



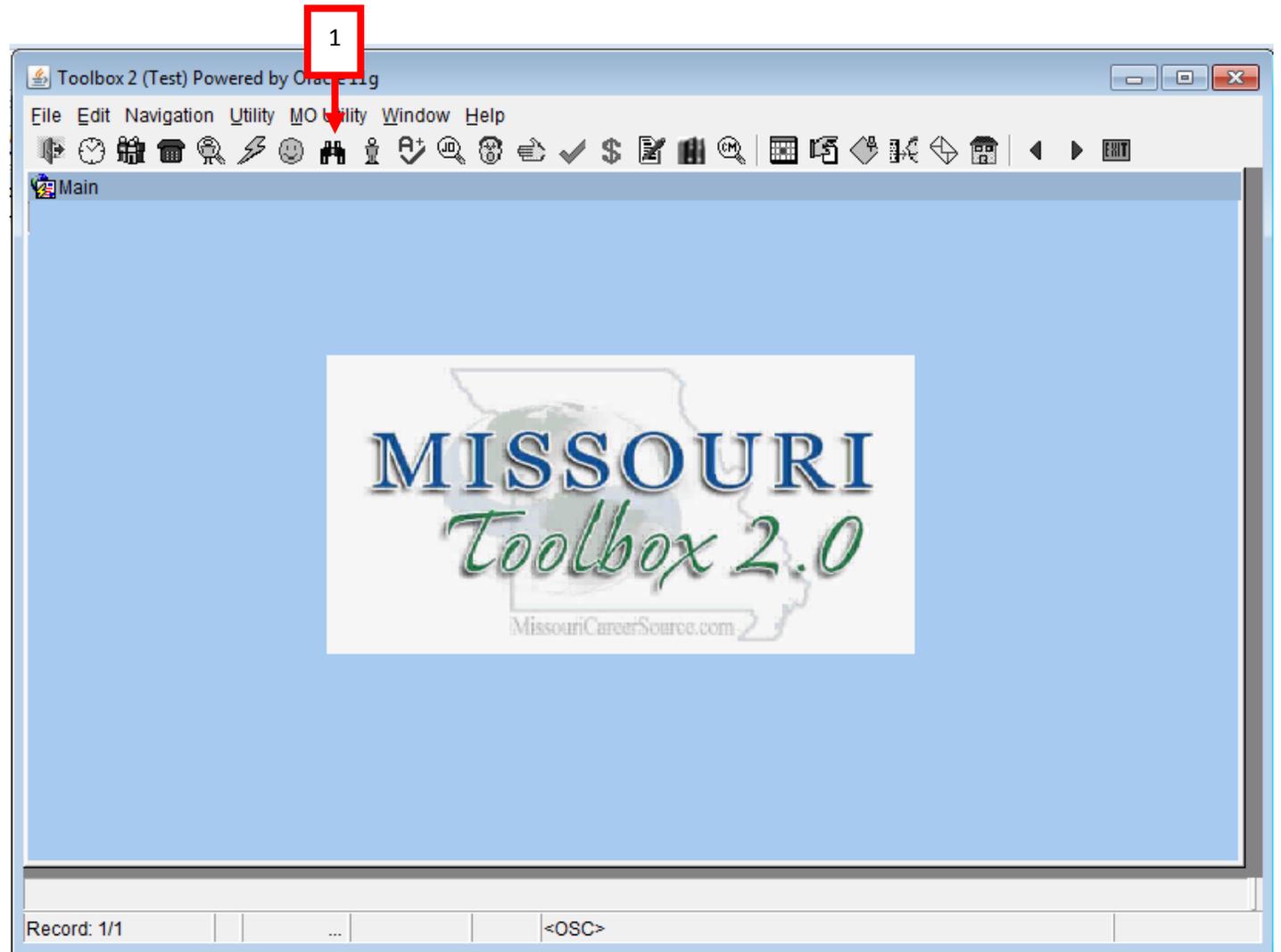
Manual WIA Core Enrollment

NOTE: Selecting a field then clicking the F1 Key on your computer keyboard will display field help.

