



**WORKFORCE DEVELOPMENT**  
**AGING & COMMUNITY SERVICES**



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# **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.
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"/> <a href="#">Select Agency Code</a>

## 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:**  Yes  No  Not Applicable  Inactive

Applicant does not meet the requirements for Incumbent Worker eligibility.

**National Dislocated Worker Grant NDWG:**  Yes  No  Not Applicable

- 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		<a href="#">Add</a>
National DW Grant (NDWG)	629	California Wildfires 2017 (2nd)	1125		<a href="#">Add</a>
National DW Grant (NDWG)	677	1140 - 2018 CA Megafires NDWG - Workforce Development	1140		<a href="#">Add</a>
National DW Grant (NDWG)	682	1143 - 2018 CA Megafires NDWG - Temporary Job	31		<a href="#">Add</a>



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

- 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](#)

- 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**

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**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:



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.