



# LOS ANGELES COUNTY

## WIA/ARRA YOUTH DIRECTIVE

**Number:** ARRA/WIAD09-12

**Subject:** American Recovery Reinvestment Act (ARRA)  
WIA/ARRA YOUTH Instructions for Entering Participant Data  
Into the Job Training Automation (JTA) System

**Date:** June 15, 2009

**Effective Date:** Immediately Upon Issuance

**Page 1 of 2**

### TO: WIA/ARRA YOUTH CONTRACTORS

#### **Purpose**

The purpose of this directive is to provide WIA Youth contractors with instructions for entering participant data into the Job Training Automation (JTA) system for youth participants served with **American Recovery and Reinvestment Act (ARRA) of 2009** funds. The JTA Information Notice WSIN08-59 addresses the enhancements made to JTA for ARRA programs. These enhancements were made available on JTA as of May 11, 2009.

#### **Background**

Additional funding for the WIA Youth program is available through WIA/ARRA. These funds are to augment existing formula Youth funds and should be used to support employment and training opportunities for youth ages 14-24. These funds are part of the comprehensive ARRA plan to stimulate the U.S. economy. Financial and participant data for participants served with the ARRA funds must be tracked and reported separately and differently from participants served with regular formula-allocated WIA funds.

#### **WIA/ARRA Summer Youth Employment Program (SYEP) and WIA/ARRA Traditional Youth Program Eligibility Code- K**

Eligibility code "K" on the EDD Workforce Investment Act Application form and JTA screen question # 94, will be used to identify all WIA/ARRA youth. It uses the same eligibility criteria as codes "F" and "G" of question #94, but extends youth eligibility to age 24 years. As soon as EDD has an updated application available it will be released for implementation. In the meantime, please write code "K" in manually, circle it and enter it into JTA for all your WIA/ARRA Youth participants. **(Please See Attached Sample)**

#### **WIA/ARRA SYEP ONLY-- Reading and Math Score JTA Skip Code--88**

The SYEP will run from May 1, 2009 through September 30, 2009. The grant code to be used for SYEP is 107. When enrolling grant code 107 SYEP, pre-testing is not required. Therefore, on the EDD Workforce Investment Act Application question #73 Reading Grade and question #77 Math Grade enter 88, this will allow you to skip the questions. Once you enter 88 on question # 73 Reading Grade, #74 Reading Score, #75 Reading Test and #76 Reading Version will allow you to leave them blank and hit enter to continue. In the same manner once

you enter 88 on question #77 Math Grade, #78 Math Score, # 79 Math Test and #80 Math Version will allow you to leave them blank and hit enter to continue. **(Please See Attached Sample)**

**WIA/ARRA YOUTH PROGRAMS MIS/JTA MANDATORY DEADLINE**

The entry of participant data into the JTA System coincides with the stringent reporting guidelines set forth by WIA/ARRA. It is imperative that all application, enrollment, goal code, and exit activity be updated in the JTA system by the WIA/ARRA **Monthly Submission Deadline of the 5<sup>th</sup>**. Each contractor is required to meet the following deadlines:

- 5<sup>th</sup> of the month is the deadline for WIA/ARRA Youth contractors to input and update all participant information into the JTA System, having occurred the previous month;
- Should the 5<sup>th</sup> of the month happen to fall on a weekend the deadline is the last working day before the 5<sup>th</sup> of the month;
- The first deadline the County will observe is Sunday July 5, 2009, which means that your internal deadline is actually **Friday July 3, 2009**.

If you have any questions regarding this directive, please contact Maggie Mireles, Program Manager, at (213) 738-2198 or Irene Pelayo at (213) 351-5246, or by e-mail at [ipelayo@css.lacounty.gov](mailto:ipelayo@css.lacounty.gov).

