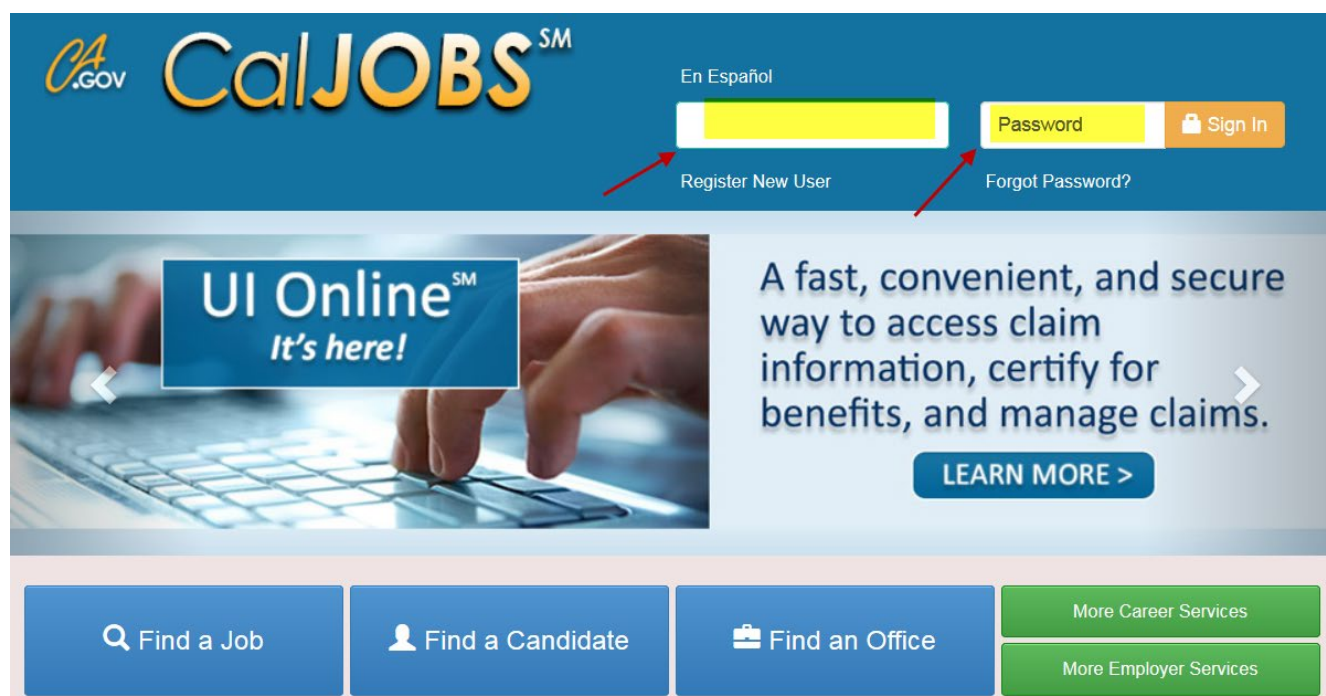


Regional LA:RISE 6.0

Title I –WIOA Application

Economic and Workforce Development Department
Presented by: MIS Unit

CalJOBS Home Page



The screenshot shows the CalJOBS Home Page. At the top left is the CA.GOV logo and the CalJOBS SM logo. To the right of the logo is a language selector "En Español" with a dropdown menu. Below the language selector is a "Register New User" link with a red arrow pointing to it. To the right of the register link is a "Forgot Password?" link with a red arrow pointing to it. Further right is a "Password" input field and a "Sign In" button. Below the header is a banner for "UI Online SM It's here!" with a background image of hands typing on a laptop. To the right of the banner is a text box that reads "A fast, convenient, and secure way to access claim information, certify for benefits, and manage claims." with a "LEARN MORE >" button. At the bottom of the page are five navigation buttons: "Find a Job", "Find a Candidate", "Find an Office", "More Career Services", and "More Employer Services".

www.caljobs.ca.gov

Dashboard - Assisting an Individual

Quick Search
Enter Search...

