



LOS ANGELES COUNTY

YOUTH JOBS PROGRAM

INFORMATIONAL BULLETIN

NUMBER: LACYJ B16-02

SUBJECT: LOS ANGELES COUNTY YOUTH
JOBS (LACYJ) AGENCY CONTACT
INFORMATION UPDATE FORM

DATE: October 14, 2016

EFFECTIVE DATE: Immediately

TO: LACYJ PROGRAM PROVIDERS

This Directive provides instruction to LACYJ agencies on protocol to report staff changes. The Directive releases the LACYJ Agency Contact Information Update Form. Agencies are required to use this form to notify County of Los Angeles Community and Senior Services, LACYJ Program staff of any staff changes within 24 hours of the occurrence. Agencies operating both Workforce Innovation and Opportunity Act Youth and LACYJ programs need to submit separate contact forms.

The contacts provided will be used to disseminate all programmatic information including program updates, needs, changes, and requirements. The form must be completed and sent by the Executive Director only. A copy of the most current updated form should be kept on file for agency records. Please refer to the attached form for more information.

If you have any questions, please contact us at csslacyjprograms@css.lacounty.gov

Thank you,

A handwritten signature in black ink, appearing to read "Josie Marquez", written over a horizontal line.

Josie Marquez, Assistant Director
Workforce and Community Services Branch

Attachments