



ANTONIO R. VILLARAIGOSA  
MAYOR

**DATE:** December 27, 2006

**TO:** LA's Workforce Development System

**FROM:** Manny Chavez, Director  
Workforce Development Division

**SUBJECT: WIA DIRECTIVE NO: 07-11  
6 MONTH WIA PARTICIPANT DATA RECONCILIATION**

**EFFECTIVE DATE**

This directive is effective upon date of issue.

**PURPOSE**

The purpose of this directive is to provide instructions for the WIA Participant Data Reconciliation for the period from July 1, 2006 to December 31, 2006. The data reflected in the JTA system will be used to report your program's 6 month performance progress.

All agencies are required to pick up the reconciliation packages from the Planning and Research Section no later than 5:00 p.m., Friday, December 29, 2006. As a reminder, Lead agencies will be responsible for 1) distributing the rosters to their respective collaborator or joint-provider agency, 2) ensuring that the responses are accurate and 3) submitting the reconciliation response to the City within the scheduled deadline.

Please submit your reconciliation package response to the Planning and Research Section, 6<sup>th</sup> Floor, Garland Building, 1200 W. 7<sup>th</sup> Street, Los Angeles, CA 9001 addressed to Manuel Chavez, Director, WDD.

- The response must include a cover letter signed by the Executive Director, which states that the roster reviewed and data on the response is accurate or additional reconciliation is required.
- Review the roster for data integrity (i.e., enrollment dates, activity codes, completion dates, exit dates, exit codes and so forth). Please make corrections or updates directly on the roster. List additional names not found in the roster on a separate sheet. Label the list, "Additional Names".



- Adult and Dislocated Worker clients that should have been exited since July 1, 2006 should be clearly identified. Record their activity closed dates and an exit date directly on the attached roster.
- All changes and additions indicated on your formal response **must be entered in ISIS by January 19, 2007. Only the data entered into the City's ISIS system will be included in the 6-month performance progress report for your agency.**

#### **DEADLINE FOR RESPONSE**

Responses to this reconciliation must be submitted to the Planning and Research Section by January 12, 2007.

#### **CONTACT**

If you have any questions, please contact Luva Robinson at (213) 744-7167. Thank you for your continued cooperation.

MC:VV:LR