



## Los Angeles County America's Job Centers of California (AJCC) AJCC Contact Information Update Form



County of Los Angeles Workforce Development, Aging and Community Services AJCC Operations Division uses these contacts for all programmatic needs, including releasing program updates, changes, and requirements. It is the AJCC's responsibility to ensure the contact list is always up to date.

<input type="checkbox"/> <b>Comprehensive AJCC</b>	<input type="checkbox"/> <b>AJCC</b>	<input type="checkbox"/> <b>AJCC Affiliate</b>
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AJCC Name	
Address	
Phone	
Fax/TTY (required)	

<b>Administrative Team</b>
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Executive Director: Name	
Executive Director: Phone	
Executive Director: Cell Phone	
Executive Director: E-Mail	
Accountant/Fiscal Officer: Name	
Accountant/Fiscal Officer: Phone	
Accountant/Fiscal Officer: Cell Phone	
Accountant/Fiscal Officer: E-Mail	

<b>Supervisory Team</b>
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Operations Manager: Name	
Operations Manager: Phone	
Operations Manager: Cell Phone	
Operations Manager: E-Mail	
Program Supervisor: Name	
Program Supervisor: Phone	
Program Supervisor: Cell Phone	
Program Supervisor: E-Mail	
Business Services Manager: Name	
Business Services Manager: Phone	
Business Services Manager: Cell Phone	
Business Services Manager: E-Mail	

Youth@Work Key Staff	
Youth@Work Lead: Name	
Youth@Work Lead: Phone	
Youth@Work Lead: Cell Phone	
Youth@Work Lead: E-Mail	
Youth@Work Alternate: Name	
Youth@Work Alternate: Phone	
Youth@Work Alternate: Cell Phone	
Youth@Work Alternate: E-Mail	

Print Name	Title
Signature	Date

*The above positions reflect key staff and do not fully represent the minimum required staffing as reflected in the OSO for AJCCs Subaward, Exhibit A1, Attachment 4. Note that AJCCs are not required to have a Program Supervisor or Business Services Manager and Affiliates do not have a minimum standard of staff, however the Comprehensive AJCC shall ensure appropriate coverage of their Affiliates. Multiple forms may be used if necessary.*

Form must be signed by the Executive Director, Operations Manager or Program Supervisor. Please e-mail the completed form to [ajccops@wdacs.lacounty.gov](mailto:ajccops@wdacs.lacounty.gov).

