DATE:     May 5, 2016

TO:       LA’s Workforce Development System

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

SUBJECT:  WDS DIRECTIVE NO. 16-10
          (Supersedes WDS Directive Nos. 08-06 and 08-07)
          EQUAL OPPORTUNITY (EO) TAGLINES and TTY PHONE NUMBERS

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this WDS directive is to bring City of Los Angeles Local Workforce Development Area (LWDA) procedures into compliance with recently published State and Federal regulations.

BACKGROUND
The Employment Development Department (EDD), State of California, recently released Workforce Services Directive WSD15-24, Nondiscrimination and Equal Opportunity Procedures. This EDD directive updated the Nondiscrimination and Equal Opportunity Procedures to align with the Workforce Innovation and Opportunity Act regulations, found in 29 CFR 38.

Contained in Element 2 of the Methods of Administration are the following required taglines:

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.

REQUIRED ACTION
These required taglines must appear on all communications with the public, including:

- Fliers
- Brochures
- Letterhead
- Websites

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.
The wording above must be used exactly. If the flier is for a specific event, such as a job fair, additional information can be added on requesting a reasonable accommodation.

On any website promoting WIOA funded services, the taglines must appear on the home page, and major pages featuring WIOA services.

Where such materials indicate that the recipient may be reached by voice telephone (i.e., a phone number is listed), the materials must also prominently provide the number of the text telephone (TTY). [29 CFR 38.38a]

DEADLINE FOR IMPLEMENTATION
Implementation should begin immediately, and be completed no later than July 1, 2016.

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:mb