

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ORGANIZATIONAL INFORMATION CHANGE

**SUBJECT MATTER HIGHLIGHTS**

PLEASE NOTE

This draft directive will replace Directive WSD13-15, dated June 26, 2014.

The directive has been updated to include the following:

- WIA to WIOA.
- LWIA to Local Area.
- Type 2 changes – do not update information directly in CalJOBS<sup>SM</sup> and no fax will be accepted.
- Type 3 changes – change inbox to [WSBType3Forms@edd.ca.gov](mailto:WSBType3Forms@edd.ca.gov) and no fax will be accepted.

COMMENTS DUE

September 7, 2015

Comments can be submitted through one of the following ways:

<b>Fax</b>	WSD, Attention: <b>Wai Tin Wong</b> at 916-654-9119
<b>E-Mail</b>	<b>WaiTin.Wong@edd.ca.gov</b> (Include “draft comments” in the subject line)
<b>Mail</b>	WSD / P.O. Box 826880 / MIC 69 / Sacramento, CA 94280-0001

All comments received by the end of the comment period will be considered before the final directive is issued. The Workforce Services Branch does not respond individually to each comment received. However, a summary of comments will be released with the final directive. **Comments received after the specified due date will not be considered.**

If you have any questions, contact the Financial Management Unit at (916) 653-8213.

# WORKFORCE SERVICES DRAFT DIRECTIVE

Number: WSDD-124

Date: August 25, 2015

69:222:wtw:17558

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ORGANIZATIONAL INFORMATION CHANGE

## EXECUTIVE SUMMARY

### Purpose

The Employment Development Department (EDD) is providing guidance to all recipients of *Workforce Innovation and Opportunity Act* (WIOA) funding and America's Job Center of California<sup>SM</sup> (AJCC) operators with reference to changes in their organizational or office information.

### Scope

This directive applies to all recipients of WIOA funds and AJCC operators.

### Effective Date

This directive is effective on the date of issuance.

## REFERENCES

None

## STATE-IMPOSED REQUIREMENTS

This directive contains some state-imposed requirements that are shown in ***bold, italic*** type.

## FILING INSTRUCTIONS

This directive supersedes Directive WSD13-15, dated June 26, 2014. Retain this directive until further notice.

## BACKGROUND

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

The subgrant is the vehicle by which the state provides WIOA funding to its subrecipients, while the AJCCs provide a broad range of assistance to employers and job seekers. In turn, the recipients of WIOA funds and AJCC operators are responsible for ensuring the state has the most current information for each of these organizations and centers. 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 information for AJCC locations with the least amount of delay.

In the past, the Central Office Workforce Services Division (COWSD) received requests to update or change organizational and office information through various channels. These requests created problems maintaining accurate information in the various databases and websites used to disseminate information. To eliminate these problems, the COWSD established a single point of contact to review and process organizational or center location changes.

## **POLICY AND PROCEDURES**

***All recipients of WIOA funds must provide and submit all changes to their organizational information to the COWSD Financial Management Unit. There are three types of changes. Forms for each type of change are linked as attachments below.***

### 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 Development Area (Local Area) and Community Based Organization (CBO) Subgrantee name changes.
- Local area 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.
- Local area and CBO site and mailing address changes.

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

Mail Type 1 changes to the following address:

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

## Type 2 Changes

Type 2 changes may include one or more of the following:

- 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.
- Local area and CBO website address changes.

Organizational changes for the list above must be submitted by one of the parties affected by the change or the designated representative for the organization. Type 2 changes may be mailed to the same address provided for Type 1 changes, or e-mailed to [WSBOrganizationalChangeForms@edd.ca.gov](mailto:WSBOrganizationalChangeForms@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 Type 3 form (Attachment 3) facilitates updates to the AJCC database and EDD's website. All changes, openings, or closures for all AJCCs must be submitted by one of the parties affected by the change or by a designated representative. 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 AJCCs in their area. AJCCs provide an essential link for job seekers and employers where they can access the most current employment opportunities, assistance, and training. These changes may include one or more of the following:***

- AJCC openings and closures.
- AJCC 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 must be e-mailed to [WSBType3Forms@edd.ca.gov](mailto:WSBType3Forms@edd.ca.gov).

For changes in a local area's Equal Opportunity Office, refer to the **Workforce Services Directive, [WSD10-1 Nondiscrimination and Equal Opportunity Procedures](#), dated July 21, 2010.**

## WSB Publications

Directives, Information Notices, and other workforce information are posted on EDD's website. The COWSD disseminates these documents to the Workforce Development Community through an e-mail subscription service. When new information is posted on the Internet, the COWSD 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 the Financial Management Unit at 916-653-8213.

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Central Office Workforce Services Division

Attachments are available on the Internet:

1. [Subgrantee Information Change Form—Type 1](#) (DOC)
2. [Subgrantee Information Change Form—Type 2](#) (DOC)
3. [America's Job Center of California<sup>SM</sup> Change Form—Type 3](#) (DOC)