



# LOS ANGELES COUNTY WIA/ARRA PROGRAMS DIRECTIVE

Number: WIA/ARRA ADM D09-02

Subject: American Recovery Reinvestment Act (ARRA)  
JTA DEADLINES

Date: September 3, 2009

Effective Date: May 1, 2009

Page 1 of 1

## **TO: ALL WIA/ARRA SERVICE PROVIDERS**

The purpose of this directive is to provide deadlines and instructions for recording participant data in the Job Training Automation (JTA) system for all participants served with **American Recovery and Reinvestment Act of 2009 Funds, grant codes 102, 105, 107, and 103.**

The American Recovery and Reinvestment Act (ARRA) of 2009 provides significant funding for Workforce Investment Act (WIA) programs to support employment and training services as part of a comprehensive program to stimulate the U.S. economy. Participant data for WIA/ARRA funds must be tracked separately from regular formula allocated funds and reported monthly to the State of California, to ensure accountability at the local level.

### **Training and Employment Guidance Letter (TEGL) 24-08**

To record the impact of the Recovery Act resources, the Employment and Training Administration (ETA) has required States, and consequently local workforce areas, to provide more current information on participants and services rendered. The ETA has developed new, required supplemental reports (ref. TEGL 24-08) to address these needs. The State Employment and Development Department (EDD) is required to submit these supplemental reports monthly. Information recorded in the State JTA system will be used as a proxy for certain data elements required by Section 1512 of the Recovery Act. Therefore, it is critical that participant data is input into the JTA system timely and as participants are enrolled into your programs.

### **WIA/ARRA PROGRAMS JTA DEADLINE**

Local areas are operating under rigid reporting timeframes. EDD has required local areas to submit the monthly XWID by the end of the first week of the month following the report month. In order to meet these stringent reporting requirements, it is imperative that all application, enrollment, and exit activities be entered into the JTA system by WIA/ARRA service providers by the **close of business on the 3<sup>rd</sup> of the month following the report month.** (i.e. All participant activity occurring in May 2009 must be entered into the JTA system by COB

June 3, 2009.) **Should the 3<sup>rd</sup> of the month happen to fall on a holiday or weekend, the deadline is the last working day prior to the 3<sup>rd</sup> of the month.**

**XWID ERROR CORRECTION**

In order for local areas to transmit the XWID to the State, the extract of all participant information must be error-free. Service providers will be notified via e-mail of all XWID errors. Since service providers are still able to input into the JTA system while the XWID is being generated, additional errors may be inadvertently entered into the system after our initial e-mail notification is transmitted. For that reason, it will be necessary to send notification of errors on a flow-basis until the extract is error-free. **From the point of notification, service providers have 24-hours to correct the errors in the JTA system.** Additionally, providers are to ensure that corrections made to the participant's electronic records in the State JTA system match the information collected in the participant's case record.

If you have any questions regarding this directive, please contact Sara Lee Dato at (213) 738-2765, or by e-mail at [sdato@css.lacounty.gov](mailto:sdato@css.lacounty.gov).



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