

**SAN DIEGO WORKFORCE PARTNERSHIP, INC.**  
**3910 University Avenue, Ste 400**  
**San Diego, CA 92105**  
**(619) 228-2900**

<b>OPERATIONS ISSUANCE</b>
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**OPERATIONS ISSUANCE NO. 2014-15**

**DATE:**       **Friday, May 2, 2014**

**TO:**           America’s Job Centers of California Operators  
                  WIA Adult & Youth Program Service Providers

**FROM:**       David Graham  
                  Vice President of Information Technology

**SUBJECT:   ACCESS TO NEW CALJOBS<sup>sm</sup> (PHASE 1B) DELAYED UNTIL  
WEDNESDAY, MAY 7, 2014**

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**PURPOSE**

To inform all San Diego Workforce Partnership (“SDWP”) Adult & Dislocated Worker Service Providers, America’s Job Centers of California (“AJCC”) operators, and Youth Service Providers (collectively “Operators and Providers”) that access to California State’s New CalJOBS<sup>sm</sup> (Phase 1B), (“CalJOBS<sup>sm</sup>”) will be delayed until 8 AM, Wednesday, May 7, 2014. CalJOBS<sup>sm</sup> is still on track to launch Monday, May 5, 2014, however SDWP has received important information later than expected and requires 48 hours for testing purposes prior to allowing access to Operators and Providers.

**BACKGROUND**

The transition from SDWP’s Customer Information Services Reporting System (“CISRS”) to CalJOBS<sup>sm</sup> was initially planned for February 24, 2014 (see [Ops Issuance 2014-08](#)) and was later rescheduled to May 5, 2014 (see [Ops Issuance 2014-10](#)).

**ACTION/IMPLEMENTATION**

Effective immediately, Operators and Providers shall:

1. Continue to manually maintain records (i.e., any data which would normally be entered in CISRS).
2. Continue to complete the WIA Supplemental Application for all new WIA applications (see Item 1 in [Operations Issuance #2014-08](#)).
3. Operators and Providers shall manually enter data into CalJOBS<sup>sm</sup> beginning 8 AM,

Wednesday, May 7, 2014. **All manually maintained records must be entered into CalJOBS<sup>sm</sup> no later than 60 days from the date of activity.** Since Operators and Providers will have a backlog of manually maintained data when CalJOBS<sup>sm</sup> launches, SDWP recommends assigning a high priority to data entry, with the oldest data being entered first.

**NOTES**

Credentials (i.e., user names and passwords) will be sent to Operators and Providers by Tuesday, May 6, 2014.

If you have any questions regarding this issuance, please contact your Program Specialist at (619) 228-2900.

cc: SDWP Internal Distribution List  
Mayer Hoffman McCann P.C.

Name:  
SSN:

**WIA Supplemental Application**

ATTACHMENT A

Individual Information		
Individual with a Disability 1 Yes 0 No 9 Participant did not disclose	If Yes, then follow with -->	Category of Disability 1 Physical Impairment 2 Mental Impairment 3 Both Physical and Mental Impairments 9 Participant did not disclose

Veteran Characteristics			
Veteran Status 1 Yes 0 No 9 Status not known	If Yes, then follow with -->	Eligible Veteran Status 1 Yes <=180 days 2 Yes, Eligible Veteran 3 Yes, Other Eligible Person 0 No	
TAP Workshop in 3 Prior Years 1 Yes 0 No	Post 9/11 Veteran 1 Yes 0 No	Transistioning Service Member 1 Yes 2 No	

Migrant and Seasonal Farmworker Characteristics		
Farmworker Status 1 Farmworker 2 Migrant 3 Migrant Farmworker 0 No	If 1,2,3 then follow with -->	Type of Qualifying Farmwork 1 Agricultural Production and Services 2 Food Processing Establishments

Public Assistance Information	
Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI) 1 SSI 2 SSDI 3 BOTH 0 No	Other Public Assistance Recipient 1 Yes 2 No

AMERICAN JOB CENTER PROGRAM PARTICIPATION INFORMATION
Rapid Response Event Number LEAVE ELEMENT BLANK PENDING FURTHER INSTRUCTION FROM ETA.

