

SAN DIEGO WORKFORCE PARTNERSHIP
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OPERATIONS ISSUANCE

OPERATIONS ISSUANCE NO. 2017-14

DATE: April 3, 2017
TO: All Service Providers
FROM: Andy Hall, Vice President and Chief Program Officer
SUBJECT: Operations Manual Revision: Chapter 5

PURPOSE

The purpose of this operational issuance is to inform SDWP's Service Providers that the following chapters have been revised:

A. Chapter 5 – CalJOBS Forms and Procedures Handbook

This revision includes changes in WIOA Data Entry:

- Updates to CalJOBS forms, including changes to screen shots;
- Addition of Credentials Form; and
- Addition of Measurable Skills Gain Form.

All chapters can be found on the SDWP website under [Partner Resources>Operations Manual](#).

ACTION/IMPLEMENTATION

Effective April 3, 2017, all Service Providers are required to follow the guidelines and use the new chapter. This issuance replaces and supersedes the current chapter.

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

cc: All Service Providers/Simpson & Simpson/SDWP Internal Distribution List