Los Angeles County Workforce Development, Aging and Community Services	2018

CalJOBS Help Sheet

How to use Regional LA:RISE Local Grant Code

Prepared by: Research and Statistics Division

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Local Grant Codes

How WDBS and AJCCs will be using the 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 LWDA and is **not** one of the WIOA grants (Adult, DW, Youth, etc.) Should the participant become eligible under a WIOA grant code later on, 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 1.   Activating the local grant under the WIOA application
Step 2.   Adding the local grant under the related Activity

1. To get started, access the participant's WIOA application wizard and go to the **Eligibility and Grants** tab, the last tab in the application.
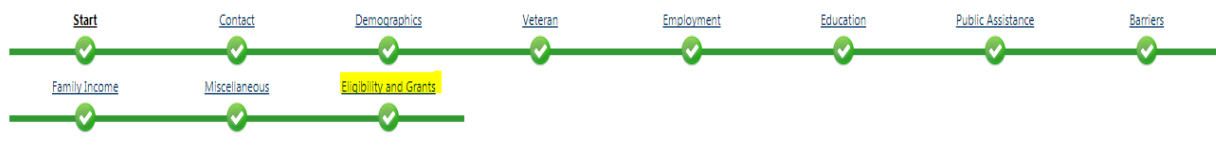
2. Scroll down to the **Non-WIOA Grants** area and under **Local Funded Grants**, select **Yes**.

3. Under the **Grants** section, find the **Regional LA:RISE** local grant code (Grant ID 614 and Local Grant Code LAO959) and click **Add** under the **Action** column. *Click **Finish** at the bottom of the page to save the update to the application!*

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

4. Click **Create Activity/Service/Enrollment** under the **Activities/Enrollments/Services** 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

5. Under **Customer Program Group** in the General Information Tab, select "**98 – Local Funded Grant**".

General Information

Participant User Name:

Participant State ID:

Last Name, First Name MI:

Social Security Number:

Address:

Application Summary: Program:Title I - Workforce Development (WIOA)
                         Application Date:11/7/2017
                         Earliest Eligibility Date:11/07/2017

Participation Date: 11/07/2017

Case Closure Date: 11/07/2017

Exit Date: 11/07/2017

WIOA Youth Funding: Out Of School Youth

* Customer Program Group: 98 - Local Funded Grant   ▼

* LWDB: Los Angeles County WDACS   ▼
                            LWDB cannot be modified if staff has local region assignment.

* Office Location: None Selected   ▼

Agency Code Search: Click Here

Agency Code: 100   - LAO COMMUNITY AND SENIOR SERVI

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6. In the Enrollment Information section directly below, select the **LAO959 – Regional LA:RISE**, the local grant code you activated under the WIOA 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 **LAO959 – Regional LA:RISE**.

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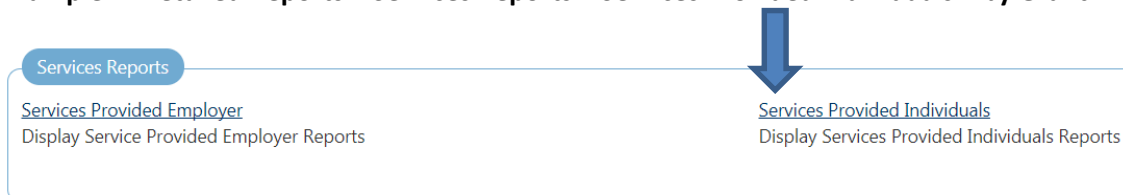
Example 2. Detailed Reports > Case Management Reports > Case Load - WIOA > Online Characteristics

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