DATE: August 18, 2016

TO: LA’s Workforce Development System

FROM: Jaime H. Pacheco-Orozco, Director Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN NO. 17-03
PROGRAM YEAR (PY) 2016-17 WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) ADULT WORKSOURCE BUSINESS SERVICES MONITORING SCHEDULE

EFFECTIVE DATE
This bulletin is effective upon date of issue.

PURPOSE
The purpose of this bulletin is to release the PY 2016-17 Adult WorkSource Business Services Monitoring schedule. There will be two site visits per year beginning August 2016 (see attached schedule). The visits will focus solely on delivery of Business Services by each WorkSource Center (WSC) and the monitoring will be conducted by the new Employer Services Unit.

BACKGROUND
Each program year, the Adult WorkSource System is monitored to ensure compliance with applicable laws, policies, and regulations. Included in standard site visits are such topics as review of program enrollment data, budgets and expenditures, and Equal Opportunity (EO). For the purposes of these site visits, however, the focus will be solely on Business Services.

The monitors will contact the Business Services Representative at each WSC to schedule a date and time for the site visit. Members of the Employer Services Unit are as follows:

Désirée Guzzetta, Supervisor (213) 744-7191 Desiree.Guzzetta@lacity.org
Daniela Goga, Business Services Monitor (213) 744-9371 Daniela.Goga@lacity.org
Elizabeth Macias, Business Services Monitor (213) 744-7196 Elizabeth.Macias@lacity.org

WDS CONTACT
If you have any questions or require further information, please contact Désirée Guzzetta at (213) 744-7191, TTY (213) 744-9395.

JHP:DG
Attachment: PY 2016-17 WIOA WorkSource Business Services Monitoring Schedule

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
## PY 16-17 WorkSource Business Services Monitoring Schedule

<table>
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<tr>
<th>MONTH</th>
<th>MONITORING SITE VISIT TOPICS</th>
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| **August – September 2016** | 1) Entrance Conference and Follow-up  
2) File Review (through June 30, 2016) – 70 files  
3) Review of Referral Forms  
4) Exit Conference         |
| **February - March 2017**   | 1) Entrance Conference and Follow-up  
2) File Review (through January 31, 2016) – Sample file number TBD  
3) Review of Referral Forms  
4) Exit Conference          |

Note: Monitors to coordinate with Business Service Representatives for site visit dates and time in August - September 2016 and February - March 2017.

Note: Topics are tentative and subject to updates.