



AB1111: Breaking Barriers to Employment Initiative Data Reporting Guide

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Contents

Background.....	4
Policies and Procedures	5
Assigning a Single Entity for Data Capture.....	5
Capturing Participant Characteristics	6
CalJOBS Enrollment Process for AB1111 Participants	7
AB1111 Initiative Grant ID and CalJOBS Activity Codes.....	7
Capturing Program Activities	7
Program Exit for AB1111 Participants	8
Quarterly Reporting Requirements	9
Inquiries	10
Appendix I. Eligible Activities Glossary	11
Appendix II. Individual Registration, WIOA Title I Application, and Creating Participation	29
AB1111 CalJOBS Individual Registration.....	30
AB1111 WIOA Title I – Adult Application.....	34
Citizenship Status	35
Selective Service	36
Transgender/Gender Nonconforming Individuals	37
Immigrants	37
English Language Learners.....	38
Displaced Homemakers.....	38
Persons who are incarcerated and soon to be released or formerly incarcerated.....	39
Women Seeking Training or Education to Move into Nontraditional Fields of Employment	40
Accessing AB1111 Grant ID	41
AB1111 WIOA Title I – Dislocated Worker Application.....	44
Categories 1 to 5	45
Categories 6 to 8	48
Category 12	49
AB1111 Creating Participation.....	51
Appendix III. AB1111 Program Implementation.....	52
Program Performance	52
Fiscal	52
Flow of Services, Case Notes, and Follow-up	52
Appendix IV. References and Additional CalJOBS Resources	54

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AB1111 Breaking Barriers to Employment Initiative: Data Reporting Guide

This document provides guidance and establishes procedures regarding data reporting for the AB1111 Breaking Barriers to Employment Initiative. This guidance applies to all organizations that receive AB1111 Initiative funds and is effective through the full grant term. This document may be updated to better reflect changes to statewide data reporting processes. Any updates will be posted to the California Workforce Development Board's (CWDB) [website](#).

Background

In accordance with the requirements specified by Assembly Bill (AB) 1111 and the AB1111 Initiative's Request for Applications (RFA), this guidance document is intended to provide detailed guidelines for the performance evaluation and data reporting requirements for activities funded under the AB1111 Initiative.

The data reporting requirements presented in this document align with required data reporting guidelines as specified in the [Supplemental Report of the 2018-19 Budget Act](#), which dictates that the CWDB shall provide interim and final reports to the Legislature on the AB1111 Initiative, summarizing aggregate outcome data collected for the grants pursuant to Unemployment Insurance Code 14033, including any available information on the following:

- The ability of the grantees to provide the services proposed in the grant to the number of individuals specified in the grant as evidenced by, among other things, whether the grantee completed the work proposed.
- The ability of individuals to successfully complete relevant programming funded under the grant as demonstrated by relevant measures directly related to the purpose of the program.
- The ability of individuals to transition into or be integrated into the broader workforce and education system as evidenced by enrollment in relevant programs.
- The ability of individuals to succeed in both the broader workforce and education system and labor market once they transition into the broader system. This shall be measured by tracking these individuals utilizing the existing performance monitoring systems and metrics governing relevant programs and outcomes once they transition into the broader system.
- The number of individuals served under the AB1111 Initiative and the number of individuals served who qualified under each eligibility category, as specified in Section 14034 of the California Unemployment Insurance Code.

This document applies only to participants receiving services funded through the AB1111 Initiative. The CWDB will use data collected to develop a formal program

evaluation at the end of AB1111's 18-month grant term. This report will be used to inform stakeholders and policymakers on a number of program metrics including the number of individuals served, the types and frequency of services furnished, participants' labor market outcomes, geographic trends among participants and services, as well as several additional trends. AB1111 grantees partnering with community-based organizations (CBOs) and other external partners that are unfamiliar with CalJOBS should ensure those partners are sufficiently trained to enter data in the manner described in this document. Resources for new CalJOBS users are provided in Appendix IV.

Policies and Procedures

In an effort to ensure program data is collected in a manner that will allow for meaningful evaluation of participant outcomes, CWDB has developed data entry guidelines for the AB1111 Initiative. These guidelines are intended to assist front-line program staff, program administrators, and data entry professionals in sufficiently capturing participant characteristics and program activities funded through the AB1111 Initiative.

All relevant program data is to be entered into CalJOBS unless otherwise specified.

This document will refer to AB1111 grantees as program staff. When the term "individual" is referenced, it is a person who is not enrolled in the AB1111 Initiative. If the term "AB1111 participant" or "participant" is referenced, it is a person who is enrolled in the AB1111 Initiative.

Assigning a Single Entity for Data Capture

As referenced in [RFA #84882](#), each project awarded AB1111 funds is to appoint a single entity that will be responsible for ensuring all program and participant data are sufficiently collected and entered into CalJOBS. In most cases, this entity will be the fiscal agent or grantee with program staff experienced in using CalJOBS. This entity will also be considered the Single Point of Contact for the project in the event of any questions or issues related to the data collection.

The CWDB expects a few partners in each project to provide services funded through this grant; however, some service providers, particularly new CBO partners, may lack familiarity with the CalJOBS system. The primary role of the Single Point of Contact will be to ensure sufficient processes are in place to ensure: 1) all participants and activity data are captured per the specifications of the AB1111 Initiative and this document, and 2) program staff responsible for data input are familiar with the Initiative's data reporting requirements and are properly trained to input data into the CalJOBS system. The CWDB and the Employment Development Department (EDD) will offer training throughout the state to provide front-line program staff with additional direction on using CalJOBS, including inputting data pursuant to the requirements of the Initiative.

The entity responsible for monitoring the data collection and reporting was identified in the application to the RFA #84882.

Capturing Participant Characteristics

This section describes the process to be used for entering AB1111 participant information into CalJOBS. Under the AB1111 Initiative, CWDB seeks to expand on the existing categorization and provide a more robust range of options for identifying target populations in order to develop a more nuanced understanding of which participants are accessing services through this grant.

Individuals eligible to receive services through AB1111 must fall into one or more of the target population criteria listed below. Program staff must first determine which target population/s accurately categorizes the individual before enrolling the individual into the AB1111 Initiative. Individuals who do not fall into any of the target population criteria are not eligible to receive services under the AB1111 Initiative.

Note: AB1111 participants' target population criteria should be entered into CalJOBS in addition to all other relevant demographic categories and employment barriers.

Target Populations

- Youth who are disconnected from the education system or employment (Disconnected Youth)
- Women seeking training or education to move into non-traditional fields of employment
- Displaced workers and long-term unemployed
- Unskilled or under-skilled, low-wage workers
- Persons for whom English is not their primary language (English Language Learners)
- Economically disadvantaged persons
- CalWORKs participants
- Persons who are incarcerated and soon to be released or formerly incarcerated (Ex-Offenders)
- Armed services veterans
- Native Americans
- Migrants or seasonal farmworkers
- Persons with developmental or other disabilities
- Any other population with barriers to employment identified in subdivision (j) of section 14005 of the Unemployment Insurance Code-
 - a) Displaced homemakers
 - b) Indians, Alaska Natives, and Native Hawaiians, as those terms are defined in Title 29 United States Code section 3221

- c) Homeless individuals, as defined in title 42 United States Code section 14043e-2(6), or homeless children and youths, as defined in section 11434a(2) of title 42 of the United States Code
 - d) Youth who are in, or have aged out of, the foster care system
 - e) Individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. § 601 et seq.)
 - f) Single parents, including single, pregnant women
 - g) Transgender and gender nonconforming individuals
 - h) Any other groups as the Governor determines to have barriers to employment – (there are currently none)
- Immigrants
 - Persons over 50 years of age who need retraining for in-demand skills

CalJOBS Enrollment Process for AB1111 Participants

The CalJOBS system is designed for federal workforce program reporting and case management. AB1111 participant enrollment will use the CalJOBS system and will follow a similar process to the existing enrollment process for Workforce Innovation and Opportunity Act (WIOA) Title I – Adult and Dislocated Worker participants. AB1111 Initiative is a state funded program so there are notable exceptions to the WIOA Title I application as outlined in this guide. Program staff should note those exceptions to ensure AB1111 participant characteristics and activities are adequately captured.

Appendix II provides details on the three elements of successfully enrolling a participant into the AB1111 Initiative and includes the process for registration, application, and creating participation. Additionally, information is provided on differences in the Initiative's enrollment process relative to that of WIOA and provides instructions on how to navigate the CalJOBS enrollment process for the AB1111 participants. Differences exist for the following stages of enrollment:

- Citizenship
- Gender
- Selective Service
- AB1111 Eligibility Criteria

AB1111 Initiative Grant ID and CalJOBS Activity Codes

The Grant ID (Code), 2288 – *AB1111 Grant Participant Only* has been created to enroll participants and track activities under the AB1111 Initiative. All AB1111 participants and activities will be tracked under this Grant ID (Code).