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**Josie Marquez, Executive Director  
Workforce Investment Board**

Attachments



# WORKFORCE INVESTMENT ACT APPLICATION

Subgrantee Name
Application Number
Agency Code
Social Security Number

Last Name		First Name / Middle Initial					
71 Highest Grade Completed	72 Education Status 1 Student, H.S. or less 2 Student, attending post H.S. 3 Out-of-School, H.S. dropout 4 Out-of-School, H.S. grad, employment difficulty 5 Out-of-School, H.S. grad, no employment difficulty 6 Alternative School			73 Reading Grade <b>88</b>	74 Reading Score <b>N/A</b>	75 Reading Test <b>N/A</b>	76 Reading Version <b>N/A</b>
77 Math Grade <b>88</b>	78 Math Score <b>N/A</b>		79 Math Test <b>N/A</b>		80 Math Version <b>N/A</b>		
81 Labor Force Status 1 Employed 2 Not employed		82 Weeks Not Employed Last 26 Weeks		83 Hourly Wage		84 Referred by WPRS (Profiling) 1 Yes 2 No	
85 Dislocated Worker 1 Terminated or Laid off 2 Received Notice of Layoff 3 Long Term Unemployed 4 Self Employed 5 Displaced Homemaker 9 Not Applicable		86 Dislocation Date	87 Job Code at Dislocation		88 Job Title		
89 Dislocation Industry Code	90 Tenure at Employer of Dislocation (months)		91 Client's E-mail Address				
92 Employer Number			93 Employer Name				
Employer Address			Employer City		Employer State / ZIP		Employer Telephone ( )
94 Eligibility A Adult WIA B Adult Low Income D Dislocated Worker		F Youth (age 14 - 18) G Youth (age 19 - 21) H Veteran Grant		I 5% Window Youth (age 14 - 18) J 5% Window Youth (age 19 - 21) <b>K Youth ARRA</b> N Long Term Unemployed X Not Eligible		Does client meet priority of service in Department of Labor veterans training program (Public Law 107-288)? Y Yes N No	
Signature of Interviewer				95 Interviewer ID		Date	
Signature of Reviewer				96 Reviewer ID		Date	

**Client Certification:** My signature below indicates that I have been informed of and understand the information contained on this form. I certify under penalty of perjury that all of the above information is true and complete. I agree that any information I have supplied is subject to verification. I understand that falsification of any item is grounds for termination from the Workforce Investment Act program and may result in action to recover any moneys paid to me while participating.

Signature of Client	Date	Signature of Parent, Guardian or Responsible Adult	Date
Remarks:			

# WORKFORCE INVESTMENT ACT APPLICATION

Subgrantee Name
Application Number
Agency Code
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Last Name		First Name / Middle Initial			
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77 Math Grade <b>88</b>	78 Math Score <b>N/A</b>	79 Math Test <b>N/A</b>		80 Math Version <b>N/A</b>	
81 Labor Force Status 1 Employed 2 Not employed	82 Weeks Not Employed Last 26 Weeks	83 Hourly Wage		84 Referred by WPRS (Profiling) 1 Yes 2 No	
85 Dislocated Worker 1 Terminated or Laid off 2 Received Notice of Layoff 3 Long Term Unemployed 4 Self Employed 5 Displaced Homemaker 9 Not Applicable	86 Dislocation Date	87 Job Code at Dislocation	88 Job Title		
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94 Eligibility A Adult WIA B Adult Low Income D Dislocated Worker	F Youth (age 14 - 18) G Youth (age 19 - 21) H Veteran Grant	I 5% Window Youth (age 14 - 18) J 5% Window Youth (age 19 - 21) <b>K Youth Arra</b> N Long Term Unemployed X Not Eligible	Does client meet priority of service in Department of Labor veterans training program (Public Law 107-288)? Y Yes N No		
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Signature of Client	Date	Signature of Parent, Guardian or Responsible Adult	Date
Remarks:			

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN08-59

Date: May 6, 2009

Expiration Date: 6/6/11

69:143:cs:12745

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: JTA SYSTEM VERSION 4.47.0 RELEASE

The purpose of this information notice is to inform the Workforce Development Community that the Workforce Services Division (WSD) will release a Job Training Automation (JTA) System Version 4.47.0 on the weekend of May 8, 2009. The JTA system software will be available beginning Monday, May 11, 2009.

