



# LOS ANGELES COUNTY

## WIA Youth Program

### DIRECTIVE

**Number: WIA YD11-04**

**Subject: WIA Waiver Youth Employment Program (WWYEP) – Entering Participant Data into the Job Training Automation (JTA) System**

**Date: July 27, 2011**

**Effective Date: Immediately**

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**TO: ALL WWYEP YOUTH CONTRACTORS**

#### **PURPOSE**

The purpose of this directive is to provide WIA Waiver Youth Employment Program (WWYEP) Contractors with instructions to enter program participant data into the Job Training Automation (JTA) System.

#### **REFERENCE**

- TEGL 17-05
- TEGL 30-10
- WSDD-58, Extension of Two Summer Youth Waivers
- 2011 WIA Waiver Youth Employment Program Technical Assistance Guide

#### **BACKGROUND**

The WIA Waiver Youth Employment Program (WWYEP) was developed in response to the Employment and Training Administration (ETA) approving California's request to allow for California's federal Temporary Assistance for Needy Families (TANF) program and WIA Youth Program co-enrollment for summer youth employment activities.

The WWYEP provides an opportunity for disconnected youth to reconnect through multiple pathways to education and training opportunities necessary to enter and advance in the workforce.

**Work readiness is the core component and performance indicator of the WWYEP program.**

## DATA ENTRY

After initial eligibility is determined and the WIA Application Form is completed, the specified JTA data entry instructions below must be followed.

### Enrollment Form (EWIE):

In addition to the ordinary mandatory fields, the following must also be recorded in the Enrollment Form of JTA:

- Grant Code 309
- Activity Code 72 - Employment Services
- Goal Code 009 – World of Work Awareness

The WWYEP program will be administered from July 1, 2011 through September 30, 2011. Therefore, all enrollment and activity dates must fall within the program period dates.

### Goals Form (EWIG):

The Enter Workforce Investment Act (WIA) Goals Form (EWIG) must be completed for all WWYEP participants. In order to obtain a positive outcome for the WWYEP program, a participant must attain a Work Readiness goal, which must also be their primary goal. Thus, the following data entries are required:

- Primary Goal = 1 (Yes)
- Goal Type = 3 (Work Readiness Skills)
- Goal Code = 009 (World of Work Awareness)

Since work experience is the core component of the WWYEP, the Work Readiness Skills Goal will be used in conjunction with activity code 72 to measure outcomes for the program. It is critical that all the activities and goals of WWYEP participants are completed and participants are exited upon the end of their participation in the program, but no later than September 30, 2011. Due to the short length of this program, all such information must be recorded in the JTA system by the 3<sup>rd</sup> calendar day of the month.

Please direct questions regarding JTA MIS to [wiajtatechsupport@css.lacounty.gov](mailto:wiajtatechsupport@css.lacounty.gov). Eligibility or program questions should be directed to Francisco Perez at (213) 739-7327, or [fperez@css.lacounty.gov](mailto:fperez@css.lacounty.gov).



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