



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT



WORKFORCE DEVELOPMENT BUREAU

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INFORMATION MEMORANDUM: 26

Date: September 25, 2006

To: PY 2006-2008 WIA Youth Subcontractors
City of Long Beach, Workforce Development Bureau Staff

From: Bryan Rogers, Workforce Development Bureau Manager *Bryan*

Subject: WIA Youth In-Service Training Sessions

The purpose of this Bulletin is to announce the following mandatory training sessions for Program Year 2006-2008 Workforce Investment Act (WIA)-funded youth subcontractors providing services in the Long Beach workforce investment area:

Performance Outcome Requirements/Management

Facilitators: LaDell White, Dawn Swann
Date/Time: Wednesday, October 11, 2006; 8:30 – 11:30 a.m.
Location: Plaza Room, Youth Opportunity Center, 3447 Atlantic Avenue
Attendance: Subcontractor staff involved in the subcontractor's WIA program, including program management, case management and other staff responsible for recruiting and determining program suitability, as well as staff responsible for documenting and tracking customer outcomes

Eligibility Determination Training

Facilitator: Dawn Swann
Date/Time: Wednesday, October 18, 2006; 8:30 – 11:30 a.m.
Location: Belmont Room, Youth Opportunity Center, 3447 Atlantic Avenue
Attendance: Subcontractor staff responsible for determining WIA eligibility of youth

Case Management Training

Facilitators: LaDell White, Julia Olson
Date/Time: Wednesday, October 25, 2006; 8:30 – 11:30 a.m.
Location: Plaza Room, Youth Opportunity Center, 3447 Atlantic Avenue
Attendance: Subcontractor staff, including program management, case management and other staff responsible for case managing youth participants, maintaining youth case files, and documenting and tracking youth customer data and outcomes

Page 2

Information Memorandum: 26

WIA In-Service Training Sessions

Fiscal Invoicing and Reporting

Facilitator: Arleen Ward

Date/Time: Wednesday, November 1, 2006; 9:00 – 11:30 a.m.

Location: Pine Room, Youth Opportunity Center, 3447 Atlantic Avenue

Attendance: Subcontractor staff responsible for invoicing and reporting of WIA program expenditures is required to attend

Should you have any questions, please contact Rick Gonzalez at (562) 570-4716.