This system release addresses a variety of necessary enhancements for implementation of the American Recovery and Reinvestment Act (ARRA). The majority of the changes reflected in this release mirror current Workforce Investment Act requirements that must be linked to the new ARRA Grant Codes (GC) and Grant Types (GT). The ARRA GCs referred to in this release were established and previously distributed with the ARRA subgrant modification. These codes are tied to the programming and edits used in the JTA system. For your information, the new GCs and GTs are as follows.

- |                       |              |                                |
|-----------------------|--------------|--------------------------------|
| ▪ ARRA Adult Formula  | GC 102/GT 02 | Funding & Participants         |
| ▪ ARRA DW Formula     | GC 105/GT 14 | Funding & Participants         |
| ▪ ARRA Youth Formula  | GC 103/GT 03 | Funding & Participants         |
| ▪ ARRA Summer Youth   | GC 107/GT 09 | Participants Summer Youth only |
| ▪ ARRA Rapid Response | GC 106/GT 04 | Funding only                   |

The following provides information and details regarding the changes to be implemented in the release.

### **WIA SYSTEM - Programs Modified**

#### **EGRNT – Enter Grant Code (Log # 6466)**

A programming change was made to the grant code entry screen to add the new Eligibility Code "K" to reflect youth participant activity.

*EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.*

**EWIE – Enter WIA Enrollment Form; LWIE – Load WIA Enrollment Form; XWID – Extract WIA Data; LWID – Load WIA Data; LWIA – Load WIA Activity (Log # 6471, 6474)**

The enter/load enrollment form program edits were modified to validate the following conditions when the new ARRA Grant Code/Group 103/03 (Youth Formula) and 107/09 (Youth Summer Participants) are effected:

- Required data fields: Enrolled in Education at Anytime, WIA Education Status, and Basic Skills Deficient for Youth. These fields are included in the edits for the WIA extract and load data programs.
- If an Individual Participant Data (IPD) record exists (a record uploaded to the state) do not permit a change to the original entry in the WIA Education Status and Enrolled in Education at Anytime (if value equals "1") fields.
- If the client age is greater than 24 do not permit an enrollment under the ARRA youth grant.
- All activity/service begin dates must be greater or equal to the enrollment date.

The enter/load enrollment form program edits were modified to validate the following conditions when the new ARRA Grant Code/Group 102/02 (Adult Formula) and 105/14 (Dislocated Worker Formula) are used (also included in the WIA extract/load data program edits):

- Required data fields: State Provider ID and Program Code. Complete these fields when Employment Training Provider List training (training codes) is provided.
- Require a core activity to be recorded if an intensive activity is entered.
- Require an intensive activity to be recorded if training is entered.
- Require the begin date of a training activity to be equal or greater than the earliest begin date of an entered intensive activity.

In addition, the following changes were made to enter/load enrollment form programs:

- Require the Labor Force Status field for all grants (WIA extract and load data program edits were updated).
- Exclude ARRA youth grant groups (03, 08 (Youth 15%), and 09) from the Documentation of Eligibility (EDOE) screen requirement for learning labs.

**EWIR – Enter WIA Registration; LWIR – Load WIA Registration; and PWIR – Print WIA Registration (Log # 6452, 6465, 6467)**

The programming for the enter registration form was modified to add the Eligibility Code "K" for ARRA Youth. The criteria for the existing codes "F" and "G" apply to the ARRA youth code except the new program expands the age range to serve youth clients of age that is greater than or equal to 14 and less than 25.

The registration form print program was modified to add the "K" eligibility code. Also, Code "N" (Long Term Unemployed) was added to print the eligibility description that was previously omitted.

The load program was modified to include the "K" eligibility code. Also, a fix was made to the load program affecting the "integ\_dnl\_d" field to prevent any date from being set to "12/31/1899" if identified on the wia\_ipd\_app and wia\_app tables.

