



JOB TRAINING THAT WORKS

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March 1, 2012

To: [REDACTED] Troy Wilkes
Re: Access to JobTrain services

Dear Troy,

I was glad to be able to speak with you yesterday regarding your visit to JobTrain on February 10. I'm also glad that you were able to attend your EDD workshop that day.

I assure you that JobTrain is fully compliant with ADA requirements, and we are pleased to accommodate any individual's needs. As I expressed in our telephone conversation, I regret the manner in which you were questioned about your use of in-line skates in the building after your workshop.

I have reminded our staff about the procedure for reasonable accommodation requests, and I have copies of the documents you presented regarding your need to use your in-line skates. These documents are perfectly acceptable to us, and you are welcome to use the services of JobTrain or its partners at 1200 O'Brien Drive in Menlo Park anytime.

I look forward to meeting you the next time you're here, and JobTrain is happy to help with any of your job search or training needs.

Regards,

Eric Forgaard
Director of Administrative Services
(650) 330-6416

