Los Angeles Workforce Development, Aging and Community Services	2018

WORKFORCE DEVELOPMENT
AGING & COMMUNITY SERVICES

CalJOBS Help Sheet 24

How to use Local Grant Codes

Prepared by: Research and Statistics Division

Local Grant Codes

How to use a 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 LWIA 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:

1. Activating the local grant under the WIOA application
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** section.

2. Scroll down to the Non-WIOA Grants area and under **Local Funded Grants**, select Yes.

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.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	411	Jail-Based Program	LAO908		Add
Local Funded Grant	565	P3 Collaborative	NA		Add
Local Funded Grant	566	Probation Referrals	NA		Add
Local Funded Grant	567	Probation	NA		Add

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

4. Click **Create Activity/Service/Enrollment** under the **Activity/Service/Enrollment** 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

5. Under **Customer Program Group**, select "98 – Local Funded Grant".

General Information

Participant User Name:	Pimpo110
Participant State ID:	784381473
Last Name, First Name MI:	CAMACHO, HUGO F
Social Security Number:	6405
Address:	802 W 164 St Apt 10 Gardena, CA 90247
Application Summary:	Program:WIOA Application Date:10/22/2015 Earliest Eligibility Date:10/22/2015
Participation Date:	10/22/2015
* **Customer Program Group:**	98 - Local Funded Grant
* **LWIA Region:**	Los Angeles County Department of Community, and Se — LWIA cannot be modified if staff has local region assignment.
* **Office Location:**	LAO City of Palmdale - Veteran's Program
Agency Code Search:	Click Here
Agency Code:	100 – LAO COMMUNITY AND SENIOR SERVI

6. In the Enrollment Information section, select the grant you've activated under the WIOA application in the **Grant** field.

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.

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
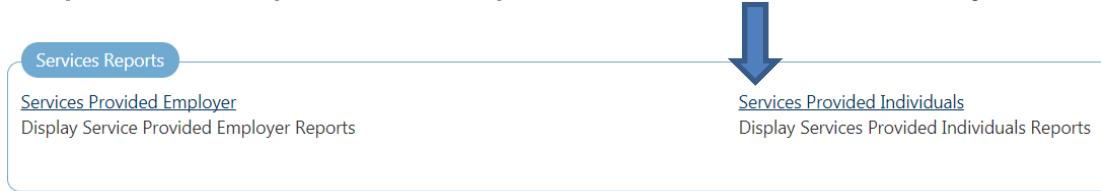
Example 2. Detailed Reports > Case Management Reports > Case Load - WIOA > Online Characteristics

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