CalJOBS Home Page

www.caljobs.ca.gov
Assisting an Individual

Under Services for Workforce Staff, you must first select Manage Individual and click on Assist an Individual. A search screen will appear.

**General Criteria**

- Individual Username:
- Individual User ID:
- StateID Number:
- First Name:
- Last Name:
- SSN (last 4 digits):
- SSN (full number): Example: 999999999
- State Source ID:
- State Activity ID:
Assisting an Individual (Cont’d)

It is always recommended to enter the full social security number (SS#) to verify if the individual is already in the system. If the full SS# is not available and you receive the following message: “There are no Individuals that meet your search criteria,” return to the Search Screen, then enter any of the other additional criteria, and search again. After several search attempts, you may go back to the Dashboard and “Create and Individual.”

*Note: Please complete the LARCA 2.0 JobsLA Request Form to request a pseudo social security number.

Create an Individual

If client was not found in the system, staff will select “Create an Individual.”
Complete the Registration Form

Staff will create the “Individual Account” for the individual.

**User Name and Password Requirements:** Staff will be required to create usernames and passwords that meet the individual’s standards. Staff will provide the individual with their password so that the individual can have access to the Resume Builder and Job Search.

The system requires a special character in the password; therefore, you can use any of the following symbols - !, @, #, $, %, ^, *, +, -, or _.

**Note:** Any boxes/controls with the red asterisk (*) are required fields. If you do not supply an entry, a message will indicate what data is missing when you try to go to the next screen.
Proceed with completing the following sections of the Registration Form -

- Primary Location Information
- E-mail Address
- Demographic Information
- Name
- Residential Address
- Mailing Address
- Phone Number
- Preferred Notification Method
- Site Access
- Demographic Information
- Citizenship
- Disability
- Education Information
- Employment Information
- Farm Worker
- Job Title
- Job Occupation
- Ethnic Origin
- Military Services
- Public Assistance
Individual Case Management

Assisting an Individual

Staff will be able to use the individual’s claim number (as identified on the individual’s Approval Letter) that was entered when the Registration Form was originally completed.

Search Page

Staff will be able to use the individual’s claim number (as identified on the individual’s Approval Letter) that was entered when the Registration Form was originally completed.
Search Page (continued)

Programs - Opens the Programs tab, which shows information about the programs and services that the individual has participated in, including WIOA, Wagner-Peyser, and Welfare Transition, and TAA applications/forms (as applicable).

Right to Work Verification
Go to bottom of the page and select “Remind me later.”
Select Create WIOA Application. After selecting the link, the staff member will need to verify and edit participation before proceeding with the LARCA 2.0 enrollment.

Click the toggle control ("+" symbol) for Individual Details and Preferences to show/hide these sections.
The Progression Bar will identify all the forms that have been completed in green. All forms must be completed for client to be enrolled in LARCA 2.0 Program.

**Application date** – The system will only accept an application date that is within the last 30 days. This is the 30-day lockdown. And the application date cannot be a future date.
About Verification

There are various places throughout this application where the system will require you to verify that the information that is entered is correct. Click on the appropriate Verify link to select from a list of methods to confirm the information. If you don’t have the proper documents, you may select “Other Applicable Documentation” and type “LARCA 2.0.”

Scan/Upload Documents

Staff will have the capability of scanning or uploading documents used for verification of information.
The “Adult Program” will not be highlighted in “Green” because the individual will NOT be enrolled in the WIOA State Program. Staff will proceed by selecting the Non-WIOA Local Grant then selecting “Next” at the bottom of the page.

If the Program “Adult” is highlighted in Green, you can go to the “Action” column and mark it as Inactive.
Add the LOCAL GRANT for LARCA 2.0

Statewide Adult Eligibility:  
- Yes  
- No  
- Not Applicable  
- Inactive

Statewide Dislocated Worker Eligibility:  
- Yes  
- No  
- Not Applicable  
- Inactive

Applicant does not meet the requirements for Statewide Dislocated Worker eligibility.

Statewide Youth Eligibility:  
- Yes  
- No  
- Not Applicable  
- Inactive

Applicant does not meet the requirements for Statewide Youth eligibility.

Statewide Rapid Response Additional Assistance Eligibility:  
- Yes  
- No  
- Not Applicable  
- Inactive

Applicant does not meet the requirements for Statewide Rapid Response Additional Assistance eligibility.

Non-WIOA Grants

Non-WIOA Special Grants:  
- Yes  
- No  
- Not Applicable  
- Inactive

Local Funded Grants:  
- Yes  
- No  
- Not Applicable  
- Inactive

Grants

Select from the list of available grants.

Once you click on “View Available Grants” select “Add” the LARCA 2.0. The “Local Funded Grant” section applies to programs that are not reported to the State and are locally funded.
Adding a Case Note can be created at a later time.

Got to the bottom of the page an select “Next.”

It is **not** recommended to select “Finish” because you have not yet set the required **THREE ACTIVITIES**.

It is important that you click “Next” to proceed with adding activities.
Projected Begin Date and Actual Begin Date – The system will only accept a date that is within the last 30 days. This is the 30-day lockdown.

