



**WORKFORCE DEVELOPMENT**  
**AGING & COMMUNITY SERVICES**



# **CalJOBS Help Sheet**

## **How to use INVEST Local Grant Code**

Prepared by: Research and Statistics Division

## INVEST Local Grant Code

### How to use INVEST Local Grant Code

A local grant code allows you to create activities within a WIOA application using a Local Funded Grant. A Local Funded Grant is defined by the LWIA and is **not** one of the WIOA grants (Adult, DW, Youth, etc.) Should the participant become eligible under a WIOA grant code later, you will be able to add WIOA Eligibility to an existing Local Grant WIOA application.

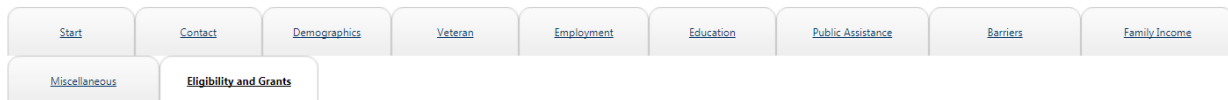
Using the Local Grant Code consists of two steps:

Step One: Activate the INVEST local grant under WIOA application

Step Two: Use the INVEST local grant under the related Activity

#### Step One: Activate the INVEST local grant under WIOA application

- To get started, access the participant’s WIOA application wizard and go to the **Eligibility and Grants** section.



- Scroll down to the Non-WIOA Grants area and under **Local Funded Grants**, select Yes.

**Non-WIOA Grants**

**Non-WIOA Special Grants:**  Yes  No  Not Applicable  Inactive

**Local Funded Grants:**  Yes  No  Not Applicable  Inactive

- Under the Grants section, find the INVEST grant code and click **Add** under the **Action** column.

No grants have been added.  
Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	584	P3 - Foster	LA0950		Add
Local Funded Grant	585	P3 - LAUSD	LA0951		Add
Local Funded Grant	586	P3 - Probation	LA0952		Add
Local Funded Grant	600	P3 - Education	LA0953		Add
Local Funded Grant	601	P3 - Employment	LA0954		Add
Local Funded Grant	602	P3 - Housing	LA0955		Add
Local Funded Grant	603	P3 - Well-Being	LA0956		Add
Local Funded Grant	608	Work Based Learning	LA0957		Add
Local Funded Grant	611	Jail Based Job Center	LA0958		Add
Local Funded Grant	615	<b>INVEST</b>	<b>LA0960</b>		<b>Add</b>

- Click the **Finish** button at the bottom of the page to save the update to the application.

*Step Two: Use the INVEST local grant under the related Activity*

Now an activity can be created for the participant using the INVEST local grant code.

- Click **Create Activity/Service/Enrollment** under the **Activity/Service/Enrollment** section of the WIOA application. (On a newly created WIOA application, click **Create Participation** to create an enrollment and a first activity.):

**Location and Staff**

**LWIA:** 13 - Los Angeles County Department of Community, and Se  
**Create Staff Username:** 30159100  
**Case Manager:** Melanie Alvarez (30377127)

**Onestop:** 2297 - LAO City of Palmdale - Veteran's Program  
**Edit Staff Username:** 30377127  
**Temporary Case Manager:** N/A

- Eligibility Summary
- Participation
- Activities / Enrollments / Services

[Create Activity / Service / Enrollment](#)

- Under **Customer Program Group**, select "98 – Local Funded Grant".

<b>Participant State ID:</b>	784381473
<b>Last Name, First Name MI:</b>	CAMACHO, HUGO F
<b>Social Security Number:</b>	6405
<b>Address:</b>	802 W 164 St Apt 10 Gardena, CA 90247
<b>Application Summary:</b>	Program:WIOA Application Date:10/22/2015 Earliest Eligibility Date:10/22/2015
<b>Participation Date:</b>	10/22/2015
<b>* Customer Program Group:</b>	98 - Local Funded Grant
<b>* LWIA Region:</b>	Los Angeles County Department of Community, and Se <small>LWIA cannot be modified if staff has local region assignment.</small>
<b>* Office Location:</b>	LAO City of Palmdale - Veteran's Program
<b>Agency Code Search:</b>	<a href="#">Click Here</a>
<b>Agency Code:</b>	100 - LAO COMMUNITY AND SENIOR SERVI

