DATE: September 13, 2019

TO: LA’s YouthSource System

FROM: Gerardo Ruvalcaba, Director Workforce Development Division

SUBJECT: WDS DIRECTIVE No. 20-04 IMPLEMENTATION OF NEW PROCEDURE TO REPORT WIOA YOUTH WAIVER INTO THE CALJOBS SYSTEM

EFFECTIVE DATE
This directive is effective upon date of issuance.

PURPOSE
The purpose of this directive is to provide guidance and instructions to YouthSource System contractors on the new implementation of CalJOBS reporting procedure for Waiver Enrolled Youth.

BACKGROUND
America’s youth 16-24 years of age, low income, who are neither employed nor enrolled in school, or who are at high risk of dropping out can be categorized as “disconnected.” Many of the disconnected youth may also experience additional barriers of homelessness, foster care and involved in the criminal justice system.

The Workforce Innovation and Opportunity Act (WIOA) singles out disconnected youth as a priority for receiving education and job training services. It mandates that 75 percent of WIOA youth formula funds be expended on eligible disadvantaged and out-of-school youth. Likewise, the Consolidated Appropriations Act of 2014 authorized the United States Department of Education (DOE), Labor (DOL), and Health and Human Services (HHS), along with the Corporation for National and Community Services and the Institute of Museum and Library Services, to underwrite ten three-year Performance Partnership Pilot (P3) to test innovative strategies for increasing the education and skill levels, employability, and overall well-being of disconnected youth.

Under P3, government agencies, non-profit organizations, and others are expected to collaborate in reducing administrative and programmatic barriers and to blend funds to deliver effective services to disconnected youth. On behalf of the Mayor, the Economic
and Workforce Development Department (EWDD) submitted an application to the DOE and was awarded a P3 grant. In Los Angeles, a growing number of organizations are bringing programs and services together to form comprehensive and integrated systems. The Los Angeles Performance Partnership Pilot (LAP3) identified program requirement impediments/barriers for which a number of federal waivers have been granted to promote successful service delivery.

The City was awarded a waiver from DOL to increase the amount of service dollars being spent on two specific disconnected youth populations. The waiver supports the City’s current efforts to “allow in-school foster youth, homeless and runaway youth to be counted in the WIOA minimum 75 percent out-of-school youth service category for fiscal accounting purposes.” Our system is able to better serve foster, runaway, and homeless youth when they are counted as out-of-school youth.

MIS GUIDELINES
MIS has provided the following instructions on how to report the clients who qualify for the Youth Waiver into the CalJOBS system.

Staff will track the Youth Waiver clients in CalJOBS utilizing: Local Grant 300

Go to WIOA Program page and click on edit application using the wizard to access the WIOA application. Go to the "Eligibility Summary" page of the application and make sure the “Youth Program” is selected. Then go to the “Non-WIOA Grants” and select “YES” to Local Funded Grant. Scroll to the Grants Section and select “View Available Grants.” All available Grants will be listed, click “Add” to School Youth Waiver. Scroll and click “Finish” so that the Local Grant 300 activity could be entered and tracked.

From this point on, you will be able to create the required activity under the Youth School Waiver Local Grant. Go to “Create Activity/Enrollment/Service,” and under General Information click on “Customer Program Group,” then select “98 Local Funded Grant.” Scroll down to “Enrollment Information,” and click on the “Grant” drop down to select LA1300—Youth School Waiver. Click on, "Select Activity Code." The Activity Codes will be available, select the assigned activity 429—Enrolled in Secondary School. Enter an Actual Begin Date, Projected End Date, and Actual End Date. Complete the rest of the fields and select “Next” at the bottom of the page.
CalJOBS™

Fill out the information below to complete this section of the application.

Title I - Workforce Development (WIOA)

Household and Income

- Intro
- Veteran
- Public Assistance
- Miscellaneous

Miscellaneous

- Contact
- Employment
- Priorities
- Eligibility Summary

Eligibility Summary

- Demographic
- Education
- Household and Income

Hide All Steps

Workforce Innovation and Opportunity Act (WIOA) Eligibility Information

Applicant Eligibility

Applicant meets the definition for low income: Yes

Income Table

Youth applicant meets low income based upon living in a high poverty area or free/reduced school lunch:

