



JAMES K. HAHN  
MAYOR

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To: All City of Los Angeles WIA Funded Service Providers

From: Robert Sajz, Assistant General Manager  
Community Development Department

Subject: **WIA DIRECTIVE NO. 04-12  
REPORTING GUIDELINE - DISABLED CLIENTS**

The purpose of this directive is to provide City of Los Angeles WIA contractors with a reporting guideline for disabled clients. This guideline is intended to increase the consistency and accuracy of data reported for the disabled target population.

**The Disabled data element (Field 41) on the WIA Application should be reported as "Yes, Substantial" for any of the following situations:**

1. **Disabled Veteran (Field 65)**- If the client meets the definition of disabled veteran as described in the WIA Forms Training Manual, then also report the client as disabled (Field 41).
2. **Substance Abuse (Field 43)** - Clients who are currently receiving substance dependence treatment (i.e. outpatient/inpatient) or require support (i.e. 12-step program) to maintain his/her sobriety should also be reported as disabled (Field 41).
3. **Family SSI (Field 53)** - If the job seeker versus his/her family member is receiving cash assistance under the Supplemental Security Income program (SSI-SSA Title XVI), then report the client as disabled (Field 41).

Since measurement is the basis for all improvement, it is critically important to make decisions on the basis of reliable data. Obtaining timely and accurate data is the first step in evaluating and improving our service delivery process.

If you have any questions regarding this guideline, please contact your MIS Analyst at (213) 485-5723.

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