



WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES



CalJOBS Help Sheet

How to use ASO Local Grant Code

Prepared by: Research and Statistics Division

Local Grant Codes

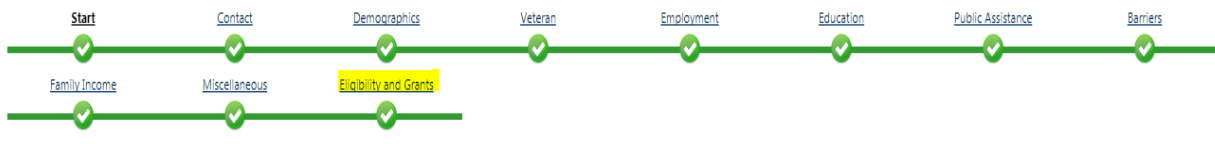
How WDBS and AJCCs will be using the Local Grant Code

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**.

Non-WIOA Grants

Non-WIOA Special Grants: Yes No Not Applicable Inactive

Local Funded Grants: Yes No Not Applicable Inactive

3. Under the **Grants** section, find the Alternative Staffing Organization Program local grant code (Local Grant Code LAO954) 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
Local Funded Grant	614	Regional LA RISE	LAO959		Add



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

- 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](#)

- 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

- In the Enrollment Information section directly below, select the **LAO954 954- Alternative Staffing Organization Program**, the local grant code you activated under the WIOA application, in the **Grant** field.

Enrollment Information

Grant: LAO959 - Regional LA RISE

WIOA or Non-WIOA Partner Program: Yes, service is a WIOA or Non-WIOA Partner Program.

*** Activity Code:** [\[Select Activity Code.\]](#)

Projected Begin Date: Today

Actual Begin Date: Today

*** Projected End Date:** Today

Any classes attended through Distance Learning: Yes No

Participant has been issued an ITA and the ITA will pay for this service:

- 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 **LAO954 – Alternative Staffing Organization Program**

Activities / Enrollments / Services 6

[Create Activity / Enrollment / Service](#)

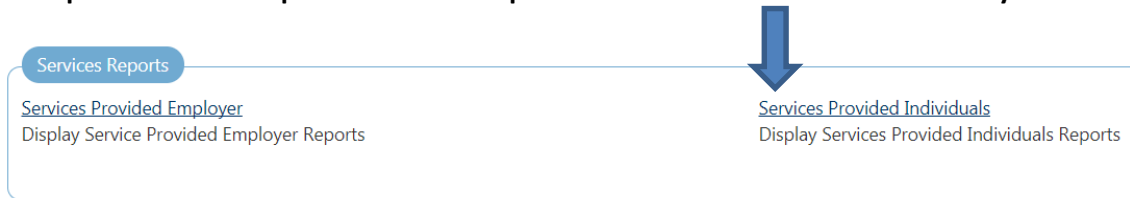
Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	F17 - Supportive Service/Dependent Care No Provider Information		Local Funded Grant LAO959 - Regional LA RISE	08/07/2018	N/A	08/07/2018	Close

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

The screenshot shows a filter interface with two sections. The top section is titled "Program" and contains a "Customer Group:" dropdown menu (highlighted in yellow) with the subtext "(Press Ctrl to select multiple items)". The dropdown list includes "Statewide Rapid Response Add'l Assistance DW", "Statewide Dislocated Worker", "National Dislocated Worker Grant (NDWG)", and "Local Funded Grant". The bottom section is titled "Enrolled Grant" and contains a "Grant Type:" dropdown menu (highlighted in yellow) with the subtext "Local Funded Grant".