

# CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL  
GENERAL MANAGER



KAREN BASS  
MAYOR

**ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT**

444 S. FLOWER STREET  
LOS ANGELES, CA 90071

**DATE:** February 6, 2025

**TO:** Los Angeles' Workforce Development System

**FROM:** Gerardo Ruvalcaba, Assistant General Manager  
Workforce Development Division



**SUBJECT: WDS DIRECTIVE No. 25-08  
TRACKING INDIVIDUALS IMPACTED BY THE SOUTHERN  
CALIFORNIA FIRES OF 2025**

## **EFFECTIVE DATE**

This directive is effective upon date of issuance.

## **PURPOSE**

The purpose of this directive is to inform all contractors involved in the City of Los Angeles (City) Workforce Development System (WDS), including WorkSource Centers (WSC) and YouthSource Centers (YSC), about the importance of tracking individuals who visit these centers or participate in the Workforce Innovation and Opportunity Act (WIOA) program due to the impact of the Southern California Fires of 2025 (Wildfires 2025). The goal is to accurately record visits from individuals seeking services related to the fires, enabling effective follow-up, support, and reporting.

## **BACKGROUND**

In response to the Wildfires 2025, two distinct tracking tools have been implemented. The first method focuses on visitors at WSCs, while the second is designed for participants enrolled in a WSC or YSC within the CalJOBS<sup>SM</sup> system. These tools will help identify individuals affected by the fires and ensure they receive the necessary support and access to services and resources.

## **MIS GUIDELINES**

Providers are required to track participants affected by the Wildfires 2025 using two methods. First, a visit reason was created in the VOSGreeter Kiosk for all WSCs. Second, a Local Grant Code has been established, which will be used by both WSCs and YSCs. Below are the procedures for enrolling participants affected by the Wildfires 2025 in CalJOBS.

**Method 1 – Procedure for Tracking Visits at WorkSource Centers:**

- **Visit Reason**  
A specific "Visit Reason" has been established for use at the WSCs to identify individuals impacted by the fires. The visit reason will ensure that staff can properly track and manage visits from individuals seeking assistance.
- **VOSGreeter Check-In**  
Upon arrival at the WSC, individuals will check in via the VOSGreeter system.
- **Selecting the Visit Reason**  
On the VOSGreeter screen, a visit reason titled "Impacted by Wildfires 2025" will be displayed. The individual or staff must select this option for anyone who reports being impacted by the fires.
- **Impacted by Wildfires 2025 Code**  
This code enables the system to Generate reports on the number of individuals affected by the fires, helping in planning and allocation of resources.

**Method 2 – CalJOBS Enrollment Tracking Using Local Grant Code 311**

- Local Grant Code 311 has been created to track participants enrolled in the CalJOBS system affected by the fires.
- The Local Grant Code applies to both WSCs and YSCs.
- WSCs and YSCs must enter the designated activity code along with the local grant code.
- This code must be entered when reporting new or active enrollments.

**Below are the instructions for WSCs and YSCs to track current or new participants affected by the Wildfires 2025 in CalJOBS.**

YouthSource Centers

- Add Local Grant Code LAI 311- Impacted by Wildfires 2025
- Enter Activity Code 410 – Leadership Development Services (Identifier Code)
- Enter an Actual Begin Date and a Projected End Date. The Projected End Date will be the same as the Begin Date (one-day duration).
- Close the Activity as Successful Completion

WorkSource Centers

- Add Local Grant Code LAI 311- Impacted by Wildfires 2025
- Enter Activity Code 108 – Referred to WIOA Services (Identifier Code)
- Enter an Actual Begin Date and a Projected End Date. The Projected End Date will be the same as the Begin Date (one-day duration).
- Close the Activity as Successful Completion

**REQUIRED ACTION**

Please bring this directive to the attention of all relevant staff.

**EWDD CONTACT**

For questions regarding the transmission of this directive, please contact Emoli Mendez with EWDD's Manage Information System Unit at [Emoli.Mendez@lacity.org](mailto:Emoli.Mendez@lacity.org) or at (213) 744-7167, TTY:711.

GR:EM:cg