SECTION C - AMERICAN JOB CENTER SERVICES AND ACTIVITIES	
Enter the 8 digit O*Net 4.0 (or later versions) code Occupational Skills Training Code #1 (***** )	Other Related Assistance and Support Services for Adult Customers Received Services through a Disaster National Emergency Grant
Occupational Skills Training Code #2 (***** )	1 Temporary job and workforce services 2 Temporary job only
Occupational Skills Training Code #3 (***** )	3 Workforce services only







No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	WIA Adults			WIA Dislocated Workers Rapid Response NEGs			WIA Youth
					SI	SC	IT	SI	SC	IT	14 - 21
<b>Section A.06: Public Assistance Information</b>											
601	Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	IN 1	Record 1 if the individual is a person who is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program. Record 2 if the individual is a person who is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program. Record 3 if the individual is receiving or has received both SSI and SSDI in the last six months prior to participation in the program. Record 0 if the individual does not meet any of the conditions described above. Leave blank if this data element does not apply to the person (covered entrants).	1 = SSI 2 = SSDI 3 = Both 0 = No		R	R		R	R	R
602	Other Public Assistance Recipient	IN 1	Record 1 if the participant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), or Food Stamp Assistance. Do not include foster child payments. Record 0 if the participant does not meet the above criteria. Leave blank if this data element does not apply to the individual. Leave blank if this data element does not apply to the person (covered entrants).	1 = Yes 0 = No			R				R
<b>SECTION B - AMERICAN JOB CENTER PROGRAM PARTICIPATION INFORMATION</b>											
926	Rapid Response Event Number	AN 12	<b>LEAVE ELEMENT BLANK PENDING FURTHER INSTRUCTION FROM ETA.</b> Record the 12-digit unique number of the event through which rapid response services were provided to the participant. This unique identification number is the same one provided to the state or local area through the USDOL Rapid Response Information Network. For example, a Maryland rapid response event will be numbered as RR-MD-2006-0001, where the last 4-digits are incremented as each new rapid response event is entered during that calendar year (so the WISRD entry would be RRMD20060001). If the individual received services through more than one rapid response event within the same period of participation, then the last (or most recent) rapid response event number should be recorded.  Record 0 if the rapid response event number is not known. Leave blank if this data element does not apply to the individual.	XXXXXXXXXXXX			R	R	R		

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<b>SECTION C - AMERICAN JOB CENTER SERVICES AND ACTIVITIES</b>											
<b>Section C.04 - Intensive and Training Services</b>											
1210	Occupational Skills Training Code #1	IN 8	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services.  Leave blank if occupational code is not available or not known.  Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual receives multiple training services, use the occupational skills training code for the most recent training.	00000000			R <sup>T</sup>			R <sup>T</sup>	R <sup>T</sup>
1215	Occupational Skills Training Code #2	IN 8	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services.  Leave blank if occupational code is not available or not known.  Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual receives multiple training services, use the occupational skills training code for the most recent training.	00000000			R <sup>T</sup>			R <sup>T</sup>	R <sup>T</sup>
1220	Occupational Skills Training Code #3	IN 8	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services.  Leave blank if occupational code is not available or not known or if this data element does not apply to the individual.  Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual receives multiple training services, use the occupational skills training code for the most recent training. If the individual received more than 3 training services, use the occupational skills training code for the last (or most recent) training service.	00000000			R <sup>T</sup>			R <sup>T</sup>	R <sup>T</sup>



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<b>Section C.05 - Other Related Assistance and Support Services for Adult Customers</b>											
1402	Received Services through a Disaster National Emergency Grant	IN 1	Record 1 if the individual received a temporary job working in clean-up and recovery of the affected area and received workforce services through a Disaster National Emergency Grant (Disaster NEG), including core, intensive, and training services as defined in the WIA. Record 2 if the individual received a temporary job through a Disaster NEG working in clean-up and recovery of the affected area, but received no other workforce services through the Disaster NEG. Record 3 if the individual received workforce services through a Disaster NEG, including core, intensive, and training services as defined in the WIA, but did not receive a temporary job through the Disaster NEG. Leave blank if the NEG participant did not receive services through a Disaster NEG or this data element does not apply to the individual.	1 = Temporary job and workforce services 2 = Temporary job only 3 = Workforce services only					R <sup>NEG</sup>	R <sup>NEG</sup>	