



Missouri Division of Workforce Development,  
Department of Economic Development

## WIA National Emergency Grant (NEG) Desk Aid

If 30 days has passed since a participant was enrolled in Dislocated Worker, a **new** application needs to be completed. If new application is needed follow Dislocated Worker desk aid for completion.

Access the eligibility module by selecting “\$” icon at top of the screen (1). If this is the second (or more) record (2) being created to enter the active Dislocated Worker into a National Emergency Grant (NEG), duplicate all of the previous “personal” and “status” information from the 1<sup>st</sup> application record (3).

**After completion of the eligibility screens (see WIA Dislocated Worker Desk Aid), the applicant must be enrolled into a WIA service to complete the NEG Enrollment.**

The screenshot shows the 'Eligibility' application form in a software interface. The form is divided into several sections: Personal, WIA, Income, WIA DW, and Status. Red callouts are used to highlight specific elements:

- (1) Points to the '\$' icon in the top toolbar.
- (2) Points to the 'Record 2 of 1' indicator at the bottom of the form.
- (3) Points to the 'Personal' and 'Status' sections of the form.

The form includes the following fields and options:

- Personal:** Date of Birth (04/10/1980), US Citizen (Yes), Alien Registration #, Disability Status, HH Have Dep Child (<18) (No), Single Parent, Limited English.
- WIA:** WIA checkbox (checked).
- Income:** Food Stamps in last 6 months, Receiving CAP, Receiving GA/RCA/SSI/FC, Family Size, Semi-Annual Income, Annual Income, Low Income checkbox.
- WIA DW:** WIA DW checkbox, Category, Layoff Date, Mass Layoff, NEG checkbox, Employer, Grant Number.
- Status:** Status checkbox, Vet Status, Employment Status, UI Claim Status, Current Education Status, Highest Grade Comp, Dislocated Worker, Homeless (No).
- Registered - Selective Service:** Registered - Selective Service (Yes), Service # (-1234567-6), Waiver, Selective Service icon.
- WIA Youth:** WIA Youth checkbox, Barriers, Out-of-School checkbox.
- Buttons:** Check Verification (checked), Add, Save, Cancel.
- Footer:** App Completed Date (08/27/08), Eligibility Verif Date, Record 2 of 1.

Open a new “Eligibility” screen (1); complete the necessary information on left side under “Personal” and “Status”. For an active participant, duplicate the information from the original record under “Personal” and “Status” (2).

**Note:** Only information from the first eligibility record is captured for reporting the NEG and Dislocated Worker information to USDOL. If the eligibility information under the 2<sup>nd</sup> (or more) record varies from the active participant’s original record, the new information entered will not be captured when records are pulled for USDOL reporting.

