA regulations with regard to allowable expenditures, as stated herein. To obtain approval for your plan for use of the Business Services 1% Budgetary Set-Aside, provide a brief description of your plan and budget, and mail or fax the plan to:

Geraldo Rodriguez, Program Manager
Los Angeles County Community and Senior Services
Business Services and Marketing Division
3175 W. Sixth Street, Box 6
Los Angeles, CA 90020

Fax: (213) 368-6003

General description of business services project or activities:

	Business Services Activity	Line Item Budget Category (program, admin, supplies, etc.)	Amount	Core A or In School	Core B or Out of School
1	Employer access to info, resources, services		\$		
2	Labor market info & trends, wage info				
3	Business seminars, workshops				
4	Tax credit information				
5	Human resources needs				
6	Post job openings system-wide				
7	Access to talent bank				
8	Applicant preliminary screening and referral				
9	Interview space				
10	Job fairs, recruitments				
11	On-the-Job-Training				
12	Customized training: 50% training cost paid by employer				
13	Business needs assessment				
14	Linkage to business assistance providers, associations, economic development organizations				
15	Downsizing/ closure assistance				
16	Retention of employees				

I certify that the information contained in this report is true and correct to the best of my knowledge.

Executive Director (signature)

Date

Executive Director (name)



ROBERT RYANS
Director

**COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY**

BOARD OF SUPERVISORS

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January 29, 2004

WorkSource Center Executive Director
Youth Center Executive Director

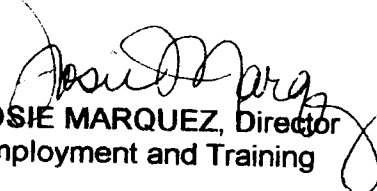
Dear Executive Director:

**Subject: DIRECTIVE NUMBER D-DWA-03-002 AND D-03-12 – WORKFORCE
INVESTMENT ACT, 1% BUSINESS SERVICES SET-ASIDE**

Enclosed you will find the revised Los Angeles County WIA Adult and Dislocated Worker Directive Number D-DWA-03-002 and Youth Program Directive D-03-12, Workforce Investment Act 1% Business Services Set-Aside. The original Directive was significantly modified, requiring that you become familiar with all the new provisions. Please note the attachment to the Directive, which is a form to be used in submitting your Center's request for approval of your business services set-aside plan. This form is available electronically by contacting Carmen de Arce at cdearce@css.co.la.ca.us, or calling (213) 738-2656. Although the deadline to report business services activities is May 15, 2004, it would be prudent to report these activities to the Business Services Marketing Division in a timely manner, in order to avoid disallowed costs at the end of the program year.

If you have any questions regarding this Directive, please contact the Program Manager of the Business Services and Marketing Division, Geraldo Rodriguez at (213) 738-2656.

Sincerely,


JOSIE MARQUEZ, Director
Employment and Training

JM:GR:cda

Enclosures (2)