

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
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| OPERATIONS ISSUANCE |
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OPERATIONS ISSUANCE NO. 2014-04

DATE: August 20, 2013

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

FROM: Emilia Gabriele
Vice President and Chief Financial Officer

SUBJECT: OPERATIONS MANUAL REVISION: CHAPTER VIII - MONITORING

PURPOSE

This Operations Issuance provides notice to One-Stop Career Center Operators and Adult & Youth Program Service Providers of revisions to Chapter VIII of the San Diego Workforce Partnership's (SDWP) Operations Manual, Monitoring.

BACKGROUND

Updates to titles of SDWP staff, and the latest version of the Program and Fiscal Monitoring Checklists are provided in this Chapter revision. Please read through the revised Chapter very carefully as there are wording changes and clarification provided. Make sure applicable staff are notified of the changes and updates in this Chapter and are complying with all requirements and are referring to the updated forms provided as attachments.

This issuance applies to all Workforce Partnership-funded Adult and Youth Program Service Providers and One-Stop Operators, including special grants. It supersedes and replaces Operations Issuance 2005-15, Operations Manual Revision Chapter VIII – Monitoring, issued on December 17, 2004.

All revisions in Chapter VIII are effective immediately. If you have questions regarding this issuance, please contact your assigned Program Specialist at (619) 228-2900.

Attachments

None

A copy of the revised Operations Manual, Chapter VIII can be accessed at:
www.workforce.org/operations-manual

cc: Workforce Partnership Internal Distribution List
Mayer Hoffman McCann, P.C. Monitoring Contractor