

## **ORGANIZATIONAL INFORMATION CHANGE**

---

### **GENERAL INSTRUCTIONS**

The attached directive is being issued in draft to give the Workforce Development Community the opportunity to review and comment prior to final issuance.

Submit any comments by email or mail no later than October 17, 2016.

All comments received within the comment period will be considered before issuing the final directive. Commenters will not be responded to individually. Rather, a summary of comments will be released with the final directive.

**Comments received after the specified due date will not be considered.**

---

**Email**      Kirstin.Cordova@edd.ca.gov  
Include "Draft Directive Comments" in the email subject line.

**Mail**        EDD  
Attn.: Financial Management Unit  
P.O. Box 826880 / MIC 69  
Sacramento, CA 94280-0001

---

If you have any questions, contact Kirstin Cordova at 916-653-0521.

# D ORGANIZATIONAL INFORMATION CHANGE

## EXECUTIVE SUMMARY

This policy provides guidance regarding changes in organization or office information. This policy applies to all subrecipients of *Workforce Innovation and Opportunity Act* (WIOA) funding and America's Job Center of California<sup>SM</sup> (AJCC) locations, and is effective immediately.

This policy only contains state-imposed requirements.

This policy supersedes Workforce Services Directive *Organizational Information Change* (WSD13-15), dated June 26, 2014. Retain this directive until further notice.

## REFERENCES

None.

## BACKGROUND

The subrecipients 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, disburse 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 disburse this 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 COWSD as instructed below. There are three types of changes. Forms for each type of change are linked as attachments below.

### Type 1 Change Form

Organizational changes for the list below must be submitted on official letterhead stationery or the Subrecipient Information Change Form – Type 1 (Attachment 1), and must be signed by the appropriate Chief Elected Official, Chief Administrator, or Chief Executive Officer representing the organization and mailed to the Financial Management Unit. Type 1 changes may include one or more of the following:

- Subrecipient name, site, mailing address or public phone number changes.
- Subrecipient Director/Administrator name, address, telephone, fax, or email changes.
- Subrecipient Director/Administrator Alternate name, address, telephone, fax, or email changes.
- Local Workforce Development Board Chair name, address, telephone, fax, or email changes (Local Areas only).
- Chief Elected Official name, address, telephone, fax, or email changes (Local Areas only).

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 Change Form

Organizational changes for the list below must be submitted on the Subrecipient Information Change Form – Type 2 (Attachment 2) by one of the parties affected by the change or the designated representative for the organization and mailed to the address above for the Type 1 Change Form or e-mailed to [WSBOrganizationalChangeForms@edd.ca.gov](mailto:WSBOrganizationalChangeForms@edd.ca.gov). Type 2 changes may include one or more of the following:

- Subrecipient website address changes.
- Management Information System (MIS) Administrator name, address, telephone, fax, or email changes.
- Management Information System (MIS) Administrator Alternate name, address, telephone, fax, or email changes.

- Fiscal Administrator name, address, telephone, fax, or email changes.
- Fiscal Administrator Alternate name, address, telephone, fax, or email changes.
- Rapid Response Coordinator name, address, telephone, fax, or email changes (Local Areas Only)

### Type 3 Change Form

The AJCC Change Form – Type 3 (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. Type 3 changes must be emailed to [WSBType3Forms@edd.ca.gov](mailto:WSBType3Forms@edd.ca.gov). Type 3 changes may include one or more of the following:

- AJCC openings and closures.
- AJCC name, address, website address, telephone, fax or Teletypewriter (TTY) number.
- Hours of operation.
- Office Manager’s name, address, email, telephone or fax number.

### ACTION

---

---

Bring this directive to the attention of appropriate staff.

### INQUIRIES

---

---

If you have any questions regarding Type 1 or Type 2 changes, contact the Financial Management Unit at 916-653-5294. If you have any questions regarding Type 3 changes, contact [WSBType3Forms@edd.ca.gov](mailto:WSBType3Forms@edd.ca.gov).

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

Attachments are available on the internet:

1. [Subrecipient Information Change Form – Type 1](#)
2. [Subrecipient Information Change Form – Type 2](#)
3. [America’s Job Center of California<sup>SM</sup> Change Form – Type 3](#)