

DIRECTIVE
WORKFORCE SERVICES

Number: WSD09-8

Date: February 11, 2010
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA JTA SYSTEM CLIENT FORMS HANDBOOK

EXECUTIVE SUMMARY:

Purpose:

This directive contains an updated version of the Workforce Investment Act (WIA) Job Training Automation (JTA) System Client Forms Handbook. The WIA JTA System Client Forms Handbook provides staff with instructions on how to complete WIA client forms using the JTA system.

Scope:

This directive applies to all Local Workforce Investment Areas (LWIA) and subrecipients of WIA funds responsible for entering client information into the JTA system.

Effective Date:

This directive is effective upon final release.

REFERENCES:

- Workforce Investment Act of 1998 (Pub. L. 105-220)

STATE-IMPOSED REQUIREMENTS:

This directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

FILING INSTRUCTIONS:

This directive supersedes WIAD04-17, dated March 24, 2005, and finalizes Workforce Investment Act Draft Directive WIADD-145, issued for comment on June 29, 2007, and Workforce Services Draft Directive WSDD-6, issued for comment on January 11, 2008. This directive incorporates substantive comments in the WIA JTA System Clients

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~ INACTIVE 5/5/14 ~

Forms Handbook that are viewed as highlighted text. The highlighted text will remain on the Internet for 30 days from the issuance date. Retain this directive until further notice.

BACKGROUND:

The JTA system includes a module to track clients who are participating in the WIA program. This module enables staff to enter data into WIA client forms, load data to the JTA system from a case management system, and print various client-tracking reports.

The WIA JTA System Client Forms Handbook provides staff with instructions on how to use the JTA WIA module as it relates to WIA client forms.

POLICY AND PROCEDURES:

All LWIAs and subrecipients of WIA funds will submit WIA client data via the JTA system following instructions provided in the WIA JTA System Client Forms Handbook.

ACTION:

This directive should be brought to the attention of staff responsible for entering WIA client information into the JTA system.

INQUIRIES:

Inquiries involving the JTA system should be directed to the Workforce Services Division Information Technology Customer Services Unit at (916) 653-0202. All other inquiries can be directed to your [Regional Advisor](#) at (916) 654-7799.

/S/ BOB HERMSMEIER
Chief
Workforce Services Division

Attachment is available on the Internet:

[WIA JTA System Clients Forms Handbook](#) (2, 011K) (PDF)