

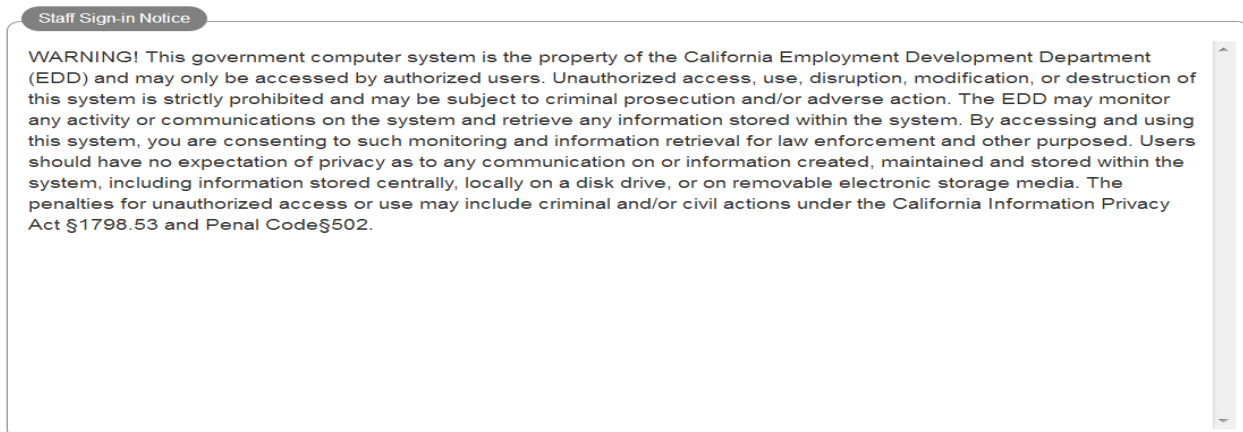
CalJobs Reporting LARCA 2.0

CalJOBS Home Page



The screenshot shows the CalJOBS Home Page. At the top left is the CalJOBS logo with ".GOV" and "SM" superscripts. To the right of the logo is a language selector "En Español" with a dropdown arrow. Below this is a yellow input field for a username, with a red arrow pointing to it and the text "Register New User" below. To the right of the username field is a yellow input field for a password, with a red arrow pointing to it and the text "Forgot Password?" below. To the right of the password field is an orange "Sign In" button. Below the login fields is a banner for "UI Online SM" with the text "It's here!" and a background image of hands typing on a keyboard. To the right of the banner is a text block: "A fast, convenient, and secure way to access claim information, certify for benefits, and manage claims." with a "LEARN MORE >" button. At the bottom are four buttons: "Find a Job" (blue), "Find a Candidate" (blue), "Find an Office" (blue), and "More Career Services" (green). Below the "More Career Services" button is a "More Employer Services" button (green).

www.caljobs.ca.gov



The screenshot shows a "Staff Sign-in Notice" box. The notice text reads: "WARNING! This government computer system is the property of the California Employment Development Department (EDD) and may only be accessed by authorized users. Unauthorized access, use, disruption, modification, or destruction of this system is strictly prohibited and may be subject to criminal prosecution and/or adverse action. The EDD may monitor any activity or communications on the system and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. Users should have no expectation of privacy as to any communication on or information created, maintained and stored within the system, including information stored centrally, locally on a disk drive, or on removable electronic storage media. The penalties for unauthorized access or use may include criminal and/or civil actions under the California Information Privacy Act §1798.53 and Penal Code§502." Below the notice are two buttons: "I Agree" and "I Disagree". A red arrow points to the "I Agree" button.

Dashboard

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

Welcome to My Staff Workspace Emoli Mendez.
This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or select another function from the menu on the left hand side of the screen.

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/MenuAndHomePage.aspx?cat=MFNU11%20STAFF%20MANAGE%20IND>

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.

