



LOS ANGELES COUNTY

WIA Adult, Dislocated Worker and Youth

DIRECTIVE

NUMBER: LACOD-WIAD08-20

**SUBJECT: WIA Participant Data Monthly Submission
Deadline into the Job Training Automation (JTA)
System for Program Reporting**

DATE: 03-11-2008

EFFECTIVE: IMMEDIATELY

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TO: WIA Contractors - MIS Staff

Purpose:

The purpose of this directive is to establish the **12th of the month as the deadline** for WIA contractors to input Workforce Investment Act (WIA) participant information into the Job Training Automation (JTA) System for the previous month. When the reporting deadline falls on a weekend or holiday, WIA participant information is due by the last working day prior to the reporting deadline.

The new deadline is set to comply with federal and State reporting requirements to ensure that WIA program reports are submitted to the California Employment Development Department (EDD) on a timely basis.

Reporting Procedures for WIA Contractors

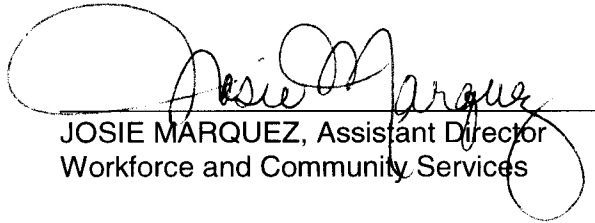
WIA contractors must input their monthly participant information into the JTA System by the 12th of the month following the reporting period. The participant information entered into the JTA System must match the information recorded on the participants' physical case files.

Instructions on how to enter participant information into the JTA System are contained in the EDD Draft Directive WSDD-6, WIA JTA System Client Forms Handbook, at <http://www.edd.ca.gov/wiarep/wsdd-6.pdf>.

WIA contractors shall be contacted immediately when an error in participant information is found after the WIA Planning and Operations Division, Community and Senior Services (CSS) has run the JTA System's Extract WIA Individual Participant Data (XWID) report. EDD requires the Los Angeles County Workforce Investment Area grantee, CSS, to submit participant data for the previous reporting period using the JTA System's XWID reporting process by the 20th of each month. The XWID report is considered "submitted" only after all XWID errors, if any, in the participant data are corrected and the extract file is created. Therefore, when errors are detected by the XWID report, WIA contractors will be notified to rectify the error(s) in the JTA System within **24 hours from the e-mail contact** made by CSS-MIS staff. Concurrently, WIA contractors must also correct the error(s) in their source documents which would be their participants' physical case files.

In the rare occasion of an error in data for a participant that has already been exited, CSS-MIS staff will obtain the information needed to correct the error from the WIA contractor and forward it to the State to correct. Participant data errors for exited participants are closed in the JTA System and can only be modified and corrected by the State. WIA contractors must record these changes or corrections by the State in their participants' physical case files as well.

If you have any questions, please contact Maggie Mireles at (213) 738-2198 or Robert Brieff at (213) 351-8924.



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