



WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES



CalJOBS Help Sheet 29

How to Record Leverage Training Funds

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Leverage Training Funds

This Help Sheet describes how to enter Leverage Training funds in CalJOBS. CalJOBS currently does not have specific sections or fields to enter leverage funds that are used for a training activity, so you will be entering this information in the activity's **Financial Aid** tab.

If a training activity is paid for by any amount using non-WIOA funds, you will enter this leverage training amount in CalJOBS, in addition to reporting it in the LA County WORKS system.

Entering Leverage Training Funds

1. When creating a training activity, complete the General Information tab and as with all training activities, click the orange **"Next"** button at the bottom to navigate to the **Service Provider** tab.
2. In the **Service Provider** tab, complete **ALL** fields. You must enter all training provider information in order to enter leveraged training funds.

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollment Budget
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Enrollment Service Provider Information

Enrollment Summary:

Enrollment ID: 12064831
 Username: CHERYLYNN/SARA
 WIOA Application ID: 20552105
 Activity Code: 133 - Job Search Workshop
 Activity Dates: 6/8/2021 - 6/8/2021

* Provider:

[\[Select Provider.\]](#)

* Service, Course or Contract:

[\[Select Service, Course or Contract.\]](#)

Provider Locations:

[\[Select Provider Locations.\]](#)

Provider Contacts:

[\[Select Provider Contacts.\]](#)

* Occupational Training Code:

Not Applicable

Although these fields are not required by the system, LA County DOES require that you complete them.

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3. Click the **"Next"** button at the bottom when finished to navigate to the next tab, **Enrollment Cost**.

4. In the **Enrollment Cost** tab, the costs of the training should already be pre-populated based on the Provider and Course you selected in the **Service Provider** tab. Ensure all amounts are correct and click the orange “**Next**” button to proceed.

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollment Budget	Exit Wizard
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Enrollment Cost Information

301 - On-the-Job Training

Home Instead Senior Care
OJT - Home Care Aide

Enrollment Summary:

Enrollment ID: 12029604
Username: CSGATEL@GMAIL.COM
WIOA Application ID: 20637799
Activity Code: 301 - On-the-Job Training
Activity Dates: 5/17/2021 - 6/10/2021

\$ 700.00

Total costs are itemized below:

Total OJT Wage Costs

\$ 700.00

Available: \$700.00

Obligated: \$0.00

Wage

\$ 14.00

Wage Type

Hourly

Duration

100.000

Available: 100.000

Obligated: 0.000

Wage Reimburse Rate

50

☒ Applicable

Additional Costs

These optional fields are used to record additional expenses related to the service.

This enrollment currently has no line items.

Select an item from the list and then click on the Add button to add the selected Line Item.

Line Items

Other/Misc Program Cost

Add

Total Enrollment Cost

\$ 700.00

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[[Exit Wizard](#)]

5. In the following **Financial Aid** tab, check “**Yes**” on the **Financial Aid Applicable** field.

General Information Service Provider Enrollment Cost Financial Aid Enrollment Budget

Enrollment Financial Aid

Financial Aid Applicable: ☐ Yes ☒ No

Financial Aid Web Site: [\[Click here to view the Financial Aid Web Site\]](#)

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6. The tab will expand and display additional fields.

General Information Service Provider Enrollment Cost Financial Aid Enrollment Budget

Enrollment Financial Aid

Financial Aid Applicable: ☒ Yes ☐ No

Financial Aid Web Site: [\[Click here to view the Financial Aid Web Site\]](#)

Enrollment Summary: Enrollment ID: 12029604
Username: CSGATEL@GMAIL.COM
WIOA Application ID: 20637799
Activity Code: 301 - On-the-Job Training
Activity Dates: 5/17/2021 - 6/10/2021

Total Planned Cost \$: \$700.00

Total Funded Cost \$: \$0.00

Add Financial Aid: [\[Click Here to Add Financial Aid\]](#)

Total Financial Aid Contribution \$: 0.00 [Calculate](#)

New Planning Cost \$: 700.00

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Select an Item - Work - Microsoft Edge

<https://www.caljobs.ca.gov/vosnet/programs/e>

Click on any Financial Aid to select it.

Code	Item
1	Pell Grant
2	Stafford Student Loan
3	School Academic Scholarship
4	School Athletic Scholarship
99	Other

[Close Window](#)

7. Find the “**Add Financial Aid**” field and click the link to add financial aid.
8. In the pop-up box that appears, select **99 – Other**, then click the “**Close Window**” button.
9. The pop-up box will disappear, and more additional fields will be displayed in the **Financial Aid** tab.

10. In the new fields displayed, you will enter or make selections in six fields. It is important to complete all the fields accurately, to properly calculate the remaining training cost after leverage funding is entered:

11. In the **Other** field, enter **Leverage Funding** and the specific type of leverage funding or local grant that will be used to pay for a portion of the training costs.

Total Planned Cost \$: \$700.00

Total Funded Cost \$: \$0.00

Add Financial Aid: [\[Click Here to Add Financial Aid \]](#)

12. Click the **Amount Applicable towards Service Cost** radio button.

Other: Other [Remove]

13. Click the **Awarded** radio button in the **Status** field.

☒ Amount Applicable towards Service Cost

☐ Amount Applicable towards Participant

Status

☐ Pending ☒ Awarded ☐ Void

14. Enter the amount of leverage funding in BOTH the **Awarded** and **Budget towards Service Cost** boxes.

Awarded \$: 0 Budget towards Service Cost \$: 0

Total Financial Aid Contribution \$: 0.00 **Calculate**

15. Click the **Calculate** button in the **Total Financial Aid Contribution \$** field to subtract

New Planning Cost \$: 700.00

the leveraged funding from the Total Planned Cost of the training and the **New Planning Cost \$** field will populate with the new total cost of the training.

16. When the leverage funding has been properly entered and the **New Planning Cost \$** shows the correct amount, click the **"Next"** button at the bottom to continue.

17. You can skip the **Enrollment Budget** and **Budget Planning** tabs, and navigate directly to the **Closure Information** tab.

18. Since this is a new training activity, you can leave the **Last Activity Date** and **Completion Code** fields blank until it is time to close the activity. Make sure to **Add a new Case Note**, specifying the leverage funding entered and click the **"Finish"** button at the bottom to save the training activity.