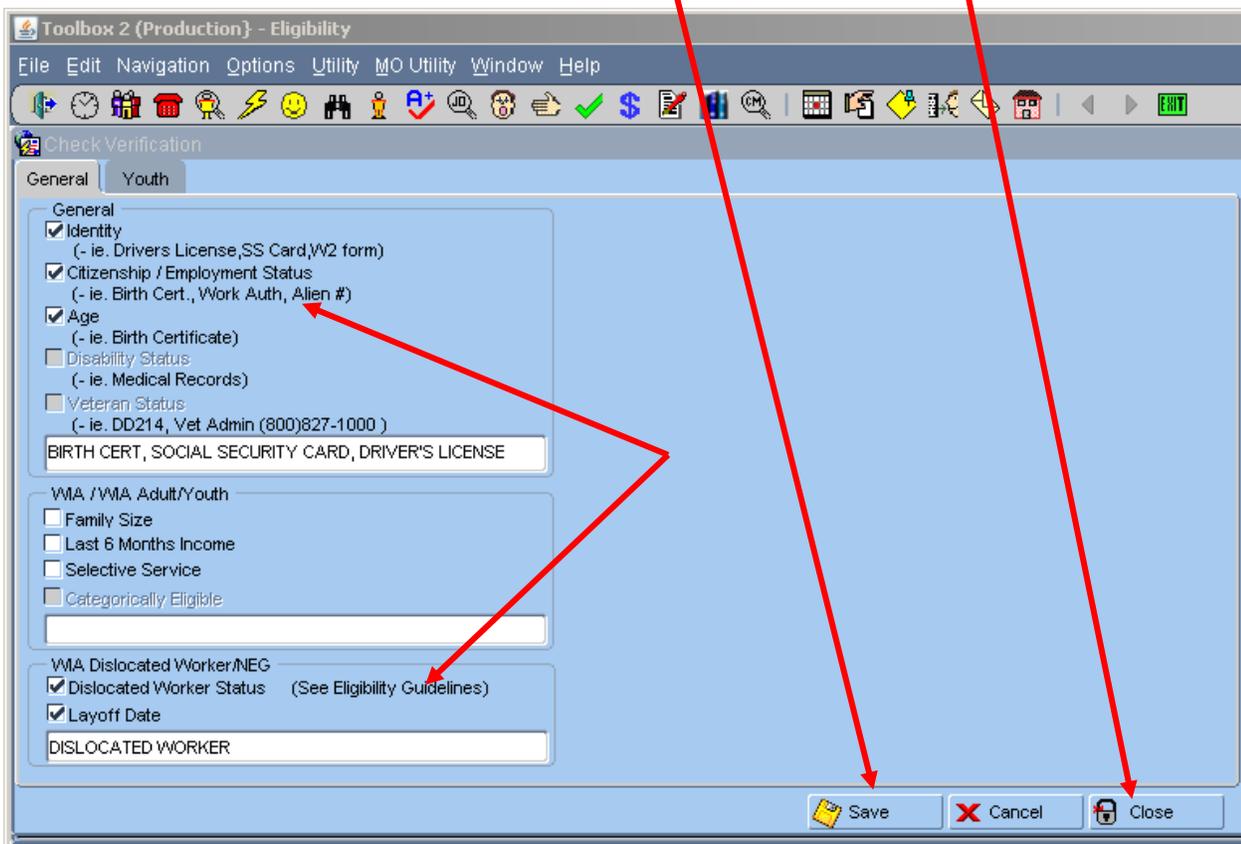
The screenshot shows the 'Eligibility' screen in Toolbox 2 (Test). The window title is 'Toolbox 2 (Test) - Eligibility'. The menu bar includes 'File', 'Edit', 'Navigation', 'Options', 'MO Utility', 'Window', and 'Help'. The toolbar contains various icons, including a red arrow labeled (1) pointing to the 'Eligibility' tab. The 'Eligibility' tab is selected, and the 'Personal' and 'Status' sections are visible. A red arrow labeled (2) points to the 'Personal' and 'Status' sections. The 'Personal' section includes fields for Date of Birth (04/10/1980), US Citizen (Yes), Alien Registration #, Disability Status, HH Have Dep Child (<18) (No), Single Parent, and Limited English. The 'Status' section includes fields for Vet Status, Employment Status, UI Claim Status, Current Education Status, Highest Grade Comp, Dislocated Worker, and Homeless (No). The 'Income' section includes fields for Food Stamps in last 6 months, Receiving CAP, Receiving GA/RCA/SSIFC, Family Size, Semi-Annual Income, and Annual Income. The 'WMA' section includes a checkbox for 'WMA' and a 'WMA DW' section with fields for Category, Layoff Date, Mass Layoff, and Employer. The 'WMA Youth' section includes checkboxes for 'Barriers' and 'Out-of-School'. The 'Check Verification' button is visible at the bottom right. The status bar at the bottom shows 'App Completed Date: 08/27/08', 'Eligibility Verif Date:', 'Record 2 of 1', and buttons for '+ Add', 'Save', and 'Cancel'.

For eligibility determination for Dislocated Worker and the NEG, complete the WIA DW and NEG section. The “Mass Layoff” employer must correspond with the NEG “Employer” and “Grant Number”.

