

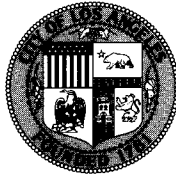
CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT
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RICHARD J. RIORDAN
MAYOR

Date: **SEP 13 2000**

To: All City of Los Angeles WIA Service Providers

From: Ann Giagni, Director
Workforce Development Division

Subject: **WIA DIRECTIVE NO. 01-19**
REVISED WIA PARTICIPANT CLIENT FORMS

The Workforce Investment Act (WIA) client forms have been revised by the State to comply with federal reporting requirements. The purpose of this directive is to introduce the new data elements of the form and to provide a copy of the revised forms for immediate use. Effective immediately, your agency must submit data to the MIS using the revised forms. The following information will provide instructions for completing the additional data fields.

APPLICATION FORM

Field 19 Assessed

- 1 Yes, WIA
- 2 Yes, Non-WIA
- 3 No

This field is used to report whether the client received an assessment that was funded by WIA or a Non-WIA entity. If the JTPA program funded the assessment before the client was enrolled into the WIA program, check field 2.

Field 40 Concurrent Participation - TANF

This field is used to report whether the client is participating in a program funded by TANF, such as a job to satisfy the minimum hour requirement to continue receiving aid. It is not meant to record whether the client is receiving TANF.

Field 41 Disabled

- 1 Yes
- 2 Yes, Barrier
- 3 No

This revision was a cosmetic change to correspond with the definition included the WIA Client Forms Handbook. Continue to use the current definition contained in the WIA Client Forms Handbook.



Field 83 Hourly Wage

This field will be used to allow the City and Service Providers the ability to capture a pre-program wage to compare to the follow-up wage in order to estimate the Earnings Gain/Replacement Rate performance measures. Enter the client's hourly wage in the second and third quarter prior to registration.

ENROLLMENT/REGISTRATION FORM

The Enrollment/Reg now includes activity codes which are designed to collect the Non-WIA funded activities provided to your clients by partner agencies. The new Non-WIA funded activity codes are:

- Core - Code 16
- Intensive - Code 41
- Training - Code 60
- Youth - Code 75
- Miscellaneous- Code 84

These codes should be used to track partner services and will also satisfy requirements for moving from core to intensive and from intensive to training. The tracking and reporting of the Non-WIA funded partner services may help avoid the "soft exit" of a participant. Please report the appropriate code for any Non-WIA funded activity provided by a partner.

EXIT FORM

Post Program Service Code

05 - Follow-up Services

This additional field is used to report Post Program follow-up services provided to the exiter. Follow-up services must be available for a minimum of 12 months after employment begins for registered Adults and Dislocated Workers who are placed into unsubsidized employment and for all youth who are served under WIA. Examples of follow-up services include, but are not limited to: job shadowing, periodic, scheduled group meetings or one-on-one meetings to discuss educational or career options; use of technology to explore Web sites and facilitate communication; adult mentoring and comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral as appropriate.

If follow-up services are provided to the exiter, please enter 05 as the service code in the Post Exit Services section of the Exit Form and describe the specific service including the date services began and ended.

If you have any questions or need technical assistance please contact your assigned MIS Analyst at (213)485-5723.

AG:DN:VV:TN:MB