

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
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OPERATIONS ISSUANCE

OPERATIONS ISSUANCE NO. 2017-01

DATE: July 1, 2016

TO: Operators and Service Providers

FROM: Jacqueline S. Collins
Director of Operations

SUBJECT: **Operations Manual Revision: Chapter 4, Part 1 Adult and Dislocated Worker Program Activities and Chapter 4, Part 2 Youth Program Activities**

PURPOSE

The purpose of this Operations Issuance is to announce the revision and updates to the San Diego Workforce Partnership (SDWP)'s Operations Manual, Chapter IV, Part 1 Adult and Dislocated Worker Program Activities and Chapter 4, Part 2 Youth Program Activities. Chapter 4 has been revised to incorporate the new Workforce Innovation and Opportunity Act (WIOA) program elements and other updated policies.

BACKGROUND

The purpose of each Chapter 4 is to provide local Youth Program Providers, Americas Job Center of California (AJCCs) operators and any other Service Providers (Operators and Service Providers) funded with WIOA Title 1 funds guidance in operating and managing the programs. This guidance will be based on the WIOA legislation, U.S. Department of Labor (DOL) directives in the form of the WIOA Notice of Proposed Rulemaking (NPRMs), the WIOA Final Rules, Training and Employment Guidance Letters (TEGLs) and State of California Employment Development Department (EDD) Directives related to these programs. If necessary, SDWP's Operation Manual and all related directives may be updated at any time upon further guidance from the DOL, EDD or SDWP.

ACTION

Chapter 4, Part 1 and 2 is effective immediately. It supersedes and replaces the stand-alone Operations Issuances listed below, as these have been incorporated throughout the chapters and provided as attachments. In addition, the Chapter now provides direct links to various internet sites, as well as the chapters of the Operations Manual that are referenced throughout the document.

Date of Issuance	Issuance Number	Issuance Title
May 20, 2016	2016-15	Apprenticeship Training Policy and Procedures
April 21, 2016	2016-11	Breaking Barriers San Diego Program Monthly Report
March 21, 2016	2016-10	Breaking Barriers San Diego (BBSD) Program Eligibility Verification and Referral Process
February 09, 2016	2016-09	Revision to Chapter IV, Part I, Attachment B- Customized Training Policy and Procedures
January 28, 2016	2016-08	Priority of Service for WIOA Adult-Funded Individualized and Training Services
January 28, 2016	2016-07	Eligible Training Provider List Policy and Procedures and Changes For Training Program Approval
January 13, 2016	2016-02 REVISED	Revision to Chapter IV, Part I, Attachment C – On-The-Job Training Policy And Procedures
December 07, 2015	2016-06	Selective Service Registration Requirements
May 30, 2014	2014-16	Revisions to Policies and Procedures for the Health and Human Services Bridge To Employment Program
January 31, 2014	2014-09	Priority of Service for WIA Adult- Funded Training and Supportive Services
January 11, 2013	2013-08	Operations Manual Revision - Revised Chapter IV, Part II
January 11, 2013	2013-09	Revisions to Policies and Procedures for the Health and Human Services Bridge to Employment Program
February 24, 2012	2012-10	Individual Employment Plan (IEP) Usage
January 25, 2012	2012-09	Unlikely to Return Expansion - 2012 Update
May 31, 2011	2011-11	Revised Multimedia Publicity/Privacy Release Form
September 13, 2010	2011-07	Operations Manual Revised Chapter IV, Part I – Adult and Dislocated Worker Program Activities
May 28, 2010	2010-11	Adult and Dislocated Worker Work Experience Policy and Procedures

Please ensure the updated instructions, forms and attachments in these revised chapters are provided and are being used by all applicable front-line staff.

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

Attachments

None

A copy of the revised Operations Manual, Chapter 4, Part 1 and 2, along with its attachments, can be accessed at: <http://workforce.org/operations-manual>.

cc: SDWP Internal Distribution List