Capturing Program Activities

AB1111 grantees are asked to record all data on services provided to AB1111 participants through the Initiative using the CalJOBS system. The eligible activities under AB1111 include, but are not limited to:

- Basic skills and adult education
- Earn and learn training
- English language improvement training
- High school diploma and GED acquisition
- Industry certifications
- Mentoring
- On-the-job training
- Other remedial education and work readiness skills
- Pre-apprenticeship programming offered in a manner that is consistent with the requirements of section 14230 of the Unemployment Insurance Code, regardless of whether the pre-apprenticeship program funding source includes California Workforce Innovation and Opportunity Act funds
- Skills and vocational training that aligns with regional labor market needs identified as part of the California Workforce Innovation and Opportunity Act regional planning process
- Stipends for trainees
- Supportive services under the California Workforce Innovation and Opportunity Act
- Work experience
- Activities undertaken pursuant to subdivision (d) of section 140333 of the Unemployment Insurance Code
 - Activities may include technical assistance activities, including, but not limited to, the convening of communities of practice to identify and help replicate evidence-based practices and to help facilitate an assessment and evaluation of grant performance and initiative success.

Appendix I includes a table that lists the CalJOBS activity codes, the federal program definition and variants for AB1111. Program staff should use the CalJOBS Activity Codes that most accurately correspond to the services rendered.

Program Exit for AB1111 Participants

Under the WIOA Title I application, an exit is the last date of service for all programs that utilize the WIOA Title I application, and there is no ability for the participant's service "clock" to reset once exited. If no activities occur to reset the "clock" for 90 days past the last date of service, the exit will retroactively be in effect. For example, if a participant is provided their final service on June 30th, once 90 days has passed with no services, the exit date effectively becomes June 30th. The exit date does not show up until the 90 days with no services has occurred.

For AB1111 participants, who are co-enrolled into other programs **through the WIOA Title I application**, the date in which participants stop receiving services funded through AB1111 may not represent an exit; if those participants continue to receive services funded through programs other than AB1111. An example would be if a participant co-enrolled into WIOA Title I program and AB1111 Initiative, both through the

WIOA Title I application. If a participant is ready to exit AB1111, the participant is not officially exited until the completion of both programs. This means the outcomes that occur past exit will not begin until the completion of all programs under the WIOA Title I application are final. To fulfill the CWDB's statutory reporting requirements, program staff will be asked to track participants' co-enrollment in other programs throughout their enrollment and upon exit in AB1111. Post-exit outcomes will be tracked utilizing the existing performance monitoring systems and metrics governing relevant programs and outcomes for individuals that have transitioned into the broader system.

There are a few instances that allow for a hard exit, called an Exclusionary Exit. Program staff should enter a case note justifying the exit and if available, retain any supporting documentation in the participant's hard file.

For more information about exits, refer to the Directive, [WSD19-03](#).

Quarterly Reporting Requirements

Additional program information will be collected through the quarterly reporting process which includes but is not limited to participant's eligibility (target population characteristics) and enrollment into a partner program. Program staff should note the reporting requirements below:

- Quarterly Narrative Reports are due quarterly and submitted to the Program Analyst.
- Supplemental Reports are due in conjunction with the Quarterly Narrative Reports.
- A quarterly narrative report template will be provided via email at the end of each quarter.
- The Supplemental Report template will be provided via email prior to the start of the program.
- All reports (and supporting documentation) must be submitted on time and will be due on the 20th of the month following the end of the quarter.
- Reports will require information about project and fiscal.
- Reports will require information about participant enrollment and/or participation in other workforce or education programs.
- Additional data may be requested via the quarterly reporting process to capture statutorily required data points.

At the onset of the grant, the AB1111 Supplemental Report template will be provided to all grantees. This report will track certain target population eligibility criteria and document the transition into the broader workforce and education systems (partner programs) of AB1111 participants that cannot be attained from CalJOBS. For the target

population eligibility, there are four specific eligibility criteria to track in the Supplemental Report: foster youth, immigrants, transgender and gender nonconforming individuals, and women seeking training or education to move into traditional fields of employment. Additionally, CalJOBS does not have the complete list of partner programs to sufficiently document AB1111 participants' transition into the broader workforce and education system.

Inquiries

Please contact your assigned CWDB Program Analyst with any questions about this document.

Appendix I. Eligible Activities Glossary

This appendix provides definitions for eligible activities under the AB1111 Initiative and includes information on entering data on services provided under the Initiative into the CalJOBS system. A full list of CalJOBS activity codes can be found in the Directive, [WSD19-06](#). The tables in this section should be used as a general guide for grantees. Grantees should use the CalJOBS activity codes that most accurately correspond to the services rendered.

Per the Directive, WSD19-06, some CalJOBS activity codes have been updated to limit the duration (how far into the future the activity code’s projected end date can be set). Per the Department of Labor review, activity codes were revised to shorten the duration or length of time that an activity code can be kept open. Previously, the CalJOBS system allowed program staff to set a projected end date far into the future, which impacts the exit date of participants. Refer to *CalJOBS Activity Codes Detailed Listing-Individual* (Attachment 2) of the Directive, [WSD19-06](#), to view the duration (in days) that the activity can be kept open for.

Program staff are required to enter participant information into the CalJOBS system. Managers, staff, and Management Information System (MIS) administrators have the ability to change active participant data. After 30 calendar days, the CalJOBS system does not allow certain areas of the participant record to be changed or updated by managers, staff, or MIS administrators. When this occurs, it is necessary to complete a Data Change Request form to enable the participant data to be changed or updated. Its purpose is to correct data key entry errors and other circumstances that are beyond the control of staff. For more information on the data change request procedure, refer to the Directive, [WSD18-02](#). If you need assistance, contact the CWDB Program Analyst.

The code definitions will reference to terms that are used in WIOA programs. For AB1111, when the code definitions refer to:

- America’s Job Center of California (AJCC), replace with grant agency name.
- AJCC staff, replace with AB1111 program staff.
- Adult and Dislocated Worker, replace with AB1111 participant.

Some code definitions refer to the Employment Training Provider List (ETPL). For more information about ETPL, refer to the Directive, [WSD15-07](#).

If program staff are using a trainer that is not on the ETPL list, use Activity Code 328.

Basic Skills and Adult Education

CalJOBS Code	Code Definition
214 Adult Literacy, Basic Skills or GED Preparation	AJCC staff referred a participant to a course of basic academic instruction and/or basic education services below the post-secondary level to increase the

CalJOBS Code	Code Definition
	participant's ability to read, write and speak in English, and to perform mathematics, or other necessary activities, to obtain a secondary school diploma or its recognized equivalent; and, to transition to post-secondary education and training.
324 Adult Education with Training Services	<p>A participant, in consultation with an employment counselor, enrolled in Adult Education that incorporates an Occupational Skills Training program selected from the CA ETPL that confers industry-valued skills in priority industry sectors, and is paid for with a pre-approved Individual Training Account.</p> <p>The participant must also be enrolled in one of the following activities: 300, 301, 302, 305, 306, 320, 323, 325, 330, 346, or 416.</p>

Earn and Learn Training

CalJOBS Code	Code Definition
183 Supportive Service: Incentives/Bonuses <i>*AB1111 – Stipends are allowable under this activity code.</i>	<p>A participant received an incentive or bonus that enabled him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>This definition does not include Needs-Related Payments (326). Service must be provided according to the approved Local Area policy for Incentives and Bonuses.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the</p>

CalJOBS Code	Code Definition
	dates of the career service or training activity.
214 Adult Literacy, Basic Skills or GED Preparation	AJCC staff referred a participant to a course of basic academic instruction and/or basic education services below the post-secondary level to increase the participant's ability to read, write and speak in English, and to perform mathematics, or other necessary activities, to obtain a secondary school diploma or its recognized equivalent; and, to transition to post-secondary education and training.
218 Internship	AJCC staff referred a participant to an internship opportunity. The internship was deemed appropriate based upon the participant's assessment, and/or the participant's individual employment plan.
224 Pre-Apprenticeship Training	<p>The participant enrolled in a Pre-Apprenticeship (PA) program that has a documented partnership with at least one Registered Apprenticeship program. The PA's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s).</p> <p>This activity code requires staff to provide justification in CalJOBS under case notes.</p>
307 Pre-Apprenticeship Program w/Occupational Skill Training (ITA)	The participant enrolled in a Pre-Apprenticeship (PA) program that has a documented partnership with at least one Registered Apprenticeship program. The PA's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or

