

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
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OPERATIONS ISSUANCE

OPERATIONS ISSUANCE NO. 2017-03

DATE: July 29, 2016

TO: America's Job Centers of California (AJCC) Operators
Adult Service Providers

FROM: Jacqueline Collins, Director of Operations

SUBJECT: Update to Chapter 4 - Attachment G - [AJCC Participant File Checklist](#)

PURPOSE

The purpose of this operational issuance is to inform SDWP's AJCC Operators and Adult Service Providers that Attachment G - AJCC Participant File Checklist has been revised to reflect the updated CalJOBS codes from the CalJOBS Activity Code Dictionary released by the Employment Development Department (EDD).

ACTION/IMPLEMENTATION

Effective July 29, 2016, AJCC and Adult and Dislocated Worker Program Operators are required to use the new monitoring checklist. 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) 228-2900.

ATTACHMENTS

[Attachment G – AJCC Participant File Checklist](#)

cc: SDWP Internal Distribution List