

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
3910 University Avenue, Ste 400
San Diego, CA 92105
(619) 228-2900

OPERATIONS ISSUANCE

OPERATIONS ISSUANCE NO. 2017-11

DATE: December 9, 2016

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

FROM: Andrew Picard, Adult Programs Director

SUBJECT: Update to Chapter 7, Part 1 and Chapter 9: Attachments

PURPOSE

The purpose of this operational issuance is to inform SDWP's AJCC Operators, Adult and Dislocated Worker Service Providers and Youth Service Providers that the name of the EEO Office/Grievance Officer has been added to the following documents:

Chapter 7, Part 1 (AJCC Operators, Adult and Dislocated Worker Service Providers)

- Equal Opportunity is the Law – English
- Equal Opportunity is the Law – Spanish
- Program Grievance and Criminal Complaint Policy Notice

Chapter 9 (AJCC Operators, Adult and Dislocated Worker Service Providers, Youth Service Providers)

- Equal Opportunity is the Law – English
- Equal Opportunity is the Law – Spanish
- Program Grievance and Criminal Complaint Policy Notice
- EO-Grievance Complaint Form

ACTION/IMPLEMENTATION

Effective December 9, 2016, AJCCs, Adult and Dislocated Worker Service Providers and Youth Service Providers are required to use the new attachments. This includes immediately replacing all printed versions of the documents (e.g. handouts, posters) with the versions above.

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

ATTACHMENTS

All updated documents can be found on the [San Diego Workforce Partnership website](#) as attachments to Chapter 7, Part 1 and Chapter 9.

cc: Simpson & Simpson