Regional LA:RISE 5.0

Title I – WIOA Application

Economic and Workforce Development Department
Presented by: MIS Unit

CalJOBS Home Page

www.caljobs.ca.gov
Dashboard - Assisting an Individual

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

**Notes:**

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

____________________________________________________________________________
Quick Assist

It’s always recommended to enter the full social security number to verify if the individual is already in the system. If the full social security number is not available you can use any of the other search criterias.

Notes:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
Registration Form

Staff can assist the individual with creating the Registration Form

Login Information

* User Name: 

Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ : _)

* Password: 

Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ $ % ^ , ! * + ).

* Confirm Password: 

* Security Question: None Selected

* Security Question Response: Special characters are not allowed.
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

**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.
Portfolio Section

To create a WIOA application, navigate towards Staff Profiles > Case management Profile > Programs.

Select Create WIOA Application. After selecting the link, the staff member will need to verify and edit participation before proceeding with the WIOA Regional/LA RISE enrollment.
Complete WIOA Application

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

Check the applicable Eligibility and select your Office Location.

Enter Dates
Complete the Contact Information and the Residential Address for the individual.

**Contact Information**

- **First Name:** Troy
- **Last Name (including suffix e.g., Jr., Sr., PhD, etc.):** Traber
- **Social Security Number:** 547812731
- **SSN Verify:** [Verify] [Scan] [Upload] [Link]
  - Social Security Card

**Residential Address**

- **Address 1:** 1235 Main
- **ZIP/Postal Code:** 90017
- **City:** Los Angeles
- **State:** California
- **County/Parish:** Los Angeles County
- **Country:** United States
- **Address Verify:** [Verify] [Scan] [Upload] [Link]
  - Driver’s License

**Click Next** to save the information and proceed with completing the rest of the application.
About Verifications: There are various places throughout this application where the system will require information to be verified. If the client is NOT ELIGIBLE FOR THE WIOA PROGRAM and documentation is not available, click on the appropriate Verify link to select from a list of methods to confirm the data; select “Other Applicable Documentation” and type “LA RISE – Non-WIOA.”

### Demographic Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>06/24/1995</td>
</tr>
<tr>
<td>Verify</td>
<td>Other Applicable Documentation, (specify)</td>
</tr>
<tr>
<td>Today’s Age</td>
<td>24</td>
</tr>
<tr>
<td>WIOA Eligibility Age (at earliest eligibility)</td>
<td>23</td>
</tr>
<tr>
<td>Gender</td>
<td>[Female, Male, Did not self-identify]</td>
</tr>
<tr>
<td>U.S. Citizenship Status</td>
<td>Citizen of U.S. or U.S. Territory</td>
</tr>
<tr>
<td>Verify</td>
<td>Other Applicable Documentation, (specify)</td>
</tr>
</tbody>
</table>

### Citizen Verification

- [X] Baptismal Certificate with Place of Birth
- [X] Birth Certificate
- [X] DD-214
- [X] Food Stamp Records
- [X] Foreign Passport Stamped Eligible to Work
- [X] Hospital Birth Record
- [X] Naturalization Certification
- [X] Public Assistance Records
- [X] United States Passport
- [X] Native American Tribal Document
- [X] Alien Registration Card Indication right to work
- [X] Voter Registration Card
- [X] Other Applicable Documentation, (specify)

[Non-WIOA LA RISE]
Eligibility Summary

The Progression Bar will identify all the forms completed in green. The Eligibility Summary tab will be the last page of the application and will highlight the eligible program.

How to use a Local Grant Code
A Local Grant Code allows staff to create activities within a Title I Application using a Local Funded Grant. A Local Funded Grant is defined by the LWDB and is not one of the WIOA grants (Adult, DW, Youth, etc.). Staff is required to report the first activity in the WIOA Program and then enter the Local Grant Code (same day).

Using the Local Grant Code consists of two steps:
1. Activate the Local Grant using the WIOA Title I Application
2. Add the Local Grant under the related Activity Code

Note –

If the participant is NOT-Eligible for the WIOA Program, the staff will follow these steps:
1. Complete the WIOA Title I Application
2. Inactivate the WIOA Title I Eligibility (Eligibility Summary Page)
3. Add the Local Grant Code (LA City Measure H LAO959 or LA City General Fund LAI 515)
For individuals that **DO NOT QUALIFY FOR THE WIOA PROGRAM**, staff must click on the "Inactive Box" to enroll the client using Title I WIOA Application for the Regional LA RISE only.

**Workforce Innovation and Opportunity Act (WIOA) Eligibility Information**

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

VET = Veteran, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

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**Non-WIOA Enrollment**

Click the Inactive box for all Non-WIOA Enrollments
LOCAL GRANT - WIOA & Non-WIOA

Proceed by selecting the Non-WIOA Local Grant and select “Next” at the bottom of the page. This will apply to ALL WIOA and Non-WIOA REGIONAL LA RISE Enrollments.

Non-WIOA Grants

Select ONLY ONE Local Grant Code

Once you click on “View Available Grants” select “Add” the Required Regional LA Rise Program.

1. LA City Measure H Fund – Add Local Grant Code LAO 959

<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>614</td>
<td>Regional LA RISE</td>
<td>LAO959</td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

2. LA City General Fund – Add Local Grant Code LAI 515

<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>718</td>
<td>LA: RISE City General Fund (EWDD)</td>
<td>LAI515</td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

The “Local Funded Grant” section applies to those programs that are not reported to the State and are funded locally.

Go to the bottom of the page and select Finish.

From this point, staff will be taken to create participation and will be able to create activity codes.
WIOA Eligible
- If a participant is WIOA Eligible, create the first activity using the Adult or DW Activity Program and then create the Local Grant Code by selecting “98 – Local Funded Grant.”

Non – WIOA Eligible
- Under the Customer Program Group in the General Information tab, select – “98 – Local Funded Grant.”
1. Click on the Select Activity Code link to select the appropriate activity for the enrollment. Make sure to include all dates for the activity.

2. Enter the Projected Begin Date, Actual Begin Date and Projected End Date for the activity. If it is a one day activity, all three dates would be the same.

*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.**
Sample of Title I WIOA Activities

<table>
<thead>
<tr>
<th>Status</th>
<th>Activity / Provider</th>
<th>Actions</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>O</td>
<td>321 - Transitional Job</td>
<td>W</td>
<td>Local Funded Grant LAI515 - LA: RISE City General Fund</td>
<td>09/06/2019</td>
<td>09/06/2019</td>
<td>06/30/2020</td>
<td>Close</td>
</tr>
</tbody>
</table>

Only select one Local Grant Code OR

Close the Local Funded Grant Activity 321 – Transitional Job using the same Begin and End Dates. Select the Status as Successful Completion.

- Follow the WIOA Duration Period for all WIOA activities.
Sample of Non-WIOA Activities

Select **ONLY ONE** Grant Code with activity code 321 – Transitional Job

- The **Local Funded Activity Code 321 - Transitional Job** will remain opened until services have been completed. Click on the Close link to close activity.

09/12/2019