



LOS ANGELES COUNTY

WIA ARRA TANF-ECF Summer Youth Employment Program

DIRECTIVE

Number: ARRA/ECF YD 10-07

Subject: REPORTING REQUIREMENTS ON TANF
ECF/WIA CO-ENROLLMENT PROCEDURES

Date: September 1, 2010

Effective Date: Immediately

Page 1 of 2

TO: ALL ARRA TANF-ECF SUMMER YOUTH PROVIDERS

Purpose

The purpose of this directive is to provide guidance on the procedures for reporting for TANF ECF/WIA co-enrollments.

Recording Enrollments in JTA

All TANF-ECF SYEP providers must continue to use the Summer Youth Employment Program web-based application system for tracking applicants, enrollments, and all other data requirements specific to the program. **If the youth is co-enrolled in both the TANF-ECF Summer Youth Employment and WIA programs, providers must also complete the WIA JTA MIS forms.**

TANF-ECF SYEP and WIA Co-Enrollment Procedures:

1. Record youth in the SYEP web-based application;
2. Record youth in the JTA system using grant code 103, 301, or 107 using activity code 91.

More specifically:


For youth that have not yet been entered into JTA, complete the enrollment form using grant code 107 and activity code 91. Youth enrolled in 107 will be credited as a summer youth participant with work readiness as the only outcome for the program. **Work readiness must be obtained by September 30, 2010.**

For WIA youth currently enrolled in grant codes 103 or 301, add activity code 91 to indicate concurrent participation between the WIA and TANF-ECF Summer Youth Employment programs. Youth co-enrolled in grant codes 103 and 301 and TANF-ECF SYEP will have

both work readiness and DOL youth common as outcomes for the program. If work-readiness is to be the only outcome for the program, providers must change the grant code on the enrollment form from 103/301 to 107.

Please direct questions regarding this directive to technical support at (213) 738-4039, or wiajtatechsupport@css.lacounty.gov.

Thank you.



Sara Lee Dato, Manager
CSS Research & Statistics Section