7. In the **Enrollment Information** section, select **LAO960 - INVEST** in the **Grant** field.

**Enrollment Information**

**Grant:** LAO960 - INVEST

**WIOA Title II Partner Program:**  Yes, service is a WIOA Title II Partner Program.

**Activity Code:** 203 - Objective Assessment  
Activity code cannot be modified.

**Projected Begin Date:** 11/07/2017 Today

**Actual Begin Date:** 11/07/2017 Today

**Projected End Date:** 11/07/2017 Today

**Any classes attended through Distance Learning:**  Yes  No

**Participant has been issued an ITA and the ITA will pay for this service:** None Selected

8. Proceed to create the rest of the activity as usual.

Once the activity has been created, the participant will have an open activity with the **Funding/Grant** displaying the **LAO960 – INVEST**.

Activities / Enrollments / Services

4

[Create Activity / Enrollment / Service](#)

Search:

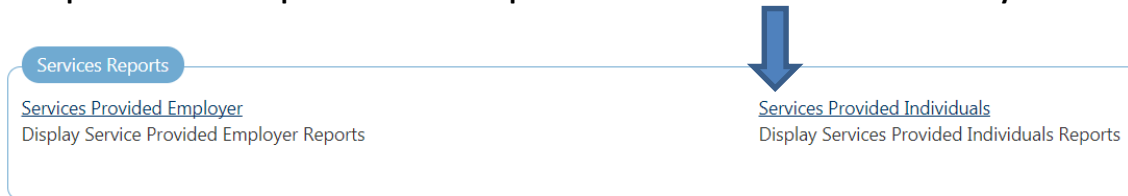
Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	<a href="#">413 - Develop Service Strategies (IEP/ISS/EDP)</a> No Provider Information		Youth	11/08/2017	11/08/2017	11/08/2017	<a href="#">11/08/2017</a> System Closed
	<a href="#">412 - Objective Assessment</a> No Provider Information		Youth	11/08/2017	11/08/2017	11/08/2017	<a href="#">11/08/2017</a> System Closed
	<a href="#">203 - Objective Assessment</a> No Provider Information		Local Funded Grant LAO960 - INVEST	01/08/2018	N/A	01/11/2018	<a href="#">11/07/2017</a> System Closed

## Local Grant Reporting

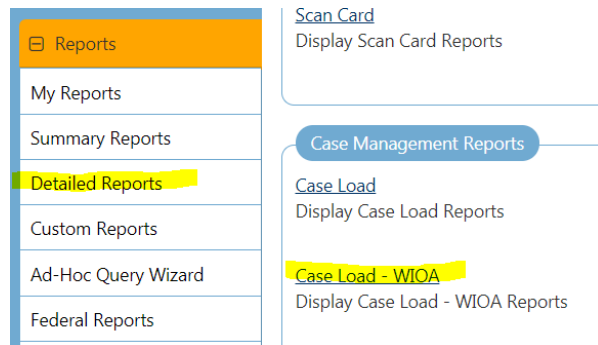
Since a local grant is entered using the WIOA application, you can access a few WIOA reports in CalJOBS and filter for local grants.

Below are two examples:

### Example 1. Detailed Reports > Services Reports > Services Provided Individuals > by Grant



### Example 2. Detailed Reports > Case Management Reports > Case Load - WIOA > Online Characteristics



For any report where you'd like to isolate local grant usage, ensure that the following filters are activated:

Customer Group: Local Funded Grant

Grant Type: Local Funded Grant

The screenshot shows a filter interface. At the top, there is a blue header labeled 'Program'. Below it, the 'Customer Group' filter is highlighted in yellow. The dropdown menu is open, showing options: 'Statewide Rapid Response Add'l Assistance DW', 'Statewide Dislocated Worker', 'National Dislocated Worker Grant (NDWG)', and 'Local Funded Grant'. Below this, there is another blue header labeled 'Enrolled Grant'. Underneath, it says 'Statewide Grants including NEG:'. At the bottom, the 'Grant Type' filter is highlighted in yellow, with a dropdown menu set to 'Local Funded Grant'.