**EWIG – Enter WIA Goal Form; LWIG – Load WIA Goal Form; XWID – Extract WIA Data; LWID – Load WIA Data (Log # 6469, 6474)**

The programming for the enter/load goal form was modified to require at least one Primary Goal Type, "3" – Work Readiness Skill, to be required if the ARRA Grant Group 09 (Summer Youth) impacts the participant. The attainment of the Work Readiness Skill goal is the performance indicator for the summer youth program. However, if a young person is co-enrolled in the year-round program, the common performance measures may apply. Please refer to the ARRA Summer Youth Employment Program Directive for more detail on accountability and reporting for ARRA Youth.

The WIA extract and load data program edits were modified to reflect the above change when data is sent to the state.

**EYTS – Enter Youth Test Score Form; XWID – Extract WIA Data; LWID – Load WIA Data (Log #6470, 6474)**

The programming edit was modified to identify if the client application age is greater than 24 or not Basic Skill Deficient (BSD) then give a message that the client is not a BSD youth, but allow the user the option to continue to complete the screen. The EYTS is not required for non-youth or not BSD clients.

The WIA extract and load data program edits were also modified to include sending youth test records to the state where age is less than 25.

**EWIT – Enter WIA Exit Form; Load WIA Exit Form; XWID – Extract WIA Data; and LWID – Load WIA Data (Log #6472, 6474)**

The programming was modified to add the new Grant Groups 03, 08, 09 (Youth) and 02, 14 (Adult and Dislocated Worker) to the enter exit form for the following:

- Require the Exit Education Status field for youth and base this requirement on the use of youth grant groups and not age. Also, a change was initiated to validate the Enrolled in Education at Anytime field against the Exit Education Status field for youth participants.
- Add the new Adult and Dislocated Worker grant groups to the edits to restrict learning lab access to the exit screen.

**PWIL – Print WIA Listing (Log #6468)**

The PWIL option screen was modified to add the new Eligibility Code "K" (ARRA Youth) and adds the code to edit against the eligibility codes entered on the option screen.

## **PWIS – Print WIA Status (Log #6473)**

The programming was modified to add new youth grant groups to the report. Specifically, this change allows for the display of Primary Goals (Yes/No) and the participant numbers for In and Out of School categories. Also, the Youth field will display "O" for application age 19 through 24 for older youth to reflect the expanded age range for ARRA youth.

## **XWID – Extract WIA Data; LWID - Load WIA Data (Log # 6448, 6474)**

The extract and load programs were updated to add the new ARRA grant codes and groups to allow for the information to be extracted and transferred to the state. Also, changes were incorporated in the edits to reflect the new Eligibility Code "K".

A non-ARRA programming change is also included in the release. The extract program was modified to address a change for the CALGRIP process. The client services for this project are recorded under Grant Codes 415/416 or 436/437. When using these codes the EWGS – Enter WIA Grant Specific Information screen is required. An edit was added to give a message if a EWGS record is missing when one of the grant codes had been used to service a client.

## **Data Scripts**

- S4470intg.sql – set integ\_dnlid\_dt to null if the following "12/31/1899" appears on wia\_ipd\_app and wia\_app.
- S4470elig.sql – add Eligibility Code "K" to d\_wia\_eligy\_cd table.
- S4470act.sql – add Activity Code "62" to d\_actvy\_serv\_cd.
- S4470gng.sql – remove Option "4" from d\_gng\_status.
- S4470ver.sql – update version table.

**Database Changes – n/a**

**Schema Scripts – n/a**

**Note To Timeshare JTA System Users** — This release will be installed over the weekend. Please do not access your system from Friday, May 8, 2009 at 5:00 pm through Monday, May 11, 2009 at 8:00 am.

**Note To Standalone JTA System Users** — The release files will be available on Wednesday, May 13, 2009 on the FTP site at [endor.jta.edd.ca.gov](http://endor.jta.edd.ca.gov) and on the timeshare server at [jta.cahwnet.gov](http://jta.cahwnet.gov).

Should you have any questions regarding this JTA system release, please call the JTA Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER  
Chief  
Workforce Services Division