DATE:       June 29, 2015
TO:         LA's Workforce Development System
FROM:       Jaime H. Pacheco-Orozco, Director
            Workforce Development System
SUBJECT:    WDS DIRECTIVE NO. 15-15
            MIS AND BUDGET GUIDELINES 25% DISLOCATED WORKER
            ADDITIONAL ASSISTANCE "MOVING FORWARD"

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to set forth the MIS and budget guidelines for the City of
Los Angeles “Moving Forward” 25% Dislocated Worker Additional Assistance contracts.

BACKGROUND
The City of Los Angeles Workforce Investment Board received an award from the
California Employment Development Department (EDD) of $992,000 in Workforce
Investment Act (WIA) 25% Dislocated Worker Additional Assistance funds. This money will
fund the Moving Forward project to provide re-employment services to workers impacted
by the closure of Nestle Prepared Food Company’s “Hot Pocket” manufacturing plant in
Chatsworth, California. A total of eight One-Stop operators have been identified to receive
funding through contractual agreements that run from February 1, 2015 to March 31, 2016.

Moving Forward is a regional effort to ensure quality re-employment and training services.
This project will provide services to 124 individuals who have been discharged from the
Chatsworth plant. Given that a majority of the impacted employees may be low skilled,
lacking a high school degree or GED, and English Language Learners, the City expects
that a significant percentage of the cost of workforce services will be directed to training
and to the remediation of basic skills and language skills.

MIS GUIDELINES
The Grant Code for Moving Forward is 1019, and MIS staff has provided the following
instructions to enter participants and activities into the system:

• Search for the individual. Open the primary individual.
• Go to WIA Program page and click on the edit Wizard icon (W) to access the WIA
  application.
• Go to the link “Application Eligibility” at the top of the page. Make sure the individual is eligible for the Dislocated Program.
• Go to “Show Statewide Program Eligibility Information,” select “Statewide Rapid Response Additional Assistance” then select “Yes.”
• Scroll to bottom of the page and select “Grants.”
• Under “SAA Grants” click on the drop down menu and select “1019-1019 / Moving Forward Project.”
• Scroll down and click “Finish.”

From this point on, you will be able to select Grant 1019 when creating an activity:
• Go to “Create Activity, and under General Information click on “Customer Program Group,” then select “94 Statewide, Rapid Response Add’l Assistance - Dislocated”.
• Scroll down to “Enrollment Information, and click on the “Grant” drop down to select 1019-1019/Moving Forward Project.
• Complete the rest of the fields and select “Next” at the bottom of the page.

CO-ENROLLMENT INTO DISLOCATED WORKER
Moving Forward participants may be co-enrolled into the Formula Dislocated Worker program (Grant Code 501), but may not be co-enrolled into any other 25% Additional Assistance grant or National Emergency Grants.
• After the WIA application is entered, check the Application Eligibility section to ensure the individual is eligible for the Dislocated Worker program.
• Go to the bottom of the page and click “Next” to proceed directly to the Activity Enrollment Record.
• From the Activity Enrollment screen, go to the Activity Enrollment General Information section and click on the Customer Program Group field, then select Dislocated Worker from the drop down menu.

BUDGET GUIDELINES
A budget/expenditure plan will be required from all participating WorkSource Centers (WSC). For the Moving Forward program, the WSC will be processing their own training vouchers/reimbursements. In preparing your budgets, please adhere to the following guidelines:
• Minimum of 55 percent of the award allocated to training.
• Admin cap is 4 percent of the award.
• Minimum 5 percent of the award allocated to Supportive Services.
• Apply appropriate Cost Allocation Plan.

WDS CONTACT
Questions and/or concerns should be addressed to your assigned budget/program analyst, or you may contact Jaime Amézquita at Jaime.Amezquita@lacity.org or (213) 744-9304, TTY (213) 744-9395.

JHP:JA