

**SAN DIEGO WORKFORCE PARTNERSHIP, INC.**  
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<b>OPERATIONS ISSUANCE</b>
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**OPERATIONS ISSUANCE NO. 2014-13**

**DATE:** April 25, 2014

**TO:** American Job Centers of California Operators  
Adult & Youth Program Service Providers

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

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

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**PURPOSE**

This Operations Issuance provides notice to American Job Centers of California (AJCC) Operators and Adult & Youth Program Service Providers of revisions to Chapter IX of the San Diego Workforce Partnership's (SDWP) Operations Manual, Equal Opportunity and Nondiscrimination Policy and Complaint Procedures.

**BACKGROUND**

The Equal Opportunity (EO) Officer, Emilia Gabriele, has changed titles and is now the Vice President Chief Financial Officer. 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 2014-13, Equal Opportunity and Nondiscrimination Policy and Complaint Procedures, 2013-13 issued on June 17, 2013, has been replaced by this Chapter and removed from the SDWP's website.

Make sure applicable staff are notified of this change and are using updated forms with the correct title of the EO Officer. All new applicants of the WIA AJCCs, Adult and Youth Programs must be provided 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), as well as any other customers who request a copy of the

forms. This issuance applies to all WIA SDWP-funded AJCCs 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