CalJOBS Code	Code Definition
	<p>more Registered Apprenticeship program(s).</p> <p>In addition, the pre-apprenticeship program provides occupational skills training that leads to an industry-recognized certificate, credential, or license upon completion.</p> <p>If the pre-apprenticeship training does not provide occupational skills training that leads to an industry-recognized certificate, credential, or license, the Pre-Apprenticeship Training (224) activity code should be utilized.</p>
<p>308 Incumbent Worker Training</p>	<p>The participant participated in an incumbent worker training designed to meet the needs of an employer or group of employers in an effort to help avert potential layoffs, or for the employee to obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less-skilled employees.</p>
<p>321 Transitional Job</p>	<p>The participant has barriers to employment, is chronically unemployed, or has an inconsistent work history, and has been placed by the AJCC in subsidized, time-limited work within the public, private, or nonprofit sector. The participant must concurrently receive comprehensive employment and supportive services. Transitional jobs are designed to assist participants with establishing a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.</p>
<p>325 Apprenticeship Training</p>	<p>A participant enrolled into a Registered Apprenticeship Program listed on the CA ETPL.</p>

English Language Improvement Training

CalJOBS Code	Code Definition
<p>214 Adult Literacy, Basic Skills or GED Preparation</p>	<p>AJCC staff referred a participant to a course of basic academic instruction and/or basic education services below the post-secondary level to increase the participant's ability to read, write and speak in English, and to perform mathematics, or other necessary activities, to obtain a secondary school diploma or its recognized equivalent; and, to transition to post-secondary education and training.</p>
<p>222 English Language Learner (ELL)</p>	<p>A participant received English as a second language service or training. ELL services are provided to a participant whose primary language is not English. Services are designed to increase the English language proficiency of the participant so they can attain training and/or employment success.</p>

High School diploma and GED acquisition

CalJOBS Code	Code Definition
<p>214 Adult Literacy, Basic Skills or GED Preparation</p>	<p>AJCC staff referred a participant to a course of basic academic instruction and/or basic education services below the post-secondary level to increase the participant's ability to read, write and speak in English, and to perform mathematics, or other necessary activities, to obtain a secondary school diploma or its recognized equivalent; and, to transition to post-secondary education and training.</p>
<p>224 Pre-Apprenticeship Training</p>	<p>The participant enrolled in a Pre-Apprenticeship (PA) program that has a documented partnership with at least one Registered Apprenticeship program. The PA's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or</p>

CalJOBS Code	Code Definition
	<p>more Registered Apprenticeship program(s).</p> <p>This activity code requires staff to provide justification in CalJOBS under case notes.</p>

Industry Certifications

When entering Activity Code for a participant enrolling in industry certification, program staff should be familiarized and followed the guidelines outlined in the Directive, [WSD19-03](#).

CalJOBS Code	Code Definition
<p>300 Occupational Skills Training (Approved ETPL Provider)</p>	<p>The participant enrolled in a California (CA) Eligible Training Provider List (ETPL) training program designed to provide technical skills necessary to perform a specific job or group of jobs.</p> <p>All Occupation Skills Training services must have an Occupational Code (ONET Code) that indicates the type of training being provided. The Industry Code (NAICS Code) is not required.</p>
<p>328 Occupational Skills Training (Non-ETPL Provider, Non-Formula)</p>	<p>A participant attended a training designed to provide the technical skills necessary to perform a specific job or group of jobs. The training provider was not the CA ETPL.</p> <p>This code cannot used for formula ITAs.</p>

Mentoring

CalJOBS Code	Code Definition
<p>213 Mentorship</p>	<p>AJCC staff referred a participant to a mentoring program. The participant was paired with a mentor experienced in one or more areas that would benefit the participant. The mentor shared their knowledge, wisdom, and experience with the participant, and facilitated learning through instructing, coaching, sharing experiences, modeling, and advising. The mentorship could include a contract for</p>

CalJOBS Code	Code Definition
	learning and should last for a specified period of time.

On-the-Job Training

CalJOBS Code	Code Definition
301 On-the-Job Training	A participant took part in paid training while engaged in productive work in a job. The training (a) provided knowledge or skills essential to the full and adequate performance of the job; and (b) provided reimbursement to the employer for up to 50% of the participant's wage rate for extraordinary costs of providing the training and additional supervision related to the training; and (c) was limited in duration appropriate to the occupation for which the participant was being trained, taking into account the training's content, the participant's prior work experience, and service strategy, as appropriate.

Other remedial education and work readiness skills

CalJOBS Code	Code Definition
215 Short-term Prevocational Services	A participant is receiving short-term, prevocational services, including the development of learning, communication, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare the participant for unsubsidized employment or training.
221 Financial Literacy Education	A participant received financial literacy services that support the ability to do one or more of the following: <ol style="list-style-type: none"> 1. Create household budgets, initiate savings plans, and make informed financial decisions about education, retirements, homeownership, wealth building, or other savings goals. 2. Manage spending, credit, and debt, including credit card debt, effectively. 3. Increasing awareness of the availability and significance of

CalJOBS Code	Code Definition
	<p>credit reports and credit scores in obtaining credit, including determining their accuracy (and how to correct inaccuracies in the reports and scores), and their effect on credit terms.</p> <ol style="list-style-type: none"> 4. The ability to understand, evaluate, and compare financial products, services, and opportunities. 5. Address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials.
<p>322 Job Readiness Training</p>	<p>A participant received training regarding the skills necessary to be successful in the workplace. The training provided the participant with specific occupational competencies needed to perform specific tasks on the job. These competencies include, but are not limited to: how to communicate in an office environment, how to function as part of a team, and how to work in a deadline-driven workplace.</p> <p>This code must be applied in conjunction with one of the following codes:</p> <ol style="list-style-type: none"> 1. Occupational skills training, including training for nontraditional employment (300) 2. On-the-job training (301) 3. Incumbent worker training (308) 4. Programs that combine workplace training with related instruction, which may include cooperative education programs (321) 5. Private sector operated training programs (320) 6. Skill upgrading and re-training (305) 7. Entrepreneurial training (302) 8. Transitional jobs (321)

Pre-apprenticeship

Programming offered in a manner that is consistent with the requirements of Section 14230 of the Unemployment Insurance Code, regardless of whether the pre-apprenticeship program funding source includes California Workforce Innovation and Opportunity Act funds.

CalJOBS Code	Code Definition
<p>224 Pre-Apprenticeship Training</p>	<p>The participant enrolled in a Pre-Apprenticeship (PA) program that has a documented partnership with at least one Registered Apprenticeship program. The PA's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s).</p> <p>This activity code requires staff to provide justification in CalJOBS under case notes.</p>
<p>307 Pre-Apprenticeship Program with Occupational Skill Training (ITA)</p>	<p>The participant enrolled in a Pre-Apprenticeship (PA) program that has a documented partnership with at least one Registered Apprenticeship program. The PA's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s). In addition, the pre-apprenticeship program provides occupational skills training that leads to an industry-recognized certificate, credential, or license upon completion.</p> <p>If the pre-apprenticeship training does not provide occupational skills training that leads to an industry-recognized certificate, credential, or license, the Pre-Apprenticeship Training (224) activity code should be utilized.</p>

Skills and Vocational Training

The skills and vocational training should align with regional labor market needs identified as part of the California Workforce Innovation and Opportunity Act regional planning process.

