



Learning-Aligned Employment Program

WebGrants Access

- Participating institutions are required to report data in WebGrants no later than **September 30**, following the end of each fiscal year.
- Institution System Administrators (SA) will automatically have access to LAEP screens when available.
- Institution users may need the SA to add the LAEP screens to their access profile.
- Institution staff without WebGrants access will need to request access from their SA.

WebGrants Screens

- **Phase I (complete)**
 - **Student Employment Data**
 - **Manage ACA Data**
- Phase II (2023)
 - Interest Tracking
 - Reconciliation Summary and Detail Report Download
- Phase III (TBD)
 - Demographic Summary and Detail Report Download
 - File Upload option

WebGrants Screens

Student Employment Data

- Enter data about participating students and their employers

Manage ACA Data

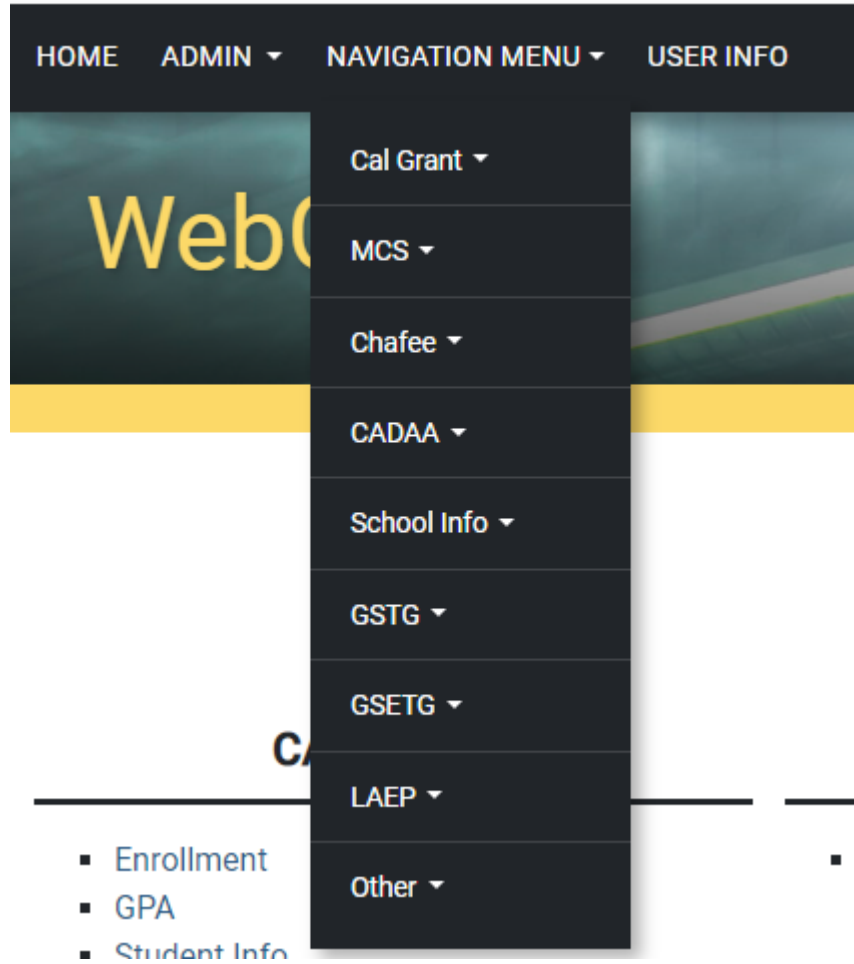
- Enter data about ACA expended



LAEP

- Student Employment Data
- Manage ACA Data

WebGrants Screens - Navigation



Student Employment Data

- Enter school ID and AY.
- Search for a specific student by entering the SSN or “Add a Student” to add a new record.
- All previously entered records are listed. Click the eye icon to edit.