This desk aid will cover how to properly enroll a customer into WIA Adult Core through Toolbox. *The WIA Adult Core Enrollment should only be completed in Toolbox when there is a catastrophic problem with the Membership Screens.*

NOTE: Only Functional Leaders and those with DWD Support staff can validate a customer's date of birth in Toolbox.

1. Click **Find Seeker** icon



3. Demographic Information

- a. **Citizen**-Populated from jobs.mo.gov registration.
- b. **Undocumented Alien**: Populated from jobs.mo.gov registration.
- c. **Alien Registration # A**- Populated if the customer is not a US Citizen.
- d. **LEP**-Is the customer Limited English Proficient? **“Y”** or **“N”**. If **“Y”** double-click second LEP field to bring up a List of Values with available languages.
- e. **Race**- Place a **“Y”** next to the race(s) that apply. **American Indian Or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White, Not Declared.**
- f. **Ethnicity**-Select one of the options.

The screenshot shows a web-based application window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Seeker'. The main content area is a form for 'Demographic Information'. The form is divided into several sections:

- Demographic Information:** Includes fields for 'Citizen' (dropdown), 'Undocumented Alien' (checkbox), 'Alien Reg # A' (text), and 'LEP' (checkbox). Below these are radio buttons for race: 'American Indian or Alaska Native', 'Asian', 'Black or African American', 'Native Hawaiian or other Pacific Islander', 'White', and 'Not Declared'. There are also radio buttons for 'Ethnicity': 'Latino/Hispanic', 'Non Latino/Hispanic', and 'Undeclared'.
- Other Information:** Includes a 'Disabled' checkbox, a 'Category' dropdown, 'Current Status' dropdown, 'Years Completed' dropdown, and a question 'Are you attending college or have a college degree or certificate?' with a dropdown.
- Employment Related Information:** Includes 'Currently Employed' (checkbox), 'Employed, but being Laid Off' (checkbox), 'Laid Off' (checkbox), 'Verify Current Employment' (dropdown), 'Farmworker Status' (checkbox), 'Migrant Status' (checkbox), and 'Farmwork Type' (checkbox).
- Verify Information:** Includes 'DOB Verified' (checkbox), 'Verify Birth Date' (dropdown), 'Low Income' (checkbox), 'Verify Low Inc.' (dropdown), 'Receiving TANF' (checkbox), 'Vrify Rcvd TANF' (dropdown), 'Receiving GA/RCA/ Food Stamps' (checkbox), 'SSD' (checkbox), 'Sst' (checkbox), 'Vrify Rcvd GA/RCA/FS/SSD/SSt' (dropdown), 'Veteran Verification' (dropdown), 'Additional Comments' (dropdown), and 'Objective Statement' (dropdown).

Red boxes and arrows highlight specific fields: 3a points to the 'Citizen' dropdown; 3b points to the 'Undocumented Alien' checkbox; 3c points to the 'Alien Reg # A' text field; 3d points to the 'LEP' checkbox; 3e points to the 'Black or African American' radio button; and 3f points to the 'Latino/Hispanic' radio button. A red box also surrounds the entire 'Demographic Information' section.

At the bottom of the window, there is a 'Save' button and a 'Cancel' button. Below the form, a status bar shows 'Query Returned no Rows!' and 'Record: 1/1'.

4. **Employment Related Information**

- a. **Currently Employed**-Indicate if the customer is currently employed. “Y” or “N”.
- b. **Employed, but being Laid Off**-If employed is the customer being laid off. “Y” or “N”.
- c. **Laid Off**-Was the customer laid off from employment. “Y” or “N”.
- d. **Verify Current Employment**- Enter “Customer self attested to their employment status.”
- e. **Farmworker Status**-Is the customer a farmworker. “Y” or “N”.
- f. **Migrant Status**-If the customer is a farmworker are they a Migrant Worker. “Y” or “N”.
- g. **Farmwork Type**-If the customer is a farmworker enter type.

