



LOS ANGELES COUNTY

WIA YOUTH DIRECTIVE

**NUMBER: D-YTH-02-01 SUBJECT: WIA YOUTH PARTICIPANT TRACK
CORRECTIONS**

DATE: 03/06/02

EFFECTIVE DATE: IMMEDIATELY

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URGENT – FOR YOUR IMMEDIATE ATTENTION

TO: All WIA Youth Service Providers

The purpose of this bulletin is to advise all WIA Youth Service Providers that all active youth participants, for the present fiscal year 7/01/01 – 6/30/02 and hereafter, must be identified within one of the three tracks A, B, or C.

A corrective action must take place to change all the participants that have not been tracked in the JTA system. The corrections must be completed by March 29, 2002.

To successfully correct the participants that have not been tracked, you must add the letters A, B, or C to the agency code entered in the JTA system. The agency code is presently a three-digit number that identifies each service provider. This agency code needs to be changed by adding the appropriate track letter immediately following the three-digit code. For example, the agency code for any youth program participant must appear as, 999A, 999B, or 999C depending on the track in which the youth participant belongs. **These corrections must take place in four areas.** The first correction will be in the JTA WIA Application entry screen (#2). The second area where the code needs to be corrected will be in the JTA WIA Enrollment entry screen (#4), and in the same entry screen you must change the agency code on each individual activity entered. The fourth correction will be in the JTA WIA Goals entry screen (#2), which pertains only to the younger youth participants (ages 14-18). Once the changes have been made you must re-file (using the F5 key) each individual form to update the change. **Please note that you must also correct the agency code on the Application form (#2), Enrollment form (#4,) and every individual activity in the enrollment form appearing as (#9). For the younger youth participants, you must also correct the agency code in the Goals form (#2).**

You will be expected to make all these changes by the deadline stated above, with the exception of the participants that have been exited from the JTA system for the present fiscal year only. However, you need to identify which track those participants belong to, and notify us, so that we can make the corrections for those exited participants only. **If you fail to comply with the deadline stated above you will be in violation of your contract.**

Attached is your WIA Participant Status Roster. The highlighted participants identify the participants that have been exited from the JTA system. We need the WIA Participant Status Roster sent back to us, as soon as possible, with the tracks identified. We will then make the corrections in the JTA system.

The attached chart (WIA Youth Plan vs. Actual Enrollments) identifies, by agency, the total number of participants that have not been tracked, and the ones that have been tracked.

If you have any questions regarding this matter, please contact Carla Bautista at **(213) 351-5388**, or Humberto Chairez at **(213) 738-2927**.

Josie Marquez, Acting Assistant Director
Employment and Training

Attachments