

CITY OF LOS ANGELES

CALIFORNIA

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ERIC GARCETTI
MAYOR

ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: September 13, 2019

TO: LA's YouthSource System

FROM: Gerardo Ruvalcaba, Director
Workforce Development Division

**SUBJECT: WDS DIRECTIVE No. 20-04
IMPLEMENTATION OF NEW PROCEDURE TO REPORT WIOA YOUTH
WAIVER INTO THE CALJOBS SYSTEM**

EFFECTIVE DATE

This directive is effective upon date of issuance.

PURPOSE

The purpose of this directive is to provide guidance and instructions to YouthSource System contractors on the new implementation of CalJOBS reporting procedure for Waiver Enrolled Youth.

BACKGROUND

America's youth 16-24 years of age, low income, who are neither employed nor enrolled in school, or who are at high risk of dropping out can be categorized as "disconnected." Many of the disconnected youth may also experience additional barriers of homelessness, foster care and involved in the criminal justice system.

The Workforce Innovation and Opportunity Act (WIOA) singles out disconnected youth as a priority for receiving education and job training services. It mandates that 75 percent of WIOA youth formula funds be expended on eligible disadvantaged and out-of-school youth. Likewise, the Consolidated Appropriations Act of 2014 authorized the United States Department of Education (DOE), Labor (DOL), and Health and Human Services (HHS), along with the Corporation for National and Community Services and the Institute of Museum and Library Services, to underwrite ten three-year Performance Partnership Pilot (P3) to test innovative strategies for increasing the education and skill levels, employability, and overall well-being of disconnected youth.

Under P3, government agencies, non-profit organizations, and others are expected to collaborate in reducing administrative and programmatic barriers and to blend funds to deliver effective services to disconnected youth. On behalf of the Mayor, the Economic

and Workforce Development Department (EWDD) submitted an application to the DOE and was awarded a P3 grant. In Los Angeles, a growing number of organizations are bringing programs and services together to form comprehensive and integrated system. The Los Angeles Performance Partnership Pilot (LAP3) identified program requirement impediments/barriers for which a number of federal waivers have been granted to promote successful service delivery.

The City was awarded a waiver from DOL to increase the amount of service dollars being spent on two specific disconnected youth populations. The waiver supports the City's current efforts to "allow in-school foster youth, homeless and runaway youth to be counted in the WIOA minimum 75 percent out-of-school youth service category for fiscal accounting purposes." Our system is able to better serve foster, runaway, and homeless youth when they are counted as out-of-school youth.

MIS GUIDELINES

MIS has provided the following instructions on how to report the clients who qualify for the Youth Waiver into the CalJOBS system.

Staff will track the Youth Waiver clients in CalJOBS utilizing: Local Grant 300

Go to WIOA Program page and click on edit application using the wizard to access the WIOA application. Go to the "Eligibility Summary" page of the application and make sure the "Youth Program" is selected. Then go to the "Non-WIOA Grants" and select "YES" to Local Funded Grant. Scroll to the Grants Section and select "View Available Grants." All available Grants will be listed, click "Add" to School Youth Waiver. Scroll and click "Finish" so that the Local Grant 300 activity could be entered and tracked.

From this point on, you will be able to create the required activity under the Youth School Waiver Local Grant. Go to "Create Activity/Enrollment/Service," and under General Information click on "Customer Program Group," then select "98 Local Funded Grant." Scroll down to "Enrollment Information, and click on the "Grant" drop down to select LAI300 – Youth School Waiver. Click on, "Select Activity Code." The Activity Codes will be available, select the assigned activity 429 – Enrolled in Secondary School. Enter an Actual Begin Date, Projected End Date, and Actual End Date. Complete the rest of the fields and select "Next" at the bottom of the page.

Eligibility Summary Page



Fill out the information below to complete this section of the application.