Quick Assist

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

Here are the 25 most recent individuals you assisted: [Assist](#)

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

General Criteria

Individual Username:

Individual User ID:

StateID Number:

First Name:

Last Name:

SSN (last 4 digits):

SSN (full number): Example: 999999999

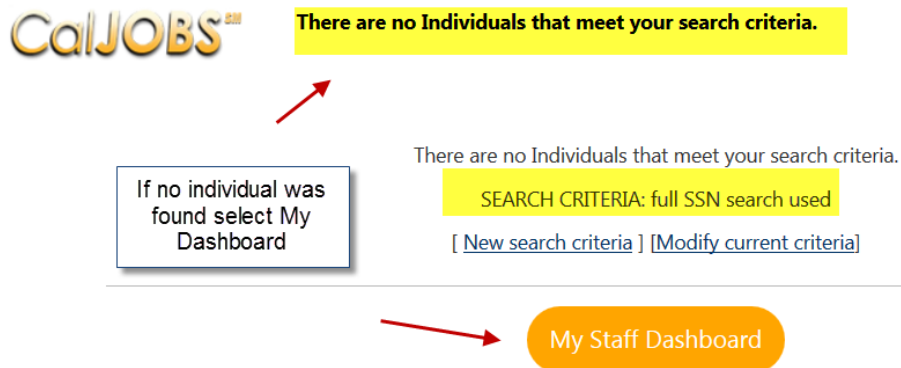
State Source ID:

State Activity ID:

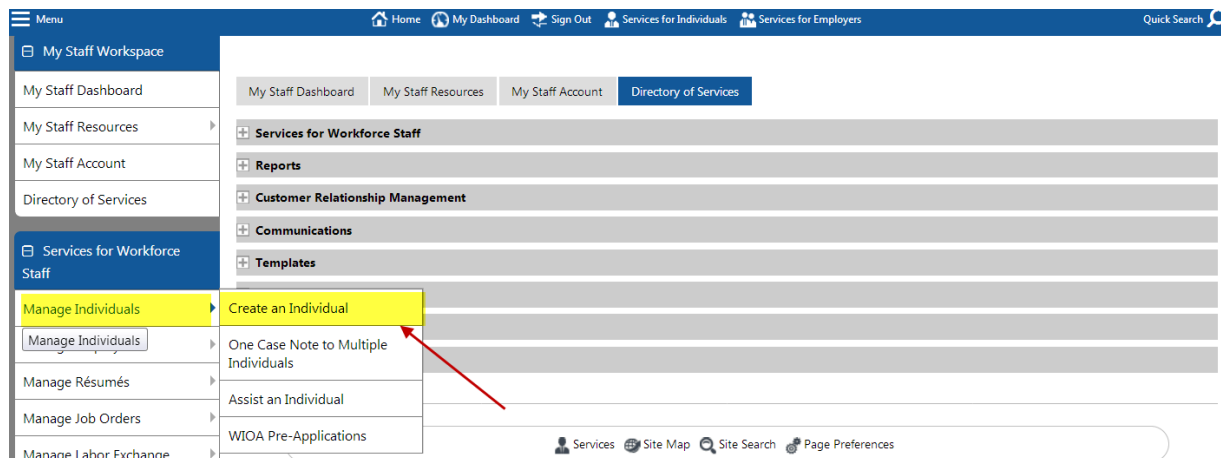
Assisting an Individual (Cont'd)

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 _.



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

* Indicates required fields.

For help click the question mark icon next to each section.

Login Information

* User Name:

Claim Number

Enter a unique user name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are * @ \$ % ^ _ + . _ . Spaces are not allowed.)

Individuals Claim Number will be used as their User Name.

* 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 * @ \$ % ^ _ + . _ . . Special characters are not allowed.)

Example: Sample1#

Staff will assist individual with creating a Password

* Confirm Password:

.....

* Security Question:

What is your mother's maiden name?

* Security Question Response:

Password1@

Special characters are not allowed.

Social Security Number

* Social Security Number (SSN):

Do not enter dashes (for example, 999001111)

* Re-enter Social Security Number:

If Individual does not want to provide their full SS#, you must request a Pseudo # from MIS. This field must be entered.

