

**SAN DIEGO WORKFORCE PARTNERSHIP, INC.**  
**3910 University Avenue, Suite 400**  
**San Diego, CA 92105**  
**(619) 228-2900**

<b>OPERATIONS ISSUANCE</b>
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**OPERATIONS ISSUANCE NO. 2015-03**

**DATE:** November 14, 2014

**TO:** America's Job Center of California

**FROM:** Emilia Gabriele  
Vice-President and Chief Financial Officer/Equal Opportunity Officer

**SUBJECT: 2014 BIENNIAL WIA AMERICA'S JOB CENTER OF CALIFORNIA SELF-ASSESSMENT**

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**PURPOSE**

The purpose of this operational issuance is to inform the America's Job Center of California (AJCC) in San Diego County that a Physical and Program Access (PPA) Self-Assessment Checklist must be completed for each AJCC facility, including satellite facilities where services are provided, and returned to the San Diego Workforce Partnership (SDWP) via email by Friday, December 12, 2014.

**BACKGROUND**

In July 2010, the Employment Development Department (EDD) issued Directives, WSD10-1, "Nondiscrimination and Equal Opportunity Procedures," and WSD10-2, "Biennial LWIA Self-Assessment" to communicate the current requirements regarding compliance with Federal and State disability laws and procedures in order to ensure that all customers have universal physical and program access to services. The EDD Equal Opportunity (EO) Office has developed an updated online version of the Electronic Monitoring Checklist (EMC) of which the Physical Program Checklist (PPA) is a part. The PPA is a self-assessment tool for the AJCCs, including satellite facilities, to complete and return to the Equal Opportunity Officer at SDWP according to the instructions provided below. The last SDWP Biennial Self-Assessment was issued to AJCCs on October 9, 2012.

Requirements related to Nondiscrimination and Equal Opportunity policies at the AJCCs can be found in the Workforce Partnership's Operations Manual, Chapter IX, Equal Opportunity and Nondiscrimination Policy and Complaint Procedures. This Chapter can be accessed on the Workforce Partnership's web page at:  
[http://workforce.org/sites/default/files/file\\_attach/chapter\\_ix\\_-\\_revised\\_chapter-april\\_2014\\_0.pdf](http://workforce.org/sites/default/files/file_attach/chapter_ix_-_revised_chapter-april_2014_0.pdf)

**REQUIRED ACTION**

Each AJCC and satellite site where services are provided must complete the checklist using the AJCC Authentication Identification Code (AID) assigned to each AJCC (see listed below). The

Physical and Program Access Self-Assessment Checklist can be accessed at: [https://sar.edd.ca.gov/mrIWeb/mrIWeb.dll?I.Project=A2014\\_PPA](https://sar.edd.ca.gov/mrIWeb/mrIWeb.dll?I.Project=A2014_PPA). Please enter your AID and complete the PPA. **DO NOT CLICK THE SUBMIT BUTTION ON THE SURVEY.** The SDWP EO officer must review your information prior to submitting the completed checklist to the EDD EO Office.

Email the Word copy of the PPA to Emilia Gabriele ([EmiliaGabriele@workforce.org](mailto:EmiliaGabriele@workforce.org)) by Friday, December 12, 2014 for her review. In addition, provide a copy of the email to the following SDWP staff:

- Jacqueline Collins, Adult Programs Team Manager- [JacquelineCollins@workforce.org](mailto:JacquelineCollins@workforce.org)
- Terri Freepartner - Manager of Administrative Services - [TerriFreepartner@workforce.org](mailto:TerriFreepartner@workforce.org)

An EDD EO Office on-site visit may occur following the EDD EO Office review of the PPAs. Verification of information provided in the checklist will be included as part of the monitoring conducted by EDD EO Office and local monitors, on a sample basis. For information on the requirements of physical and program access at the AJCCs, you can access the EDD Directive WSD10-2, "Biennial LWIA Self-Assessment" at

[http://www.edd.ca.gov/Jobs\\_and\\_Training/pubs/wsd10-2.pdf](http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd10-2.pdf).

**Unique ID/Authentication Codes (AID#)**

3201 – Bank of America Merrill Lynch Career Center (Downtown Library Satellite)

3202 – Bonita Sunnyside Public Library

3203 – East County Career Center

3204 – Metro Career Center

3205 – North County Coastal Career Center

3206 – North County Inland Career Center

3207 – Serra Mesa-Kearny Mesa Center (Library)

3208 – South County Career Center

3209 – South Metro Career Center

3210 – South Metro/Grant Hill Branch

3211 – Spring Valley Public Library

3212 – Vista Townsite Community Partnership

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

cc: Youth and Adult Service Providers  
Health Profession Opportunity Grant (HPOG) Service Providers  
Workforce Partnership Internal Distribution List  
Mayer Hoffman McCann, P.C.