



Los Angeles County

WIA Adult, Dislocated Workers and Youth Directive

Number: LACOD-WIAD08-2 Subject: WIA JTA SYSTEM CLIENT FORMS
HANDBOOK

Date: 1/9/08

Effective Date: Upon release

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TO: WORKFORCE DEVELOPMENT COMMUNITY

EXECUTIVE SUMMARY:

Purpose:

This directive transmits the updated handbook providing instructions to users of the Job Training Automation (JTA) system.

Scope:

The requirements in this directive apply to Local Workforce Investment Areas and Sub-recipients responsible for entering client information into the JTA system.

REFERENCES:

Workforce Investment Act (WIA) Sections 136;185

Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 17-05; 7-99; 8-99; 14-03, Change 1; 14-00, Change 1

WIA Directive WIAD04-18, Title I Eligibility, (March 29, 2005)

STATE-IMPOSED REQUIREMENTS:

This directive contains State-imposed requirements, which are printed in ***bold, italic type***.

FILING INSTRUCTIONS:

This directive finalizes WIA Draft Directive WIADD-88, issued for comment on January 18, 2005, and replaces Information Bulletin WIAB01-121, which transmitted the previous version of the *WIA JTA Client Forms Handbook*. Retain this directive until further notice.

BACKGROUND:

The WIA requires specific client data to determine eligibility for services, to establish

base line data for performance calculations, and to assure compliance with Equal Opportunity requirements. The Client Forms Handbook provides detailed instructions for completing the required documents and entering them into the State's database for generation of federally mandated reports.

POLICY AND PROCEDURES:

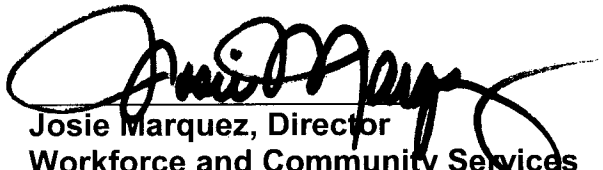
All recipients of WIA funds will submit client data via the JTA system, complying with the specifications for each data field.

ACTION:

Bring this directive to the attention of all appropriate staff and sub-recipients.

INQUIRIES:

Please direct inquiries about this directive to Maggie Mireles, WIA Planning and Operations Program Manager at (213) 738-2198.



Josie Marquez, Director
Workforce and Community Services

Attachment is available on the Internet: www.edd.ca.gov/wiarep/rwiad04-17.pdf