



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT PROGRAMS BULLETIN



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LOS ANGELES COUNTY WORKFORCE INNOVATION AND OPPORTUNITY ACT AGENCY CONTACT INFORMATION UPDATE FORM FOR AJCC BUSINESS SERVICES

PURPOSE

This bulletin provides the Los Angeles County Workforce Innovation and Opportunity Act (WIOA) Agency Contact Information Update Form for all Los Angeles County contractors.

SCOPE

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

ACTION

Contractors are required to use this form to notify Workforce Development, Aging and Community Services (WDACS) Economic & Business Development of any Business Services staff changes **within three (3) business days**. The form must be completed and signed by the Operations Manager ONLY. A copy of the most current updated form should be kept on file for agency records. Please refer to attached form for more information.

INQUIRIES

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

**Caroline Torosis, Program Manager
Workforce and Community Services Branch**

Attachment – WIOA Business Services Agency Contact Information Update Form