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

The screenshot shows a staff dashboard with a sidebar on the left containing navigation links: 'My Staff Dashboard', 'My Staff Resources', 'My Staff Account', 'Directory of Services', 'Services for Workforce Staff', 'Manage Individuals', 'Manage Individuals rs', 'Manage Résumés', and 'Manage Job Orders'. The 'Manage Individuals' link is highlighted in yellow. A red arrow points from this link to a dropdown menu that contains three options: 'Create an Individual', 'One Case Note to Multiple Individuals', and 'Assist an Individual'. The 'Assist an Individual' option is also highlighted in yellow. A second red arrow points from this option to the 'Assist an Individual' link in the main content area. The main content area has a header 'What would you like to do next?' and two featured options: 'Job Search' (with a brief description) and 'Résumé Builder' (with a brief description). Below these are links for 'Job Seeker Services' and 'Unemployment Services'.

Search Page

The screenshot shows a 'Search Page' with a 'General Criteria' tab. On the left is a list of search criteria: 'Individual Username:', 'Individual User ID:', 'StateID Number:', 'First Name:', 'Last Name:', 'SSN (last 4 digits):', 'SSN (full number):', 'State Source ID:', 'State Activity ID:', 'Date of Birth:', and 'Telephone Number:'. Each criterion has a corresponding input field. The 'Enter Individual's Claim Number' field is highlighted with a red box and a red arrow points from it to a red 'Search' button on the right. The 'SSN (full number):' field includes an example: 'Example: 999999999'. The 'Date of Birth:' field includes a calendar icon and the format '(mm/dd/yyyy)'. The 'Telephone Number:' field includes a checkbox labeled 'Include Alternate'.

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)

Results View: [Summary](#) | [Detailed](#)

To sort on any column, click a column title.

User Name	First Name	Last Name	SSN	Vet	State ID	Last Login Date	RTW	Last Exited	Created	Action	Select
MOTHEROFALL			2131		32092	06/02/2017	N		06/02/2017	Summary Tab Case Notes Tab Activities Tab Programs Tab	☐
1 Records found											Save New List

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.”

Right to Work Verification

Documentation to Right to Work must be provided to assist this individual. Please

Individual:

Mother Ofall

Current Citizenship:

Citizen of U.S. or U.S. Territory

USCIS (Alien Registration) Number:

USCIS (Alien Registration) Expiration Date:

Today

Select one from each column. All documents must be unexpired.

Documents that Establish Identity

☐ U.S. Passport or U.S. Passport Card

☐ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

☐ Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa

☐ Employment Authorization Document that contains a photograph (Form I-766)

☐ In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as

Select

Save

Cancel

Remind me later

Portfolio Page

Programs = CalJOBS Application

[[Assist an individual](#) | [Staff Services](#) | [Individual Portfolio](#)]

[-] **My Individual Profiles**

[-] **Personal Profile**

[General Information](#)

[Background](#)

[Activities](#)

[Memo](#)

[+] **Search History Profile**

[+] **Self Assessment Profile**

[-] **My Individual Plans**

[+] **Employment Plan Profile**

[+] **Training Plan Profile**

[+] **Benefits Plan Profile**

[+] **Financial Plan Profile**

[-] **Staff Profiles**

[-] **General Profile**

[Summary](#)

[Case Notes](#)

[Activities](#)

[Documents \(Staff\)](#)

[-] **Case Management Profile**

[Case Summary](#)

Programs

[Plan](#)

[Assessments](#)

[+] **Report Profile**

Case Summary | **Programs** | Plan | Assessments

Title I - Workforce Development (WIOA)

Apps: 1

[Create Title I - Workforce Development \(WIOA\) Application](#)

[Convert WIOA Pre-Application](#)

[+] [X] [D] [C]

