



LOS ANGELES COUNTY

WIA DIRECTIVE

NUMBER: Yth-D-03-16

D-DWA-03-011

**SUBJECT: REVISED WIA PARTICIPANT
EXIT INSTRUCTIONS**

DATE: 10/29/03

EFFECTIVE DATE: IMMEDIATELY

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FOR YOUR IMMEDIATE ATTENTION

TO: All WIA Service Providers

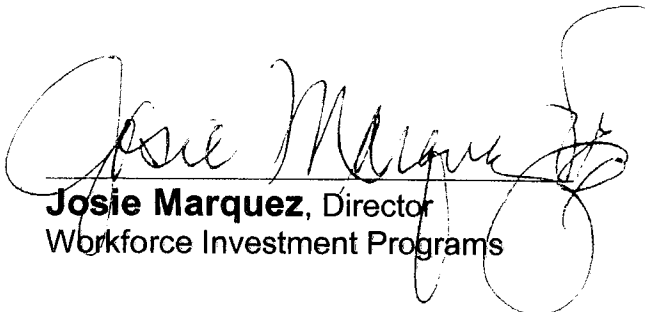
The purpose of this directive is to give further instruction to all WIA Service Providers on the correct method to use when exiting a WIA participant from the Job Training Automation (JTA) system.

When you are exiting a participant from the JTA system, and you have employment information for the participant, you must always include exit code 01(unsubsidized employment) regardless, of the fact, that you might have more than one exit code for that participant.

In addition, when you include placement information, you must also answer the following data fields in the WIA exit form:

- (#21) Training Related Employment
- (#22) Determination Method
- (#23) Health Benefits
- (#24) Non Traditional Employment

If you have any questions regarding this matter, please call Carla Bautista at (213) 351-5388, or Humberto Chairez at (213) 738-2928.



Josie Marquez, Director
Workforce Investment Programs