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Agency

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Executive Director

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February 11, 2021

To: All SETA Workforce Development Department Staff, Subgrantees and Partners

From: Kathy Kossick, Executive Director

RE: ELECTRONIC SIGNATURE DIRECTIVE

In 2000, Congress enacted the Electronic Signatures in Global and National Commerce Act (ESIGN). In 2000, California also enacted its own e-signature law known as the California Uniform Electronic Transaction Act (CUETA). Both laws broadly recognize electronic signatures and electronic records as the equivalent of written documents, and provide that a record or signature may not be denied legal effect or enforceability because it is in electronic form.

Effective immediately, for purposes of efficiency and effectiveness in delivering services, this directive authorizes the use of electronic signatures for all documents utilized in the delivery of services across all of SETA's Workforce Development Department programs. This applies to e-signatures from customers, employees, partners and third parties.

Examples of e-signatures include the following:

- Typed, scanned or faxed signatures
- E-mail verification from an individual
- Other equivalent verification authorized by ESIGN and/or CUETA

All documentation must include the date and the individual's name. Should you have any questions on this directive, please contact Roy Kim (916) 263-3814.

Sincerely,

Kathy Kossick,
Executive Director