WIOA # - Complete

Expand

LWDB: Edit

12 - City of Los Angeles

Application Date: 08/24/2017

Participation Date: 08/24/2017

Closure Date: N/A

Exit Date: N/A

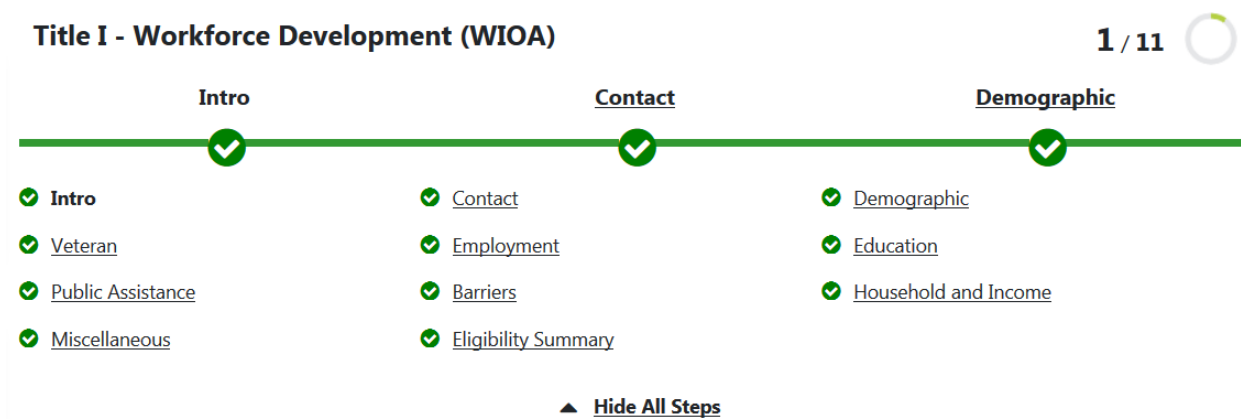
Onestop:

Open/Total Activities: 3 / 21

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.

CalJOBS Application LARCA 2.0



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/Registration Information

Application Closed Never Enrolled:

☐ Close application, never enrolled

* Application Date:

03/06/2017

(mm/dd/yyyy)

 Today

Adult Eligibility:

☒

Adult Eligibility Date:

03/06/2017

(mm/dd/yyyy)

 Today

Dislocated Worker Eligibility:

☐

Youth Eligibility:

☐

Incumbent Worker Eligibility:

☐

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

Demographic Information

[Edit Date of Birth](#)

* Date of Birth:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

✓ Other Applicable Documentation, (specify)

Date of Birth Verification

- ☐ Baptismal Record with Date of Birth
- ☐ Birth Certificate
- ☐ DD-214
- ☐ Driver's License
- ☐ Federal, State or Local Government ID Card
- ☐ Hospital Birth Record
- ☐ Passport
- ☐ Public Assistance/Social Service Record
- ☐ School Records/Identification
- ☐ Work Permit
- ☐ Decree of court
- ☐ Native American Tribal Document
- ☐ Tribal Record with Date of Birth
- ☒ Other Applicable Documentation, (specify)

[Reset](#)

About Verifications: 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

Demographic Information

[Edit Date of Birth](#)

* Date of Birth:

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

✓ Other Applicable Documentation, (specify)

Staff will have the capability of scanning or uploading documents used for verification of information.

Last Application Page Eligibility Summary

Title I - Workforce Development (WIOA) 1 / 11 

Intro
Contact
Demographic

✓ Intro

✓ Veteran

✓ Public Assistance

✓ Miscellaneous

✓ Contact

✓ Employment

✓ Barriers

✓ Eligibility Summary

✓ Demographic

✓ Education

✓ Household and Income

 [▲ Hide All Steps](#)

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	Yes	LI			☒ Inactive
Dislocated Worker	Undetermined			No DW Eligibility Date.	☒ Inactive
Youth	Undetermined			No Youth Eligibility Date.	☒ Inactive

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

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



Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	564	LARCA 2.0	LAI554	08/30/2017	Remove

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Local Funded Grant	553	Vulnerable/Underrepresented Populations	LAI553		Add
Local Funded Grant	554	LA Central Library Portal	LAI306		Add
Local Funded Grant	564	LARCA 2.0	LAI554		Add

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.