Title I - Workforce Development (WIOA)

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Workforce Innovation and Opportunity Act (WIOA) Eligibility Information

Applicant Eligibility

Applicant meets the definition for low income: Yes

Income Table: [Income Table](#)

Youth applicant meets low income based upon living in a high poverty area or free/reduced school lunch: yes

Program	Eligible	Priority Calculated	Exception/Limitation	Reason(s) Not Eligible	Action
Adult	Undetermined			No Adult Eligibility Date.	<input type="checkbox"/> Inactive
Dislocated Worker	Undetermined			No DW Eligibility Date.	<input type="checkbox"/> Inactive
Youth	Yes, In-school				<input type="checkbox"/> Inactive

VET = Veteran, SSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

Non-WIOA Grants

Non-WIOA Special Grants:

Yes No Not Applicable

Inactive

Local Funded Grants:

Yes No Not Applicable

Inactive

Grants

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	644	Second Chance Act Los Angeles	LAI512		Add
Local Funded Grant	667	Regional HOME	LAO970		Add
Local Funded Grant	680	Youth School Waiver	LAI300		Add

The Grant ID 680 is the code you will look for when running reports. The Local Grant Code 300 is the code you will see when adding activities.

Grants

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	680	Youth School Waiver	LAI300	02/19/2019	Remove

<< Back

Finish

Program Page

Activities / Enrollments / Services

[Create Activity / Enrollment / Service](#) 

Activity Enrollment Page



Activity Enrollment - General Information

This page displays activity information for the specified participant.

- General Information**
- Service Provider
- Enrollment Cost
- Financial Aid
- Enrollment Budget
- Budget Planning
- Course Information

General Information

Participant User Name: NWilson1591

Participant State ID: 161399608


Last Name, First Name MI: Wilson, Natasha A

Social Security Number: 1591

Address: 818 1/2 East 87TH Place
Los Angeles, CA 90002

Application Summary: Program: Title I - Workforce Development (WIOA)
Application Date: 8/23/2018
Earliest Eligibility Date: 08/23/2018

Participation Date: 08/23/2018

WIOA Youth Funding:
 

*** Customer Program Group:**

Enrollment Information

Grant: LAI300 - Youth School Waiver Required

WIOA or Non-WIOA Partner Program: Yes, service is a WIOA or Non-WIOA Partner Program.

*** Activity Code:** 429 - Enrolled in Secondary School Only one activity will be reported under Local Grant Code 300. Only select Activity Code 429 - Enrolled in Secondary School

Projected Begin Date: 02/21/2019 Today

Actual Begin Date: 02/21/2019 Today

*** Projected End Date:** 02/21/2019 Today Use same Beg. & Projected End Date
This activity will be closed Successfully

Any classes attended through Distance Learning: Yes No



Closure Information

This page displays activity closure information for the specified participant.

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollment Budget	Budget Planning	Closure Information
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Closure Information

Enrollment Summary: Enrollment ID: 2801516
Username: CHRISPADACK
WIOA Application ID: 2242702
Youth Funding: In-School Youth
Activity Code: 429 - Enrolled in Secondary School
Activity Dates: 2/21/2019 - 2/21/2019

Last Activity Date: 02/21/2019 Today Close Activity using the same date as the Begin Date

Completion Code: Successful Completion

School Status on Last Day of Service: None Selected

School Status Verification: [Verify](#) | [Scan](#) | [Upload](#) | [Link](#)

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	429 - Enrolled in Secondary School No Provider Information		Local Funded Grant LAI300 - Youth School Waiver	02/21/2019	02/21/2019	02/21/2019	02/21/2019 Successful Completion
				Use same dates			

The Local Grant 300 will be used as an identifier code to track the In-School Youth who qualify under the waiver. The Waiver Youth will be reported as In-School Youth in the WIOA Application, and the education fields should reflect the actual school status at the time of registration. Staff is required to add the Local Grant Code for new and previous enrollments just as long as the record is open “Active” in the system. If the record has already Soft Exited, they will be tracked manually. Only one activity code “429 – Enrolled in Secondary School” will be reported using the same “Begin Date” and “Actual End Date.” Staff will close activity as “Successful Completion.”

REQUIRED ACTION

IMPLEMENT THE NEW CALJOBS WAIVER YOUTH REPORTING PROCEDURE

Each YSC agency is responsible for implementing the new CalJOBS waiver youth reporting procedure. The Waiver Youth entry into CalJOBS should accurately represent the agency’s activities with youth who qualify for the waiver under this authority. In addition, the CalJOBS data entered should also correspond to the agency’s activity recorded in the Attachment to Expenditures as part of the agency’s submitted Cash Requests.

WDS CONTACT

For questions regarding this directive, please contact Chang Kim at Chang.Kim@lacity.org or at (213) 744-7163.

GR:CK:cg

