

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
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OPERATIONS ISSUANCE

OPERATIONS ISSUANCE NO. 2013-13

DATE: June 17, 2013

TO: One-Stop Career Center Operators
Adult & Youth Program Service Providers

FROM: Emilia Gabriele
Vice President of Finance and Administration

SUBJECT: OPERATIONS MANUAL REVISION: REVISED CHAPTER IX - EQUAL OPPORTUNITY AND NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURES

PURPOSE

This Operations Issuance provides notice to One-Stop Career Center Operators and Adult & Youth Program Service Providers of revisions to Chapter IX of the San Diego Workforce Partnership's (Workforce Partnership) Operations Manual, Equal Opportunity and Nondiscrimination Policy and Complaint Procedures.

BACKGROUND

The SDWP has appointed a new Equal Opportunity (EO) Officer, Emilia Gabriele, as Vice President of Finance and Administration. All references to the EO Officer in the Chapter and in the attachments to the Chapter have been revised to reflect this change.

All revisions in Chapter IX are effective immediately. The revised Chapter IX and its attachments are posted on the SDWP website at: <http://workforce.org/operations-manual>. Operations Issuance 2013-05, Equal Opportunity and Nondiscrimination Policy and Complaint Procedures, issued on November 15, 2012, has been replaced by this Chapter and removed from the SDWP's website.

Make sure applicable staff are notified of the changes and updates in this Chapter and are providing all WIA Adult and Youth customers with the updated versions of the EO is the Law (Attachment A), Program Grievance and Complaint Policy Notice (Attachment B) and EO and Nondiscrimination Complaint Form (Attachment C). This issuance applies to all WIA SDWP-

funded Adult and Youth Program Service Providers and One-Stop Operators, including special grants.

If you have any questions regarding this issuance, please contact your Program Specialist at (619) 228-2900.

ATTACHMENTS

None

A copy of the revised Operations Manual, Chapter IX, can be accessed at: <http://workforce.org/operations-manual>

cc: Workforce Partnership Internal Distribution List
Mayer Hoffman McCann (MHM), Monitoring Contractor