



LOS ANGELES COUNTY

WIA Adult, Dislocated Worker and Youth Programs

DIRECTIVE

Number: LACOD-WIAD09-01

Subject: Nondiscrimination and Equal
Opportunity Procedures **AMENDMENT**

Date: January 12, 2009

Effective Date: Immediately

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TO: WIA CONTRACTORS

The purpose of this directive is to amend Directive LACOD-WIAD08-36 *Revised* Nondiscrimination and Equal Opportunity Procedures to *include the option of documenting the verification of customer data in an electronic environment rather than maintain hard copy files.*

The State Employment Development Department (EDD) Draft Directive WSDD-17 Nondiscrimination and Equal Opportunity Procedures contains minor revisions to the data verification requirements for the Workforce Investment Act (WIA) Adult and Dislocated Worker programs enabling the LWIAs to document the verification of customer data in an electronic environment rather than maintain hard copy files.

Definitions

Complaint file is a file that is maintained in a central location within each office which includes a hard copy of each complaint filed along with pertinent documentation.

Participant case file means either a hard copy or an electronic file.

If you have any questions, please contact Maggie Mireles, Program Manager at (213) 738-2198 or Robert Brieff at (213) 351-8924 or rbrieff@css.lacounty.gov.

A handwritten signature in black ink, appearing to read "Josie Marquez".

**Josie Marquez, Executive Director
Workforce Investment Board**

Attachments

1. [WSDD-17](#) - Nondiscrimination and Equal Opportunity Procedures