The screenshot shows the LAEP Student Employment Data web application interface. At the top, there is a navigation bar with links for HOME, ADMIN, NAVIGATION MENU, and USER INFO, along with a LOGOUT button. Below the navigation bar is a search form with fields for School ID, Academic Year (a dropdown menu), and Dream Act ID / SSN, followed by a Search button. The main content area displays the breadcrumb path Home > LAEP > Student Employment Data and a Close Page Instructions button. A yellow callout box provides instructions: "To add a new record, click 'Add a Student'." and "To edit a record, click the eye icon in the 'View' column." Below this, the LAEP Student Details section features an "Add a Student" button and a "Total Number of Records: 0" indicator. A search data input field is also present. The table below has columns for View, Student SSN, First Name, Last Name, Submitted Date, and Submitted By. At the bottom right, there is a pagination control showing "Items per page: 20" and "1 - 20 of 20" with navigation arrows.

Student Employment Data

Student Details

- Name, SSN and DOB are required.
- All other fields are optional.

New Student Employment Data

[Close Page Instructions](#)

- Enter Student Demographics as needed or select "Unknown".
- Enter LAEP Program Details. Select "Yes" if applicable or "No" if not applicable or unknown.
- Enter Employment Details. It is possible to enter multiple employment records for the same student.
- Click "Submit" to finish.

Student Details

First Name *	<input type="text"/>	SSN *	<input type="text"/>
Last Name *	<input type="text"/>	Date of Birth *	<input type="text" value="MM/DD/YYYY"/>
Middle Name	<input type="text"/>	Gender	<input type="text" value="-- Select --"/>
Address	<input type="text"/>	Ethnicity	<input type="text" value="-- Select --"/>
City	<input type="text"/>	Phone	<input type="text"/>
State	<input type="text" value="-- Select --"/>	Email	<input type="text" value="example@domain"/>
Zip Code	<input type="text"/>		

Data Validation

Validation Errors

Please correct the following fields.

- First Name
- Last Name
- SSN
- Date of Birth
- STEM Student
- Employment 1 : Employer Type
- Employment 1 : Gross Wage
- Employment 1 : LAEP Funds Expended

Ok

Student Employment Data

LAEP Program Details

- All fields are required.
- At least one underrepresented descriptor must be “Yes” to submit.

LAEP Program Details			
Institution	00116600 - CITRUS COLLEGE	Academic Year	2022
STEM Student *	<input type="radio"/> Yes <input type="radio"/> No	Academic Credit Status *	<input type="radio"/> Yes <input checked="" type="radio"/> No
First Generation *	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown	Low Income *	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown
Former Foster Youth *	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown	Homeless *	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown
Disabilities *	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown	Veteran *	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown
AB540 *	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown	Displaced *	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown
		Incarcerated *	<input type="radio"/> Yes <input checked="" type="radio"/> No/Unknown

STEM Student

Institution	00116600 - CITRUS COLLEGE
STEM Student*	<input checked="" type="radio"/> Yes <input type="radio"/> No
STEM Major	<input type="text" value="-- Select --"/>

STEM Majors

Astronomy
Biology
Chemistry
Computer Science
Engineering
Earth Sciences
Health Sciences
Information Technology
Mathematics
Physics

Underrepresented Student

LAEP Eligibility Check

LAEP Program Details - At least one underrepresented descriptor must be marked 'Yes' to continue.

Ok

Student Employment Data

Employment Details



Employment 1

Employer Type *

Gross Wage *

LAEP Funds Expended *

[+ Add Other Employment Details](#)

Student Employment Data

- **Employer Type** is a dynamic field.
- Employment Details: Campus Employer
- Research Mentor, Gross Wage, and LAEP Funds Expended are required.

Employment Details ▼

Employment 1

Employer Type *

Research Mentor *

Type of Research

Employer Partner

Gross Wage *

LAEP Funds Expended *

Student Employment Data

- Employer Type: Public School, Nonprofit Organization, or For-Profit Organization.
- Employer Name/Industry, Gross Wage, and LAEP Funds Expended are required.
- Add additional employers as needed.

Employment Details

Employment 1

Employer Type *	<input type="text" value="FOR-PROFIT ORGANIZATION"/>
Employer Name *	<input type="text" value="-- Select --"/>
Employer Industry *	<input type="text" value="-- Select --"/>
Gross Wage *	<input type="text"/>
LAEP Funds Expended *	<input type="text"/>

[+ Add Other Employment Details](#)

Employer Industry

[NAICS & SIC Identification Tools](#) | [NAICS Association](#)

NAICS Code Drill-Down Table

Use the Drill-Down Table to Identify specific Six-Digit NAICS Codes within any of the 20 Industry Sectors Below.

