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.
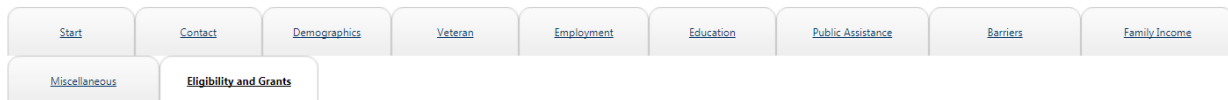
Using the Local Grant Code consists of two steps:

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

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

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

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

4. 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.

5.   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

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

Participant State ID: 784381473

Last Name, First Name MI: CAMACHO, HUGO F

Social Security Number: 6405

Address: 802 W 164 St Apt 10
Gardena, CA 90247

Application Summary: Program:WIOA
Application Date:10/22/2015
Earliest Eligibility Date:10/22/2015

Participation Date: 10/22/2015

* **Customer Program Group:** 98 - Local Funded Grant

* **LWIA Region:** Los Angeles County Department of Community, and Se
LWIA cannot be modified if staff has local region assignment.

* **Office Location:** LAO City of Palmdale - Veteran's Program

Agency Code Search: Click Here

Agency Code: 100 - LAO COMMUNITY AND SENIOR SERVI

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

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**.

| Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
S	413 - Develop Service Strategies (IEP/ISS/EDP) No Provider Information	W	Youth	11/08/2017	11/08/2017	11/08/2017	11/08/2017 System Closed
S	412 - Objective Assessment No Provider Information	W	Youth	11/08/2017	11/08/2017	11/08/2017	11/08/2017 System Closed
S	203 - Objective Assessment No Provider Information	W	Local Funded Grant LAO960 - INVEST	01/08/2018	N/A	01/11/2018	11/07/2017 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
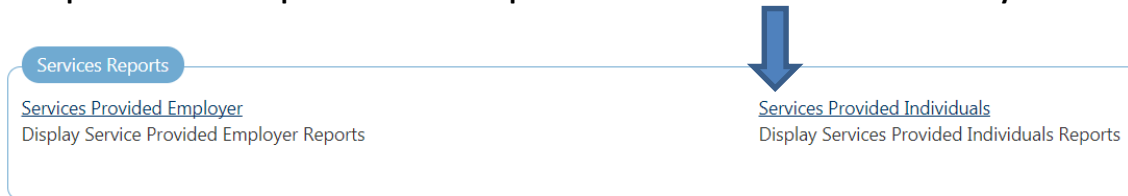
Example 2. Detailed Reports > Case Management Reports > Case Load - WIOA > Online Characteristics
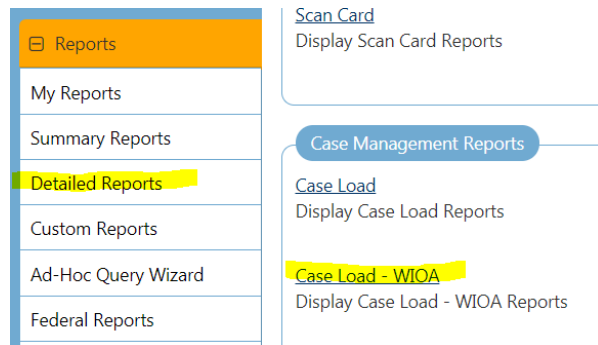
For any report where you'd like to isolate local grant usage, ensure that the following filters are activated:

Customer Group: Local Funded Grant

Grant Type: Local Funded Grant