<table>
<thead>
<tr>
<th>Program</th>
<th>Eligible</th>
<th>Priority Calculated Exception/Limitation</th>
<th>Reason(s) Not Eligible</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>Undetermined</td>
<td>No Adult Eligibility Date.</td>
<td>□ Inactive</td>
<td></td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>Undetermined</td>
<td>No DW Eligibility Date.</td>
<td>□ Inactive</td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>Yes, In-school</td>
<td></td>
<td></td>
<td>□ Inactive</td>
</tr>
</tbody>
</table>

VET = Veteran, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities
### Non-WIOA Grants

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

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

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<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Grant ID</th>
<th>Grant Name</th>
<th>Local Grant Code</th>
<th>Date Added</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Funded Grant</td>
<td>644</td>
<td>Second Chance Act Los Angeles</td>
<td>LA0512</td>
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<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>607</td>
<td>Regional HOME</td>
<td>LA0870</td>
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<td>Add</td>
</tr>
<tr>
<td>Local Funded Grant</td>
<td>680</td>
<td>Youth School Waiver</td>
<td>LA300</td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

The Grant ID 680 is the code you will look for when running reports. The Local Grant Code 300 is the code you will see when adding activities.

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<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Grant ID</th>
<th>Grant Name</th>
<th>Local Grant Code</th>
<th>Date Added</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Funded Grant</td>
<td>680</td>
<td>Youth School Waiver</td>
<td>LA300</td>
<td>09/19/2019</td>
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</tr>
</tbody>
</table>

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<< Back  Finish
Program Page

Activities / Enrollments / Services

Create Activity / Enrollment / Service

Activity Enrollment Page

CalJOBS

Activity Enrollment - General Information
This page displays activity information for the specified participant.

<table>
<thead>
<tr>
<th>General Information</th>
<th>Service Provider</th>
<th>Enrollment Cost</th>
<th>Financial Aid</th>
<th>Enrollment Budget</th>
<th>Budget Planning</th>
<th>Closure Information</th>
</tr>
</thead>
</table>

Participant User Name: NWilson1391

Participant State ID: 161300608

Last Name, First Name MI: Wilson, Natasha-A

Social Security Number: 1591

Address: 818 1/2 East 8TH Place
Los Angeles, CA 90002

Application Summary: Program: Title 1 - Workforce Development (WIOA)
Application Date: 06/23/2018
Earliest Eligibility Date: 06/23/2018

Participation Date: 06/23/2018

WIOA Youth Funding: None Selected

* Customer Program Group: None Selected
### Grant Information

- **Grant Code**: LA300 - Youth School Waiver (Required)

### Activity Code

- **Activity Code**: 429 - Enrolled in Secondary School

### Dates

- **Projected Begin Date**: 02/21/2019
- **Actual Begin Date**: 02/21/2019
- **Projected End Date**: 02/21/2019

### Distance Learning

- **Yes**

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### CalJOBS Closure Information

**This page displays activity closure information for the specified participant.**

#### General Information

- **Enrollment ID**: 2801516
- **Username**: 000000000
- **WIOA Application ID**: 2021000
- **Youth Funding**: In School Youth
- **Activity Code**: 429 - Enrolled in Secondary School
- **Activity Dates**: 02/21/2019 - 02/21/2019

#### Last Activity Date

- **02/21/2019**

#### Completion Code

- **Successful Completion**

#### School Status on Last Day of Service

- **None Selected**

#### School Status Verification

(Verify | Scan | Upload | Link)
The Local Grant 300 will be used as an identifier code to track the In-School Youth who qualify under the waiver. The Waiver Youth will be reported as In-School Youth in the WIOA Application, and the education fields should reflect the actual school status at the time of registration. Staff is required to add the Local Grant Code for new and previous enrollments just as long as the record is open "Active" in the system. If the record has already Soft Exited, they will be tracked manually. Only one activity code “429 – Enrolled in Secondary School” will be reported using the same “Begin Date” and “Actual End Date.” Staff will close activity as “Successful Completion.”

REQUIRED ACTION
IMPLEMENT THE NEW CALJOBS WAIVER YOUTH REPORTING PROCEDURE
Each YSC agency is responsible for implementing the new CalJOBS waiver youth reporting procedure. The Waiver Youth entry into CalJOBS should accurately represent the agency’s activities with youth who qualify for the waiver under this authority. In addition, the CalJOBS data entered should also correspond to the agency’s activity recorded in the Attachment to Expenditures as part of the agency’s submitted Cash Requests.

WDS CONTACT
For questions regarding this directive, please contact Chang Kim at Chang.Kim@lacity.org or at (213) 744-7163.

GR:CK:cg