



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT PROGRAMS BULLETIN



DATE: JULY 03, 2018

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COUNTY OF LOS ANGELES AJCC SYSTEM CONTACT INFORMATION UPDATE FORM

PURPOSE

This bulletin provides you with the County of Los Angeles America's Job Center of California (AJCC) System Contact Information Update Form for usage by all Los Angeles County AJCCs.

SCOPE

The contacts provided will be used to disseminate all workforce development related programmatic information including program updates, needs, requirements, and meeting notices.

ACTION

AJCCs are required to use this form to notify Workforce Development, Aging and Community Services (WDACS) AJCC Operations Division of any key staff changes **within three (3) business days**. The form must be completed and signed by the Operations Manager or Program Supervisor ONLY. A copy of the most current updated form should be kept on file for AJCC records.

Service providers must ensure that the information provided herein is communicated throughout the operations, management and governance structure of the AJCC organization and that the Bulletin is appropriately maintained until further notice. See attachment for more details.

INQUIRIES

Inquiries regarding this bulletin and the requirements described herein should be directed to ajccops@wdacs.lacounty.gov.

**Irene Pelayo, Program Manager
Workforce and Community Services Branch**

Attachment:

*Los Angeles County America's Job Center of California (AJCC) System
AJCC Contact Information Update Form*