

**DIRECTIVE**  
**WORKFORCE SERVICES**

Number: WSD13-15

Date: June 26, 2014

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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 America's Job Center of California<sup>SM</sup> (AJCC) operators that make changes to their organizational or office information.

**Scope:**

This directive requires that all recipients of WIA funds provide updated information on organizational changes to a central point of contact within EDD's Workforce Services Division-Central Office (WSD-CO). Additionally, this directive requires that AJCC operators also provide updates on center related changes to a central point of contact within the WSD-CO.

**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. These instructions provide the process for submitting the changes referenced above.

**FILING INSTRUCTIONS:**

This directive supersedes Directive WSD09-3, dated August 13, 2009, and finalizes Draft Directive WSDD-99, issued for comment on April 2, 2014. The WSD-CO received no comments during the draft comment period. Retain this directive until further notice.

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

## **BACKGROUND:**

The subgrant is the vehicle by which the State provides WIA funding to its subrecipients, while the AJCCs provide a broad range of assistance to employers and job seekers. In turn, the recipients of WIA 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, WSD-CO received requests to update or change organizational and office information through various channels. This created problems maintaining accurate information in the various databases and websites used to disseminate this information. To eliminate these problems, the WSD-CO established a single point of contact to review and process organizational or center location changes.

## **POLICY AND PROCEDURES:**

***All recipients of WIA funds must provide and submit all changes to their organizational information to the WSD-CO 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:**

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.
- LWIA and CBO website address changes.

The best method for making Type 2 changes is to update the information directly in CalJOBS<sup>SM</sup>. In CalJOBS<sup>SM</sup>, subgrantees have a category on the *Left Navigation Menu*, called Services for Subgrantee Staff. My Subgrantee contains basic information about the subgrantee. When you select My Subgrantee, Type 2 changes can be made in the Other Contacts tab. Subgrantee staff can edit current information, or add Other Contacts by clicking the Add button and providing information for the required fields. If the subgrantee is not able to make the changes directly in CalJOBS<sup>SM</sup>, they can submit the Change Form-Type 2 by following the directions below.

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. These changes will be accepted by e-mail or fax if the subgrantee is not able to make changes directly in CalJOBS<sup>SM</sup>.

Type 2 changes may be mailed to the same address provided for Type 1 changes, submitted by fax to the Financial Management Unit at 916-654-9119, 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 will be accepted by e-mail or fax and include:***

- 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 can be mailed to the same address provided for Type 1 changes, submitted by fax to the Financial Management Unit at 916-654-9119, or e-mailed to [WSBOrganizationalChangeForms@edd.ca.gov](mailto:WSBOrganizationalChangeForms@edd.ca.gov).

**For changes in a LWIA'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 WSD-CO disseminates these documents to the Workforce Development Community through an e-mail subscription service. When new information is posted on the Internet, the WSD-CO 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  
Workforce Services Division-Central Office

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)