Current Case Manager:

Case currently Not Assigned to a Case Manager

[Assign Case Manager](#)

[Assign Me](#)

[Remove Case Manager Assignment](#)

Previous Case Manager:

Individual Signature

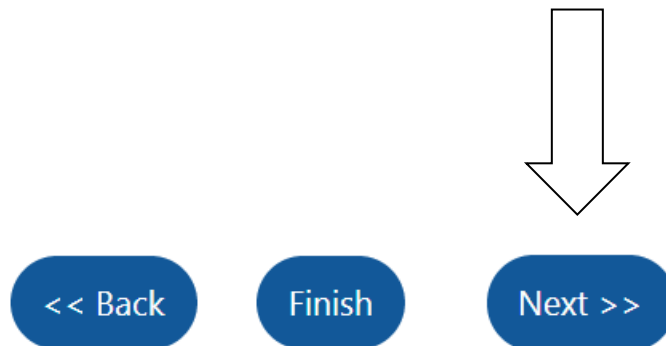
☐ Create PDF

☐ Include Staff Signature

[Applicant Signature](#)

Got to the bottom of the page and 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.

Activity Page

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollment Budget	Budget Planning	Closure Information
----------------------------	------------------	-----------------	---------------	-------------------	-----------------	---------------------

General Information

Participant User Name:

Participant State ID:

Last Name, First Name MI:

Social Security Number: 6594

Address:

Application Summary: Program: WIOA
Application Date: 4/14/2014
Earliest Eligibility Date: 4/14/2014 12:00:00 AM

Participation Date: 05/11/2014

Case Closure Date: 04/15/2016

WIOA Youth Funding: In-School Youth

* Customer Program Group:

* LWIA Region:
LWIA cannot be modified if staff has local region assignment.

* Office Location:

Select 98 Local Funded Grant

Enrollment Information

Grant:

Select Local Grant 554

WIOA Title II Partner Program: ☐ Yes, service is a WIOA Title II Partner Program.

* Activity Code:
[Select Activity Code]

Projected Begin Date:

Actual Begin Date:

* Projected End Date:

Any classes attended through Distance Learning: ☐ Yes ☒ No

Select the first Activity '101 Orientation'

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.

Staff Information

Staff ID:

* Position:

Staff

Current Case Manager:

Group:

Case Manager:

Temporary Case Manager: Not Applicable

Assign Case Manager

Assign Me

Remove Case Manager Assignment

Previous Case Manager:

Comments:

Case Notes:

[Add a new Case Note | Show Filter Criteria]

ID	Create Date	Subject	Action
No data found.			

|

Case Notes are required. You are NOT required to assign a Case Manager (not recommended).



Selecting a Provider

Activity Enrollment - Service Information
This page displays activity service and worksite information for the specified participant.

General Information **Service Provider** ~~Enrollment Intent~~ ~~Financial Aid~~ ~~Enrollment Budget~~ ~~Budget Planning~~ **Closure Information**

Enrollment Service Provider Information

Enrollment Summary:
Enrollment ID: 2762803
Username: ANDREWWONG
Not Applicable Application ID: 22882
Activity Code: 101
Activity Dates: 9/28/2015 - 9/28/2015

* Provider:
[Select Provider]

* Service, Course or Contract:
[Select Service, Course or Contract]

Provider Locations:
[Select Provider Locations]

Provider Contacts:
[Select Provider Contacts]

* Occupational Training Code: Not Applicable

<< Back Next >>

[Exit Wizard]

Skip to Closure Information

Provider information is not required for LARCA 2.0 customers.

Activity Closure

[General Information](#)[Service Provider](#)[Enrollment Cost](#)[Financial Aid](#)[Enrollment Budget](#)[Budget Planning](#)[Closure Information](#)

Closure Information

Enrollment Summary:

Enrollment ID:
Username: cafcac
WIOA Application ID:
Activity Code: 181
Activity Dates: 4/7/2017 - 4/26/2017

Last Activity Date:

 [Today](#)

Completion Code:

▼

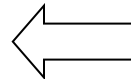
Case Notes:

[Add a new Case Note](#) | [Show Filter Criteria](#)

ID	Create Date	Subject	Action
No data found.			

