

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



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MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: June 8, 2022

TO: LA's Workforce Development System

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

**SUBJECT: WDS DIRECTIVE No. 22-16
PY 2022-23 LIMITED ENGLISH PROFICIENCY (LEP) MANDATORY
TRAINING**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to notify WorkSource and YouthSource Center contractors of a mandatory virtual training to review the annual Limited English Proficiency Questionnaire which is due **July 15, 2022**. The Questionnaire collects data for the current PY 2021-22 and projected data for PY 2022-23.

REQUIRED ACTION

You are asked to designate at minimum one staff member to attend this training, preferably the LEP Coordinator and/or the staff who will be completing the questionnaire. The LEP Questionnaire Training is scheduled as follows:

YouthSource Centers

DATE: Tuesday, June 28, 2022

TIME: 1:00PM – 2:00PM

WorkSource Centers

Wednesday, June 29, 2022

1:00PM – 2:00PM

VIRTUAL PLATFORM: Google Meet

RSVP: [HERE\(YSC&WSC\)](#) in order to receive a calendar invite with the Google Meet joining information **no later than Wednesday, June 22, 2022.**

Note: In the event you are not available on your designated date, you may attend the alternate session by notifying the EWDD LEP Coordinator, Maricela Hernandez, ahead of time. Even though the Questionnaire links are different, the process is the same for both.

BACKGROUND

Federal and State laws, as well as the City WDB's policies, require that all WIOA programs be accessible to non-English speaking populations in the City of Los Angeles. Denial of equal access to federally funded programs and activities based on national origin, including LEP is strictly prohibited. Refer to Section 188 of WIOA; Title VI of the Civil Rights Act of 1964; Executive Order 13166 "Improving Access to Services for Persons with Limited English Proficiency;" the Dymally-Alatorre Bilingual Services Act; and the U.S. Department of Labor (DOL) Training and Employment Guidance Letter 26-02.

WDS CONTACT

For questions regarding the transmission of this directive, please contact Maricela Hernandez at Maricela.Hernandez@lacity.org with "**2022-23 LEP Questionnaire SUBMISSION**" indicated on the subject line.

CMH:GR:DB:MH:cg

Attachment: Limited English Proficiency Questionnaire (PY 2022-23)