My Staff Workspace

- My Staff Dashboard
- My Staff Resources
- My Staff Account
- Directory of Services
- Services for Workforce Staff
 - Manage Individuals**
 - Manage Employers
 - Manage Résumés
 - Manage Job Orders
 - Manage Labor Exchange
 - Manage Activities

My Staff Dashboard | My Staff Resources | My Staff Account | Directory of Services

My Calendar (August 2018)

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
				23	24	25
				30	31	1
				6	7	8

Need help or more information

- [Assistance Center](#)
Find the answers to your questions or issues.
- [Learning Center](#)
Watch self paced training videos and tutorials.

Note that help is available on most pages by clicking the question mark

My Messages

- 188 Unread Messages
- 0 Read Messages
- [Enter the Message Center](#)

Customer Relationship Management (CRM)

- [Marketing Leads](#)
Access a list of organizations that are potential customers.

My Correspondence

- 0 Letters
- 0 Correspondence Templates

https://www.caljobs.ca.gov/vosnet/MenuAndInfoPage.aspx?cat=MFNU_STAFF_MANAG_IND

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

Notes:

Quick Assist

Quick Assist

You have saved Individual item(s) in [My Search Lists](#).

Here are the 25 most recent individuals you assisted:

[[Top](#) | [Search](#) | [Bottom](#)]

General Criteria

Individual Username:	<input type="text"/>
Individual User ID:	<input type="text"/>
StateID Number:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
SSN (last 4 digits):	<input type="text"/>
SSN (full number):	<input type="text"/> Example: 999999999
State Source ID:	<input type="text"/>
State Activity ID:	<input type="text"/>
Date of Birth:	<input type="text"/> <input type="button" value="Calendar"/> (mm/dd/yyyy)
Telephone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> <input type="checkbox"/> Include Alternate

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



Please enter the following login information and click the Next button when you are finished. Be sure to remember your User Name and Password. You will need them to access this system again.

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:**

* **Security Question Response:** Special characters are not allowed.

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:**

* **Security Question Response:** Special characters are not allowed.

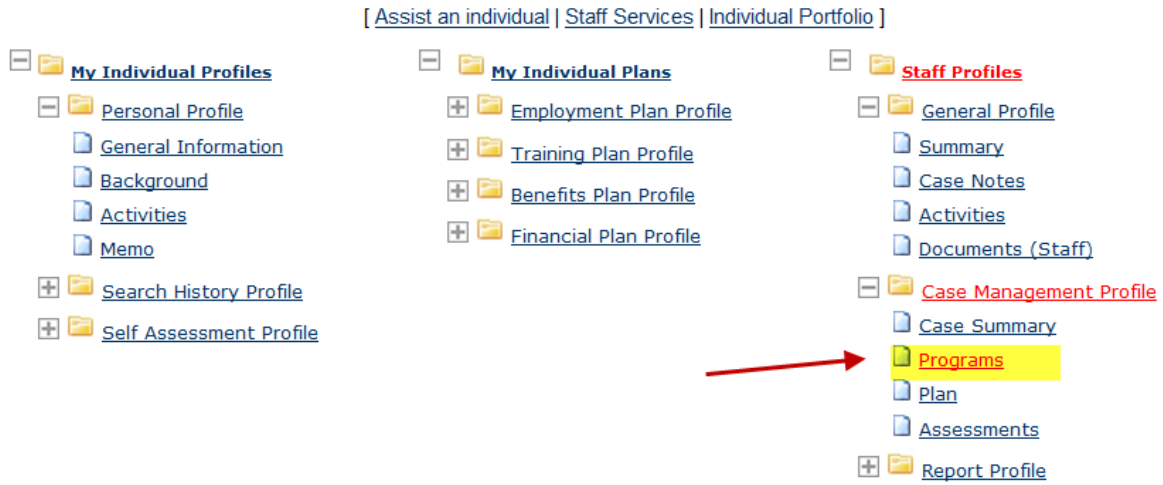
Proceed with completing the following sections of the Registration Form -