<< Back

Finish



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."

CalJOBS Program Page

Workforce Innovation and Opportunity Act (WIOA) Program

Apps: 1

[Create Workforce Innovation and Opportunity Act \(WIOA\) Application](#)

[Convert WIOA Pre-Application](#)

 WIOA Complete			
LWIA:	12 - City of Los Angeles	Application Date:	04/26/2017
Onestop:		Participation Date:	04/26/2017
		Closure Date:	N/A
Open/Total Activities:	5 / 7	Exit Date:	N/A

Case Information

ABC Eligibility Date: N/A	Adult Eligibility Date: N/A
Dislocated Worker Eligibility Date: N/A	Youth Eligibility Date: 04/26/2017
Incumbent Worker Eligibility Date: N/A	

Location and Staff

LWIA: 12 - City of Los Angeles	Onestop: 2421 - LAI South Los Angeles
Create Staff Username:	Edit Staff Username: 29413013
Case Manager:	Temporary Case Manager: N/A

Eligibility Summary

Participation	12/25/2016
---------------	------------

Activities / Enrollments / Services	5
-------------------------------------	---

Measurable Skills Gain	0
------------------------	---

Literacy & Numeracy	0
---------------------	---

Youth Goals	0
-------------	---

Credentials	0
-------------	---

Closure	N/A
---------	-----

Exit / Outcome	N/A
----------------	-----

Follow-ups	0
------------	---

[Create Activity / Service / Enrollment](#)

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

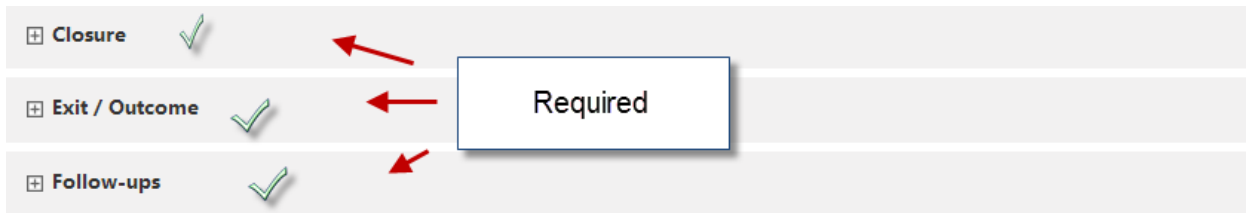
Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
1. 	101 - Orientation		LARCA 2.0	07/01/2019	07/01/2019	07/01/2019	07/01/2019 Successful Completion
2. 	102 - Initial Assessment		LARCA 2.0	07/01/2019	07/01/2019	07/01/2019	07/01/2017 Successful Completion
3. 	306 WIOA Prerequisite Training		LARCA 2.0	Current Date (07-01-2019)	Current Date	06/30/2021	Close

Optional:

4. 	226 - Reading and/or Math Testing		LARCA 2.0	07/01/2019	07/01/2019	07/01/2019	07/01/2019 Successful Completion
5. 	205 - Development of IEP/ISS/EDP		LARCA 2.0	07/01/2019	07/01/2019	07/01/2019	07/01/2019 Successful Completion

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”

Case Management Reports

[Case Load](#)
 Display Case Load Reports

[Case Load - WIOA](#)
 Display Case Load - WIOA Reports

[Payment](#)
 Display Payment Reports

[Staff Referrals](#)
 Display Staff Referrals Reports

[Case Load - Non-WIOA](#)
 Display Case Load - Non-WIOA Reports

[Documentation](#)
 Display Documentation Reports

[Predictive](#)
 Display Predictive Reports

Under Case Management Reports select “Case Load - WIOA”

WIOA:

