



# LOS ANGELES COUNTY

## WIA Adult and Dislocated Worker DIRECTIVE

**NUMBER: D-DWA-02-10 SUBJECT: Designation of WorkSource  
Center Disability Coordinators**

**DATE: 10/22/02**

**EFFECTIVE DATE: 10/22/02**

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**TO: ALL WORKSOURCE CENTERS**

The purpose of this Directive is to provide all WorkSource Centers with direction in regard to the designation of a Disability Coordinator in each center.

The Los Angeles County Workforce Investment Board (LACWIB) is currently working in collaboration with the City of Los Angeles in order to improve program access for customers with disabilities. In order to ensure that all customers served through the WorkSource California system are provided fair and equal access to programs and services, a series of training modules has been designed to assist WorkSource Center staff in identifying the needs of customers with disabilities.


Each WorkSource Center is required to designate a **Disability Coordinator** who will be responsible for coordinating outreach and services for customers with disabilities. The Disability Coordinator will attend all training sessions and disseminate information to Center staff. In addition, the Disability Coordinator will serve as the single point of contact concerning disability issues. A list of the designated Disability Coordinators will be forwarded to the LACWIB Quality Improvement and Certification Committees for reference.

Trainings will be provided regionally through the EmployABILITY Partnership and cover such topics as:

Visual Impairments  
Disability Awareness  
Mental Illness  
Learning disabilities  
Hearing Impairments  
HIV/AIDS

In addition, technical assistance will be provided to each WorkSource Center on and individual basis as needed.

Upon review of this Directive, please forward the name of your Disability Coordinator, as well as, by e-mail address to Bertha Urrutia by **November 30, 2002**. Ms. Urrutia may be reached at (213) 738-3843 or by e-mail at [burrutia@co.la.co.us](mailto:burrutia@co.la.co.us).

  
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JOSIE MARQUEZ, Director  
Employment and Training

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