**Date: December 4, 2017**

**To: Workforce Development Management and Supervisory Staff**

**From: Terri Carpenter, Workforce Development Manager**

**Subject: WIOA Mandated Statements and Required Logos**

**The following statements are required on all WIOA funded program flyers:**

Requests for auxiliary aids, interpreting services, and other reasonable accommodations are available upon request.  Please contact the event’s hosting agency noted on this flier no later than 5 days in advance.  CA relay services are available by dialing 711 and referencing the host agency’s phone number.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.

**The following logo with the AJCC tag line must be used on all Job Center flyers:**

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