



# LOS ANGELES COUNTY

# WIA BULLETIN

<b>NUMBER:</b> YTH01-06	<b>SUBJECT:</b> INDIVIDUAL SERVICE STRATEGY (ISS) FORM WITH POLICIES AND PROCEDURES	
<b>DATE:</b> 01-23-01	<b>EFFECTIVE DATE:</b> 01-01-01	<b>PAGE 1 OF 2</b>

**\*\* FOR YOUR IMMEDIATE ATTENTION \*\***  
**IMPORTANT ISS TRAINING DATE**

**TO: ALL WIA YOUTH SERVICE PROVIDERS**

The purpose of this Bulletin is to notify all WIA Youth Service Providers of the new County Individual Service Strategy (ISS) form for the WIA Youth Program. Enclosed with the WIA Youth ISS are the below listed attachments, containing various policies and procedures and instructions for the WIA ISS.

Attached are the following documents:

Attachment A: ISS Policies and Procedures for Los Angeles County Workforce Investment Area (WIA)

Attachment B: Standardized Individual Service Strategy Form

Attachment C: ISS Form Instructions (Line-by-Line)

All new participants enrolled into WIA program must have the attached ISS form placed into their participant records. The ISS form must be completed by the relevant case manager in conjunction with the participant.

Training for the new WIA Youth ISS form will be provided in **Conference Room 112, at 10 a.m.** on one of the following days to youth providers corresponding to numbers designated below:

**Session 1: Tuesday, February 20, 2001 - Agencies Numbered 1-11**

1. Antelope Valley One Stop/EDD
2. Career Partners
3. Catholic Charities, Inc. (Archdiocese of L.A.)
4. City of Compton, Career Links
5. City of Santa Clarita
6. Communities In Schools of South Bay, Inc.
7. Door of Hope Community Center
8. East San Gabriel Valley Consortium (L.A. WORKS)
9. HUB Cities Consortium
10. Los Angeles County Office of Education (LACOE)
11. Maravilla Foundation

**Session 2: Wednesday, February 21, 2001 - Agencies Numbered 12-21**

1. Mid San Gabriel Valley Consortium
2. Office of Samoan Affairs
3. Pomona Valley Youth Employment Services
4. SASSFA
5. SER South Bay/Jobs For Progress
6. Soledad Enrichment Action, Inc. (SEA)
7. Special Service For Groups
8. United Community Resources Agency (UCRA)

**ISS TRAINING AND MATERIALS**

9. William S. Hart Union High School District
10. Youth Opportunities Unlimited

If you have any questions, please contact D.B. Quan at 213-738-2624.

KENNETH KESSLER, Director  
Employment and Training

Attachments