- 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

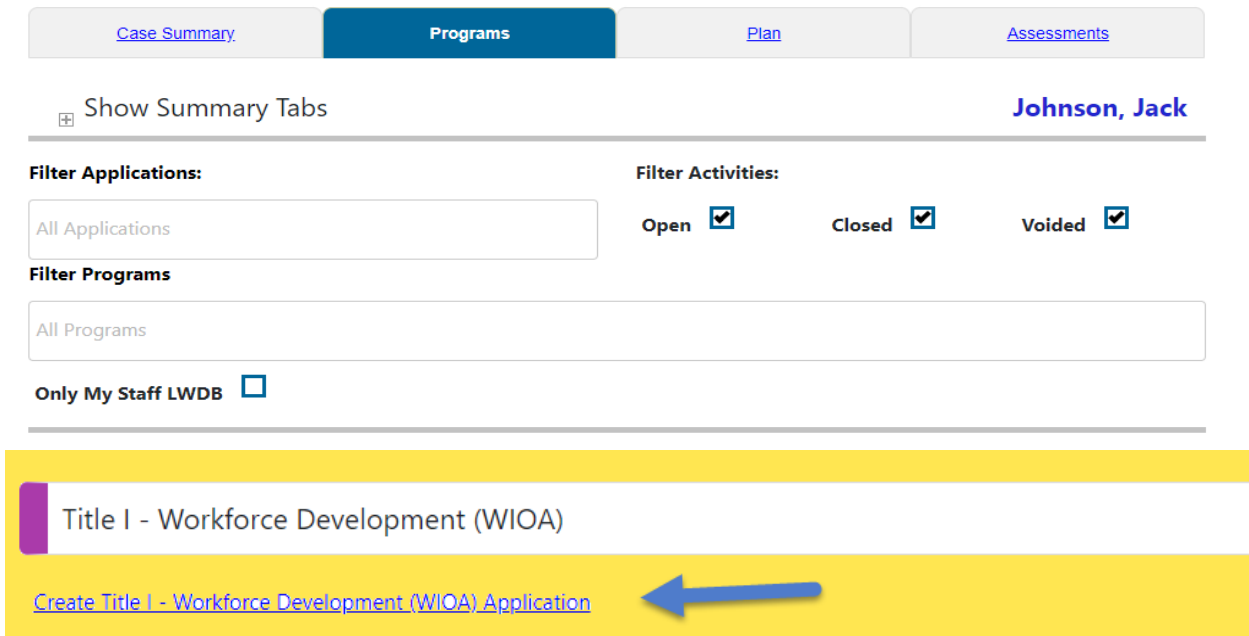
Note: Any boxes/controls with the red asterisk (*) are required fields. If you do not supply an entry, a message will indicate what data is missing when you try to go to the next screen.

Portfolio Section

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



Program Page



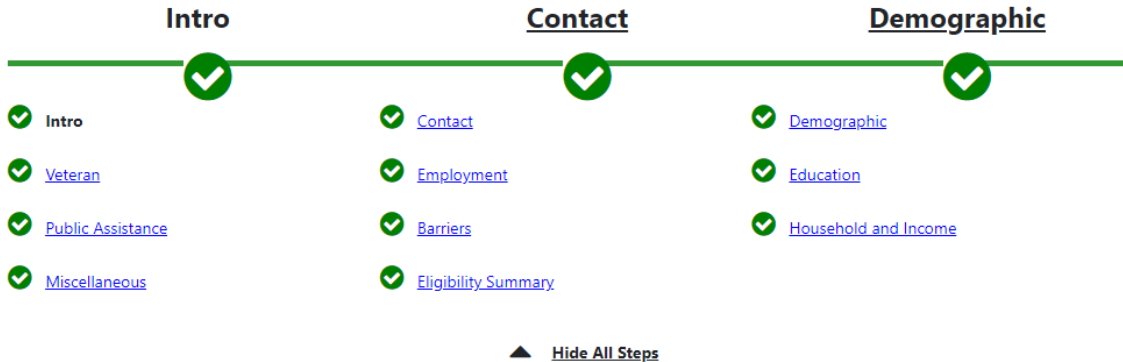
Select **Create WIOA Application**. After selecting the link, the staff member will need to verify and edit participation before proceeding with the WIOA Regional /LA RISE enrollment.

