



# LOS ANGELES COUNTY

## WIA Adult and Dislocated Worker DIRECTIVE

NUMBER: D-DWA-05-004

SUBJECT: ASSISTING VICTIMS OF  
HURRICANE KATRINA

DATE: 9/20/05

EFFECTIVE DATE: IMMEDIATELY

PAGE 1 OF 2

**TO: ALL WORKSOURCE CENTERS AND AGENCY DIRECTORS**

As you are aware, victims of Hurricane Katrina are being relocated to Southern California from the gulf port areas (Louisiana, Alabama and other affected cities). There have been reports that evacuees are already being seen by some of our WorkSource Centers (WSCs). In the interest of tracking such current and future efforts to assist individuals seeking Workforce Investment Act services, local, State and Federal agencies are being asked to document activities related to the Katrina disaster. This Directive will provide WSCs guidelines and/or procedures to document the services provided to individuals who have been displaced by Hurricane Katrina.

Effective immediately, a Job Training Automation (JTA) system Application Form and Enrollment Form should be initiated for all individuals entering a WSC, indicating that they have relocated to California due to Hurricane Katrina. This reporting will allow both State and local staff to quickly identify and manage services for these individuals.

Although some of the Katrina evacuees may not have the proper documentation available, verification of the individual's right-to-work in the United States is required. However, we are being asked to continue with the application process and update the right-to-work information and other pertinent information as soon as it becomes available.

Although CSS is asking that WSCs complete as many fields as possible on the Application Form, at minimum, CSS has highlighted 14 essential fields on the application that we are asking be completed; two of which are for addresses (street and mailing). The WSCs are to use field 07 for the individual's local address and field 10 for their Louisiana address. Please note: you must answer "No" in field 03, Universal Access. Regardless of what additional assistance is provided, an initial Enrollment should be completed. The Grant Code for all evacuees from Louisiana should be 777. The initial entry on the Enrollment Form must be Activity Code 20.

**Assisting Victims of Hurricane Katrina  
Page 2**

The Federal Emergency Management Agency (FEMA) can provide information on applying for disaster assistance, such as temporary housing, disaster loans, and other needs. WSCs must assure that all evacuees are registered with FEMA. The registration process may be completed on-line or by phone. The website location for on-line registration is [www.fema.gov/register.shtm](http://www.fema.gov/register.shtm). The following numbers may be used for registration by phone, 1-800-621-3362 or for the hearing impaired 1-800-462-7585. The printout of the FEMA on-line registration should be placed in the participant's file. If registering by phone, it should be documented by using a telephone verification form.

For questions regarding how a Louisiana resident may apply for unemployment insurance benefits, please ask your Employment Development Department Job Service partner for assistance.

This Directive is effective immediately and should be brought to the attention of staff at all client access points.

If you have any questions or require additional information, please contact Geraldo Rodriquez, Program Manager, WorkSource California Operations Division at (213) 738-2656.



**JOSIE MARQUEZ, Director  
Workforce Development**

**JM:GR:SM:ncyw**

**Attachment**





# WORKFORCE INVESTMENT ACT APPLICATION

Subgrantee Name
Application Number
Agency Code
Social Security Number

Last Name		First Name / Middle Initial				
70 Highest Grade Completed	71 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		72 Reading Grade	73 Reading Score	74 Reading Test	
75 Read Version	76 Math Grade	77 Math Score	78 Math Test		79 Math Version	
80 Pell Grant Recipient 1 Yes 2 No, Applied but denied 3 No, Application Pending 4 Application not submitted	81 Pell Grant School Year Award Amount	82 Labor Force Status 1 Employed 2 Not employed	83 Weeks Not Employed Last 26 Weeks	84 Hourly Wage	85 Referred by WPRS (Profiling) 1 Yes 2 No	
86 Dislocated Worker 1 Terminated or Laid off 2 Received Notice of Layoff 3 Long Term Unemployed (JTPA transfer only) 4 Self Employed 5 Displaced Homemaker 9 Not Applicable		87 Dislocation Date	88 Job Code at Dislocation	89 Job Title		
90 Dislocation Industry Code	91 Tenure at Employer of Dislocation (months)	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) X Not Eligible				
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  
ENROLLMENT/REGISTRATION**

