

DIRECTIVE

WORKFORCE INVESTMENT ACT

Number: WIAD06-20

Date: June 27, 2007

69:130:me:10631

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ORGANIZATIONAL INFORMATION CHANGE

EXECUTIVE SUMMARY:

Purpose:

This directive provides guidance to all recipients of Workforce Investment Act (WIA) funding that make a change to their organizational 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).

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 WIAD06-1, dated July 18, 2006, and finalizes WIA Draft Directive WIADD-140, issued for comment on April 6, 2007. The Workforce Services Division received ten (10) comments during the draft comment period; the comments received did not result in any substantive changes to this directive. However, this directive incorporates changes that are viewed as highlighted text. The highlighted text will remain on the Internet for 30 days from the issuance date. Retain this directive until further notice.

BACKGROUND:

The subgrant is the vehicle by which the State provides funding to all recipients. In turn, the recipients are responsible for ensuring the State has the most current information for each of their organizations. Having the most current information enables the State to execute contracts, disseminate information and disburse funds with the least amount of delay. In the past, the Workforce Services Division (WSD) has received requests to update or change organizational information through various channels. This method created problems in maintaining accuracy in databases used for the dissemination of information. To eliminate those problems, the WSD is establishing a single point of contact within WSD to be responsible for reviewing and processing any organizational change submitted by any funding recipient.

POLICY AND PROCEDURES:

All recipients of WIA funds must provide the name and e-mail address of an Administrator Alternate and must submit all changes to their organizational information to the WSD Financial Management Unit. Organizational changes have been divided into two types.

Type 1 Changes:

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

- 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.

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.

For changes in a LWIA's Equal Opportunity Office, refer to the Workforce Investment Act Directive WIAD01-21, *Nondiscrimination and Equal Opportunity Procedures*, dated June 25, 2002.

The attached Subgrantee Information Change Forms are optional and may be used to request either type of organizational changes. These forms are linked as attachments to this directive.

Documentation for Type 1 Changes will be accepted by mail only and must be accompanied by officially signed letterhead. When using the Type 1 Change form, the entity name and only the areas where changes have occurred need to be completed. Submission for Type 1 Changes are to be mailed to:

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

Type 2 Changes may be mailed to the address stated above or submitted by fax to the Financial Management Unit, Attn. Contracts Analyst at (916) 654-8060 or by e-mail to Esperanza Reardan at ereardan@edd.ca.gov. Although only the areas on the form where changes have occurred need to be completed, the entity name **must** be completed.

WSD Publications

Directives, information bulletins, 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 [www.edd.ca.gov/About EDD/Get Email Notices.htm](http://www.edd.ca.gov/About_EDD/Get_Email_Notices.htm).

Using the e-mail subscription address referenced above to change an e-mail address, first unsubscribe the old e-mail address and then subscribe to the new e-mail address. To delete an e-mail address only, just unsubscribe. 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) 653-0521.

/S/ BOB HERMSMEIER
Chief
Workforce Services Division

Attachments

Subgrantee Information Change Form – Type 1

LWIA

Non-LWIA

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

Signature

Date

[Form in MS Word](#)

Subgrantee Information Change Form – Type 2

Entity Name (required for database identification)				

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

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

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

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

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

[Form in MS Word](#)