



WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES



CalJOBS Help Sheet 30

Entering Data for the National Dislocated Worker Grant – Megafires

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National Dislocated Worker Grant

The National Dislocated Worker Grant (NDWG) requires participant data to be entered into the CalJOBS system. There are THREE main areas to keep in mind to ensure proper recording of information:

1. LWDB, Office Location and Agency Code
2. NDWG Codes
3. Activity Codes

LWDB, Office Location and Agency Code

When creating the Title I application, activities, closures and follow-ups, ensure that you are using the correct LWDB, Office Location and Agency Code that was provided to you.

1. Ensure you log in using your CalJOBS username that starts with “lao”, the prefix for LA County.
2. Ensure that the LWDB is auto-populating the correct workforce development area: Los Angeles County WDACS.
3. Ensure that the Office Location that appears in the Office Location and Office Location of Responsibility fields are correct.
4. Although it is not required by the system, you **must** enter an Agency Code. Make sure the Agency Code selected matches your Office Location. See the example below:

| | |
|--------------------------------------|--|
| * LWDB: | <input type="text" value="Los Angeles County WDACS"/> |
| * Office Location: | <input type="text" value="LAO CEO SE"/> |
| * Office Location of Responsibility: | <input type="text" value="LAO CEO SE"/> |
| Agency Code: | <input type="text" value="850A"/> - <input type="text" value="LAO CEO SE"/> Select Agency Code |

NDWG Codes

The National Dislocated Worker Grant codes allow you to create activities within a Title I application WITHOUT using one of the WIOA grants (Adult, DW, Youth). Should the participant become eligible under a WIOA grant later, you will be able to add WIOA Eligibility or use a WIOA grant under an existing NDWG Title I application.

Please note that because you are utilizing the Title I application, the participant must still be eligible as a Dislocated Worker, to complete the application. When first creating the Title I application, enter a Dislocated Worker eligibility date and in the **Employment** tab, select **Category 12: Dislocated Worker Grant Eligibility**.

However, all activities must be entered using one of two NDWG grant codes*:

| Grant Name | Grant Code |
|---|------------|
| 1140 - 2018 CA Megafires NDWG – Workforce Development | 1140 |
| 1143 - 2018 CA Megafires NDWG - Temporary Job | 1143 |

**Only use Grant Code 1140 if you are funded for the Workforce Development Component and only use Grant Code 1143 if you are funded for the Temporary Jobs Component.*

Using the NDWG Grant Codes consists of two steps:

1. Activating the NDWG grant under the Title I application.
2. Adding the NDWG grant under the related activity.

1. To get started, access the participant's Title I application wizard and go to the **Eligibility and Grants** section, the very last tab.

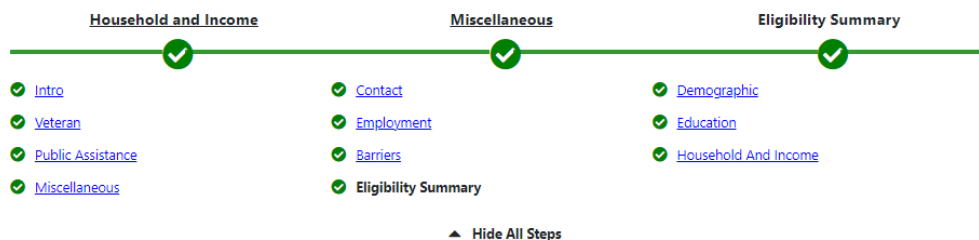
Commented [CP1]: They first need to choose a DW eligibility date and then they need to choose "Category 12: Dislocated Worker Grant (DWG) eligibility."

Commented [AC2R1]: Thanks, I will add that.

Commented [AC3]: On the live CalJOBS site, the Grant code is actually 31, not 1143. They changed the Grant Name, but it doesn't look like they changed the Grant Code.

Title I - Workforce Development (WIOA)

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2. Scroll down to the WIOA Grant Eligibility section and under **National Dislocated Worker Grant NDWG** field, select **Yes**.

WIOA Grant Eligibility

Changes in this section will create immediate updates to the record.