The screenshot shows the 'Seeker Screen' interface for 'EDWARD GREENSLIT (573)522-3017'. The interface is divided into several sections:

- Demographic Information:** Includes fields for Citizen (Y), U.S. Born (Y), Naturalized Alien (N), Alien Registration (N), American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, and Ethnicity (Latino/Hispanic, Non Latino/Hispanic, Undeclared). Red boxes labeled 4a, 4b, and 4c point to the 'U.S. Born', 'Naturalized Alien', and 'Alien Registration' fields respectively.
- Employment Related Information:** Includes 'Currently Employed' (N), 'Employed, but being Laid Off', and 'Laid Off' checkboxes. A dropdown menu for 'Verify Current Employment' is highlighted with a red box labeled 4d.
- Verify Information:** Includes 'DOB Verified', 'Verify Birth Date', 'Low Income', 'Receiving TANF', 'Vrify Rcvd TANF', 'Receiving GA/RCA/SSDI', 'SSDI', 'Vrify Rcvd GA/RCA/FS/SSDI/SSI', and 'Food Stamps'. Red boxes labeled 4e, 4f, and 4g point to 'DOB Verified', 'Verify Birth Date', and 'Low Income' respectively.
- Other Information:** Includes 'Disabled', 'Disability Category', 'Current School Status', 'Elementary/HS Years Completed', and 'Are you attending college or have a college degree or certificate?'.
- Bottom Section:** Includes 'Verify Information' (Veteran Verification, Additional Comments, Objective Statement) and 'Save'/'Cancel' buttons.

At the bottom of the window, there is a status bar with the text: 'Select either Latino/Hispanic button or Non Latino/Hispanic button.' and 'Record: 1/1'.

5. **Other Information**

- a. **Disabled-** Is the customer disabled. “Y” or “N”.
- b. **Disability Category-If Disabled** was a “Y” use the drop down arrow to select the category of disability.
- c. **Current School Status-** Using the drop down arrow indicate current school status.
- d. **Elementary/HS Years Completed-**Use the drop down arrow to indicate years of elementary and high school education.
- e. **Are you attending college or have a college degree or certificate?** Use the drop down arrow to indicate if the customer is attending college, has a degree or a certificate.

6. **Verify Information**

- a. **Low Income**- Is the customer low income? “Y” or “N”.
- b. **Receiving TANF**-- Is the customer receiving TANF?. “Y” or “N”.
- c. **Receiving GA/RCA/Food Stamps**- Is the customer receiving General Assistance, Refugee Cash Assistance, or Food Stamps?. “Y” or “N”.
- d. **SSDI**- Is the customer receiving Social Security Disability Insurance?. “Y” or “N”.
- e. **SSI** Is the customer receiving Supplemental Security Income?. “Y” or “N”.

The screenshot shows a software window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Seeker'. The main content area is titled 'Seeker Screen - I AM A EXAMPLE III(###-##-3144) | EDWARD GREENSLIT (573)522-3017'. The interface is divided into several sections:

- Demographic Information:** Includes fields for Citizen (Y), Undocumented Alien (N), Alien Reg # A, LEP (N), and various ethnicity checkboxes (American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White, Not Declared). Ethnicity is set to Non Latino/Hispanic.
- Employment Related Information:** Includes fields for Currently Employed (N), Employed, but being Laid Off (N), Laid Off (Y), Verify Current Employment (Customer self attested to their employment status), Farmworker Status (N), Migrant Status, and Farmwork Type.
- Verify Information:** This section contains several checkboxes and dropdown menus:
 - DOB Verified:
 - Low Income: (labeled 6a)
 - Receiving TANF: (labeled 6b)
 - Receiving GA/RCA/Food Stamps: (labeled 6c)
 - SSDI: (labeled 6d)
 - SSI: (labeled 6e)
 - Verify Birth Date, Verify Low Inc., Vrfy Rcvd TANF, Vrfy Rcvd GA/RCA/FS/SSDI/SSI, Veteran Verification, Additional Comments, and Objective Statement.
- Other Information:** Includes Disabled (N), Disability Category, Current School Status (Not Attending - G...), Elementary/HS Years Completed (High School...), and Are you attending college or have a college degree or certificate? (13).

