



CalJOBS Help Sheet 32 Entering Data for the National Dislocated Worker Grant – COVID-19

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National Dislocated Worker Grant

The COVID-19 Los Angeles County Humanitarian Jobs Project 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.
- 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:



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 Covid-19 Humanitarian Aid NDWG - Temporary Jobs	1195
2020 Covid-19 Humanitarian Aid NDWG – Workforce Dev.	1196

^{*}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 and Grants** section, the very last tab.



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

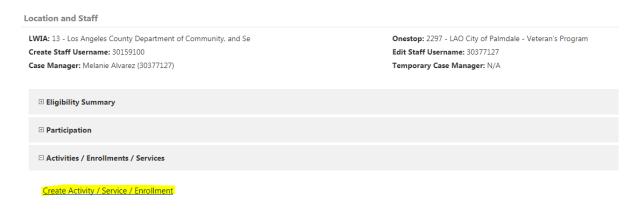
WIOA Grant Eligibility Changes in this section will create immediate updates to the record. Incumbent Worker Eligibility: Applicant does not meet the requirements for Incumbent Worker eligibility. National Dislocated Worker Grant NDWG: NO Not Applicable NDWG:

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.

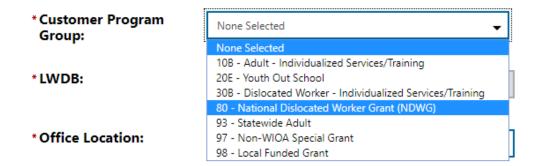


Now an activity can be created for the participant using the NDWG grant code.

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.):

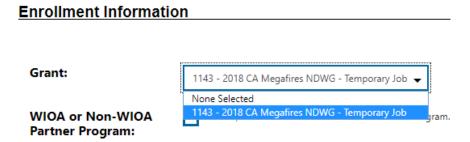


Under Customer Program Group, select "80 – National Dislocated Worker Grant (NDWG)".



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

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



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 code 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, 115, 125

Individualized Career Services: 200, 202, 203, 205

Training Services: 305

Supportive Services: 181

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.