Attachment I

WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES

CalJOBS Help Sheet 32
Entering Data for Keep LA Working Initiative

Prepared by: Data Management & Analytics Division

Keep LA Working Initiative

The Keep LA Working Initiative requires participant data to be entered into the CalJOBS system. A Keep LA Working Initiative grant code has been created and it allows you to record activities within a Title I application WITHOUT using one of the WIOA grants (Adult, DW, Youth).

Please note that because you are utilizing the Title I application, the participant must be eligible as a 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.**

Under the Keep LA Working Initiative, **supportive services provided to participants affected by the COVID-19 pandemic must be entered using the grant code below:**
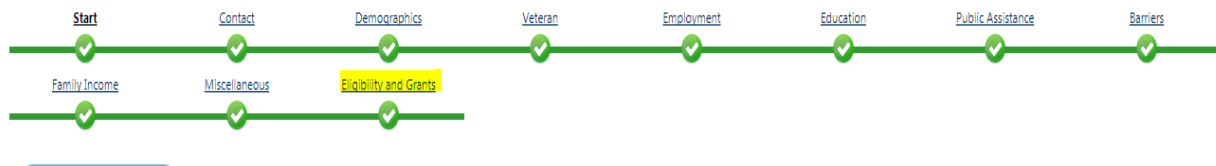
Grant Name	Grant Code
1181 - Keep LA Working Initiative (LAO)	1181

As a reminder, a supportive service activity will only be available for selection if there is an open activity under the Title I application.

Using the Keep LA Working Initiative grant code consists of three steps:

- Selecting 'Yes' under Statewide Rapid Response Additional Assistance Eligibility in the Title I application.
- Adding 1181 - Keep LA Working Initiative (LAO) as an available grant.
- Using 1181 - Keep LA Working Initiative (LAO) for a supportive service 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 the **Statewide Rapid Response Additional Assistance Eligibility** 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 meets the basic requirements for Incumbent Worker eligibility, but staff must manually set this to "Yes" and add a grant, when appropriate.

National Dislocated Worker Grant NDWG: ● Yes ○ No ○ Not Applicable

Statewide Adult Eligibility: ○ Yes ○ No ● Not Applicable ☐ Inactive

Statewide Dislocated Worker Eligibility: ○ Yes ○ No ● Not Applicable ☐ Inactive

Statewide Youth Eligibility: ○ Yes ○ No ● Not Applicable ☐ Inactive

Statewide Rapid Response Additional Assistance Eligibility: ● Yes ○ No ○ Not Applicable ☐ Inactive

3. Under the **Grants** section, find the **1181 - Keep LA Working Initiative (LAO)** 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
SW Rapid Response Additional Assistance	755	1181 - Keep LA Working Initiative (LAO)	1181		Add

Now a supportive service activity can be created for the participant using the grant code.

4. Click **Create Activity/Service/Enrollment** under the **Activity/Service/Enrollment** section of the Title I application.

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**, select "94 – Statewide Rapid Response Add'l Assistance DW)".

*Customer Program Group:

None Selected

None Selected
10B - Adult - Individualized Services/Training
30B - Dislocated Worker - Individualized Services/Training
80 - National Dislocated Worker Grant (NDWG)
92 - Incumbent Worker - Adult
94 - Statewide Rapid Response Add'l Assistance DW
98 - Local Funded Grant

*LWDB:

*Office Location:

6. In the **Enrollment Information** section, select the **1181 - Keep LA Working Initiative (LAO)** grant you activated in the **Grant** field.

Enrollment Information

Grant:

1181 - 1181 - Keep LA Working Initiative (LAO)

None Selected
1181 - 1181 - Keep LA Working Initiative (LAO)

WIOA or Non-WIOA Partner Program:

Program.

7. Proceed to create the rest of the activity as usual. Once the activity has been created, ensure that the activity displays the **1181 - Keep LA Working Initiative (LAO)** grant under the **Funding/Grant** column.

Activities / Enrollments / Services   4

Create Activity / Enrollment / Service

Search: [   ]

Status	Activity / Provider	Action	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
O	181 - Supportive Service: Transportation Assistance No Provider Information	W	Statewide Rapid Response Add'l Assistance DW 1181 - 1181 - Keep LA Working Initiative (LAO)	04/27/2020	04/27/2020	04/27/2020	Close