At the bottom of the window, there are 'Save' and 'Cancel' buttons, and a status bar showing 'Record: 1/1' and '<OSC>'.

7. **Verify Information-cont'd**

a. **Verify Low Inc-** Free form field enter “Customer self attested to either they are or are not low income.”

b. **Vrfy Rcvd TANF--** Free form field “Customer self attested to either they are or are not currently receiving TANF.”

c. **Vrfy Rcvd GA/RCA/FS/SSDI/SSI-** Free form field “Customer self attested to either they are or are not currently receiving GA/RCA/FS/SSDI/SSI.”

Veteran Information Free form field enter Customer self attested to either they are or are not a veteran.”

The screenshot shows a software window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Seeker'. The main area is a form for 'Seeker Screen - I AM A EXAMPLE III(###-##-3144) | EDWARD GREENSLIT (573)522-3017'. The form is divided into several sections: 'Demographic Information', 'Employment Related Information', 'Verify Information', and 'Other Information'. The 'Verify Information' section contains fields for 'DOB Verified', 'Verify Birth Date', 'Low Income: Y', 'Verify Low Inc.', 'Receiving TANF: N', 'Vrfy Rcvd TANF', 'Receiving GA/RCA/FS/SSDI/SSI: Y', and 'Vrfy Rcvd GA/RCA/FS/SSDI/SSI'. The 'Other Information' section includes 'Disabled: N', 'Disability Category', 'Current School Status', 'Elementary/HS Years Completed', and 'Are you attending college or have a college degree or certificate?'. At the bottom, there are 'Save' and 'Cancel' buttons. A status bar at the very bottom shows 'Received GA/RCA/Food Stamps/SSDI/SSI Verification Information' and 'Record: 1/1'. Red boxes labeled 7a, 7b, 7c, and 7d are overlaid on the form, with arrows pointing to the 'Verify Low Inc.', 'Vrfy Rcvd TANF', 'Vrfy Rcvd GA/RCA/FS/SSDI/SSI', and 'Veteran Verification' fields respectively.

8. Verify Information-cont'd

NOTE: Prior to verifying the customer's date of birth (DOB) please review the information that was entered. Once DOB is entered the record will be frozen to begin performance.