Complete WIOA Application

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

Title I - Workforce Development (WIOA)

1 / 11



WIA Converted Application ID: Not Applicable

Application Date: Today

Adult Eligibility Date: Today

Dislocated Worker Eligibility Date: Today

Youth Eligibility Date: Today

Incumbent Worker Eligibility Date: Today

LWDB:

Office Location:

Enter Dates (orange box with arrows pointing to the date input fields)

Check the applicable Eligibility and select your Office Location.

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

Contact Information




* First Name:

Middle Initial:

* Last Name (including suffix e.g. Jr., Sr., PhD, etc.):

* Social Security Number: [Edit SSN](#)

* SSN Verify:  [Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
✓ Social Security Card

Residential Address

* Address 1:

Address 2:

* Zip/Postal Code: [Find Zip Code](#)

* City:

* State:

* County/Parish:

* Country:

* Address Verify: [Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
✓ Driver's License



Click **Next** to save the information and proceed with completing the rest of the application.

Non-WIOA Enrollment

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

*** Date of Birth:** [Edit Date Of Birth](#)

*** Verify:** [Verify](#) [Scan](#) [Upload](#) [Link](#)
 Other Applicable Documentation, (specify)

Today's Age: 24

WIOA Eligibility Age (at earliest eligibility): 23

*** Gender:** **Required** Female Male Did not self-identify

*** U.S. Citizenship Status:**

*** Verify:** [Verify](#) [Scan](#) [Upload](#) [Link](#)
 Other Applicable Documentation, (specify)

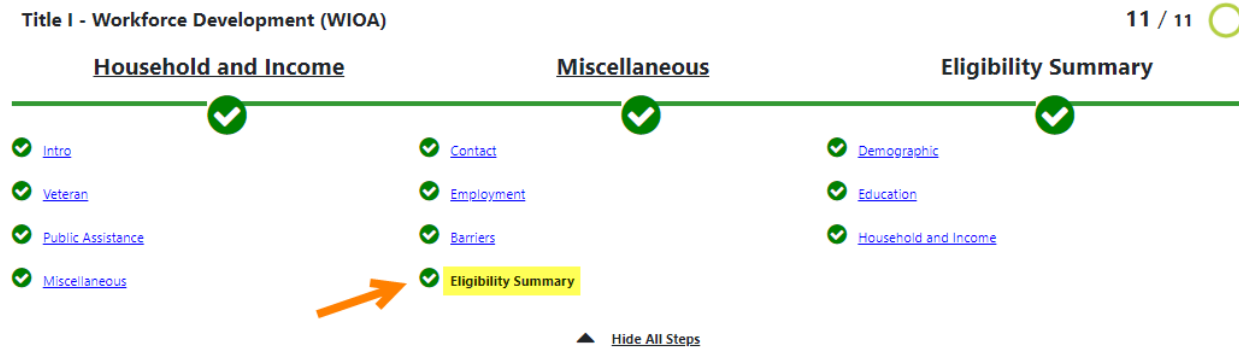
Citizen Verification

- Alien Registration Card (USCIS Forms I-151, I-551, I-94, I-668A, I-197, I-179)
- Baptismal Certificate with Place of Birth
- Birth Certificate
- DD-214
- Food Stamp Records
- Foreign Passport Stamped Eligible to Work
- Hospital Birth Record
- Naturalization Certification
- Public Assistance Records
- United States Passport
- Native American Tribal Document
- Alien Registration Card Indication right to work
- Voter Registration Card
- Other Applicable Documentation, (specify)

Reset

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)
4. Create Non-WIOA Local Grant Code Activity Code 321 – Transitional Job

