

SAN DIEGO WORKFORCE PARTNERSHIP, INC.
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OPERATIONS ISSUANCE

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DATE: May 13, 2010

TO: One-Stop Career Center Operators and Managers
Adult and Youth Program Service Providers

FROM: Nathaniel Buggs
Vice President/Chief Operating Officer

SUBJECT: OPERATIONS MANUAL REVISION: CHAPTER V, PARTICIPANT TRACKING & REPORTING SYSTEM

This operations issuance transmits a revised Chapter V of the San Diego Workforce Partnership's Operations Manual, "Participant Tracking & Reporting System." It replaces and supercedes the existing Chapter V. All the information that had been contained in the existing Chapter V, issued May 23, 2006 as Operations Issuance 2006-12 Operations Manual Revision: Chapter V, Participant Tracking and Reporting System, has been incorporated into this issuance. This issuance is effective immediately.

Chapter V provides the guide to information tracked in the Customer Information Services Reporting System (CISRSSM). The CISRS WIA Forms & Procedures Handbook contained in this issuance, clarifies the procedures for recording WIA customer data and services for One-Stop operators, targeted adult programs, and WIA Youth programs.

The updates to Chapter V, through this issuance are Activity Code changes resulting from incremental additions or revisions by the Employment Development Department (EDD) WIA Job Training Automation (JTA) System Client Forms Handbook since February 2010, specifically activity codes and definitions as follows:

- Youth Activity codes added (716, 728, 743, 753, 754, 755, 756, and 757)
- Adult/Dislocated Worker Activity codes added (18, 19, 21,43, 44, 45, 50, 62, 63, 64, 65, and 84)

Other recent changes to the State JTA handbook will be distributed in a subsequent issuance.

Please review the information provided in this issuance to ensure that you are in compliance with the requirements and using the correct activity codes. If you have any questions regarding this issuance, please contact your Program Specialist at (619) 228-2900.

Attachment

Operations Manual Revision Chapter V – Participant Tracking & Reporting System

cc: Mayer Hoffman McCann P.C.
Workforce Partnership Internal Distribution List