CalJOBS Code	Code Definition
<p>300 Occupational Skills Training (Approved ETPL Provider)</p>	<p>The participant enrolled in a California (CA) Eligible Training Provider List (ETPL) training program designed to provide the technical skills necessary to perform a specific job or group of jobs. All Occupational Skills Training services must have an Occupational Code (ONET Code) that indicates the type of training being provided. The Industry Code (NAICS Code) is not required.</p>
<p>302 Entrepreneurial Training</p>	<p>A participant attended entrepreneurial skills training that included, but was not limited to, the elements of starting and operating a small business, business plan development, securing financing, general business law concepts, employee management, and the understanding of marketing concepts.</p>
<p>304 Customized Training</p>	<p>A participant enrolled in an employer's customized training program. The training was designed to meet the specific requirements of an employer (or a group of employers); was conducted with a commitment by the employer to employ the participant upon successful completion of the training; and for which the employer paid a significant portion of the cost of training, as determined by the Local Board in accordance with WIOA.</p> <p>Customized training may be provided when the following criteria are met:</p> <ol style="list-style-type: none"> 1. The participant is not earning a self-sufficient wage as determined by Local Board policy. 2. The above paragraph's requirements are met. 3. The customized training relates to on-the-job training contracts for employed workers or other

CalJOBS Code	Code Definition
	appropriate purposes identified by the Local Board.
305 Skills Upgrading and Retraining	A participant was provided training to upgrade his/her skills, and/or to retrain.
307 Pre-Apprenticeship Program with Occupational Skill Training (ITA)	<p>The participant enrolled in a Pre-Apprenticeship (PA) program that has a documented partnership with at least one Registered Apprenticeship program. The PA's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s). In addition, the pre-apprenticeship program provides occupational skills training that leads to an industry-recognized certificate, credential, or license upon completion.</p> <p>If the pre-apprenticeship training does not provide occupational skills training that leads to an industry-recognized certificate, credential, or license, the Pre-Apprenticeship Training (224) activity code should be utilized.</p>
308 Incumbent Worker Training	The participant participated in an incumbent worker training designed to meet the needs of an employer or group of employers in an effort to help avert potential layoffs, or for the employee to obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less-skilled employees.
322 Job Readiness Training	A participant received training regarding the skills necessary to be successful in the workplace. The training provided the participant with specific occupational competencies needed to perform specific tasks on the job. These competencies include, but are not limited to: how to

CalJOBS Code	Code Definition
	<p>communicate in an office environment, how to function as part of a team, and how to work in a deadline-driven workplace.</p> <p>This code must be applied in conjunction with one of the following codes:</p> <ol style="list-style-type: none"> 1. Occupational skills training, including training for nontraditional employment (300) 2. On-the-job training (301) 3. Incumbent worker training (308) 4. Programs that combine workplace training with related instruction, which may include cooperative education programs (321) 5. Private sector operated training programs (320) 6. Skill upgrading and re-training (305) 7. Entrepreneurial training (302) 8. Transitional jobs (321)
<p>323 Workplace Training & Cooperative Education</p>	<p>A participant attended a training program that combined workplace training with related instruction. This definition includes cooperative education programs.</p>
<p>324 Adult Education with Training Services</p>	<p>A participant, in consultation with an employment counselor, enrolled in Adult Education that incorporates an Occupational Skills Training program selected from the CA ETPL that confers industry-valued skills in priority industry sectors, and is paid for with a pre-approved Individual Training Account.</p> <p>The participant must also be enrolled in one of the following activities: 300, 301, 302, 305, 306, 320, 323, 325, 330, 346, or 416.</p>
<p>325 Apprenticeship Training</p>	<p>A participant enrolled into a Registered Apprenticeship Program listed on the CA ETPL.</p>
<p>328 Occupational Skills Training (Non-ETPL provider, Non-formula)</p>	<p>A participant attended training designed to provide the technical skills necessary to perform a specific job or group of jobs.</p>

CalJOBS Code	Code Definition
	The training provider was not on the CA ETPL.

Stipends for trainees

CalJOBS Code	Code Definition
<p>183 Supportive Service: Incentives/Bonuses</p> <p><i>*AB1111 – Stipends are allowable under this activity code.</i></p>	<p>A participant received an incentive or bonus that enabled him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>This definition does not include Needs-Related Payments (326). Service must be provided according to the approved Local Area policy for Incentives and Bonuses.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>

Supportive services under the California Workforce Innovation and Opportunity Act

CalJOBS Code	Code Definition
<p>109 Referred to Community Resource</p>	<p>AJCC staff—via phone call, email, or other means of direct contact—initiated a referral to a community resource on behalf of a participant.</p>
<p>180 Supportive Service: Child / Dependent Care</p>	<p>A participant received assistance with child care or dependent care that enabled him/ her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career</p>

CalJOBS Code	Code Definition
	<p>services (not including follow-up services) or training activities.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>
<p>181 Supportive Service: Transportation Assistance</p>	<p>A participant received assistance with transportation that enabled him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>
<p>182 Supportive Service: Medical</p>	<p>A participant received assistance with medical services that enabled him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>

CalJOBS Code	Code Definition
<p>183 Supportive Service: Incentives / Bonuses</p> <p><i>*AB1111 – stipends are allowable under this activity code</i></p>	<p>A participant received an incentive or bonus that enabled him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>This definition does not include Needs-Related Payments (326). Service must be provided according to the approved Local Area policy for Incentives and Bonuses.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>
<p>184 Supportive Service: Temporary Shelter</p>	<p>A participant received assistance with temporary shelter that enabled him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>
<p>185 Supportive Service: Other</p>	<p>A participant received assistance that was necessary to enable the individual to participate in career services or training activities. This activity code should only be used if no other Supportive Service codes apply.</p>

CalJOBS Code	Code Definition
	<p>This activity code requires staff to document the type of service provided in a case note.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>
<p>186 Supportive Service: Seminar/Workshop Allowance</p>	<p>A participant received an allowance to attend an employment-related seminar or workshop.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>
<p>187 Supportive Service: Job Search Allowance</p>	<p>A participant received an allowance to purchase items necessary for conducting a successful job search.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the</p>

CalJOBS Code	Code Definition
	supportive service must be within the dates of the career service or training activity.
<p>188 Supportive Service: Tools/Clothing</p>	<p>A participant received assistance with employment-related attire or tools for the purpose of obtaining employment.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>
<p>189 Supportive Service: Housing Assistance</p>	<p>AJCC staff provided and/or arranged for a participant to receive housing assistance that enabled him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>
<p>190 Supportive Service: Utilities</p>	<p>AJCC staff provided and/or arranged for a participant to receive assistance with his/her utilities that enabled him/her to participate in career services or training activities.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career</p>

CalJOBS Code	Code Definition
	<p>services (not including follow-up services) or training activities.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>
<p>191 Supportive Service: Educational Testing</p>	<p>A participant received financial assistance to take a high school equivalency test or an exam for an occupation certification or credential for the purpose of obtaining employment.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>
<p>192 Supportive Service: Post-Secondary Academic Materials</p>	<p>A participant received assistance with books, fees, school supplies, and other necessary supplies for students enrolled in post-secondary education classes.</p> <p>Supportive services may be made available to any adult or dislocated worker participating in Title I career services (not including follow-up services) or training activities.</p> <p>*This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.</p>

CalJOBS Code	Code Definition
<p>326 Supportive Service: Needs Related Payments (Training)</p> <p><i>*AB1111 – The participant needs to be enrolled in a training program under AB1111 or WIOA.</i></p>	<p>An unemployed Adult or Dislocated Worker participant received a needs-related payment(s) for the purpose of enabling him/her to participate in training services. In order to qualify for needs-related payments, the participant must also be unemployed, not qualified or ceased to qualify for unemployment compensation, and be enrolled in a training services under WIOA.</p> <p>Please note: The maximum level of needs-related payments must be established by the Local WDB.</p>
<p>327 Supportive Service: Training Allowance</p>	<p>The participant received an approved training allowance required in conjunction with his/her original training or education. The training allowance may be utilized to pay for training-related applications, tests, and certifications. For example, a participant with a nursing degree received a training allowance for CPR training.</p>

Work Experience

CalJOBS Code	Code Definition
<p>219 Work Experience</p>	<p>A participant took part in a planned, structured learning experience that took place in a private, for-profit, nonprofit, or public sector workplace for a limited time period. Work experience may be paid or unpaid, as appropriate.</p> <p>This activity does not include Internship (218), Pre-Apprenticeship Training (224), or Transitional Job (320).</p>

Appendix II. Individual Registration, WIOA Title I Application, and Creating Participation

The following section highlights steps of the Individual Registration, WIOA Title I – Adult and Dislocated Worker Applications and Creating Participation. This section will provide direction and guidance on elements of the CalJOBS process that varies from the WIOA Title I requirements. It is considered a special circumstance when participants can be enrolled in AB1111, even though the system will state eligibility has not been met at the

end of the WIOA Title I application. Program staff seeking more general information about using CalJOBS should refer to the resources listed in Appendix IV.

A participant’s eligibility (target population criteria and barrier(s) to employment) will be captured during the Individual Registration, WIOA Title I – Adult, and/or WIOA Title I – Dislocated Worker applications process.

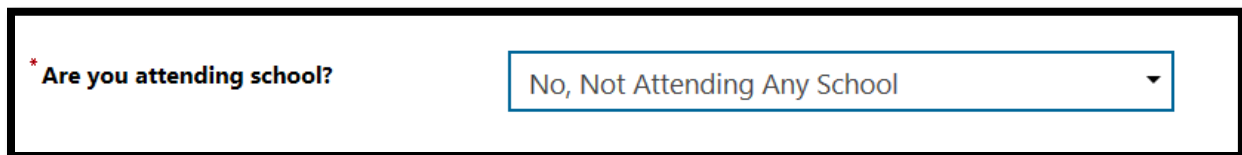
The primary application to use for most participants is the WIOA Title I – Adult Application. The Title I – Dislocated Worker Application is only used for displaced worker participants.

