


Date: July 14, 2008

To: Pacific Gateway Workforce Investment Network Staff
PY 2008-2010 WIA Youth Subcontractors

From: Bryan S. Rogers 
WIB Executive Director

Subject: **INFORMATION BULLETIN: IB09-01**
WIA YOUTH IN-SERVICE TRAINING SESSIONS

EFFECTIVE DATE

This bulletin is effective upon date of issue.

PURPOSE

This bulletin announces mandatory training sessions for Program Year 2008-2010 Workforce Investment Act (WIA)-funded youth subcontractors providing services in the Long Beach, Signal Hill, Torrance, and Lomita service areas of the Pacific Gateway Workforce Investment Network.

TRAINING SCHEDULE

All WIA subcontractors for Program Year 2008-2010 must attend all of the following training sessions:

Fiscal Invoicing and Reporting

Facilitators: Marian Young, Saudia Bellard
Date: July 24, 2008
Time: 10:00 am – 12:00 pm
Location: Youth Opportunity Center, Plaza Room
3447 Atlantic Avenue, Long Beach CA 90807
Attendance: Subcontractor staff responsible for collecting supporting documentation, invoicing and reporting WIA program expenditures is required to attend.

Eligibility Determination and Case Management

Facilitators: Dawn Swann, Julia Olson and Alejandra Lopez
Date: July 31, 2008
Time: 8:30 am – 12:30 pm
Location: Youth Opportunity Center, Belmont Room
3447 Atlantic Avenue, Long Beach, CA 90807



Attendance: Subcontractor staff, including program managers, intake staff, case managers and other staff responsible for outreach and recruitment, determining program suitability and initial eligibility, case management, and documenting and tracking youth data and outcomes.

Performance Outcome Requirements and Management

Facilitators: Dawn Swann, Julia Olson and Alejandra Lopez

Date: August 7, 2008

Time: 9:00 am – 12:00 pm

Location: Youth Opportunity Center, Plaza Room
3447 Atlantic Avenue, Long Beach, CA 90807

Attendance: Subcontractor staff, including program managers, intake staff, case managers and other staff responsible for providing outreach and recruitment, determining program suitability and initial eligibility, case management, and documenting and tracking youth data and outcomes.

In addition to the above in-service training sessions, Network staff has scheduled an “**Information Fair**” to assist subcontractors with outreach and recruitment for their respective WIA-Youth Academy Programs.

Subcontractors providing services to youth residing in Long Beach and Signal Hill (ACCORD, Centro CHA, CSULB Foundation and OTTP/Services for Special Groups) are encouraged to participate in the August 13 session from 2:00 p.m. to 5:00 p.m. at the Youth Opportunity Center. The session scheduled for August 20 will focus on those subcontractors providing services to youth residing in Torrance and Lomita (ACCORD, LAUSD) and will be held at the Torrance Career Center from 2:00 p.m. to 5:00 p.m. Information on these sessions has been attached. If you require additional copies of this flyer, please contact Alejandra Lopez at 562.570-4725.

ADDITIONAL INFORMATION

Should you have questions regarding this memorandum please feel free to contact Rick Gonzalez, YOC Coordinator at 562.570.4716, or Alejandra Lopez at 562.570.4725.

DO YOU NEED HELP GETTING THE CAREER THAT YOU WANT?
**Need help going back to school
or finishing your diploma?**

**Do you want occupational skills training and
certifications in high-growth/high-demand industries?**

DO YOU NEED WORK EXPERIENCE?

Want to find employment opportunities?

**INTERESTED IN LEADERSHIP
DEVELOPMENT AND MENTORING?**

THESE GROUPS CAN HELP!

Pacific Gateway

WORKFORCE INVESTMENT NETWORK

Administered by:



Occupational Therapy Training Program

A Division of
Special Service for Groups



Centro CHA, Inc.
LONG BEACH
Community
Hispanic
Association



Goodwill

Serving the People of Southern Los Angeles County



ACCORD/COMMUNITY

To find out how these groups can help...

Attend one of these informational fairs!

Agencies serving youth residing in Long Beach and Signal Hill will be at the
Youth Opportunity Center, August 13, 2008, 2:00 pm-5:00 pm
3447 Atlantic Ave., Long Beach, CA 90807

Agencies serving youth residing in Torrance and Lomita will be at the
Torrance Career Center, August 20, 2008, 2:00 pm-5:00 pm
1220 Engracia Ave., Torrance, CA 90501

For more info contact Alejandra Lopez at the Youth Opportunity Center
562.570.4725 • alejandra_lopez@longbeach.gov • www.hireayouth.com

"Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities.
To request a reasonable accommodation, please call 562.570.3738 or TTY 562.570.4629 at least 72 hours prior to event."