INACTIVATING EXPIRED GRANTS IN CalJOBS

CalJOBS^{SM} grant codes are utilized to enroll participants and track services provided by specialized funding sources using the CalJOBS *Workforce Innovation and Opportunity Act* (WIOA) case management module. To ensure all grants in CalJOBS are current, the Program Reporting and Analysis Unit will inactivate grants forty five days after the grant end date. For example, if the life of the grant is from January 1, 2020 to June 27, 2020, the state will inactive the grant on August 11, 2020.

Once inactivated, Local Area staff will no longer have the ability to enroll a client in, and/or add an activity under the inactivated grant. Local Area staff can still view the grant in the participant's eligibility page, but if a staff attempts to add an activity under an inactive grant they will receive the following error message: "The actual begin date is not within the grant begin and end dates. Please update the begin date and verify the application is associated to the correct grant(s)."

Various CalJOBS reports enable staff to run reports for participants and services associated to a grant (active and/or inactive). To run a report for an inactive grant, staff must select the "Inactive" radio button for the Grant Status filter. Staff can then view and select an inactive grant(s).

This guidance pertains to staff who use the following CalJOBS Grant Types: National DW Grant, SW Rapid Response Additional Assistance, Statewide Youth, Statewide Adult, Statewide Dislocated Worker, Incumbent Worker, Non WIOA Special Grant, and Local Funded Grants.

For more information about expired grant codes, please contact the Program Reporting and Analysis Unit at WSBManagePerformance@edd.ca.gov.

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