

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
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OPERATIONS ISSUANCE

OPERATIONS ISSUANCE NO. 2017-17

DATE: June 1, 2017

TO: America’s Job Centers of California (AJCC) Operators and Adult and Dislocated Worker Service Providers

FROM: Andrew Picard, Adult Programs Director

SUBJECT: Update to Chapter 4, Part 1: Adult and Dislocated Workers Program Activities (Attachment N)

PURPOSE

The purpose of this operational issuance is to inform SDWP’s AJCC Operators and Adult and Dislocated Worker Service Providers that the following Attachment has been revised:

1. Attachment N — ESE Policies and Procedures

- All policies, procedures and forms have been revised to reflect NANDI system requirements.
- All policies, procedures and forms have been revised to reflect paystub requirement.
- All policies, procedures and forms have been revised to reflect requirement to submit invoices within 30 business days of the last day worked in the reimbursement period.
- Updated requirement to notify WTW ECM when there is any instance of potential noncompliance to include “*by close business the day after*”

ACTION

Effective June 1, 2017, AJCCs and Adult and Dislocated Worker Program Operators are required to use the new attachment. This issuance replaces and supersedes the current attachment in Chapter 4.

If you have any questions regarding this issuance, please contact your Program Specialist at (619) 228-2996.

ATTACHMENTS

Chapter 4, Part 1: Adult and Dislocated Workers Program Attachments
Attachment N — ESE Policies and Procedures

cc: AJCCs