

DIRECTIVE
WORKFORCE SERVICES

Number: WSD09-3

Date: August 13, 2009
69:188:cs:12724

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ORGANIZATIONAL INFORMATION CHANGE

EXECUTIVE SUMMARY:

Purpose:

This directive provides guidance to all recipients of Workforce Investment Act (WIA) funding and One-Stop operators that make changes to their organizational and office information.

Scope:

This directive requires that any recipient of WIA funds must provide documentation for organizational changes to a central point of contact within the Workforce Services Division (WSD). Additionally, this directive requires that any One-Stop operators provide documentation for office changes to a central point of contact within the WSD.

Effective Date:

This directive is effective immediately.

REFERENCES:

None

STATE-IMPOSED REQUIREMENTS:

This directive contains some State-imposed requirements that are shown in ***bold, italic*** type. State instructions provide the process for submittal of all organizational changes.

FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD06-20, dated June 27, 2007 and finalizes WSDD-19, issued for comment on March 17, 2009. Retain this directive until further notice. No comments were received on the draft directive. However, minor revisions have been incorporated into the final directive.

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

BACKGROUND:

The subgrant is the vehicle by which the State provides funding to all recipients while the One-Stop Career Centers provide a broad range of employment assistance to job seekers. In turn, the recipients of WIA funds and One-Stop operators are responsible for ensuring the State has the most current information for each of their organizations or offices. Having the most current information enables the State to execute contracts, disseminate information, disburse funds, and provide job seekers and employers with the most current and convenient One-Stop Center locations with the least amount of delay. In the past, WSD has received requests to update or change organizational and office information through various channels. This method created problems in maintaining accuracy in databases and in updating Employment Development Department's (EDD) website where both are used for the dissemination of information. To eliminate those problems, the WSD is establishing a single point of contact within WSD for reviewing and processing any organizational and office changes submitted by any funding recipient or any One-Stop operator. Previously, only 2 types of changes (type 1 and type 2) were required to be submitted. With issuance of this directive, type 3 changes are now required so California job seekers and employers can be supplied with the most accurate and current One-Stop information.

POLICY AND PROCEDURES:

All recipients of WIA funds must provide and submit all changes to their organizational information to the WSD Financial Management Unit. There are three types of changes. Forms for each type of change are linked as attachments to this directive.

Type 1 Changes:

Organizational changes for the following must be submitted on official letterhead stationery or Change Form – Type 1 and must be signed by the appropriate Chief Elected Official, Chief Administrator, or Chief Executive Officer representing the organization. These changes will only be accepted in hard copy by U.S. mail.

- Local Workforce Investment Area (LWIA) and Community Based Organization (CBO) Subgrantee name changes.
- LWIA and CBO Subgrantee Administrator, Administrator Alternate, Local Workforce Investment Board Chair, Chief Elected Official/Executive name change and any changes to office telephone/e-mail/fax numbers for the above parties.
- LWIA and CBO site and mailing address changes.

When using the Subgrantee Information Change Form—Type 1 (Attachment 1), the entity name and only the areas where changes have occurred need to be completed.

Mail Type 1 changes to:

Attn: Financial Management Analyst
Financial Management Unit, MIC 69
Workforce Services Division
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

Type 2 Changes:

Organizational changes for the following must be submitted by one of the parties affected by the change or the designated representative for the organization. These changes will be accepted by e-mail or fax.

- Management Information System (MIS) Administrator and/or Alternate name, address, telephone, e-mail or fax number changes.
- Fiscal Administrator and/or Alternate name, address, telephone, e-mail or fax number changes.
- Rapid Response Coordinator name, address, telephone, e-mail or fax number changes.
- LWIA and CBO Web site address changes.

Type 2 changes may be mailed to the same address as stated for Type 1 changes or submitted by fax to the Financial Management Unit, Attn: Financial Management Analyst at (916) 654-9119 or by e-mail to Carol Keane at carol.keane@edd.ca.gov. When using the optional Subgrantee Information Change Form—Type 2 (Attachment 2), only the areas on the form where changes have occurred need to be completed, however, the entity name **must** be completed.

Type 3 Changes:

The WSD is introducing the One-Stop Office Change Form – Type 3 form to facilitate updates to the One-Stop Career Center database and EDD’s Web site. All changes, openings, or closures for One-Stop Career Centers, i.e., comprehensive offices, affiliated offices, specialized offices, kiosks and mobile units must be submitted by one of the parties affected by the change or by a designated representative. (For definitions of One-Stop Office types, see Attachment 4.) Section I and Section III must be filled in completely, however, only the areas in Section II where changes have occurred need be completed. As a result, job seekers and employers can connect to the most convenient One-Stops in their area. One-Stops provide an essential link for job seekers and employers where they can access the most current employment opportunities, assistance, and training. These changes will be accepted by e-mail or fax and include:

- One-Stop Career Center openings and closures.
- One-Stop Career Center name, address, website Uniform Resource Locator (URL), telephone, fax or Teletypewriter (TTY) number
- Hours of operation
- Office Manager name, address, e-mail, telephone or fax number

Type 3 changes may be mailed to the address stated for Type 1 changes or submitted by fax to the Financial Management Unit, Attn: Financial Management Analyst at (916) 654-9119 or by e-mail to Carol Keane at carol.keane@edd.ca.gov.