Advanced

- [Customer Group](#)
- [Dislocated Workers by Dislocation Event](#)
- [Follow Up Employment](#)
- [Outcomes by Highest Service Level](#)
- [Priority Summary - Dislocated Worker](#)
- [Summary of First Services](#)
- [Timeliness of Data Input](#)
- [Dislocated Worker Projected Layoff Date](#)
- [Follow Up Details & Summary](#)
- [On-Line Characteristics](#)
- [Priority Summary - Adult](#)
- [Selective Service Candidacy](#)
- [Targeted Population Summary](#)

Select “On-Line Characteristics”

Selection Criteria

Enrollment Status:

Only Open, Active, & Enrolled Applications Within Date Range

Date Range:

Today

From:

06/06/2017 (mm/dd/yyyy)

To:

06/06/2017 (mm/dd/yyyy)

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

Input a date range into the “From” and “To” fields.

Program

Customer Group:
(Press Ctrl to select multiple items)

Statewide Rapid Response Add'l Assistance DW
Statewide Dislocated Worker
National Dislocated Worker Grant (NDWG)
Local Funded Grant

Under the Program filter area select “Local Funded Grant” from the program drop box.

Enrolled Grant

Statewide Grants including NEG:

Grant Type:
(Press Ctrl to select multiple items)

Local Funded Grant

Available Grants:
(Press Ctrl to select multiple items)

550 - LAI Sector - Chem. Technician
553 - Vulnerable/Underrepresented Populations
554 - LA Central Library Portal
564 - LARCA 2.0

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:

Enrollment

Enrollment Activity/Service Code:
(Press Ctrl to select multiple items)

Activity/Service Code:

114 - Job Referral: Federal Contractor Job (FCJL)
115 - Resume Preparation Assistance
117 - UI General Information
118 - UI Claims Assistance
119 - Financial Aid Assistance
120 - Use of AJCC Resource Room
121 - Job Referral: Job Outside CalJOBS (non-Federal)

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

Run Report

[\[Save to My Reports\]](#)

[\[Select Another Case Load - WIOA Report\]](#)

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: 55-100
 - LWIA: City of Los Angeles
- Customer Group Enrollment: Adult, Dislocated Worker
 - State: California

For Dates: 1/1/2017 to 12/31/2017

Total:	5,982	of	35,935
Active (No Case Closure):	5,982	of	35,935
Awaiting Exit (Case Closed):	0	of	0
Exited:	0	of	0
Average Hourly Wage	\$15.80	of	\$14.93
Number of Global Exclusions	13	of	35935
Number of Soft Exit	2840	of	35935

User ID	State ID	Lastname	Firstname	App ID	App Date	Participation Date	Office Location	Case Manager	
27019830	268388892		Simon	16428651	01/18/2017	01/18/2017	LAI Northeast Los Angeles WorkSource Center		Career Guidance/Planning
27019830	268388892		Simon	16428651	01/18/2017	01/18/2017	LAI Northeast Los Angeles WorkSource Center		Job Search and Placement
29997299	1000910157		DOMITILA	16055268	09/12/2016	09/14/2016	LAI Pacoima - North Valley WorkSource Center		Job Search and Placement
29997299	1000910157		DOMITILA	16055268	09/12/2016	09/14/2016	LAI Pacoima - North Valley WorkSource Center		Initial Assessment
29997299	1000910157		DOMITILA	16055268	09/12/2016	09/14/2016	LAI Pacoima - North Valley WorkSource Center		Orientation
29169552	1000378286		YOLANDA	16001610	08/11/2016	08/11/2016	LAI Northeast Los Angeles WorkSource Center		Job Search and Placement
29169552	1000378286		YOLANDA	16001610	08/11/2016	08/11/2016	LAI Northeast Los Angeles WorkSource Center		Career Guidance/Planning
29169552	1000378286		YOLANDA	16001610	08/11/2016	08/11/2016	LAI Northeast Los Angeles WorkSource Center		Case Management
30412987	1001320693		WILLIE	15980790	07/29/2016	07/29/2016	LAI South Los Angeles WorkSource Center		Job Fair
25009321	473432582		Larhonda	17157435	09/28/2017	09/28/2017	LAI South Los Angeles WorkSource Center		Orientation

07/26/19

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."