

CITY OF LOS ANGELES

CALIFORNIA

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DATE: May 27, 2020

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director
Workforce Development System

**SUBJECT: WDS INFORMATION BULLETIN No. 20-37
WIOA CALJOBS PRE-APPLICATION PROCESS**

EFFECTIVE DATE

This bulletin is effective upon issuance.

PURPOSE

The purpose of this directive is to provide guidance on the CalJOBS Pre-Application feature. The WIOA Pre-Application is a self-service tool for individuals to use that will facilitate WIOA enrollment and increase opportunities to access WorkSource and YouthSource Centers remotely.

BACKGROUND

The City acknowledges the need to increase remote access opportunities to better assist individuals to receive WIOA services. The CalJOBS system has a self-service tool, called the WIOA Pre-Application that can be used by individuals who have access to a personal computer and the internet. Online completion of the Pre-Application allows the CalJOBS system to pre-screen individuals for WIOA program eligibility and to identify nearby Centers that provide services. If an individual appears eligible, they can select and contact a WorkSource or YouthSource Center to arrange an appointment for final eligibility determination and enrollment in the WIOA program.

PROCESS

Completing a WIOA Pre-Application is for individuals who have not created an active WIOA Application in the CalJOBS system.

1. The individual accesses CalJOBS and creates a user account.
2. Individual completes the WIOA Pre-Application online and can upload documentation to support WIOA eligibility.

3. When the WIOA Pre-Application is completed, the CalJOBS system analyzes information provided by the individual, including eligibility verification and pre-screens WIOA eligibility.
4. If the individual appears eligible, the system will display a variety of nearby Centers that provide WIOA services.
5. The individual can then select and contact a City of Los Angeles WorkSource or YouthSource Center for an in-person or remote appointment. Appointments are made so Center staff can further review participant eligibility and to collect WIOA eligibility documentation.
6. During the appointment the individual provides documentation to verify eligibility in-person or self-attest eligibility through verbal or email/text communication.
7. When WIOA eligibility has been verified by the Center, documentation has been collected, and the individual has consented to apply for the WIOA program, Center staff may then convert the individual's WIOA Pre-Application to a full WIOA Application in the CalJOBS system.

WDS CONTACT

If you have any questions regarding this directive, please contact Emoli Mendez at Emoli.Mendez@lacity.org or (213)744-7167.

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