Note: This information applies to enrollment in the AB1111 Initiative only and does not apply to cases in which a program staff is co-enrolling a participant with another program.

AB1111 CalJOBS Individual Registration

CalJOBS Individual Registration can be completed by the individual or program staff. Completing registration and the application are two separate processes. An individual must be registered in CalJOBS before a program staff can start the WIOA Title I – Adult and/or Dislocated Worker Applications for enrollment into the AB1111 Initiative. During the Individual Registration process, there are eligibility questions that do not transfer into the WIOA Title I – Adult and/or Dislocated Worker Applications. This section will identify these eligibility criteria and provide additional guidance.

Disconnected Youth: To meet the disconnected youth eligibility, an individual must be between the ages of 18 and 24 who is neither working nor attending school. Individual or program staff need to select “*No, Not Attending Any School*” for the question, **Are you attending school?** in the Education Information section of the Individual Registration.



* Are you attending school?

Individual or program staff also need to select either “*Not Working*” or “*Never Worked*” for the question, **Current Employment Status** in the Employment section of the Individual Registration.



* Current Employment Status:

*** Current Employment Status:** Never Worked ▼

Transgender and Gender Nonconforming Individuals: To establish program eligibility for transgender or gender nonconforming individual, individual or program staff need to select the option that most accurately applies to the individual for the following questions: **What sex were you assigned at birth, on your original birth certificate?** and **How would you describe yourself?** under the Demographic Information section of the Individual Registration process.

*** What sex were you assigned at birth, on your original birth certificate?:** Female Male Prefer not to disclose

How would you describe yourself? None Selected ▼

- None Selected
- Man
- Woman
- Transgender
- Do not identify as man, woman, or transgender
- Prefer not to disclose

Note: The transgender and gender nonconforming individual eligibility only transfers the selection on the sex assigned at birth question and does not transfer the selection on how would you describe yourself into the WIOA Title I – Adult Application.

The selection to the question, **What sex were you assigned at birth, on your original birth certificate?** is linked to other questions during Individual Registration and WIOA Title I – Adult Application. If the selection is “Male,” the CalJOBS system will populate questions specifically for males during Individual Registration and WIOA Title I – Adult application.

Program staff will use the AB1111 Supplemental Report to capture the transgender and gender nonconforming individual eligibility.

Immigrants: For immigrant eligibility, the individual or program staff must select “Yes” for the question, **Do you have limited proficiency in speaking, writing, reading, or**

understanding English? or Do you have difficulty in speaking, writing, reading, or understanding English? under the Ethnic Origin of the Individual section of the Individual Registration process. Program staff will use the AB1111 Supplemental Report to capture this eligibility.

Language

Do you have limited proficiency in speaking, writing, reading, or understanding English?
or
Do you have difficulty in speaking, writing, reading, or understanding English?

Yes No

Once “Yes” is selected, additional questions will populate. Individual or program staff should make the selection that most accurately describes the individual.

Language

Do you have limited proficiency in speaking, writing, reading, or understanding English?
or
Do you have difficulty in speaking, writing, reading, or understanding English?

Yes No

* Please select your primary language:

* How well do you speak that language?

* Do you require English language assistance? Yes No

* How well do you speak English?

Note: The determination for the immigrant eligibility is English Language Learner and faces multiple cultural barriers so during the enrollment process in the WIOA Title I – Adult Application (see page 37 of this guide), program staff will need to select “Yes” for English Language Learner and “Yes” for Cultural Barriers.

English Language Learners: An individual whose primary language is not English. To determine this eligibility, the selection should be “Yes” for the question **Do you limited proficiency in speaking, writing, reading, or understanding English? or Do you have difficulty in speaking, writing, reading, or understanding English?** under the Ethnic Origin of the Individual section of the Individual Registration process.

Language

Do you have limited proficiency in speaking, writing, reading, or understanding English?

Yes No

or

Do you have difficulty in speaking, writing, reading, or understanding English?

Once “Yes” is selected, additional questions will populate. Program staff should make the selection that most accurately describes the individual.

Language

Do you have limited proficiency in speaking, writing, reading, or understanding English? Yes No

or

Do you have difficulty in speaking, writing, reading, or understanding English?

* Please select your primary language:

* How well do you speak that language?

* Do you require English language assistance? Yes No

* How well do you speak English?

Individual or program staff will need to select a primary language for the question, **Please select your primary language.**

* Please select your primary language:

Note: During the enrollment process in the WIOA Title I – Adult Application (see pages 37 and 38 of this guide), program staff will need to select “Yes” for English Language Learner.

Foster Youth: Youth who are in, or have aged out of, the foster care system. The foster youth eligibility cannot be captured in CalJOBS Individual Registration or WIOA Title I – Adult Application; so program staff are to use the AB1111 Supplemental Report to document this eligibility.

Displaced Workers: see section, AB1111 WIOA Title 1 – Dislocated Worker Application on page 44 of the guide.

AB1111 WIOA Title I – Adult Application

Once registration is complete, the enrollment process for the AB1111 Initiative begins. Eligibility needs to be established for the individual and the WIOA Title I – Adult

Application is used to establish eligibility. This section contains enrollment processes that differ from the WIOA Title – Adult requirements and other guidance.


At the beginning of the WIOA Title I – Adult Application, there are several ‘Eligibility Date’ options, since all AB1111 participants are being enrolled as adults, enter the date next to the field titled, Adult Eligibility Date. The Application Date should be the same.


Workforce Innovation and Opportunity Act (WIOA)

Application is Closed Never Enrolled

Case Application ID: 2244645

WIA Converted Application ID: Not Applicable

*** Application Date:**  [Today](#)

Adult Eligibility Date:  [Today](#)

During the application process, the responses to some questions will prompt the “Verify” link. When the “Verify” link appears, program staff will need to verify by selecting one of the methods and retain documentation in the participant’s hard file.

It is the program staff’s preference to retain documents electronically or in a hard file. The current monitoring method is reviewing a hard file. If program staff choose to upload documents to CalJOBS, a hard copy will need to be available for the monitor at the time of monitoring.

There may be instances where attaining documentation is not an option. Selecting self-attestation is an option but should be used as a last resort. When selecting self-attestation, it is important to have a document that allows the participant to make a statement justifying eligibility and include signatures from the individual and program staff. Case notes should capture information to support this choice.

Citizenship Status

Program staff should select the Citizenship Status from the drop-down menu that best reflects the individual they are serving. If program staff select the answer, “None of the above” during the Individual Registration, CalJOBS will still allow program staff to continue with the WIOA Title I – Adult Application. This will not affect an individual’s eligibility for the AB1111 Initiative.

*** U.S. Citizenship Status:**

*** Verify:**

None of the above

None Selected

Citizen of U.S. or U.S. Territory

U.S. Permanent Resident

Alien/Refugee Lawfully Admitted to U.S.

None of the above

Selective Service

Program staff will be asked to select one of the four options to describe the status of an individual’s Selective Service registration: “Yes”, “No”, “Exempt”, or “Not Applicable”. Select the option that most accurately applies to the individual; however, program staff should note that Selective Service registration is not a requirement for this Initiative and the program staff will be able to continue with the WIOA Title I – Adult Application, if “No” is selected.

*** Registered for the Selective Service:**

Verify:

Selective Service Registration Number:

Not Applicable

None Selected

Yes

No

Documented exemption from registration

Not Applicable

Program staff should also note that choosing the “Not Applicable” will cause an error message to appear that reads “The selected value cannot be ‘Not Applicable’ when gender is Male” (image below). This message will not prevent the program staff from continuing to complete the application and can be disregarded.

*** Registered for the Selective Service:**

Not Applicable

The selected value cannot be "Not Applicable" when gender is Male

As mentioned above, selecting the “No” response in the Selective Service registration field will not prevent the program staff from completing the WIOA Title I – Adult application; however, selecting this option requires program staff to note several differences in the final steps of the enrollment process. On the final page of the application, the Eligibility Summary, the system will generate a list of all grant programs for which the individual is eligible (or not eligible). An individual that indicated “No” (and falls within the requirements for being registered) for Selective Service registration will not qualify for the WIOA Title I Adult program as shown below as Selective Service registration is a requirement for receiving WIOA services. This is considered a special circumstance where WIOA Title I eligibility is not met and the individual can still be enrolled in the Non-WIOA Special Grant programs.

Note: If this individual were to be co-enrolled with a WIOA Title I program, Selective Service registration would be required under WIOA.

