

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
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OPERATIONS ISSUANCE

OPERATIONS ISSUANCE NO. 2017-09

DATE: November 14, 2016

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 (Attachments C, G, R, S)

PURPOSE

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

1. Attachment C — OJT Policy and Procedure
 - Requirement was added to complete debarment check on each OJT provider as part of the OJT agreement process. This includes an update to the OJT Agreement Form (Exhibit C-1)
2. Attachment G — Adult and Dislocated Worker Participant File Monitoring Checklist
 - Minor changes have been made to the Participant File Monitoring Checklist to reflect feedback received from the AJCCs.
3. Attachment R — Corrective Action Policy and Procedures
 - Corrective Action Policy and Procedures has been added to Chapter 4 attachments. It outlines the corrective action process and includes a new template for the submission of corrective action plans (see Exhibit 1).
4. Attachment S — Membership Application
 - Membership application has been standardized for use across the network.

ACTION/IMPLEMENTATION

Effective November 14, 2016, AJCCs and Adult and Dislocated Worker Service Providers are required to use the new attachments. This issuance replaces and supersedes the current attachments in Chapter 4.

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

ATTACHMENTS

Chapter 4, Part 1: Adult and Dislocated Workers Program Attachments

- [Attachment C \(including Exhibit C\) — OJT Policy and Procedures](#)
- [Attachment G — Adult and Dislocated Worker Participant File Monitoring Checklist](#)
- [Attachment R — Corrective Action Policy \(including Exhibit 1\)](#)
- [Attachment S — Membership Application](#)

cc: Simpson & Simpson