DATE: May 5, 2014

TO: LA's Workforce Development System

FROM: Jaime H. Pacheco-Orozco, Director Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 14-10
CALJOBS IMPLEMENTATION TRANSITION ACTIVITIES

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to provide all Workforce Investment Act (WIA) funded contractors with instructions to confirm that their WIA client data was converted to the CalJOBS system.

REQUIRED ACTION
We are asking all contractors to:

- Before entering any new records into CalJOBS first perform a client search in the CalJOBS system, determine if the data was successfully converted.
- Ensure that all information is correct, i.e., demographic and eligibility related information contained in the WIA Application; enrollment data including dates, activities, goals, if applicable; goal and test score information for affected youth programs; exit data, including dates and outcomes; and follow-up information such as results and dates.
- Make a note of information not converted. Further instructions will be provided when we receive clarification from the State.

DEADLINE FOR RESPONSE
All data not reflected in the WIA Client rosters will need to be inputed into CalJOBS by June 30, 2014.

WDS CONTACT
If you have any questions regarding this directive, please contact Emoli Mendez at Emoli.Mendez@acity.org or (213) 744-7167, TTY (213) 744-9395.