Activity Code - Activity Codes identify the categories of services that can be offered to an individual enrolled in the LARCA 2.0 Program. Click the Select Activity Code link to access a pop-up window that allows you to select an activity code for this enrollment (only one activity can be selected at a time).
After selecting the first “THREE” required LARCA activities, agencies will be able to continue adding activities as services progress.

Case Notes are required. You are NOT required to assign a Case Manager (not recommended).
Provider information is not required for LARCA 2.0 customers.
When activity is ready to be closed enter the **Last Activity Date** for this individual's enrollment in the field provided, using an MM/DD/YYYY format (e.g. 06/30/2020). You can also click the calendar icon to select a date, or click the **Today** link to enter today's date.

Select a **Completion Code** for this activity from the drop-down list.

**If services have not been completed do not enter a Closure Date or Completion Code, select “Finish.”**
You will now see a new link under the WIOA Program that provides the newly-completed application name, number, date, and eligibility type. You will also see the “Create Activity” link, you will now be able to create additional activities for the LARCA 2.0 Program.
The first Three Activities are Required

<table>
<thead>
<tr>
<th>Status</th>
<th>Activity / Provider</th>
<th>WZ</th>
<th>Funding / Grant</th>
<th>Projected Begin Date</th>
<th>Actual Begin Date</th>
<th>Projected End Date</th>
<th>Actual End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>101 - Orientation</td>
<td>LARCA 2.0</td>
<td>07/01/2019</td>
<td>07/01/2019</td>
<td>07/01/2019</td>
<td>07/01/2019</td>
<td>Successful Completion</td>
</tr>
<tr>
<td>2.</td>
<td>102 - Initial Assessment</td>
<td>LARCA 2.0</td>
<td>07/01/2019</td>
<td>07/01/2019</td>
<td>07/01/2019</td>
<td>07/01/2017</td>
<td>Successful Completion</td>
</tr>
<tr>
<td>3.</td>
<td>311 – Placed in Job Corp</td>
<td>LARCA 2.0</td>
<td>Current Date (07-01-2019)</td>
<td>Current Date</td>
<td>06/30/2021</td>
<td>Close</td>
<td></td>
</tr>
</tbody>
</table>

Optional:

<table>
<thead>
<tr>
<th>Status</th>
<th>Activity / Provider</th>
<th>WZ</th>
<th>Funding / Grant</th>
<th>Projected Begin Date</th>
<th>Actual Begin Date</th>
<th>Projected End Date</th>
<th>Actual End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>226 - Reading and/or Math Testing</td>
<td>LARCA 2.0</td>
<td>07/01/2019</td>
<td>07/01/2019</td>
<td>07/01/2019</td>
<td>07/01/2019</td>
<td>Successful Completion</td>
</tr>
<tr>
<td>5.</td>
<td>205 - Development of IEP/ISS/EDP</td>
<td>LARCA 2.0</td>
<td>07/01/2019</td>
<td>07/01/2019</td>
<td>07/01/2019</td>
<td>07/01/2019</td>
<td>Successful Completion</td>
</tr>
</tbody>
</table>

You may close activity codes 101, 102, 226, and 205 with the same Begin and End date.
Closure / Exit / Outcome / Follow-ups

The Closure Information tab is the final tab that will eventually need completion for case closure requirements. More information on the following tabs will be provided at a later time.

LARCA 2.0 On-Line Characteristics Report

On the navigation bar select “Detailed Reports”
Under Case Management Reports select “Case Load - WIOA”

Select “On-Line Characteristics”

Under the Selection Criteria filter select “Only Open, Active & Enrolled Applications within Date Range”.

Input a date range into the “From” and “To” fields.
Under the Program filter area select “Local Funded Grant” from the program drop box.

Under the Enrolled Grant area select “Local Funded Grant” from the grant type drop box.

Select “564 – LARCA 2.0” from the grant type drop box.

**OPTIONAL:**

In the Enrollment filter area you may select activity code(s) that you would like to specifically search for.

*** If you would like a listing of all activities performed than do not select any activity codes
Scroll to the bottom of the page.

Click “Run Report”

Sample Report

### On-Line Characteristics Report

- Enrollment Status: Only Open, Active, & Enrolled Applications Within Date Range
- Start Date: 01/01/2017
- End Date: 12/31/2017
- Age Type: Age Within Date Range
- Age Within Date Range: 55-109
- LWAA City of Los Angeles
- Customer Group: Employment, Adult Dislocated Worker
- State: California