Click any NAICS Code to Drill Deeper

<u>Code</u>	<u>Industry Title</u>	<u>Number of US Entities</u>
11	Agriculture, Forestry, Fishing and Hunting	376,065
21	Mining	33,725
22	Utilities	52,025
23	Construction	1,564,895
31-33	Manufacturing	667,833
42	Wholesale Trade	719,282
44-45	Retail Trade	1,893,740
48-49	Transportation and Warehousing	733,597
51	Information	386,163
52	Finance and Insurance	806,762
	Total US Business Entities	7,234,087

<u>Code</u>	<u>Industry Title</u>	<u>Number of US Entities</u>
53	Real Estate Rental and Leasing	947,112
54	Professional, Scientific, and Technical Services	2,576,732
55	Management of Companies and Enterprises	97,749
56	Administrative and Support and Waste Management and Remediation Services	1,641,698
61	Educational Services	439,219
62	Health Care and Social Assistance	1,724,350
71	Arts, Entertainment, and Recreation	397,633
72	Accommodation and Food Services	928,144
81	Other Services (except Public Administration)	1,986,470
92	Public Administration	259,365

LAEP Funds Expended

Validation Errors

Please correct the following fields.

- Employment 1: LAEP Funds Expended at a Campus Employer cannot be greater than Gross Wage. Please check the entry and adjust as needed.

Ok

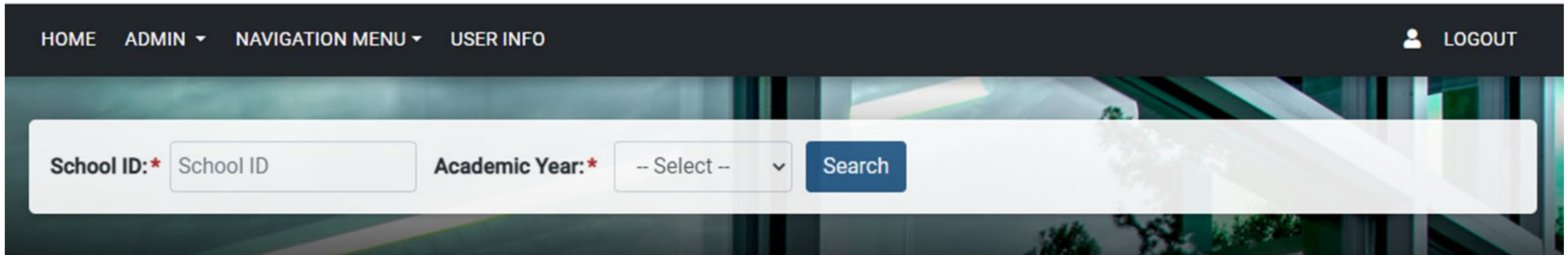
Validation Errors

Please correct the following fields.

- Employment 1: LAEP Funds Expended at a Public School or Nonprofit Organization Employer cannot be greater than 90% of Gross Wage. Please check the entry and adjust as needed.

Ok

Manage ACA Data



Home > LAEP > Manage ACA Data

- Enter school ID and AY.
- All previously entered records are listed.
- Click the eye icon to edit.

Manage ACA Data

The screenshot shows a web interface with a header 'ACA History' and a button 'Add ACA'. A modal window titled 'Add ACA Data' is open, containing the following fields:

Institution	00111100 - ALLAN HANCOCK COLLEGE
Academic Year	2022
Amount *	<input type="text"/>
Description *	<input type="text" value="- Select -"/>

At the bottom of the modal are two buttons: 'Submit' and 'Cancel'.

- Select “Add ACA” to enter a new record.
- Enter the amount and a brief description.

ACA Description

- Marketing and Outreach
- Personnel
- Software License
- Consulting
- Transportation
- Supplies
- Training
- Other (provide brief description)

LAEP Resources

For more information, check out the **LAEP website:**

www.csac.ca.gov/laep

Frequently Asked Questions (FAQ)

LAEP Handbook

Flyers and slide deck

Employer Agreement template

Live and recorded webinars