The screenshot shows the 'Eligibility' section of the 'Toolbox 2 (Test)' application. The 'WIA DW' section is checked, and the 'NEG' section is also checked. The 'Mass Layoff' category is selected, with a corresponding 'Layoff Date' of 07/01/08 and a 'Mass Layoff' of 1597 - ROWE F... The 'Employer' is listed as ROWE FURNITURE INC and the 'Grant Number' as MO25 ROWE-DANA DUAL EN... The 'Check Verification' button is highlighted with a green checkmark. The bottom of the window shows the 'App Completed Date' as 08/27/08, 'Eligibility Verif Date' as 08/27/08, and 'Record 2 of 2'. There are also buttons for '+ Add', 'Save', and 'Cancel'.

Select “Check Verification  Check Verification” button to complete verification screens.

On the General tab, complete the necessary information under “General” and “WIA Dislocated Worker/NEG” sections. This is essential in order to obtain a check mark in the “green box” for NEG section (see screen shot on page 3). Select “Save ” then “Close ” to return to the Eligibility screen.



**Before saving** the record make sure the WIA DW and NEG box has a “green box” **with a check mark**, or the participant’s record will not have the WIA NEG selection choice on the Eligible Enrollment screen (see page 8).

Toolbox 2 (Test) - Eligibility

File Edit Navigation Options Utility MO Utility Window Help

Eligibility - | TINA BONNOT (573)751-3794

Application Eligibility Waiver ATAA Enrollment

Eligibility

Personal

Date of Birth: 04/10/1980  
US Citizen: Yes  
Alien Registration #: A  
Disability Status: Not Disabled  
HH Have Dep Child(<18): No  
Single Parent: No  
Limited English: No

Status

Vet Status: Not a Veteran  
Employment Status: Unemployed  
UI Claim Status: Claimant  
Current Education Status: Attending - ...  
Highest Grade Comp: 13  
Dislocated Worker: Yes  
Homeless: No

WMA

Income

Food Stamps in last 6 months:  
Receiving CAP:  
Receiving GA/RCA/SSIFC:  
Family Size:  
Semi-Annual Income:  
Annual Income:  
 Low Income  
Registered - Selective Service: Yes  
Service #: -1234567-6  
Waiver:  
Selective Service

WIA DW

Category: Mass Layoff  
Layoff Date: 07/01/08  
Mass Layoff: 1597 - ROWE F...  
NEG   
Employer: ROWE FURNITURE INC  
Grant Number: MO25 ROWE-DANA DUAL EN...  
WIA Youth   
Barriers  Out-of-School

