

CITY OF LOS ANGELES

CALIFORNIA

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ECONOMIC AND WORKFORCE
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1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: May 15, 2019

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director
Workforce Development System 

**SUBJECT: WDS DIRECTIVE № 19-20
PY2019-20 LIMITED ENGLISH PROFICIENCY (LEP) QUESTIONNAIRE**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this Directive is to request that current WorkSource Center and YouthSource Center contractors complete and submit the annual Limited English Proficiency (LEP) Questionnaire. This questionnaire sets out to identify service level to and service needs of non-English speaking populations accessing our Adult and Youth systems.

REQUIRED ACTION

This LEP Questionnaire is being released and may be downloaded from the Economic and Workforce Development Department (EWDD) website at:

<http://ewddlacity.com/index.php/workforce-development-system-directives>. The LEP Questionnaire is due **July 18, 2019**. Only electronic submissions in the specified file formats will be accepted.

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.

Questions or requests regarding this Directive should be emailed to Maricela.Hernandez@lacity.org with "**2019-20 LEP Questionnaire Submission**" or "**2019-20 LEP Questionnaire Question**" indicated in the subject line.

GR:DB:MH:cg

Attachment: Limited English Proficiency (LEP) Questionnaire PY 2019-20

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.