WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES

CalJOBS Help Sheet #33

Entering Data for the National Dislocated Worker Grant – 2020 Bobcat Wildfire

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National Dislocated Worker Grant

2020 Bobcat Wildfire 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** as it is required for LA County. Make sure the Agency Code selected matches your Office Location. Please see the example below:

* LWDB:	Los Angeles County WDACS
	LWDB cannot be modified.
* Office Location:	Rio Hondo AJCC ▼
Agency Code Search:	[Select Agency Code]
Agency Code:	119A - LAO Rio Hondo Compreh

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 need WIOA services other than those provided by the NDWG, you will be able to co-enroll by adding WIOA Eligibility and using 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 National DW Grant (NDWG) Dislocated Worker, in order 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.**

All activities must be entered using one of two NDWG grant codes*:

Grant Name	Grant Code
2020 Bobcat Wildfire NDWG - Temporary Jobs	1212
2020 Bobcat Wildfire NDWG – Workforce Dev.	1213

Ensure that you are utilizing the correct grant code with the appropriate activities

mentioned below. 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 Summary** section, the very last tab.

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.

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)	677	1140 - 2018 CA Megafires NDWG - Workforce Development	1140		Add
National DW Grant (NDWG)	682	1143 - 2018 CA Megafires NDWG - Temporary Jobs	1143		Add
National DW Grant (NDWG)	792	1202 - 2018 CA Megafires NDWG - Workforce Dev (2nd incr)	1202		Add
National DW Grant (NDWG)	793	1203 - 2018 CA Megafires NDWG - Temporary Jobs (2nd incr)	1203		Add
National DW Grant (NDWG)	800	1195 - COVID-19 Disaster Recovery NDWG (Temporary Jobs)	1195		Add
National DW Grant (NDWG)	801	1196- COVID-19 Disaster Recovery NDWG (Workforce Development)	1196		Add
National DW Grant (NDWG)	826	1210-2018 CA Megafires NDWG-Workforce DEV (3rd incr)	1210		Add
National DW Grant (NDWG)	829	2020 September Wildfires Disaster Recovery NDWG (Temporary Jobs)	1212		Add
National DW Grant (NDWG)	830	2020 September Wildfires Disaster Recovery NDWG (Workforce Development)	1213		Add

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

4. Click "**Create Activity/Service/Enrollment**" after expanding the **Activities/Enrollments/Services** section of the Title I application. (On a newly created Title I application, click "**Create Participation**" under **Participation Date** to create an enrollment and a first activity.):

⊟ **Participation**

Create Participation

⊟ **Activities / Enrollments / Services**

Create Activity / Enrollment / Service

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

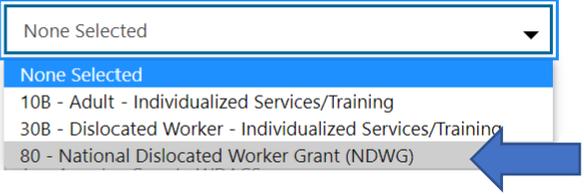6. In the **Enrollment Information** section, select the appropriate grant you previously activated under the **Eligibility Section** of the Title I application, in the **Grant** field:
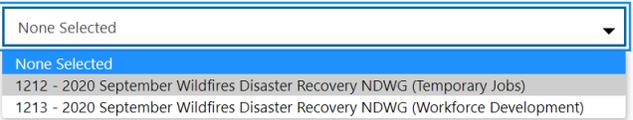

7. Proceed to create the rest of the activity as usual. Once the activity has been created, the participant will have an open activity with the **Funding/Grant** displaying the local funded grant that was selected.

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:

You may also utilize Supportive Services activity codes 180, 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:

> Basic Career Services: 101, 102, 112, 115, 121, 125
>
> Individualized Career Services: 200, 202, 203, 205,
>
> 215, 225, 224
>
> Training Services: 300, 305
>
> Supportive Services: 181, 185
>
> Follow-Up Services: F01, F03

For both components, if you would like to use different activity codes than those mentioned above, the participant must be first co-enrolled using a WIOA grant code they are eligible for under the Title I application. The WIOA grant code must be used for any activities NOT listed above.