DATE: June 27, 2018

TO: All WorkSource and YouthSource Center Contractors

FROM: Gerardo Ruvalcaba, Director  
Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 18-23  
PY2018-19 LIMITED ENGLISH PROFICIENCY (LEP) QUESTIONNAIRE

EFFECTIVE DATE  
This directive is effective on date of issue.

PURPOSE  
The purpose of this Directive is to request that current WorkSource Center and  
YouthSource Center contractors complete and submit the annual Limited English  
Proficiency (LEP) Questionnaire, previously part of the RFCR package. This questionnaire  
sets out to identify service level to and service needs of non-English speaking populations  
accessing our Adult and Youth systems.

REQUIRED ACTION  
This LEP Questionnaire is being released and may be downloaded from the Economic and  
Workforce Development Department (EWDD) website at:  
Questionnaire is due July 16, 2018. Only electronic submissions in the specified file formats  
will be accepted.

BACKGROUND  
Federal and State laws, as well as the City WDB’s policies, require that all WIOA programs  
be accessible to non-English speaking populations in the City of Los Angeles. Denial of  
equal access to federally funded programs and activities based on national origin, including  
LEP is strictly prohibited. Refer to Section 188 of WIOA; Title VI of the Civil Rights Act of  
1964; Executive Order 13166 "Improving Access to Services for Persons with Limited  
English Proficiency," the Dymally-Alatorre Bilingual Services Act; and the U.S. Department  

Questions or requests regarding this Directive should be emailed to  
Maricela.Hernandez@lacity.org with “2018-19 LEP Questionnaire Question and/or  
Submission” indicated in the subject line.

Attachment: Limited English Proficiency (LEP) Questionnaire  PY 2018-19  
GR:MH:cg

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.