Subgrantee Name
01 Social Security Number
02 Case Number
Application Number

Last Name	First Name / Middle Initial
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<b>03 Education Status</b> 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	<b>04 Basic Skills Deficient</b> 1 Yes 2 No 9 Not Applicable	<b>05 Grant Code</b>  <p style="text-align: center;"><b>777</b></p>	<b>06 Agency Code</b>	<b>07 Labor Force Status</b> 1 Employed 2 Not Employed
<b>08 Enrollment Date</b>	<b>09 Date ITA Established</b>	<b>10 Total Amount of ITA</b>	<b>11 Pell Grant Recipient</b> 1 Yes 2 No, Applied but denied 3 No, Application pending 4 Application not submitted	<b>12 Pell Grant School Year Award Amount</b>

Activity 1	Activity Code	Agency Code	State Provider ID	Program Code	Job Code / Job Description	Begin Date	Est / End Date	ITA Amount Used	Completion Code	Goal Code
Activity 2	20									
Activity 3										

Enrolling Staff Signature	13 Enrolling Staff ID	Date
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<p><b>Activity Codes</b></p> <p><b>Core</b></p> <ul style="list-style-type: none"> <li>10 Follow-up Services, Counseling</li> <li>11 Staff Assisted Job Development</li> <li>12 Staff Assisted Job Referrals</li> <li>13 Staff Assisted Job Search, Placement</li> <li>14 Staff Assisted Workshops / Job Clubs</li> <li>15 Other Core Services</li> <li>16 Non-WIA Funded Core Services</li> <li>17 Co-enrolled Core Services</li> <li>20 Hurricane Katrina</li> </ul> <p><b>Intensive</b></p> <ul style="list-style-type: none"> <li>30 Case Mgt for Participants</li> <li>31 Comprehensive Assessments</li> <li>32 Development of Individual Employment Plan</li> <li>33 Group Counseling</li> <li>34 Work / Entry Employment Experience</li> <li>35 Individual Counseling and Career Planning</li> <li>36 Out-of-Area Job Search</li> <li>37 Relocation Expenses</li> <li>38 Short Term Pre-vocational Services</li> <li>39 Internships</li> <li>40 Other Intensive Services</li> <li>41 Non-WIA Funded Intensive Services</li> <li>42 Co-enrolled Intensive Services</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>50 Adult Education</li> <li>51 Customized Training</li> <li>52 Entrepreneurial Training</li> <li>53 Job Readiness Training</li> <li>54 Occupational Skills Training</li> <li>55 On-The-Job Training</li> <li>56 Private Sector Training</li> <li>57 Skill Upgrading and Retraining</li> <li>58 Workplace Training and Coop Ed</li> <li>59 Other Training Services</li> <li>60 Non-WIA Funded Training Services</li> <li>61 Co-enrolled Training Services</li> </ul> <p><b>Youth</b></p> <ul style="list-style-type: none"> <li>70 Summer-related</li> <li>71 Educational Achievement Services</li> <li>72 Employment Services</li> <li>73 Citizen and Leadership Services</li> <li>74 Other Youth Services</li> <li>75 Non-WIA Funded Youth Services</li> <li>76 Co-enrolled Youth Services</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>81 Supportive Services</li> <li>82 Needs-related Payments</li> <li>83 Planned Break in Services: Delay in Training</li> <li>84 Non-WIA Funded Miscellaneous</li> <li>85 Co-enrolled Miscellaneous Services</li> <li>86 Planned Break in Services: Health / Medical</li> </ul> <p>90 : 99 Optional Local Use</p>	<p><b>Goal Codes (Youth Only)</b></p> <p><b>Basic Skills</b></p> <ul style="list-style-type: none"> <li>001 Reading Comprehension</li> <li>002 Math Computation</li> <li>003 Writing</li> <li>004 Speaking</li> <li>005 Listening</li> <li>006 Problem Solving, Reasoning, Decision Making</li> <li>013 ESL / VESL</li> <li>015 Life Skills</li> </ul> <p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>007 Perform Actual Tasks</li> <li>008 Familiarity with Procedures, Tools</li> <li>016 Technology</li> <li>019 Information Skills</li> </ul> <p><b>Work Readiness Skills</b></p> <ul style="list-style-type: none"> <li>009 World of Work Awareness</li> <li>010 Labor Market Knowledge</li> <li>011 Career Planning</li> <li>012 Job Search Techniques</li> <li>014 Leadership</li> <li>017 Allocates Resources</li> <li>018 Team Work</li> <li>020 Interpersonal Skills</li> </ul> <p><b>Completion Codes</b></p> <ul style="list-style-type: none"> <li>1 Completed</li> <li>2 Not Completed, Involuntary</li> <li>3 Not Completed, Voluntary</li> </ul>
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