DATE: January 19, 2016

TO: LA's Workforce Development System

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

SUBJECT: WDS DIRECTIVE NO. 16-05
REPORTING CASE MANAGERS IN THE JOBSLA/CALJOBS SYSTEM

EFFECTIVE DATE
This directive is effective upon date of issuance.

PURPOSE
The purpose of this directive is to inform the WorkSource and YouthSource Centers (America's Job Centers of California) of the City's policy on the reporting of Case Managers in the JobsLA/CalJOBS system.

BACKGROUND
Federal and State regulations require WIOA Funded Agencies assign a Case Manager to all active enrolled participants in the JobsLA/CalJOBS system. Case management record reviews allow local, state, and federal staff to evaluate:
- Participant assessments
- Worker interactions
- Service documentation
- Case continuity
- Run case management reports

ACTION REQUIRED
The WIOA funded agencies are required to ensure that staff assign the appropriate Case Manager under the Staff Eligibility Information in JobsLA/CalJOBS. Staff Eligibility Information could be found in data fields on the WIOA Application; WIOA Enrollment Activity Record; WIOA Closure Record; WIOA Outcome Record and the WIOA Follow-Up Record.

An agency's failure to comply with the requirements identified in this directive may result in negative site visit report findings and may affect future funding with the City of Los Angeles.

EWDD CONTACT
Questions regarding this directive should be addressed to Emoli Mendez at Emoli.Mendez@lacity.org or at (213) 744-7167, TTY (213) 744-9395.

JHP:GR:EM

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