DATE: March 8, 2017

TO: LA’s Workforce Development System

FROM: Gerardo Ruvalcaba, Director
Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 17-13
WIOA NAVIGATORS

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to announce the partnership of the Workforce Development System (WDS) and the Los Angeles Unified School District’s (LAUSD) Division of Adult and Career Education (DACE). WIOA Navigators are co-located at WorkSource Centers (WSCs) and at DACE Adult Schools. To date, there are eight (8) WIOA Navigators assigned to eight (8) WSCs and representing ten (10) DACE service areas. The ultimate goal for this partnership is that all WSCs will have a co-located LAUSD WIOA Navigator.

BACKGROUND
The LAUSD (DACE) works directly with the Economic and Workforce Development Department (EWDD) of the City of Los Angeles to plan and coordinate program alignment between the WIOA systems. In order to further strengthen this existing partnership, in program year 2016-17 DACE and the EWDD initiated a co-location pilot whereby LAUSD DACE personnel is located at designated WSCs to co-case manage clients, strengthen the referral system between the DACE schools and the WSC, and to provide soft skills training. WIOA Navigators are charged with assisting students/clients in navigating the WIOA systems in order to streamline services and accelerate student/client goal attainment.

REQUESTED ACTION
WSCs are to provide a suitable workspace at the assigned WSC for the WIOA Navigators and should be given full access to resources (wi-fi, parking, training, etc.) necessary to perform their job duties. WIOA Navigators will have access to JobsLA and will receive the proper training on the system.

The WIOA Navigators will report to their particular WSC from Monday to Thursday and on Friday to their assigned LAUSD Adult School unless required to perform duties
 associated with their job description including: Rapid Response, Job Fairs, training programs and meetings. Any change in schedule should be reported to both the WSC Director and the LAUSD DACE Principal.

The WIOA Navigator will provide outreach and support services for the LAUSD DACE and WSCs. The navigator will arrange the adult education and WSC articulation processes, participate in adult education recruitment efforts, and serve as the liaison to programs serving adult education students. This advisor will receive administrative direction from the administrator of the assigned school and will work with the WSC Director and DACE Central Office personnel to assure compliance with state and federal WIOA guidelines and performance objectives are met.

**WDS CONTACT**
If you have any questions or require further information related to this directive, please contact Rosa Arcadia at (213) 744-7173 / Rosa.Arcadia@lacity.org. TTY (213) 744-9395.

GR:RA