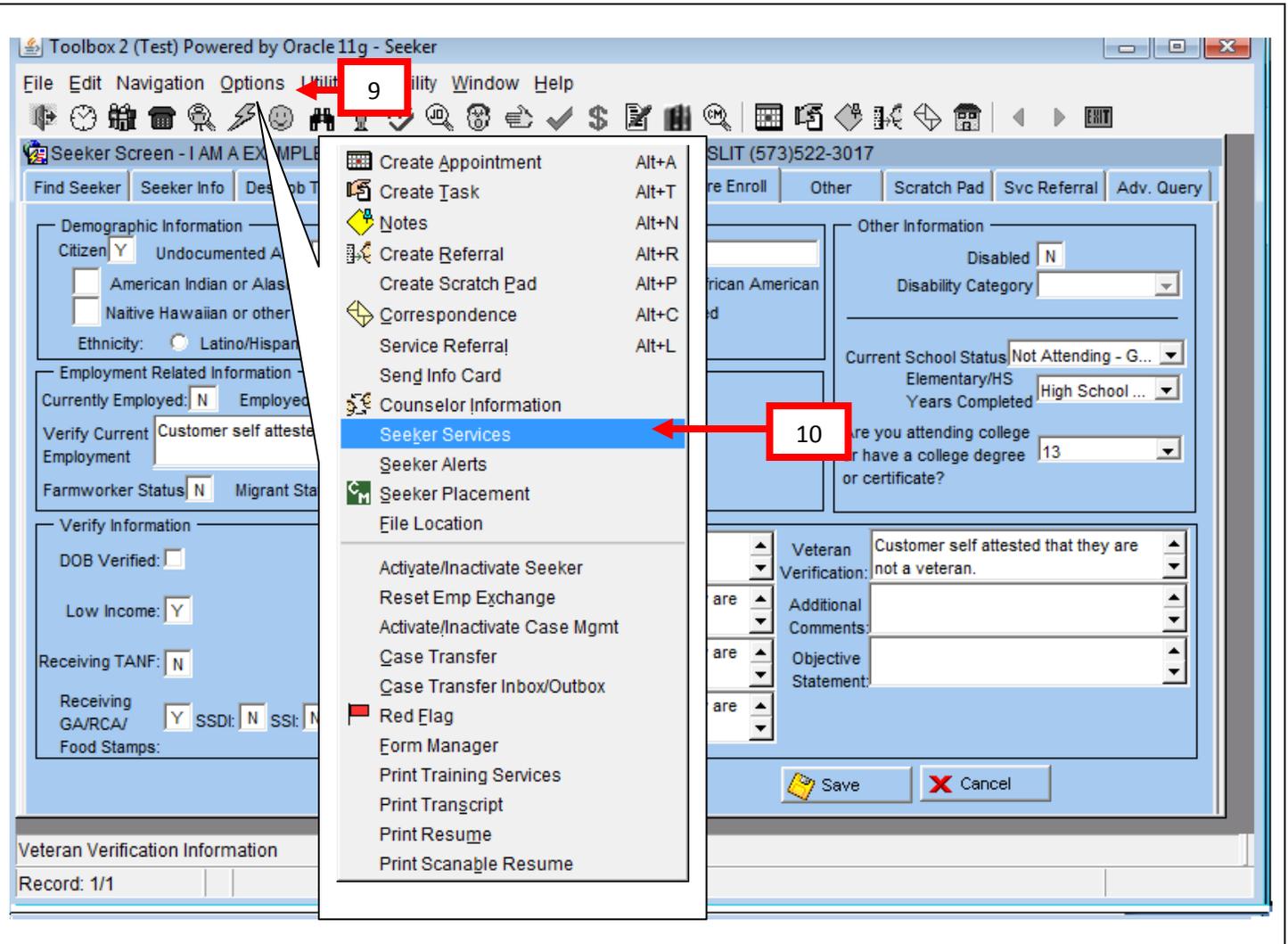
- DOB Verified-** Once the answers on the tab have been reviewed, place a check mark in the checkbox..
- Verify Birth Date--** Free form field enter what was used to verify the customer's date of birth. Acceptable documentation of date of birth can be found in DWD Issuance 03-2013: Missouri's Wagner-Peyser (WP), Workforce Investment Act (WIA) Adult and Dislocated Worker Automatic Enrollment Policy (https://worksmart.ded.mo.gov/documents/detail_view.cfm?MenuID=6&ID=2944)
- Click **Save** button

The screenshot shows the 'Seeker Screen' interface for Edward Greenslit. The 'Verify Information' section contains the following fields:

- DOB Verified:** (labeled 8a)
- Verify Birth Date:** [Free form field]
- Low Income:** (Y)
- Verify Low Inc.:** [Free form field]
- Receiving TANF:** (N)
- Vrfy Rcvd TANF:** [Free form field]
- Receiving GA/RCA/SSDI:** (Y) (N) (SS: N)
- Vrfy Rcvd GA/RCA/FS/SSD/VSSI:** [Free form field]
- Food Stamps:** [Free form field]
- Verify Current Employment:** [Dropdown menu] (labeled 8b)
- Verify Information:** [Free form field]
- Customer self attested to their employment status:** [Free form field]
- Verify Birth Date:** [Free form field]
- Customer self attested that they are low income:** [Free form field]
- Customer self attested that they are not receiving TANF:** [Free form field]
- Customer self attested that they are receiving food stamps:** [Free form field]
- Save** button (labeled 8c)
- Cancel** button