WIOA Enrollment

Workforce Innovation and Opportunity Act (WIOA) Eligibility Information

Applicant Eligibility

Applicant meets the definition for low income: No

All Eligible WIOA Enrollments will have the green bar – Eligible “YES”

Income Table: [Income Table](#)

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	Yes				<input type="checkbox"/> Inactive
Dislocated Worker	Undetermined			No DW Eligibility Date.	<input type="checkbox"/> Inactive
Youth	Undetermined			No Youth Eligibility Date.	<input type="checkbox"/> Inactive

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

Non-WIOA Enrollment

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

Applicant Eligibility

Applicant meets the definition for low income: No

Click the Inactive box for all Non-WIOA Enrollments

Income Table: [Income Table](#)

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	Undetermined			No Adult Eligibility	<input checked="" type="checkbox"/> Inactive
Dislocated Worker	Undetermined			No DW Eligibility Date.	<input type="checkbox"/> Inactive
Youth	Undetermined			No Youth Eligibility Date.	<input type="checkbox"/> Inactive

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

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

Non-WIOA Special Grants:

Yes
 No
 Not Applicable
 Inactive


Local Funded Grants:

Yes
 No
 Not Applicable
 Inactive


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

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	614	Regional LA RISE	LAO959		 Add

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

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	718	LA: RISE City General Fund (EWDD)	LAI515		 Add

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 & Non-WIOA

Activity Page



Address:

Application Summary:

Program: Title I - Workforce Development (WIOA)
Application Date: 3/18/2019
Earliest Eligibility Date: 03/18/2019

Participation Date:

03/18/2019

* Customer Program Group:

None Selected

- None Selected
- 10B - Adult - Individualized Services/Training
- 98 - Local Funded Grant

* LWDB:

LWDB cannot be modified if staff has local region assignment.

* Office Location:

None Selected

Agency Code Search:

[Click Here](#)

Agency Code:

 -

WIOA Eligible
Staff will first enroll the individual in the Adult/DW Program and then create the Local Grant Code (Identifier code).

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."

Enrollment Information

Grant:

None Selected

WIOA or Non-WIOA
Partner Program:

Yes, service is a WIOA or Non-WIOA

* Activity Code:

[Select Activity Code]

Projected Begin Date:

 Today

Actual Begin Date:

 Today

* Projected End Date:

 Today

Any classes attended
through Distance
Learning:

Yes

No

Select **ONLY ONE** Grant

- LA City General Fund = LAI 515
- OR
- LA City Measure H Fund = LAO 959

Select Identifier Code


Activity Code 321 – Transitional Job

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.**

WIOA Enrollment

Sample of Title I WIOA Activities

Status	Activity / Provider	Actions	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
○	200 - Individual Counseling No Provider Information	Ⓜ	Adult	07/23/2019	07/23/2019	06/30/2020	Close
○	102 - Initial Assessment No Provider Information	Ⓜ	Adult	07/23/2019	07/23/2019	07/23/2019	07/23/2019 Successful Completion
○	101 - Orientation No Provider Information	Ⓜ	Adult	07/23/2019	07/23/2019	07/23/2019	07/23/2019 Successful Completion
○	321 - Transitional Job No Provider Information	Ⓜ 	Local Funded Grant LAO959 - Regional LA RISE	07/23/2019	07/23/2019	07/23/2019	07/23/2019 Successful Completion

LA City Measure H

Only select one Local Grant Code

OR



○	321 - Transitional Job No Provider Information	Ⓜ	Local Funded Grant LAI515 - LA: RISE City General Fund	09/06/2019	09/06/2019	06/30/2020	Close
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LA City General Fund

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.

Non-WIOA Enrollment

Sample of Non- WIOA Activities

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

Status	Activity / Provider	Actions	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
C	321 – Transitional Job No Provider Information	W	Local Funded Grant LAO959 - Regional LA RISE	07/23/2019	07/23/2019	07/23/2019	Close
Only select one Local Grant Code				OR			
O	321 – Transitional Job No Provider Information	W	Local Funded Grant LAIS15 - LA: RISE City General Fund	09/06/2019	08/2019	06/30/2020	Close

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