Incumbent Worker Eligibility: ☐ Yes ☐ No ☒ Not Applicable ☐ Inactive

Applicant does not meet the requirements for Incumbent Worker eligibility.

National Dislocated Worker Grant NDWG: ☒ Yes ☐ No ☐ Not Applicable

3. Under the **Grants** section, find the appropriate grant code and click **Add** under the **Action** column. Click **Finish** at the bottom of the page to save the update to the application.

Grants

No grants have been added.

Select from the list of available grants.

| Grant Type | Grant ID | Grant Name | Local Grant Code | Date Added | Action |
|--------------------------|----------|---|------------------|------------|---------------------|
| National DW Grant (NDWG) | 610 | 1114 - California Wildfires 2017 | CA-30 | | Add |
| National DW Grant (NDWG) | 629 | California Wildfires 2017 (2nd) | 1125 | | Add |
| National DW Grant (NDWG) | 677 | 1140 - 2018 CA Megafires NDWG - Workforce Development | 1140 | | Add |
| National DW Grant (NDWG) | 682 | 1143 - 2018 CA Megafires NDWG - Temporary Job | 31 | | Add |

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

4. Click **"Create Activity/Service/Enrollment"** under the **Activity/Service/Enrollment** section of the Title I application. (On a newly created Title I 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

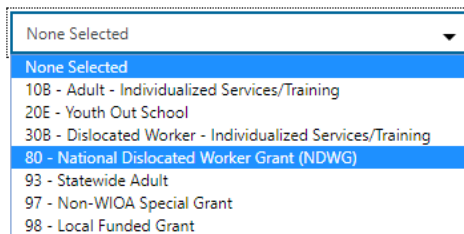
[Create Activity / Service / Enrollment](#)

5. Under **Customer Program Group**, select “80 – National Dislocated Worker Grant (NDWG)”.

* **Customer Program Group:**

* **LWDB:**

* **Office Location:**



| |
|--|
| None Selected |
| None Selected |
| 10B - Adult - Individualized Services/Training |
| 20E - Youth Out School |
| 30B - Dislocated Worker - Individualized Services/Training |
| 80 - National Dislocated Worker Grant (NDWG) |
| 93 - Statewide Adult |
| 97 - Non-WIOA Special Grant |
| 98 - Local Funded Grant |

6. In the **Enrollment Information** section, select the appropriate grant you previously activated under the Title I application, in the **Grant** field.

The example below shows the Temporary Job grant code being selected.

Enrollment Information

Grant:

**WIOA or Non-WIOA
Partner Program:**



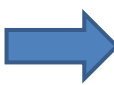
| |
|---|
| 1143 - 2018 CA Megafires NDWG - Temporary Job |
| None Selected |
| 1143 - 2018 CA Megafires NDWG - Temporary Job |

7. 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 local funded grant that was selected.

Activity Codes

Temporary Jobs Component

If you are providing the Temporary Jobs component of the NDWG grant, please use Activity Code 227 – Disaster Relief Employment/Temporary Job:



| | | |
|---|---|---------------------------------------|
| Select an Item - Google Chrome | | |
| https://www.caljobs.ca.gov/vosnet/programs/enrollment/enrollfieldselect.aspx?enc=8fGWVtJ... | | |
| 226 | Reading and/or Math Testing | PS - Office Services |
| 227 | Disaster Relief Employment/Temporary Job | PS - Other |
| 300 | Occupational Skills Training (Approved ETPL Provider) | PS - Approved Provider Training - ITA |

You may also utilize Supportive Services activity codes 181 and 188.

Workforce Development Component

If you are providing the Workforce Development component of the NDWG grant, you may utilize the following Activity Codes:

Individualized Career Services: 200, 201, 202, 203, 204, 205, 214, 224, 226

Training Services: 300, 305, 306, 308, 320, 322, 324, and 225

Supportive Services: 181, 185, 188

Follow-up: F01 through F07 and F10

For both components, if you would like to use different activity codes than those mentioned above, please request prior approval with WDACS Operations or co-enroll the participant by using a WIOA grant code they are eligible for under the Title I application.