DATE: October 27, 2016

TO: LA’s Workforce Development System

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

SUBJECT: WDS INFORMATION BULLETIN NO. 17-08
A NEW DIRECTION FOR THE WORKFORCE TRAINING COHORT GUIDELINES

EFFECTIVE DATE
This information bulletin is effective upon date of issue.

PURPOSE
The purpose of this bulletin is to announce a training opportunity for veterans and to set forth the guidelines for referring participants to the cohort trainings offered through the Los Angeles Unified School District (LAUSD).

BACKGROUND
The Economic and Workforce Development Department (EWDD), Workforce Development System (WDS) has available training funds from the “A New Direction for the Workforce” Dislocated Worker Additional Assistance grant that can be expended until March 31, 2017. The eligibility pool for this grant has been expanded to include veterans as well as layoffs from the original master list.

To facilitate and expedite the training process, the WDS will be paying the training providers directly and has selected two LAUSD providers; the Maxine Waters Employment Preparation Center (EPC) and the Abram Friedman Occupational Center. The classes are scheduled to start November 1, 2016, and run through March 31, 2017. Training is on a first-come first-served basis until all training slots have been filled.

Participant Eligibility
Participants interested in the program must be enrolled at one of the 17 City of Los Angeles WorkSource Centers (WSC) and meet the criteria for a veteran.

A. Returning or recently separated within 48 months after discharge or release from active military, naval, or air service.

B. Must have received a DD 214 for conditions other than dishonorable.
Referral Process
After meeting initial eligibility:

1. Participants will choose a training program from the approved list based on assessment, interest, and skill set(s).
2. The case manager will confirm space availability with the LAUSD and schedule an appointment with the LAUSD to facilitate enrollment into the selected course of study.
3. The case manager completes the Referral Form and provides a hard copy to the participant.
4. The case manager e-mails the Referral Form to the LAUSD and to the EWDD Special Grants Manager Elizabeth Macias, at elizabeth.macias@lacity.org to facilitate tracking of participants.
5. After the LAUSD confirms space availability, the referring WSC and the LAUSD sign the ITA form listing the cost since the LAUSD will be paid directly by the EWDD. The value of the class is to be reported to the EWDD Financial Management Division as a Leveraged Resource for the WSC.
6. The WSCs enter Grant Code 1011 into CalJOBS® to indicate the participant is part of the New Directions program.
7. Upon completion, the LAUSD forwards copies of participant attendance records and Certificate of Completion, as well as any other certificates earned, to the referring WSCs for file documentation.

Classes Offered
The classes offered at Maxine Waters EPC are Welding Trainee, Electrician Training, and Custodial/Building and Grounds Trainee. The classes offered at Abram Friedman Occupational Center are Air Conditioning Technician (HVAC), Auto Tech: Emission Control (Smog Inspector’s License), and Custodial/Building and Grounds Trainee. The classes are listed on the CalJOBS® ETPL, and include books and supplies. The Electrician and Welding classes also include the cost of exams.

LAUSD TRAINING AND REFERRAL CONTACTS
The point of contact at Maxine Waters EPC is Sergio Gumucio at sgumucio@lausd.net or (323) 357-7700. The Maxine Waters EPC is located at 10925 S. Central Ave., Los Angeles, CA 90059.

The point of contact at Abram Friedman Occupational Center is Brenda Vela at biv1999@lausd.net or at (213) 765-2443. The Abram Friedman Occupational Center is located at 1646 S. Olive St., Los Angeles, CA 90015.

WDS CONTACT
If you have any questions or require further information, please contact Robert Reed at Robert.Reed@lacity.org or at (213) 744-7184, TTY (213) 744-9395.

JHP:GR:RR
Attachment: City of Los Angeles WIOA ITA Referral Form
City of Los Angeles - WIOA, ITA
REFERRAL NOTICE

For Completion by WorkSource Center

The individual identified below has been determined eligible for a WIOA funded Individual Training Account (ITA) and is interested in a course(s) of instruction offered by your institution. As such, this individual is being referred to you for possible enrollment:

A. Date of Referral: __________________________

B. Referring WorkSource Center: __________________________
   Phone No: __________________ Fax No: __________________
   Contact Person: __________________________

C. Potential Customer Name: __________________________

D. School Name: __________________________
   Course of Instruction: __________________________
   Barbering
   ETPL Course Code: __________________________

For Completion by School

E. Admission Status
   1 Does the individual qualify for admission? Yes ___ No ___
      If no, explain why __________________________
   2 What is the cost of tuition? $ __________________________
   2a What are the fees? $ __________________________
   2b Total Costs $ __________________________
   2c Less Financial Aid $ ( ___ )
   2d Total Amount to be Paid by WIOA $ __________________________

   3 Class start date: __________________________
   4 Class end date: __________________________

F. School Representative:
   Name and Title: __________________________
   Phone No: __________________ Fax No: __________________
   Signature and Date: __________________________

Upon completion, fax this form to the referring WorkSource Center.
*** Please do not begin training this participant until you have an executed written agreement with the WorkSource Center. ***