Transgender/Gender Nonconforming Individuals

For the WIOA Title I – Adult Application, gender is determined only by the selection to the question, **What sex were you assigned at birth, on your original birth certification?** during the Individual Registration. The WIOA Title I – Adult Application does not take into consideration the selection for the question, **How would you describe yourself?**

For example: If “Male” is selected for the question, **What sex were you assigned at birth, on your original birth certification?** and “Woman” is selected for the question, **How would you describe yourself?** during the Individual Registration process, the WIOA Title I – Adult Application will assume the individual is a male. Therefore, the question, **Women seeking training or education in nontraditional fields of employment** will not populate in the WIOA Title I – Adult Application. If program staff encounter this situation and need further clarification, contact the CWDB Program Analyst.

Immigrants

The determination for immigrant eligibility is English Language Learner and faces multiple cultural barriers. In addition to the questions to determine immigrant eligibility during the CalJOBS Individual Registration (see pages 31 and 32 of this guide), program staff must also select “Yes” for **English Language Learner** under the Individual Barriers section and “Yes” for **Cultural Barriers** under the Barriers to Employment section of the WIOA Title I – Adult Application.

<p>* English Language Learner: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>

*** Cultural Barriers:** Yes No Did not self-identify

English Language Learners

For English Language Learner (ELL) eligibility, program staff need to select “Yes” for English Language Learner under the Individual Barriers section of the WIOA Title I – Adult Application. The selection “Yes” to the question, **English Language Learner** will automatically populate “Yes” for the question, **Basic Skills Deficient/Low Levels of Literacy** under Individual Barriers section.

*** English Language Learner:** Yes No

*** Basic Skills Deficient/Low Levels of Literacy:** Yes No

When the question, **Basic Skills Deficient/Low Levels of Literacy** is selected “Yes”, the verify link is a required field.

***Verify:**
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
✓ Documentation in Case File

Basic Skills Deficient Verification

- Copy of any generally accepted standardized test
- School record of reading and/or math skills determined within the previous 12 months of application or
- Other indication that the applicant cannot read sufficiently to complete forms and/or indicating applicant has math skills below the ninth grade level.
- Documentation in Case File
- Other Applicable Documentation, (specify)

Displaced Homemakers

To establish displaced homemaker eligibility, program staff need to select “Yes” for the question, **Displaced Homemaker** under the Barriers to Employment section of the WIOA Title I – Adult Application.

*** Displaced Homemaker:**



Yes



No

Note: The displaced homemaker eligibility also appears in the WIOA Title I – Dislocated Worker Application; however, CWDB requires program staff to enroll displaced homemaker under the WIOA Title I – Adult Application.

Persons who are incarcerated and soon to be released or formerly incarcerated

For the AB1111 Initiative, individuals falling into one or more of the following categories will meet the eligibility for persons who are incarcerated and soon to be released or formerly incarcerated.

CalJOBS' definition of an ex-offender is an individual who has been arrested/convicted of a crime.

The WIOA definition for an ex-offender is an adult or juvenile who is or has been the subject to any stage of the criminal justice process and for whom services under [WIOA] may be beneficial, or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Under the Unemployment Insurance Code, Section 14040(b), the term justice-involved refers to individuals (adult and juveniles) who are on parole, probation, mandatory supervision, post-release community supervision, or are otherwise part of the supervised population as defined in Penal Code in Penal Code §1234(d), and/or under the jurisdiction of a county or the California Department of Corrections and Rehabilitation (CDCR). This also includes individuals who are on county informal probation, county deferred entry of judgment, or any other county diversion program such as drug courts, veterans courts, community courts or other specialty courts.

To establish the eligibility in CalJOBS, program staff will select “Yes” for the question, **Ex-Offender (individual has been arrested/convicted of a crime)** under the Individual Barriers section.

* **Ex-Offender (individual has been arrested/convicted of a crime):** Yes No Did not self-identify

* **Verify:** [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Offender Verification

- Police records
- Court documents
- Halfway house resident
- Letter of parole
- Letter from probation officer
- Applicant statement/self attestation, in limited cases
- Self-Certification
- Telephone Verification
- Documentation in Case File
- Other Applicable Documentation, (specify)

Women Seeking Training or Education to Move into Nontraditional Fields of Employment

If the individual is a woman who is seeking training or education to move into a nontraditional field of employment, select “Yes” for the question, **Woman seeking training or education to move into nontraditional field of employment** under the Miscellaneous Employment section.

* **Woman seeking training or education to move into nontraditional field of employment:** Yes No

Note: On the AB1111 Supplemental Report, program staff will need to identify the nontraditional field of employment (occupation) for the participant.

Accessing AB1111 Grant ID

Once the application is complete, program staff will arrive at a final page with a list of programs to enroll the individual in. The WIOA Title I programs are at the top of the page and Non-WIOA Special Grants (state funded programs) are further down.

Workforce Innovation and Opportunity Act (WIOA) Eligibility Information

Applicant Eligibility

Applicant meets the definition for low income: No

Income Table: [Income Table](#)

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	No			Selective Service is not met. Not Authorized To Work In US	<input type="checkbox"/> Inactive
Dislocated Worker	Undetermined			No DW Eligibility Date.	<input type="checkbox"/> Inactive
Youth	Undetermined			No Youth Eligibility Date.	<input type="checkbox"/> Inactive

VET = Veteran, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

Program staff will need to scroll down this page to view additional funding streams.

When scrolling down, it shows the individual's eligibility status for Non-WIOA Special Grants (state funded programs) as *"Not Applicable."* This does not affect enrollment into AB1111.

Statewide Adult Eligibility:	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Applicant does not meet the requirements for Statewide Adult eligibility.				
Statewide Dislocated Worker Eligibility:	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Applicant does not meet the requirements for Statewide Dislocated Worker eligibility.				
Statewide Youth Eligibility:	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Applicant does not meet the requirements for Statewide Youth eligibility.				
Statewide Rapid Response Additional Assistance Eligibility:	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Applicant does not meet the requirements for Statewide Rapid Response Additional Assistance eligibility.				
Non-WIOA Grants				
Non-WIOA Special Grants:	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Local Funded Grants:	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive

To enroll the individual into the AB1111 Initiative, program staff should select “Yes” next to the Non-WIOA Special Grants option. A list of Non-WIOA Special Grants will appear where program staff can locate Grant ID, 2288 – AB1111 Participant Only then select “Add” under the Action column of the Grant Type table.

Non-WIOA Grants

Non-WIOA Special Grants: Yes No Not Applicable Inactive

Local Funded Grants: Yes No Not Applicable Inactive

Grants

No grants have been added.

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
NonWIOA Special Grant	188	HIGH GROWTH & EMERG IND	150		Add
NonWIOA Special Grant	354	2023 - Prop 39 Cohort 2.0 Adult Participant Only	2023		Add
NonWIOA Special Grant	402	AB 2060 3.0 Participants	2045		Add

Current Case Manager: Case currently Not Assigned to a Case Manager
[Assign Case Manager](#)

[Assign Me](#)
[Remove Case Manager Assignment](#)

Previous Case Manager:

Once the grant has been added, the screen will look similar to the image below in which the selected grant appears in a new table with “Remove” listed as an option under the Action column. If the Grant ID (code) selected is incorrect, click “Remove” under the Action column and select the correct grant. If the correct grant has been selected, click “Finish” at the bottom of the page and the individual will be enrolled in the AB1111 program.

Non-WIOA Grants

Non-WIOA Special Grants: Yes No Not Applicable Inactive

Local Funded Grants: Yes No Not Applicable Inactive

Grants

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
NonWIOA Special Grant	354	2023 - Prop 39 Cohort 2.0 Adult Participant Only	2023	08/21/2019	Remove

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
NonWIOA Special Grant	188	HIGH GROWTH & EMERG IND	150		Add
NonWIOA Special Grant	402	AB 2060 3.0 Participants	2045		Add

Current Case Manager: Case currently Not Assigned to a Case Manager
[Assign Case Manager](#)

[Assign Me](#)
[Remove Case Manager Assignment](#)

Previous Case Manager:

<< Back Finish

AB1111 WIOA Title I – Dislocated Worker Application

When your project is serving individuals falling under the displaced worker eligibility criteria, program staff will need to enroll the individuals in the WIOA Title I – Dislocated Worker Application.

A displaced worker is defined as a participant received services under WIOA sec. 133(b)(2)(B) as a person who -

- (A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and (iii) is unlikely to return to a previous industry or occupation;
- (B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in WIOA sec. 134(c)(3), career services described in WIOA sec. 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the participant resides or because of natural disasters;
- (D) is a displaced homemaker; or
- (E)(i) is the spouse of a member of the Armed Forces on active duty (as defined in 10 U.S.C. section 101(d)(1) of title 10 of the United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in WIOA sec. 3(16)(B).