One-Stop Career Centers are listed on the EDD’s Web site: **One-Stop Career Centers.**

For changes in a LWIA's Equal Opportunity Office, refer to the Workforce Investment Act Directive [WSD07-6](#), *Nondiscrimination and Equal Opportunity Procedures*, dated January 16, 2008.

WSD Publications

Directives, Information Notices, and other workforce information are posted on EDD's Web site. The WSD disseminates these documents to the Workforce Development Community through an e-mail subscription service. When new information is posted on the Internet, the WSD pagemaster e-mails a "Workforce Development New Web Item" notification to the Workforce Development Community. To automatically receive this notification service subscribe at [Get Email Notices](#).

To change an e-mail address, first unsubscribe to the old e-mail address and then subscribe to the new e-mail address. To only delete an e-mail address, just unsubscribe to it. These changes will affect the e-mail subscription service that notifies the Workforce Development Community.

ACTION:

Bring this directive to the attention of appropriate staff.

INQUIRIES:

Please direct inquiries regarding this directive to Carol Keane at (916) 657-3545.

/S/ BOB HERMSMEIER
Chief
Workforce Services Division

Attachments

Subgrantee Information Change Form – Type 1

LWIA

Non-LWIA

Entity Name		Entity Site Address		
Entity Mailing Address		Main Public Phone		
Entity Director/Administrator				
Salutation	First	MI	Last	Title
Address				
Phone		Fax	E-Mail Address	

Entity Director/Administrator Alternate				
Salutation	First	MI	Last	Title
Address				
Phone		Fax	E-Mail Address	

LWIA Only:				
Local Workforce Investment Board Chair				
Salutation	First	MI	Last	Title
Board Name				
Address				
Phone		Fax	E-Mail Address	

Chief Elected Official				
Salutation	First	MI	Last	Title
Organization Name				
Address				
Phone		Fax	E-Mail Address	

Please check applicable entity type:

- Government Entity
- State Agency
- Private Entity

 Printed Name Title

 Signature Date

Subgrantee Information Change Form – Type 2

LWIA

Non-LWIA

Entity Name

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Entity Web Site Address

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Management Information System Administrator

Salutation	First	MI	Last	Title
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Address				
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Phone	Fax	E-Mail Address
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Management Information System Alternate

Salutation	First	MI	Last	Title
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Address				
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Phone	Fax	E-Mail Address
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Fiscal Administrator

Salutation	First	MI	Last	Title
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Address				
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Phone	Fax	E-Mail Address
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Fiscal Administrator Alternate

Salutation	First	MI	Last	Title
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Address				
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Phone	Fax	E-Mail Address
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LWIA Only:

Rapid Response Coordinator

Salutation	First	MI	Last	Title
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Address				
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Phone	Fax	E-Mail Address
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_____ Printed Name Title

_____ Signature Date

One-Stop Office Change Form – Type 3

I. Please enter One-Stop information prior to any changes	
Today's Date:	
Effective Date of Change:	
County Location:	
One Stop Name:	
Office Street Address:	
City:	
Zip Code:	
Operating under LWIA/LWIB:	

II.				
ITEM NO.	Action Codes			New Information (type or print)
	A	C	D	
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, Physical Address, City, State, And Zip
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mailing Address (if different)
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	County
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Phone
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Fax
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TTY Number
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hours
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service Level
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Web Site Address
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manager/Administrator
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contacts Email Address
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operating Under LWIB/LWIA

Key: A= Add, C= Change, D= Delete

III.		
Approval		
Contact Name:		Email:

Office Manager/Administrator (print name and title)	Signature	Date

Types of One-Stop Offices

Types of One-Stop Offices	Description of Offices
Affiliated One-Stop Site	A site that provides one or more of the programs, services, and activities of the One-Stop partners, and receives some Workforce Investment Act (WIA) funding.
Comprehensive One-Stop Career Center	A One-Stop Career Center that provides all core services specified in the WIA (see description below) and provides access to the other activities and programs provided under WIA and by each One-Stop partner.
Mobile One-Stop Unit	A vehicle or moveable unit (e.g., van or trailer) that serves as an affiliated or specialized One-Stop site by temporarily or intermittently bringing services to areas where potential clients might not otherwise obtain them.
One-Stop Kiosk	A WIA-funded stand-alone electronic device (such as a computer workstation) that provides remote public access to One-Stop services and/or information.
Specialized One-Stop Site	Specialized sites are One-Stop Career Centers that address specific needs (e.g., Youth Centers or Dislocated Worker Centers).