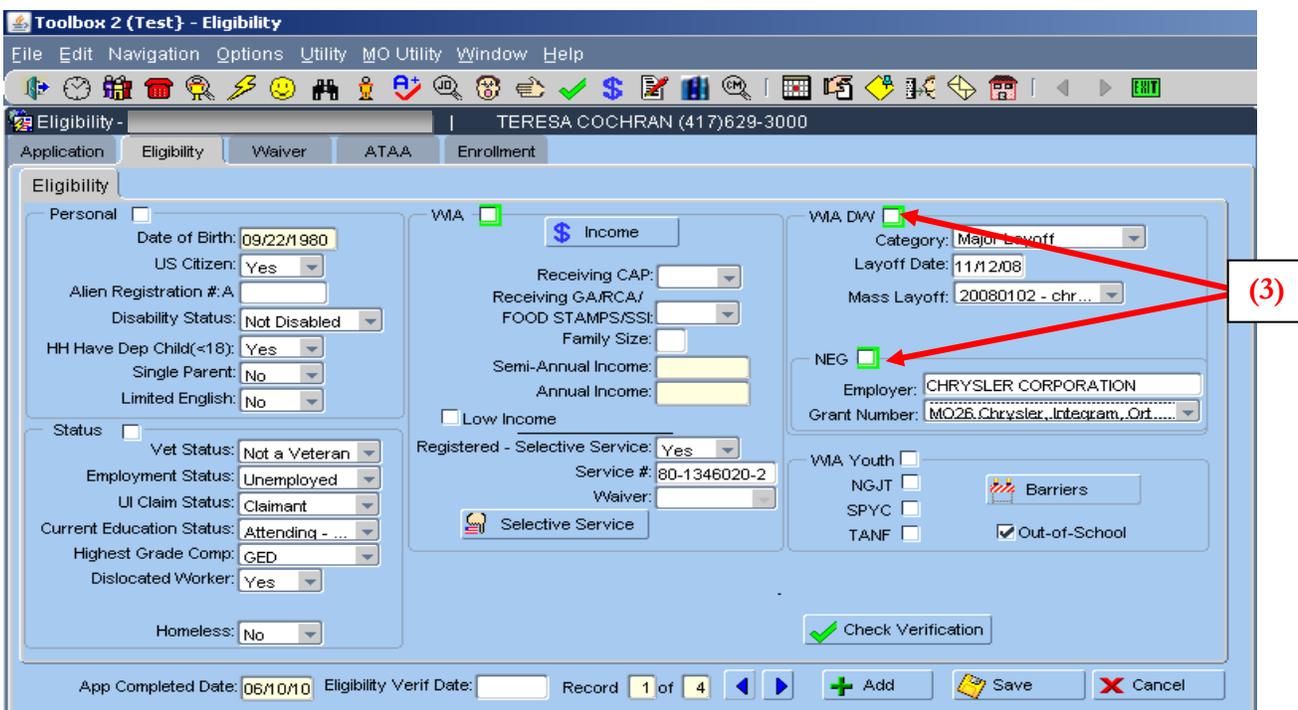
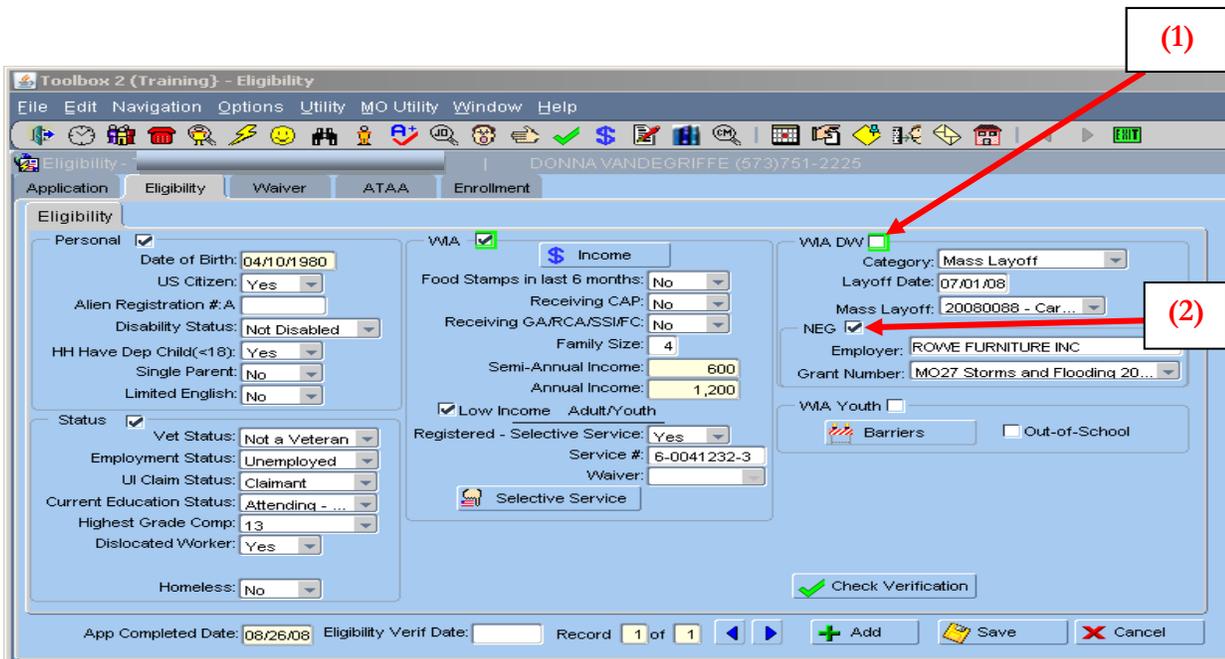
Check Verification