Other information includes: Demographic Information (Citizen: Y, Undocumented Alien: N, Alien Reg # A: [field], LEP: N), Other Information (Disabled: N, Disability Category: [dropdown]), Current School Status (Not Attending - G...), Elementary/HS (High School...), Years Completed (High School...), and Are you attending college or have a college degree or certificate? (13).

9. Click **Options** menu
10. Choose **Seeker Services**



11. Click drop down arrow
12. Choose the **Referred to WIA Services-Manual**
13. Click **Save** button
14. Click **Close** button
15. Click **Seeker Info** tab

The screenshot displays the Oracle 11g - Seeker application window. The title bar reads "Toolbox 2 (Oracle 11g - Seeker)". The menu bar includes "File", "Edit", "Navigation", "Utility", "MO Utility", "Window", and "Help". The toolbar contains various icons for navigation and actions. The main window shows the "Seeker Screen - I AM A EXAMPLE III(###-##-3144)" with the user "EDWARD GREENSLIT (573)522-3017". The "Seeker Info" tab is selected, indicated by a red box labeled "15". The "Seeker Services Entry" dialog box is open, showing a "Service Type" dropdown menu with a red box labeled "11" pointing to the dropdown arrow. The dropdown list is open, showing options like "MO Connections", "Non-WIA Training", "ONET", "Optimal Resume", "Provide LMI Information", "Referred To WIA Services-Manual" (highlighted with a red box labeled "12"), "Resume Assistance", and "WIA Followup". The "Save" button is highlighted with a red box labeled "13", and the "Close" button is highlighted with a red box labeled "14". The background form contains sections for "Demographic Information", "Employment Related Information", and "Verify Information".

16. **WIA Adult Core** is now displayed in the **Actual Enrollments** box

WIA Core Enrollment is complete

Toolbox 2 (Test) Powered by Oracle 11g - Seeker

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - I AM A EXAMPLE III(###-##-3144) | EDWARD GREENSLIT (573)522-3017

Find Seeker **Seeker Info** Des Job Title Edu/Cert Work History Referrals Core Enroll Other Scratch Pad Svc Referral Adv. Query

Name and Address Information

I AM A EXAMPLE III Mailing Address: 123 MAIN Street Address:

Phone Numbers

Home: Cell: Work: Other: JEFFERSON CITY MC 65101 Bad Address Homeless Email:

Personal Information

Date of Birth: 12/01/1995 Age: 18 Gender: M

Searchable Deceased Share resume

Veteran Information

Vet Status: N - None Transition: Retirement

Recently Separated Served From Served To

Print on Summary (Resume) Service Ended by Disability Spouse of Deployed Guard/Reserve or spouse deployment ended within the past year

Branch: Have you attended a TAP workshop in the past 36 months? No Show Me Hero N Status Verified

Source: Counselor Web Restricted Partial Seeker SSN Discrepancy

Seeker Status

Emp Exchange: **11** Date: 01/14 Last Update: 05/01/14 Workkeys ID:

Case Management: Active Next Appt: Time: UI Ben Year Beg Dt: Inactive Next Task: Dislocated Date: EB

Actual Enrollments Possible Enrollments

Job Contacts: WIA ADULT CORE

App ID: 3123638529 DCN: Trainee ID#

Services Provided

Date	Type of Service	Employment Counselor
05/01/14	Referred To WIA Services-Manual	EDWARD GREENSLIT
04/18/14	JobsMoGov Self Job search	Counselor Web
04/17/14	JobsMoGov Self Job search	Counselor Web
04/15/14	Job Referral	Counselor Web

Web Info Save Cancel

Query Returned no Rows!

Record: 1/1 <OSC>