To enroll an individual under the displaced worker criteria, program staff will enter an “Eligibility Date” next to the field titled, **Dislocated Worker Eligibility Date**. The Application Date should be the same.

Dislocated Worker Eligibility Date:

06/01/2020



Today

During the application process, the responses to some questions will prompt the “Verify” link. When the “Verify” link appears, program staff will need to verify by the selecting one of the methods and retain documentation in the participant’s hard file.

This section will provide guidance to the differences in the Dislocated Worker Application from the Adult Application.

Unlike the WIOA Title I - Adult Application, some questions requiring selections are not marked with the red asterisks.

For the question, **Employment Status at Dislocated Worker Eligibility**, program staff should enter the selection that best reflects the individual.

*** Employment Status at Dislocated Worker Eligibility:**

Not Employed

None Selected

Employed

Employed, but received notice of termination of employment or military separation

Not Employed

If the selection is **Employed** or **Employed, but received notice of termination of employment or military separate**, a response is required for the following question, **Under-Employed at Dislocated Worker Eligibility**.

*** Under-Employed at Dislocated Worker Eligibility:** Yes No Not Applicable

Program staff will need to provide a selection for the question, **Dislocated Worker Category**. Depending on the selected category, additional questions will populate. There are nine categories (Categories 1-8, Category 12) to select from the question.

Categories 1 to 5

If you select **Category 1, Category 2, Category 3, Category 4, or Category 5:**

- Category 1:** Terminated or laid off, or has received notice of termination or layoff, **and is eligible for or has exhausted entitlements to UC, and** is unlikely to return to previous industry or occupation.
- Category 2:** Terminated or laid off, or has received notice of termination or layoff, **and** has been employed for sufficient duration (based on state policy) to demonstrate workforce attachment, but **is not eligible for UC due to insufficient earnings, or the employer is not covered under the state UC law, and** is unlikely to return to previous industry or occupation.
- Category 3:** Individual is terminated or laid off, or has received notice of termination or layoff, from employment as a result of the **Permanent closure of or substantial layoff** at a plant, facility or enterprise.
- Category 4:** Individual is **employed** at a facility at which the employer has made a **general announcement that the facility will close**. Enter the date the facility will close (if known) in the Projected Layoff Date below.
- Category 5:** Individual was **previously self-employed** (including farmers, ranchers and fishermen), but **is unemployed** due to general **economic conditions** in the community of residence or because of **natural disaster**. Record the last date of self-employment in the Actual Layoff Date.


The Verify link will populate so program staff will need to verify and retain documentation in the individual's hard file.


***Verify:**
 [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
 Documentation in Case File

Dislocation Category Verification

- Cat 1 or 2: Separation Notice
- Cat 1 or 2: UC Records
- Cat 3: WARN notice or letter of authorization from the State WIA Admin Dept.
- Cat 4: Documentation of "General Announcement."
- Cat 5: Receipt of Notice of foreclosure or intent to foreclose.
- Cat 5: Proof of failure of the farm, business or ranch to return a profit during preceeding 12 months.
- Cat 5: Entry of individual into bankruptcy proceedings.
- Cat 5: Inability to make payments on loans secured by tangible business assets.
- Cat 5: Inability to obtain capital necessary to continue operations.
- Cat 5: A debt-to-asset ratio sufficiently high to be indicative of the likely insolvency of the farm, ranch or business.
- Cat 5: Other events indicative of the likely insolvency of the farm, ranch or business.
- Cat 6: Is verified in Barriers - Displaced Homemaker
- Cat 7: Case file documents active duty Armed Forces spouse employment loss related to duty station change.
- Cat 8: Case file documents active duty Armed Forces spouse is unemployed/underemployed and having difficulty obtaining/upgrading employment.
- Cat 12: NDWG Documentation showing proof of eligibility
- Documentation in Case File
- Cat 1 - 8: Other Applicable Documentation, (specify)

The questions, **Project Layoff Date** and **Actual Layoff Date (if date is in the future, please leave empty)** are not marked with red asterisks but are required and need to have at least one date to continue with the Dislocated Worker Application.

Projected Layoff Date:  [Today](#)

Actual Layoff Date (if date is in the future, please leave empty):  [Today](#)

Additionally, program staff will need to provide information on the dislocated employer (of the individual):

[Search Individual Employment History](#)

* **Dislocation Employer:**

* **Employer Address 1:**

Employer Address 2:

* **Employer City:**

* **Employer State:**

* **Employer Country:**

* **Employer Zip:**

* **Dislocation Hourly Wage**

Categories 6 to 8

If the selection is **Category 6**, **Category 7**, or **Category 8**, the dislocated employer information is not required.

- Category 6: Displaced Homemaker:** An individual who has been providing **unpaid services to family members** in the home **and** has been dependent on the income of another family member but is **no longer supported by that income**; or is the **dependent spouse** of a member of the Armed Forces on active duty and whose **family income is significantly reduced** because of a deployment, or a call or order to active duty, or a permanent change of station, or the service-connected death or disability of the member; **and is unemployed or underemployed** and is experiencing difficulty in obtaining or upgrading employment.

- Category 7:** The **spouse of a member of the Armed Forces** on active duty, **and** who has experienced a **loss of employment as a direct result of relocation to accommodate a permanent change in duty station** of such member.

- Category 8:** The **spouse of a member of the Armed Forces** on active duty and who is **unemployed or underemployed** and is experiencing difficulty in obtaining or upgrading employment.

The Verify link will populate so program staff will need to verify and retain documentation in the individual’s hard file.

***Verify:**


[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]


✓ Documentation in Case File

Dislocation Category Verification

- Cat 1 or 2: Separation Notice
- Cat 1 or 2: UC Records
- Cat 3: WARN notice or letter of authorization from the State WIA Admin Dept.
- Cat 4: Documentation of "General Announcement."
- Cat 5: Receipt of Notice of foreclosure or intent to foreclose.
- Cat 5: Proof of failure of the farm, business or ranch to return a profit during preceeding 12 months.
- Cat 5: Entry of individual into bankruptcy proceedings.
- Cat 5: Inability to make payments on loans secured by tangible business assets.
- Cat 5: Inability to obtain capital necessary to continue operations.
- Cat 5: A debt-to-asset ratio sufficiently high to be indicative of the likely insolvency of the farm, ranch or business.
- Cat 5: Other events indicative of the likely insolvency of the farm, ranch or business.
- Cat 6: Is verified in Barriers - Displaced Homemaker
- Cat 7: Case file documents active duty Armed Forces spouse employment loss related to duty station change.
- Cat 8: Case file documents active duty Armed Forces spouse is unemployed/underemployed and having difficulty obtaining/upgrading employment.
- Cat 12: NDWG Documentation showing proof of eligibility
- Documentation in Case File
- Cat 1 - 8: Other Applicable Documentation, (specify)

Additionally, the questions, **Project Layoff Date** and **Actual Layoff Date (if date is in the future, please leave empty)** are not marked with red asterisks but are required and needs to have at least one date to continue with the Dislocated Worker Application.

Projected Layoff Date:  [Today](#)

Actual Layoff Date (if date is in the future, please leave empty):  [Today](#)

Category 12

If the selection is **Category 12: Employer Information not required**

Category 12: Dislocated Worker Grant (DWG) eligibility: Individual does not meet criteria outlined for Dislocated Workers in categories 1 - 8 above, but is an individual that meets **DWG** eligibility outlined under WIOA Title ID National programs, Sec. 170 National dislocated worker grants, relating to Sec 170(b)(1)(A) workers affected by major economic dislocations OR Sec 170(b)(1)(B) workers affected by an emergency or major disaster.

The Verify link will populate so program staff will need to verify and retain documentation in the individual's hard file.



***Verify:**
[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
✓ Documentation in Case File

Dislocation Category Verification

- Cat 1 or 2: Separation Notice
- Cat 1 or 2: UC Records
- Cat 3: WARN notice or letter of authorization from the State WIA Admin Dept.
- Cat 4: Documentation of "General Announcement."
- Cat 5: Receipt of Notice of foreclosure or intent to foreclose.
- Cat 5: Proof of failure of the farm, business or ranch to return a profit during preceeding 12 months.
- Cat 5: Entry of individual into bankruptcy proceedings.
- Cat 5: Inability to make payments on loans secured by tangible business assets.
- Cat 5: Inability to obtain capital necessary to continue operations.
- Cat 5: A debt-to-asset ratio sufficiently high to be indicative of the likely insolvency of the farm, ranch or business.
- Cat 5: Other events indicative of the likely insolvency of the farm, ranch or business.
- Cat 6: Is verified in Barriers - Displaced Homemaker
- Cat 7: Case file documents active duty Armed Forces spouse employment loss related to duty station change.
- Cat 8: Case file documents active duty Armed Forces spouse is unemployed/underemployed and having difficulty obtaining/upgrading employment.
- Cat 12: NDWG Documentation showing proof of eligibility
- Documentation in Case File
- Cat 1 - 8: Other Applicable Documentation, (specify)

The questions, **Project Layoff Date** and **Actual Layoff Date (if date is in the future, please leave empty)** are not marked with red asterisks but are required and needs to

have at least one date to continue with the Dislocated Worker Application.

