

ORGANIZATIONAL INFORMATION CHANGE

EXECUTIVE SUMMARY

This policy provides the guidance and establishes the procedures regarding changes in organization or office information. This policy applies to all Subrecipients of *Workforce Innovation and Opportunity Act* (WIOA) funding and America's Job Center of CaliforniaSM (AJCC) locations, and is effective immediately.

This policy contains only state-imposed requirements.

This Directive finalizes Workforce Services Draft Directive *Organizational Information Change* (WSD17-173), issued for comment on November 8, 2017. The Workforce Development Community submitted one comment during the draft comment period. A summary of comments, including all changes, is provided as Attachment 4.

This policy supersedes Workforce Services Directive *Organizational Information Change* (WSD16-11), dated November 14, 2016. Retain this directive until further notice.

REFERENCES

None.

BACKGROUND

The Subrecipients of WIOA funds and AJCC operators are responsible for ensuring the state has the most current information for each of these organizations and centers. Having the most current information enables the state to execute contracts, disburse information, disburse funds, and provide job seekers and employers with the most current information for AJCC locations with the least amount of delay.

In the past, the Central Office Workforce Services Division (COWSD) received requests to update or change organizational and office information through various channels. These requests created problems maintaining accurate information in the various databases and

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

websites used to disburse this information. To eliminate these problems, the COWSD established a single point of contact to review and process organizational or center location changes.

POLICY AND PROCEDURES

All subrecipients of WIOA funds must provide and submit all changes to their organizational information to COWSD as instructed below. There are three types of Change Forms: Type 1, 2, and 3. Forms for each type of change are linked as attachments below.

Type 1 Change Form

Organizational changes for the list below must be submitted on official letterhead stationery or the Subrecipient Information Change Form – Type 1 (Attachment 1), and must be signed by the appropriate Chief Elected Official, Chief Administrator, or Chief Executive Officer representing the organization and mailed to the Financial Management Unit. Type 1 changes may include one or more of the following:

- Subrecipient Official Entity name, site address/website, mailing address or public phone number changes.
- Subrecipient Director/Administrator name, address, telephone, fax, or email changes.
- Subrecipient Director/Administrator Alternate name, address, telephone, fax, or email changes.
- Local Workforce Development Board Chair name, address, telephone, fax, or email changes (Local Areas only).
- Chief Elected Official name, address, telephone, fax, or email changes (Local Areas only).
- Signature Authority name, title, address, telephone, fax or email changes.

Mail Type 1 changes to the following address:

Attn: Financial Management Unit, MIC 69
Central Office Workforce Services Division
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

Type 2 Change Form

Organizational changes for the list below must be submitted on the Subrecipient Information Change Form – Type 2 (Attachment 2) by one of the parties affected by the change or the designated representative for the organization and mailed to the address above for the Type 1 Change Form or emailed to WSBOrganizationalChangeForms@edd.ca.gov. Type 2 changes may include one or more of the following:

- Subrecipient website address changes.
- Fiscal Administrator name, address, telephone, fax, or email changes.
- Fiscal Administrator Alternate #1 name, address, telephone, fax, or email changes.
- Fiscal Administrator Alternate #2 name, address, telephone, fax, or email changes.
- Rapid Response Coordinator name, address, telephone, fax, or email changes (Local Areas Only).

Type 3 Change Form

The AJCC Change Form – Type 3 (Attachment 3) facilitates updates to the [EDD Office Locator](#) on the EDD’s website, the [America’s Service Locator](#), sponsored by the U.S. Department of Labor, and the AJCC Database. The AJCC Change Form – Type 3 should only be completed if there are AJCC changes, openings, or closures, and must be submitted by one of the parties affected by the change or by a designated representative. Section I and Section III must be filled in completely. However, only the areas in Section II where changes have occurred need to be completed. As a result, job seekers and employers can connect to the most convenient AJCC in their area. AJCCs provide an essential link for job seekers and employers where they can access the most current employment opportunities, assistance, and training. Type 3 changes must be emailed to WSBType3Forms@edd.ca.gov. Type 3 changes may include one or more of the following:

- AJCC openings and closures.
- AJCC name, address, website address, telephone, fax or teletypewriter (TTY) number.
- EDD staff presence.
- Veteran’s representative presence.
- Youth program presence.
- Hours of operation.
- Level of service.
- Office Manager’s name, email, or telephone number.

ACTION

Bring this directive to the attention of appropriate staff.

INQUIRIES

If you have any questions regarding Type 1 or 2 changes, please contact the Financial Management Unit at WSBFinancialManagementUnit@edd.ca.gov. If you have any questions regarding Type 3 changes, email them to WSBType3Forms@edd.ca.gov.

/S/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

1. [Subrecipient Information Change Form – Type 1](#)
2. [Subrecipient Information Change Form – Type 2](#)
3. [America's Job Center of California Change Form – Type 3](#)
4. [Summary of Comments](#)
5. [Errata Chronology](#)