



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



# **CalJOBS Help Sheet**

## **How to use Regional LA:RISE Local Grant Code**

Prepared by: Research and Statistics Division

## Local Grant Codes

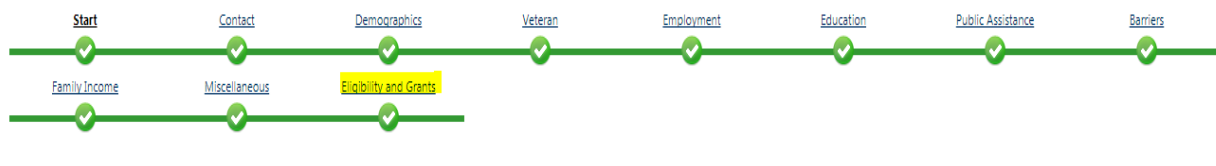
### How WDBS and AJCCs will be using the Local Grant Code

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 **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!*

**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		<a href="#">Add</a>

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

- 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.

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: None 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 **LAO959 – Regional LA:RISE**.

Activities / Enrollments / Services 6

Create Activity / Enrollment / Service

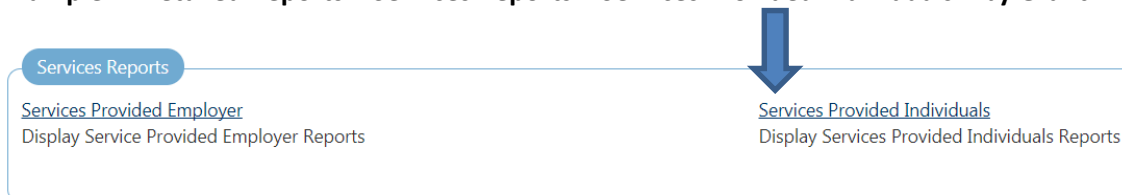
Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
E17 - Supportive Service: Dependent Care No Provider Information			Local Funded Grant LAO959 - Regional LA RISE	08/07/2018	N/A	08/07/2018	Close

### 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 dropdown menu for 'Customer Group' with the text '(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' (highlighted in yellow). The bottom section is titled 'Enrolled Grant' and contains a dropdown menu for 'Grant Type' with 'Local Funded Grant' selected and highlighted in yellow.