<table>
<thead>
<tr>
<th>For Dates: 1/1/2017 to 12/31/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total: 5,902 of 35,935</td>
</tr>
<tr>
<td>Active (No Case Closure): 5,902 of 35,935</td>
</tr>
<tr>
<td>Awaiting Exit (Case Closed): 0 of 0</td>
</tr>
<tr>
<td>Exiting: 6 of 5</td>
</tr>
<tr>
<td>Average Hourly Wage: $18.00 of $14.93</td>
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<tr>
<td>Number of Global Exclusions: 13 of 36535</td>
</tr>
<tr>
<td>Number of Soft Exit: 2940 of 35935</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User ID</th>
<th>State ID</th>
<th>Lastname</th>
<th>Firstname</th>
<th>App ID</th>
<th>App Date</th>
<th>Participation Date</th>
<th>Office Location</th>
<th>Case Manager</th>
</tr>
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<tbody>
<tr>
<td>07019830</td>
<td>263838992</td>
<td>Simon</td>
<td>16429651</td>
<td>01/18/2017</td>
<td>01/18/2017</td>
<td>LAI Northeast Los Angeles WorkSource Center</td>
<td>Career Guidance/Planning</td>
<td></td>
</tr>
<tr>
<td>07019830</td>
<td>263838992</td>
<td>Simon</td>
<td>16429651</td>
<td>01/18/2017</td>
<td>01/18/2017</td>
<td>LAI Northeast Los Angeles WorkSource Center</td>
<td>Job Search and Placement</td>
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</tr>
<tr>
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<td>1000910157</td>
<td>DOMITILA</td>
<td>16055268</td>
<td>09/12/2016</td>
<td>09/14/2016</td>
<td>LAI Pacoima - North Valley WorkSource Center</td>
<td>Job Search and Placement</td>
<td></td>
</tr>
<tr>
<td>39997299</td>
<td>1000910157</td>
<td>DOMITILA</td>
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<td>09/12/2016</td>
<td>09/14/2016</td>
<td>LAI Pacoima - North Valley WorkSource Center</td>
<td>Initial Assessment</td>
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<td>16055268</td>
<td>09/12/2016</td>
<td>09/14/2016</td>
<td>LAI Pacoima - North Valley WorkSource Center</td>
<td>Orientation</td>
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<tr>
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<td>16001610</td>
<td>08/11/2016</td>
<td>08/11/2016</td>
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<td>Job Search and Placement</td>
<td></td>
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<tr>
<td>3169552</td>
<td>1000378286</td>
<td>YOLANDA</td>
<td>16001610</td>
<td>08/11/2016</td>
<td>08/11/2016</td>
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<td>Career Guidance/Planning</td>
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<td>3169552</td>
<td>1000378286</td>
<td>YOLANDA</td>
<td>16001610</td>
<td>08/11/2016</td>
<td>08/11/2016</td>
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<td>Case Management</td>
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<td>5412897</td>
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<td>09/28/2017</td>
<td>09/28/2017</td>
<td>LAI South Los Angeles WorkSource Center</td>
<td>Orientation</td>
<td></td>
</tr>
</tbody>
</table>
Please use the following instructions to properly report LARCA 2.0 (Grant Code 554) and related program activities into the CalJOBS system. Please reference the attached “LARCA 2.0 CalJOBS Reporting Screenshots” for the afore-mentioned instructions.

1. Search for / Assisting an individual.
   a. If the individual is already enrolled in the system, please contact the LARCA 2.0 Unit staff for further instructions.
   b. If the individual does not match your search criteria, complete the registration form by following these steps:
      - Return to “Services for Workforce Staff”
      - Select “Manage Individuals”
      - Select “Create an Individual”
      - Complete the Registration Form

2. Create the WIOA application
   Once the Registration Form is complete, staff should “Create the WIOA application” by following these steps:
      - Return to the “Services for Workforce Staff”
      - Select “Manage Individual”
      - Select “Assist an Individual”
      - Go to WIOA Program tab
      - Click on “Create WIOA Application”
      - Complete the required fields of the application

3. Add the Local Grant Code
   To add the Local Grant Code to the drop down menu, follow these steps in the “Eligibility and Grants:”
      - Go to “Non-WIOA Grants”
      - Select “Local Funded Grants” then select “Yes”
      - Scroll to the Grants Section and select “View Available Grants”
      - All the Local Grants will be available. Click “Add LAI554 LARCA 2.0”
      - Scroll down and click “Finish”

4. Create an Activity
   From this point on, you will be able to select Local Grant when creating an activity.
      - Go to “Create Activity,” and under General Information click on “Customer Program Group”
      - Select “98 Local Funded”
      - Scroll down to “Enrollment Information”
      - Click on the “Grant” drop down menu to select LAI554 LARCA 2.0
      - Click on the “Select Activity Code” link
      - Note: Selecting this link allows the user to access a pop-up window to select an activity code for this enrollment.
      - Select the assigned activity code
      - Enter an Actual Begin Date and Projected End Date
      - Note: While each Activity Code should accurately reflect a Projected End Date, four of the required initial Activity Codes must have a Closed Date that matches the Begin Date.
      - Continue to complete the rest of the fields
      - Scroll down and select “Next” at the bottom of the page

   Reminder: Please verify that in addition to selecting the local grant code of LAI554, the required three (3) Activity Codes are entered as well:
      - 101 – Orientation & Program Intake
      - 102 – Initial Assessment
      - 311 – Placed in Job Corps (must use end date of May 31, 2021)

   Optional:
      - 226 – Reading and/or Math Testing
      - 205 – Development of IEEP

5. Activity Closure Information
   Under “Last Activity Date” enter the same date as the begin date of the activity you selected. Under Completion Code, select “Successful Completion” then select “Finish.”