

# CITY OF LOS ANGELES

CALIFORNIA

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LOS ANGELES, CA 90017

**DATE:** June 8, 2023

**TO:** LA's Workforce Development System

**FROM:** Gerardo Ruvalcaba, Assistant General Manager  
Economic and Workforce Development Department

**SUBJECT: WDS DIRECTIVE No. 23-06  
PY 2022-23 ENGLISH LANGUAGE LEARNER (ELL) MANDATORY  
QUESTIONNAIRE SUBMISSION**

## 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 the annual mandatory English Language Learner (ELL) Questionnaire deadline - formerly Limited English Proficiency (LEP). The Questionnaire collects data for the current PY 2022-23 and projected data for PY 2023-24. This year, two new languages were added: Arabic and Bengali.

## REQUIRED ACTION

You are asked to complete the attached ELL Questionnaire no later than **Friday, July 14, 2023**. The training provided for this Questionnaire was recorded via Google Meet on Tuesday, June 14, 2022, at 1:00pm for the YSCs and on Wednesday, June 15, 2022, for the WSCs and can be accessed through the calendar invite issued to attendees. In the event new staff need to have access, please contact the WDS contact below.

## 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.

Pursuant to the 2023 City of Los Angeles Language Access Plan (LAP), as the term "LEP" has been criticized by advocates in the language access and language justice movements for reinforcing a deficit view of those who are not fluent in English, Executive Directive 32 and the LAP adopt ELL as a positive, asset-based view of Los Angeles'

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Auxiliary aids and services are available upon request to individuals with disabilities.

linguistically diverse community. The terms “non-English speaking”, “non-dominant language users” or “linguistically marginalized person/communities”, may also be used in other sources.

**WDS CONTACT**

Questions or requests regarding this Directive should be emailed to [Maricela.Hernandez@lacity.org](mailto:Maricela.Hernandez@lacity.org) with "2023-24 ELL Questionnaire QUESTIONS" indicated on the subject line.

CMH:GR:DB:MH:cg

Attachment: English Language Learner Questionnaire (PY 2023-24)