DATE:       November 20, 2014

TO:         LA's Workforce Development System

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

SUBJECT:    WDS DIRECTIVE NO. 15-06
            TRANSMITTAL OF PHYSICAL AND PROGRAM ACCESSIBILITY
            CHECKLIST AND REQUEST TO COMPLETE ELECTRONIC VERSION

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of the directive is to instruct the WorkSource Centers (WSC) and
YouthSource Centers (YSC) to comply with the request from the State of California
Employment Development Department (EDD) to complete the Physical and Program
Accessibility Checklist (PPA) by the December 8, 2014 deadline.

On October 27, 2014, the EDD notified all Local Workforce Investment Area (LWIA) EO
Compliance Officers of the schedule for completion of the Electronic Compliance
Monitoring Checklist (EMC) and the Physical and Program Accessibility Checklist (PPA).
The City of Los Angeles LWIA is required to submit a response that reflects the entire
Workforce Development System. The City will be responsible for responding to the EMC.
Each WSC and YSC will be responsible for completing the attached PPA and transferring
the data to the electronic version. The EDD is preparing an official directive and expects it
to be released soon.

ACTION REQUESTED
Each WSC and YSC must complete both the attached and electronic version of the PPA. If
a WSC or YSC has more than one location, a completed paper and electronic version of
the PPA will be needed for each location. It is recommended that these documents be
completed by a team that includes the EO Complaints Officer and the Disability
Coordinator. It is also recommended that the team work on these checklists steadily until
the submittal date. Minor accessibility problems, if discovered, should be corrected before
the completion of the electronic version of the PPA.
TECHNICAL ASSISTANCE
Technical assistance training for the PPA took place in July 2014, and a printed copy of the attached file, “Physical & Program Accessibility Checklist for Local Workforce Investment Areas,” was provided for each WSC and YSC. The access code for the electronic version of the PPA has been e-mailed to each designated EO Complaints Officer at each WSC and YSC.

You may contact Maureen Brown at (213) 744-7272, TTY (213) 744 7290 for technical assistance. Also contact Ms. Brown for information on borrowing tools to complete the physical accessibility survey.

DEADLINE FOR RESPONSE
Each WSC and YSC must complete the electronic version of the PPA, for each of their locations, no later than December 8, 2014.

EWDD CONTACT
If you have any questions or require further information, please contact Maureen Brown at Maureen.Brown@lacity.org or at (213) 744-7272, TTY (213) 744-7290.

JHP:mab
Attachment: Physical & Program Accessibility Checklist for Local Workforce Investment Areas