



LOS ANGELES COUNTY

WIA Youth Programs

DIRECTIVE

Number: ARRA/WIA D09-19

Subject: Job Training Automation System (JTA) Code Updates for the SYEP 5% Window and Eligibility Code "L".

Date: 8/26/09

Effective Date: July 1, 2009

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TO: WIA/ARRA SYEP YOUTH CONTRACTORS

PURPOSE

The purpose of this directive is to provide instructions for coding youth approved for enrollment in the American Recovery and Reinvestment Act (ARRA) Summer Youth Enrollment Program (SYEP) via the 5 percent eligibility window. This directive provides guidance related to this exception from standard youth eligibility requirements.

It is important to note that for the purposes of the ARRA SYEP, youth is defined as those 14 through 24 years of age.

REFERENCE

- Directive ARRA/WIA D09-06
- Directive ARRA/WIA D09-07
- Directive ARRA/WIA D09-12
- EDD Information Notice WSIN08-59

SCOPE

This directive is being issued in support of Directive ARRA/WIAD09-07, *ARRA SYEP 5% Window* and Directive ARRA/WIA D09-12 *WIA/ARRA YOUTH –Instructions for Entering Participant Data Into the Job Training Automations (JTA) System*.

Previously the Youth Program Eligibility Code for all ARRA SYEP youth was identified as Code "K" which was entered on the Application Form, field #94. This code will continue to be used on the JTA Applications to identify most ARRA SYEP Youth. The exception will be those youth who, per Directive ARRA/WIAD09-07, have been approved by WIA Operations and Planning staff to be enrolled under the 5% eligibility window. Youth enrolled under this waiver should be recorded under the new eligibility code "L" in the JTA system.

Prior to the addition of eligibility code “L,” youth ages 14-18 and youth ages 19-21 approved under the 5% waiver were recorded under eligibility codes “I” and “J,” respectively. Youth previously recorded in these categories should be recorded under the new eligibility code “L.”

It is imperative that all adjustments are completed and entered in a timely manner.

If you have any questions about this directive, please contact Peter Curtis at (213) 739-7323 or by e-mail at pcurtis@css.lacounty.gov, or Barbara Banck at (213) 351-8924 or by e-mail at bbanck@css.lacounty.gov

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

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