

Attachment IV



WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES



CalJOBS Help Sheet 33

Entering Data for Worker Resiliency Fund

Prepared by: Data Management & Analytics Division

Worker Resiliency Fund

The Worker Resiliency Fund requires participant data to be entered into the CalJOBS system. Worker Resiliency Fund grant codes have been created that will allow 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 an Adult or Dislocated Worker, in order to complete the application.

For Adults, **enter an Adult eligibility date**. For Dislocated Workers, **enter a Dislocated Worker eligibility date**.

Under the Worker Resiliency Fund, supportive services provided to participants affected by the COVID-19 pandemic must be entered using one of the grant codes below:

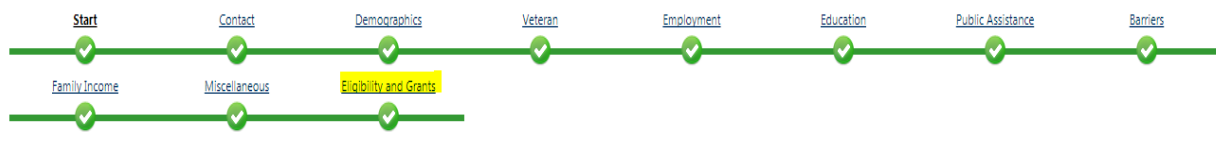
Eligibility	Grant Name	Grant Code
Statewide Adult	2051 - Underserved COVID-19 Impacted Individuals Grants (UCII Grant) Adult Participant Only	2051
Statewide Dislocated Worker	1187 - Underserved COVID-19 Impacted Individuals Grants	1187

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 Worker Resiliency Fund grant codes consists of three steps:

- Selecting 'Yes' under Statewide Adult or Statewide Dislocated Worker Eligibility in the Title I application.
- Adding the appropriate Statewide grant as an available grant.
- Using the appropriate Statewide grant under 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 Adult** or the **Statewide Dislocated Worker 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:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Statewide Dislocated Worker Eligibility:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<input type="checkbox"/> Inactive

3. Under the **Grants** section, find the **appropriate Statewide** grant code you'd like to activate and click **Add** under the **Action** column. Click **Finish** at the bottom of the page to save the update to the application.

Statewide Adult	786	2051 - Underserved COVID-19 Impacted Individuals Grants (UCII Grant) Adult Participant Only	NA	Add
Statewide Dislocated Worker	747	2050 - RPI PY 19/20 Dislocated Worker Participant Only	2050	Add
Statewide Dislocated Worker	776	1187 - Underserved COVID-19 Impacted Individuals Grants	1187	Add



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

- 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



- Under **Customer Program Group**, select **“93 – Statewide Adult”** OR **“96 – Statewide Dislocated Worker”**.

*** 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

93 - Statewide Adult

94 - Statewide Rapid Response Add'l Assistance DW

96 - Statewide Dislocated Worker

98 - Local Funded Grant

[click here](#)

*** LWDB:**

*** Office Location:**

Agency Code Search:




- In the **Enrollment Information** section, select the **appropriate** grant you activated in the **Grant** field.

Enrollment Information

Grant:

2051 - Underserved COVID-19 Impacted Individuals Grants (UCII Grant) Adult Participant Only

- Proceed to create the rest of the activity as usual. Once the activity has been created, ensure that the activity displays the correct grant under the **Funding/Grant** column.

Status	Activity / Provider	Actions	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	181 - Supportive Service: Transportation Assistance No Provider Information		Statewide Adult 2051 - Underserved COVID-19 Impacted Individuals Grants (UCII Grant) Adult Participant Only	05/01/2020	05/01/2020	05/01/2020	Close