



LOS ANGELES COUNTY

WIA YOUTH DIRECTIVE

Number: ARRA/WIAD09-21

Subject: ARRA Summer Youth Employment Program (SYEP) Reporting – Entering Participant Data into the Job Training Automation (JTA) System

Date: November 2, 2009

Effective Date: May 1, 2009

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TO: ALL ARRA-WIA SYEP YOUTH CONTRACTORS

PURPOSE

The purpose of this directive is to provide Summer Youth Employment Program (SYEP) Contractors with instructions for entering program participant data into the Job Training Automation (JTA) System and completing the WIA Goal Form for those SYEP participants that completed their work experience component.

This rescinds and replaces the following ARRA/WIA DRAFT Directives:

- ARRA/WIA D09-12
- ARRA/WIA D09-13

REFERENCE

- EDD Information Notice WSIN08-59
- Directive LACOD-WIAD08-29
- Directive LACOD-WIAD09-07
- TEGL 17-05, Attachment B
- EDD Directive WSD08-8

BACKGROUND

The intent of the American Recovery and Reinvestment Act (ARRA), signed by President Obama on February 17, 2009, is to preserve and create jobs, promote the nation's economic recovery, and assist those most impacted by the recession. The ARRA Summer Youth Employment Program (SYEP) provides an opportunity for disconnected youth to reconnect through multiple pathways to education and training opportunities necessary to enter and advance in the workforce.

Summer employment activities are designed to encourage program participants to take responsibility for their learning, to understand and manage their career options, and to develop social skills and a maturity level that will help them interact positively with others.

The Department of Labor and the Governor strongly encourage local WIAs to focus services on the youth most in need including: out-of-school youth and those most at risk of dropping out, youth in and aging out of foster care, youth offenders and those most at risk of court involvement, homeless and runaway youth, children of incarcerated parents, migrant youth, Indian and Native American youth, and youth with disabilities.

Work experience is the core component and performance indicator of a summer employment program.

JTA SYSTEM SYEP CLIENT FORMS

APPLICATION/REGISTRATION FORM (EWIR)

Eligibility Codes

Eligibility code "K" on the JTA application screen will be used to identify ARRA summer youth. It uses the same eligibility criteria as codes "F" and "G" but extends youth eligibility to age 24 years. All youth participating in the ARRA summer program should be identified with eligibility code "K". Those that do not meet the eligibility criteria under code "K" but are approved by WIA Program to be enrolled via the 5 percent eligibility window, are to be identified with code "L" on field 94 of the JTA Application Form. Please note that per Directive ARRA/WIAD09-07, all 5 percent eligibility needs to be approved by CSS WIA Operations and Planning Division.

Reading and Math Score

Reading and Math pre-tests are not required for ARRA SYEP. In order to "skip" these fields when entering participant information in the JTA system, you will be required to enter code "88" in fields 73 and 77 of the EWIR screen. Entering "88" in these fields will allow you to leave fields 74, 75, 76, 78, 79, and 80 blank (See attached Page 2 of MIS Application Form).

ENROLLMENT FORM (EWIE)

In the JTA system, youth enrolled in the ARRA summer program should be reported as participants under Grant Code 107. All youth enrolled in the ARRA summer program should be enrolled in activity code 72 - Employment Services, which will be used to indicate enrollment in a work experience component.

If summer youth participants require ARRA funded services after the end of summer program, they should be co-enrolled in ARRA year-round youth, Grant Code 103, or they may be co-enrolled in WIA funded services, such as Grant Code 201 (adults 18 and over), Grant Code 301 (youth 14 – 21), and/or Grant Code 501 (dislocated workers 18 and over) depending on the respective eligibility requirements. Upon co-enrollment, if the Employment Services Activity is completed, it must be marked as complete on the enrollment form and the Work Readiness Skills goal must be marked as attained on the JTA Goal Form.

Additionally, when participants are co-enrolled, eligibility must be determined for the new WIA program and separate files must be created and maintained for each program.

GOALS FORM (EWIG)

The Enter Workforce Investment Act (WIA) Goals form (EWIG) is used to record the goals that are set for and attained by an ARRA or formula-funded WIA youth client for performance measurement purposes. This form will be used in two steps. Step one is to establish the goal. Step two is to complete the result code and date attained fields. ***Both steps must be completed in order to receive credit for the work experience performance outcome.***

Since work experience is the core component and performance indicator of a summer employment program, the Work Readiness Skills Goal will be used in conjunction with activity code 72 to measure outcomes for the ARRA Summer Youth program. All SYEP youth must have Primary Code Goal 1, Yes; Goal Type 3, Work Readiness; Goal Code 009, World of Work Awareness.

At least one goal must be set within one month after enrollment within an activity and must be recorded as being set on the date of enrollment. A good practice is to create the JTA WIA Goals Form as soon as the youth is enrolled in an activity. This will prevent a “missing goal code related” error when attempting to create the monthly XWID report that transmits local area data to the State. It is mandatory that the Goals Form is completed as soon as possible, but no more than 30 days after the enrollment date.

Until mid July, JTA system had a basic skills goal requirement for SYEP participants under 19 years of age who were Basic Skills Deficient (BSD). Even though work experience is the core measure for SYEP, the JTA system continued to require a basic skills goal. Thus, many agencies were required to temporarily enter a basic skills primary goal as a work-around to the JTA programming change.

As SYEP participants complete their work readiness goals, those agencies that were impacted by this “temporary solution” should delete the basic skills goal from the Goals Form instead of marking the BSD goal as attained.

To delete the additional primary goal, proceed as follows:

1. Place the cursor at the beginning of the primary goal
2. Press F10
3. Scroll to and place your cursor on F18 (clear field)
4. Press Enter to clear
5. Press F5 to save

The State has already applied a fix, thus, agencies no longer need to select a primary goal other than Work Readiness to enroll new SYEP participants.

Please direct questions about this directive regarding JTA MIS to Alfred Beyruti, at (213) 738-4039, or abeyruti@css.lacounty.gov. Eligibility or program questions should be directed to Barbara Banck at (213) 351-8924, or bbanck@css.lacounty.gov.



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

Attachment



WORKFORCE INVESTMENT ACT APPLICATION

Subgrantee Name
Application Number
Agency Code
Social Security Number

Last Name	First Name / Middle Initial
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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 88	74 Reading Score N/A	75 Reading Test N/A	76 Reading Version N/A
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77 Math Grade 88	78 Math Score N/A	79 Math Test N/A	80 Math Version N/A
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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
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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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89 Dislocation Industry Code	90 Tenure at Employer of Dislocation (months)	91 Client's E-mail Address
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92 Employer Number	93 Employer Name
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Employer Address	Employer City	Employer State / ZIP	Employer Telephone ()
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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) K Youth Arra 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 Interviewer	95 Interviewer ID	Date
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Signature of Reviewer	96 Reviewer ID	Date
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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
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Remarks: