INFORMATION NOTICE

WORKFORCE SERVICES

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LOCAL GRANT CODES

This Information Notice clarifies the functionality of local grant codes (formerly known as the "900" series of grant codes) in the New CalJOBS[SM].

Previously, in the Job Training Automation (JTA) system, a series of grant codes "900 – 999" were provided to the Local Areas so that city, county or other non-state funding could be used to co-enroll participants and to track services provided out of those funds. At one time during the early implementation planning for the New CalJOBS[SM], the Generic Lite module was proposed to handle local grant codes. However, the full functionality was not available in the module (i.e. data uploads, reports, performance calculations) that had been available in the JTA system. It was determined that the local grant code functionality could be programmed within the Workforce Investment Act (WIA) case management module, in addition to adding the functionality to track "other non-WIA statewide funding" at the State level. This solution is expected to provide all the functionality that JTA currently provides for local grant codes.

Management Information Systems (MIS) Administrators will be able set up local grant codes, which will be available for their local use. The local grant codes will be set up in the CalJOBS[SM] administrative site. Once created, participation in these local grant codes can be tracked using the WIA module of CalJOBS[SM]. Local areas will now have the ability to use the following numbers for their local grant codes: "001" through "999". The three letter subgrantee code will automatically populate followed by the local grant code created to ensure separation between the numbering systems for each local area.

The local "900" grant codes that have been successfully transmitted via the JTA Extract WIA Data (XWID) will be converted into the New CalJOBS[SM]. The local grant code assigned will be the three character subgrantee code and the existing "900" grant code assigned by the local. As an example, if subgrantee XYZ had a local grant "920", then the converted local grant code is XYZ920

For instructions regarding setting up local grant codes and tracking activities funded by these grants, please reference the training video, Local Grant Codes, located on our CalJOBS[SM] Resources for Workforce Partners site.

If you have any questions regarding logons or need additional assistance setting up a local grant code please contact your local MIS Administrator. MIS Administrators needing assistance should contact the CalJOBS^{SM} Help Desk at 916-653-0202.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
     Workforce Services Division