

<b>TULARE COUNTY WORKFORCE INVESTMENT BOARD</b> (Previously the Tulare County Private Industry Council, Inc.)  <b>WORKFORCE INVESTMENT ACT</b> <b>TITLE I ACTIVITIES</b>	<b>DATE:</b>  June 16, 2000
	<b>SUBJECT:</b>  Registration of Customers

**WIB INTERIM DIRECTIVE**

**#D00-1**

**TO:**           WIB Service Providers  
                   WIB Vendors  
                   WIB Staff

**SUBJECT:**   REGISTRATION OF CUSTOMERS

**Purpose:**

This Directive establishes policy and procedures for registration of JTPA clients after May 16, 2000.

**Scope:**

This Directive affects the MIS paperwork flow for customers registered on or after May 16, 2000.

**Effective Date:**

This Directive is effective immediately.

**REFERENCES:**

- ◆ Draft JTPA Information Bulletin – JTPA PARTICIPANT CONVERSION REFERENCE GUIDE
- ◆ JTPA Directive D99-9 CLOSEOUT GUIDANCE II: LOCAL PLAN INSTRUCTIONS

**WIB – IMPOSED REQUIREMENTS:**

This Directive contains a state-imposed requirement. This requirement is indicated by ***bold, italic*** type.

**FILING INSTRUCTIONS:**

Retain until further notice.

**BACKGROUND:**

This Interim Directive includes information pertaining to the Job Training Automation (JTA) system conversion of Job Training Partnership Act (JTPA) participants into Workforce Investment Act (WIA) participants.

When the conversion process is triggered, it will:

- ◆ Generate a WIA client application for each converted JTA client. Generally, the WIA application number should be identical to the JTPA application number.
- ◆ Create a new WIA client enrollment for each active JTPA Grant code (not one for each JTPA Activity).
- ◆ Populate the WIA client enrollment form with all prior activities for those grant codes that were converted.

- ◆ Populate all converted JTPA enrollments with the termination code of "77" and the termination date of June 30, 2000.

Who will be converted?

Clients actively participating (including those that are enrolled in only assessment). However, if a client is not expected to receive any service beyond objective assessment in WIA, do not convert the client. The client must be closed prior to July 1, 2000. Conversion of this client will include them in the calculation of WIA performance measures.

- ◆ Clients who are not enrolled in activities but: Have been found eligible for a JTPA program and, whose eligibility has not expired at the close of business on June 30, 2000.

Clients who will not be converted, include:

- ◆ Clients who have been terminated from all JTPA activities prior to July 1, 2000.
- ◆ Clients who are only enrolled in funding streams that do not continue through July 1, 2000.
- ◆ Clients who have been issued Certificate of Continuing Eligibility (CCE), and have not been enrolled in an activity.

## **POLICY AND PROCEDURES:**

In order to facilitate the conversion of JTPA clients to WIA clients, the following procedures apply to clients registered on or after May 16, 2000.

### **ADULTS:**

*Include the attached form in the files of all clients that will be "grandfathered" into the WIA program.*

*Registration paperwork for clients who are not enrolled in an activity by June 30, 2000 and:*

- ◆ *have been found eligible for a JTPA program and*
- ◆ *whose eligibility has not expired at the close of business on June 30, 2000 (eligibility determination date dated on or after May 16, 2000)*

*will be input at the time of enrollment into Objective Assessment or Basic Readjustment (whichever is appropriate).*

*If a client's eligibility determination date dated on or after May 16, 2000 has already been input into the JTA system, and the client is not enrolled into a component, the client's registration should be updated with an "X" in the eligibility code field.*

### **YOUTH:**

*Include the attached form in the files of all clients that will be "grandfathered" into the WIA program.*

*Registration paperwork for clients who are not enrolled in an activity and:*

- ◆ *have been found eligible for a JTPA program and*
- ◆ *whose eligibility has not expired at the close of business on June 30, 2000 (registration dated after May 16, 2000)*

*will be input at the time of registration.*

***If a client's eligibility determination is dated on or after May 16, 2000, and has already been input into the JTA system, and the client is not enrolled into a component and is not going to be enrolled, the client's registration should be updated with an "X" in the eligibility code field.***

These actions will prevent the automatic conversion from JTPA into WIA.

**ACTION:**

Please update or input JTA registrations in the manner described above.

**INQUIRES:**

Please direct questions about this Interim Directive to the Tulare County Workforce Investment Board Administrative Office (559) 737-4246 or (800) 367-8742.



JOSEPH H. DANIEL  
Administrator

JHD:NB:mb

H:\Word\In-house\Interim D00-1.WIB



INTEROFFICE MEMORANDUM

Tulare County Workforce Investment Board

**DATE:** June 30, 2000

**TO:** File

**FROM:** Tulare County Workforce Investment Board (previously know as the Private Industry Council, Inc.)

**SUBJECT:** Participant Grandfathered into WIA

**This participant was enrolled into a program operated under PL 97-300 the Job Training Partnership Act (JTPA). On July 1, 2000 the Workforce Investment Act (WIA) replaces TPA.**

**This participant has not completed the training indicated in their Individual Service Strategy. Therefore, this participant will be grandfathered into a WIA program.**

**June 30, 2000**

\_\_\_\_\_  
**Case Manager Signature**