**America’s Job Center of California (AJCC) Monthly Report**

Report is due to SDWP Program Specialist on the 5th of each month.

If any sections are not applicable, please indicate “N/A.”

|  |
| --- |
| Service Provider Name (America’s Job Center of California Name)  |
| Report Prepared By | Contract/Grant |
| Performance Period | Date of Report |

## Overview

## Please describe your overall program performance, including all special projects in the past month.

1. Performance Summary

|  |  |  |
| --- | --- | --- |
| **Activity** | **Total Number**  | **Number of People** |
| Universal Services |  |  |
| New Enrollments (Adult) |  |  |
| New Enrollments (Dislocated Worker)  |  |  |
| Individual Training Accounts |  |  |
| On-the-Job Trainings |  |  |
| Customized Trainings |  |  |
| Recruitment Events\* (e.g., job fairs) |  |  |
| Workshops\* (e.g., resume writing, interviews) |  |  |
| Placements |  |  |
| Exits |  |  |

 \*Please list the name, number of attendees and date of the recruitment event or workshop below.

|  |  |  |
| --- | --- | --- |
| Name of Recruitment Event or Workshop | Number of Attendees | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Trends

Please explain trends that are occurring at your AJCC or with your program(s) that are not reflected in the SDWP Quarterly Performance Reports (e.g., a notable change in the types of Customers accessing services).

1. Challenges

Please describe any challenges that your AJCC faced in the past month and explain how those challenges were addressed.

1. Training/Technical Assistance Request

Please provide feedback on SDWP’s trainings in the past month and describe any additional training or technical assistance you would like to receive from SDWP in the near future.

1. Success Story

Please indicate any success stories of Customers that you would like SDWP to highlight. Include site location, Customer name and details of their experience, services received and outcomes.