

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
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OPERATIONS ISSUANCE

OPERATIONS ISSUANCE NO. 2014 - 14

DATE: April 25, 2014

TO: American Job Centers of California (AJCC)
Adult & Youth Program Service Providers

FROM: Emilia Gabriele
Vice-President/Chief Financial Officer

**SUBJECT: OPERATIONS MANUAL REVISION: CHAPTER X – PROGRAM AND
CRIMINAL COMPLAINT POLICIES AND PROCEDURES**

PURPOSE

This Operations Issuance provides notice that Chapter X of the San Diego Workforce Partnership's (SDWP) Operations Manual, Program and Criminal Complaint Policies and Procedures, has been revised and posted on the SDWP website.

Changes are as follows:

The Equal Opportunity (EO) Officer, Emilia Gabriele, has changed titles and is now the Vice President and Chief Financial Officer. All references to the EO Officer in the Chapter and in the attachments to the Chapter have been revised to reflect this change.

All revisions in Chapter X are effective immediately. The revised Chapter X and its attachments are posted on the SDWP website at: <http://workforce.org/operations-manual>. Operations Issuance 2014-01, Equal Opportunity and Nondiscrimination Policy and Complaint Procedures, issued on July 16, 2013, has been replaced by this Chapter and removed from the SDWP's website.

Make sure applicable staff are notified of this change and are using updated forms with the correct title of the EO Officer, as provided in this Chapter. All new applicants of the WIA Adult and Youth Programs must be provided with the updated version of the Program Grievance and Criminal Complaint Policy Notice (Attachment B). These forms are also to be provided to any other customers who request a copy of the complaint forms, or who want to report any suspected fraud or criminal acts.

This issuance applies to all WIA SDWP-funded Adult and Youth Program Service Providers and AJCCs, including special grants.

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 X, can be accessed at:
<http://workforce.org/operations-manual>

cc: Workforce Partnership Internal Distribution List
Mayer Hoffman McCann (MHM), Monitoring Contractor