



# LOS ANGELES COUNTY CALWORKS YOUTH JOBS DIRECTIVE

**NUMBER** CalWks-D 02-01      **SUBJECT: CONFIDENTIALITY AGREEMENTS**

**DATE: 04/23/02**

**EFFECTIVE DATE: IMMEDIATELY**

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**To: All LWIAs and CalWORKs Service Providers**

As a condition of obtaining the list of total eligible CalWORKs participants, DPSS has requested that all LWIAs and service providers provide them with confidentiality agreements, pursuant to section 805 of the CalWORKs standard terms and conditions, from all staff who will have access to the listing.

We are therefore requesting that all LWIA and service providers forward a copy of confidentiality agreements signed by all staff members who have or may need access to the listing. The confidentiality agreements should be mailed or faxed to CSS no later than **Thursday, May 2, 2002**, at the following address:

Community & Senior Services  
3175 W. 6<sup>th</sup> Street, Room 306  
Los Angeles, CA 90020  
Attn: Patrick Malekian  
Fax # 1 (213) 368-6811  
Fax # 2 (213) 384-4523

Attached for your reference, is a copy of a confidentiality agreement that was included as part of your 2001-02 contract package. Please note that your timely response to this request will allow us to obtain the listing from DPSS as quickly as possible.

If you have any questions please contact Patrick Malekian at (213) 738-2683.

JOSIE MARQUEZ, Director  
Workforce Investment Programs