Projected Layoff Date:	<input type="text"/>	 Today
Actual Layoff Date (if date is in the future, please leave empty):	<input type="text"/>	 Today

Additional information will populate and will require a selection other than “*Not Provided*”, in order for program staff to continue with the Dislocated Worker Application.

Dislocated Worker Grant Eligibility

Is unemployed due to general economic conditions in the community lived in, or worked in, or related to a military installation realignment: Yes No Not Provided

Is unemployed as result of an emergency or major disaster in the community lived in, or worked in: Yes No Not Provided

Is considered long term unemployed, as defined by the state in the NDWG grant: Yes No Not Provided

The rest of the WIOA Title I - Dislocated Worker application follows the same structure of assigning the grant code to the individual as the WIOA Title I – Adult application.

AB1111 Creating Participation

Once the Individual Registration and the WIOA Title I – Adult and/or Dislocated Worker Application processes are complete and the individual has been enrolled in the grant code 2288, it is necessary to create participation so the individual becomes an active AB1111 participant. The first step to creating participation is entering the first clock-restarting activity. Appendix III will provide guidance on activity codes and case notes.

The step-by-step instructions on how to create participation are located in [AB1111 CalJOBS Part 2A](#) or [AB1111 CalJOBS Part 2A \(Accessible\)](#).

Appendix III. AB1111 Program Implementation

Program Performance

As noted in the following statutorily reporting requirement for the AB1111 Initiative, existing performance monitoring systems and metrics governing relevant programs and outcomes will be used to track outcomes, including post-exit, for AB1111 participants.

- The ability of individuals to succeed in both the broader workforce and education system and labor market once they transition into the broader system. This shall be measured by tracking these individuals utilizing the existing performance monitoring systems and metrics governing relevant programs and outcomes once they transition into the broader system.

The WIOA metrics will be used for AB1111 participants regardless of co-enrollment. AB1111 does not require follow up services post-exit so it is not a requirement to perform additional work beyond the end of the grant term; however, it is important to understand the performance objectives for WIOA to better serve participants and assist in meeting performance outcomes during the program and after. For more information on performance, refer to the Directive, [WSD19-03](#).

Fiscal

All expenses should have receipts on file and should be justifiable, reasonable and benefit the AB1111 program. Agencies should set up internal systems to ensure that funds are tracked and spent accordingly. For example:

1. If work experience (WEX) wages are being paid by the AB1111 grantee, timesheets for those participants should be on file and case notes should include details about the WEX.
2. If a gas card is being provided, there should be justification in the case notes including the reason and the distance traveled. The receipt should be on file.
3. If childcare is paid, a receipt from the childcare provider should be on file.

Case notes should provide detail on all activities, spending and align with the participants' service plan.

The AB1111 Initiative requires a 1:1 in-kind and/or cash match. AB1111 grantees are required to internally track and account for the match amounts and be prepared to present the documentation when monitored.

Flow of Services, Case Notes, and Follow-up

The program staff should enter case notes "to tell" a story of the participant's enrollment and experience in the AB1111 Initiative. The recommended flow of activity codes associated with the services provided is as follow:

- Initial Assessment
- Individual Employment Plan (IEP)

- Activities/Services
- Measurable Skill Gains
- Credential Attainment
- Follow-up

Note: For CalJOBS Activity Codes' duration, refer to Attachment 2: CalJOBS Activity Codes Detailed Listing – Individual of the Directive, [WSD19-06](#).

Initial Assessment

The first activity code to enter for the AB1111 is CalJOBS Activity Code, 102 – Initial Assessment. If this activity is provided by program staff, not another organization, then the Service Provider tab can be skipped. Program staff should include a case note explaining the type of assessment given and the outcomes of the assessment.

The duration for this Activity Code, 102, to be kept open is one day.

Individual Employment Plan (IEP)

An IEP is required for each AB1111 participant. After completing the Initial Assessment, enter the second CalJOBS Activity Code, 205 – Development of IEP/ISS/EDP. If this activity is provided by program staff and not another organization, then the Service Provider tab can be skipped.

The duration for this Activity Code, 205, to be kept open is one day.

Program staff will need to complete an IEP for each AB1111 participant and ensure the participant's goal(s) is consistent with the Service Delivery Goals section of your Project Matrix.

For step-by-step instructions on how to create an IEP, refer to [AB1111 CalJOBS Part 2B](#) or [AB1111 CalJOBS Part 2B \(Accessible\)](#).

Note: The Project Matrix can be found in your executed contract and outlines the quantitative and/or qualitative goals for your AB1111 project.

Activities/Services

The activity codes associated with services should be entered according to services rendered. For each activity code entered, program staff should provide case notes. Suggested details for activity types are listed below. Program staff may provide additional case notes if needed.

- Supportive Services: purpose of the service, what was provided, quantity (if applicable), amount, and duration.
- Training: type of training to attend, where (name and location), skills/competencies to obtain upon completion, and duration of the training.
- Education: name of course, where (name and location), type of certification/degree/diploma to receive upon completion, and duration.

- Referral: purpose of referral and where (name and location).
- Enrollment into Partner Program: name of program and agency.

For example, a case manager enters the activity code, 301 On-the-Job Training for a participant with the case note heading of “On-the-Job Training”; case notes should include these details, “Participant A starts on-the-job training today (MM/DD/YYYY) at Manufacturing X. Manufacturing X is located at 5555 Parkway, Sacramento, CA 95838. Participant A will learn skills in manufacturing, processing orders, and customer service. Participant A receives 200 hours of OJT and will work 20 hours per week. The tentative end date is MM/DD/YYYY.”

Measurable Skills Gain (MSG)

MSGs track a participant's *interim* progress. Therefore, it is intended to capture important education or training progressions based upon “real-time.” It is NOT an exit-based performance indicator. This enables program staff to track and report progress and performance for participants while they are in the program. For more information on MSG, refer to pages 13 to 16 of the Directive, [WSD19-03](#).

The step-by-step instructions on how to create MSGs are located in [AB1111 CalJOBS Part 3](#) or [AB1111 CalJOBS Part 3 \(Accessible\)](#).

Credential Attainment

Program staff are expected to document credential attainment for AB1111 participants who are enrolled in education or training program within the grant term.

For step-by-step instructions on how to document Credential Attainment, refer to [AB1111 CalJOBS Part 3](#) or [AB1111 CalJOBS Part 3 \(Accessible\)](#).

Follow-up

Follow-up services are not required for the AB1111 Initiative; however, post-exit outcomes will be tracked utilizing the existing performance monitoring systems and metrics governing relevant programs and outcomes for participants that have transitioned into the broader system.

Appendix IV. References and Additional CalJOBS Resources

AB1111 Statute and Report

- [Assembly Bill \(AB\) 1111 \(Stats. 2017, ch. 824\)](#)
- [Supplemental Report of the 2018-19 Budget Act](#)
- [AB11111 Request for Applications \(RFA\) #84882](#)

WIOA and Directives

- [WIOA \(Public Law 113-128\)](#)
- WIOA Eligible Training Provider List - Policy and Procedures, [WSD15-07](#)
- Data Change Request Form Procedure, [WSD18-02](#)
- Performance Guidance, [WSD19-03](#)
- CalJOBS Activity Codes, [WSD19-06](#)

CalJOBS

- [CalJOBS Homepage](#)
- [CalJOBS Mobile App](#)
- [EDD CalJOBS General Information](#)

CalJOBS Training Webinar Series

- [AB1111 CalJOBS Part 1](#)
- [AB1111 CalJOBS Part 1 \(Accessible\)](#)
- [AB1111 CalJOBS Part 2A](#)
- [AB1111 CalJOBS Part 2A \(Accessible\)](#)
- [AB1111 CalJOBS Part 2B](#)
- [AB1111 CalJOBS Part 2B \(Accessible\)](#)
- [AB1111 CalJOBS Part 3](#)
- [AB1111 CalJOBS Part 3 \(Accessible\)](#)