

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
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OPERATIONS ISSUANCE

OPERATIONS ISSUANCE NO. 2014 - 01

DATE: July 16, 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: CHAPTER X – PROGRAM AND CRIMINAL COMPLAINT POLICIES AND PROCEDURES

PURPOSE

This Operations Issuance provides notice that Chapter X of the San Diego Workforce Partnership's (SDWP) Operations Manual, Program and Criminal Complaint Policies and Procedures, has been revised and posted on the SDWP website.

Changes are as follows:

1. Updates have been incorporated to comply with the Employment Development Department (EDD) updated Directive WSD12-18 Incident Reporting, issued on June 12, 2013
2. Links to websites and resources have been added or updated; and
3. Titles, names and phone numbers for SDWP, EDD, and Department of Labor (DOL) contacts have been updated.

Please read through this issuance very carefully. Make sure applicable staff persons are notified of the changes and updates in this Chapter and are complying with all requirements and using updated forms provided as attachments.

All revisions in Chapter X are effective immediately and the revised Chapter X and its attachments are posted on the Workforce Partnership's website at <http://workforce.org/operations-manual>. This Chapter supersedes and replaces Operations Issuance 2013-06, issued on November 27, 2012, Program and Criminal Complaint Policy and Procedures, which has been removed from the Workforce Partnership's website.

This issuance applies to all Workforce Partnership-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 X, can be accessed at:
www.workforce.org/operations-manual

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