

# CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL  
GENERAL MANAGER



KAREN BASS  
MAYOR

**ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT**

444 S. FLOWER STREET  
LOS ANGELES, CA 90071

**DATE:** September 3, 2025

**TO:** LA's Workforce Development System – WorkSource Centers

**FROM:** Gerardo Ruvalcaba, Assistant General Manager  
Workforce Development Division

**SUBJECT: WDS DIRECTIVE No. 26-02  
WORKFORCE INNOVATION AND OPPORTUNITY ACT WORKSOURCE  
CENTER FUNDING INCREASE GUIDELINE UPDATES FOR PROGRAM  
YEAR 2025-26**

## **EFFECTIVE DATE**

This directive is effective upon the date of issuance.

## **PURPOSE**

The purpose of this directive is to notify City of Los Angeles (City) WorkSource Center (WSC) contractors of the increase in Workforce Innovation and Opportunity Act (WIOA) formula funding for Program Year (PY) 2025-26 and provide related guidance.

## **BACKGROUND**

On May 22, 2025 the Workforce Development Board (WDB) approved a funding increase for PY 2025-26 WIOA formula funding for all fourteen (14) WSCs. This item was subsequently approved by the City Council and Mayor on July 3, 2025. WSCs received an increase up to \$129,702 in Adult funding and \$164,273 in Dislocated Worker (DW) funding with a combined funding total increase of \$293,975. The new revised totals are \$814,821 and \$542,133 in Adult and DW funding respectively, for a combined total of \$1,356,954 per WSC for PY 2025-26. Performance for the WSCs will reflect a small increase in enrollment goals.

## **REQUIRED ACTION**

WSCs are advised to use increased WIOA funding in PY 2025-26 to build and increase internal capacity of WSC staff to ensure overall program goals are met. This will also enable and allow for enhanced quality services to WIOA participants, including, but not limited to individuals with disabilities, homeless, re-entry, Veterans, and Older Workers.

As a result of the increase in funding, each WSC will be required to submit a revised WIOA Adult and DW formula budgets reflecting the new dollar amounts of \$814,821 and \$542,133 in Adult and DW funding respectively, for a combined total of \$1,356,954 per WSC for PY 2025-26 and reflect the following:

- A Minimum Number of Full Time Case Managers – Four (4);
- Establish a Minimum Starting Yearly Salary of \$55,000 a Year per Case Manager; and
- A Minimum Number of Job Developers and/or Business Services Representative – One (1).

Agencies are to ensure these recommendations are in alignment with your organizations internal Personnel Policies and Guidelines.

As part of the initial WIOA Adult and DW budget review and approval process, assigned Economic and Workforce Development Department (EWDD) Program Monitors/Budget Analyst will be requesting a series of documentation to support a WSC proposed budget. This may include but not be limited to:

- Personnel/Job Descriptions
- Salary Range
- Organizational Charts
- Cost Allocation Plans
- Personnel Policy or Handbooks
- Facility Lease Agreements or Equipment Lease Agreements

Failure to follow instructions listed above will cause further delay to the budget approval process which includes the funding increase for the WIOA Adult and DW budget for PY 2025-26. Agencies unable to comply with instructions set forth in this directive will be required to submit a request to EWDD providing a clear justification for why they are unable to comply with these recommendations and submit it to the assigned EWDD Program Monitor for consideration.

#### **DEADLINE FOR RESPONSE**

All revised WIOA Adult and DW formula budgets will be due to your assigned Program Monitor/Budget Analyst by **Thursday, September 11, 2025**.

#### **WDS CONTACT**

For questions regarding the transmission of this directive, please contact your assigned Program Monitor/Budget Analyst.

CMH:GR:DB:TE:SM:cg