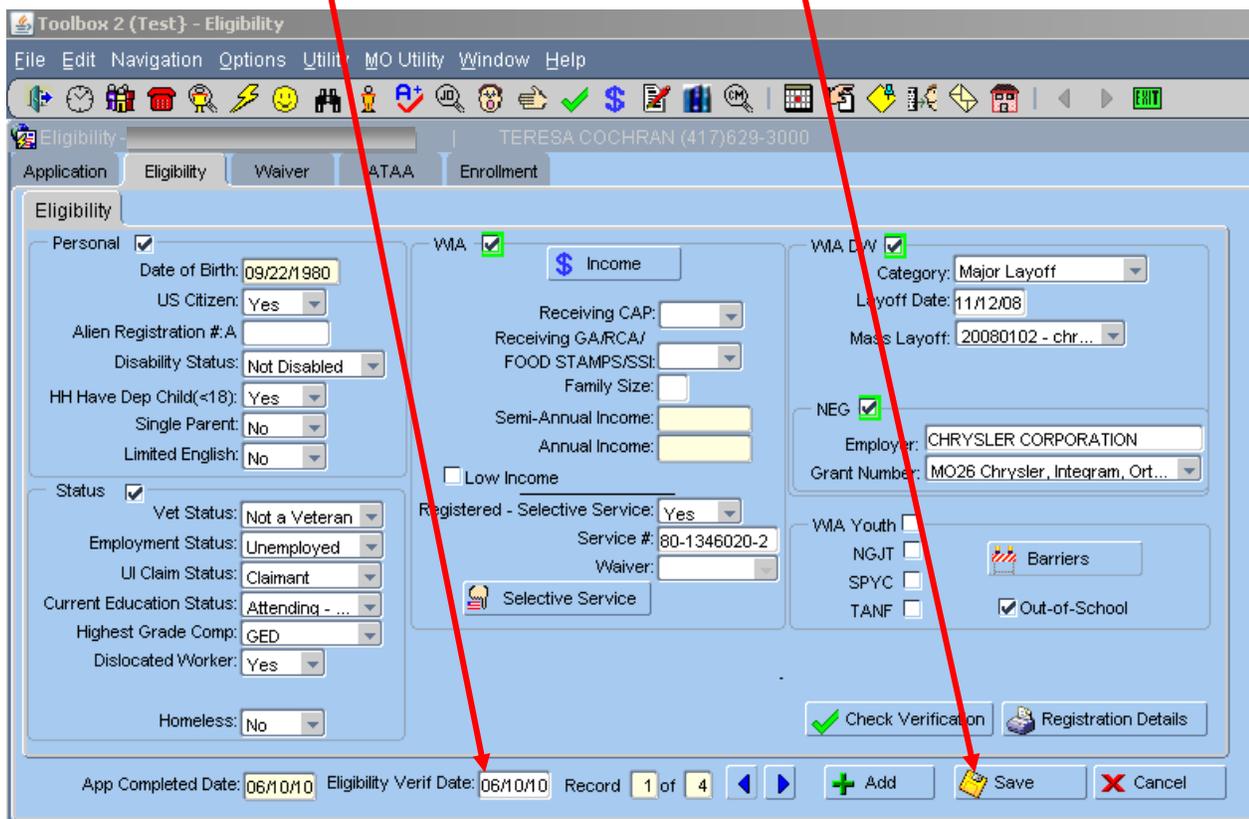
App Completed Date: 08/27/08 Eligibility Verif Date: 08/27/08 Record 2 of 2 Add Save Cancel

**NOTE:** Below are examples of errors to avoid: 1) WIA DW with a field outlined with a green box with the check mark missing; 2) NEG field with a check mark, but missing a green outline around it; and 3) The correct Employer, Mass Layoff Number and Grant number are listed, containing a green outline around the box, but both fields are missing the check mark. Make sure the necessary information is complete with an outlined green box and a check mark before saving.

For the purpose of enrolling a participant into an NEG:

If record is saved without an outlined green box **and** a check mark, another new eligibility screen will have to be completed.



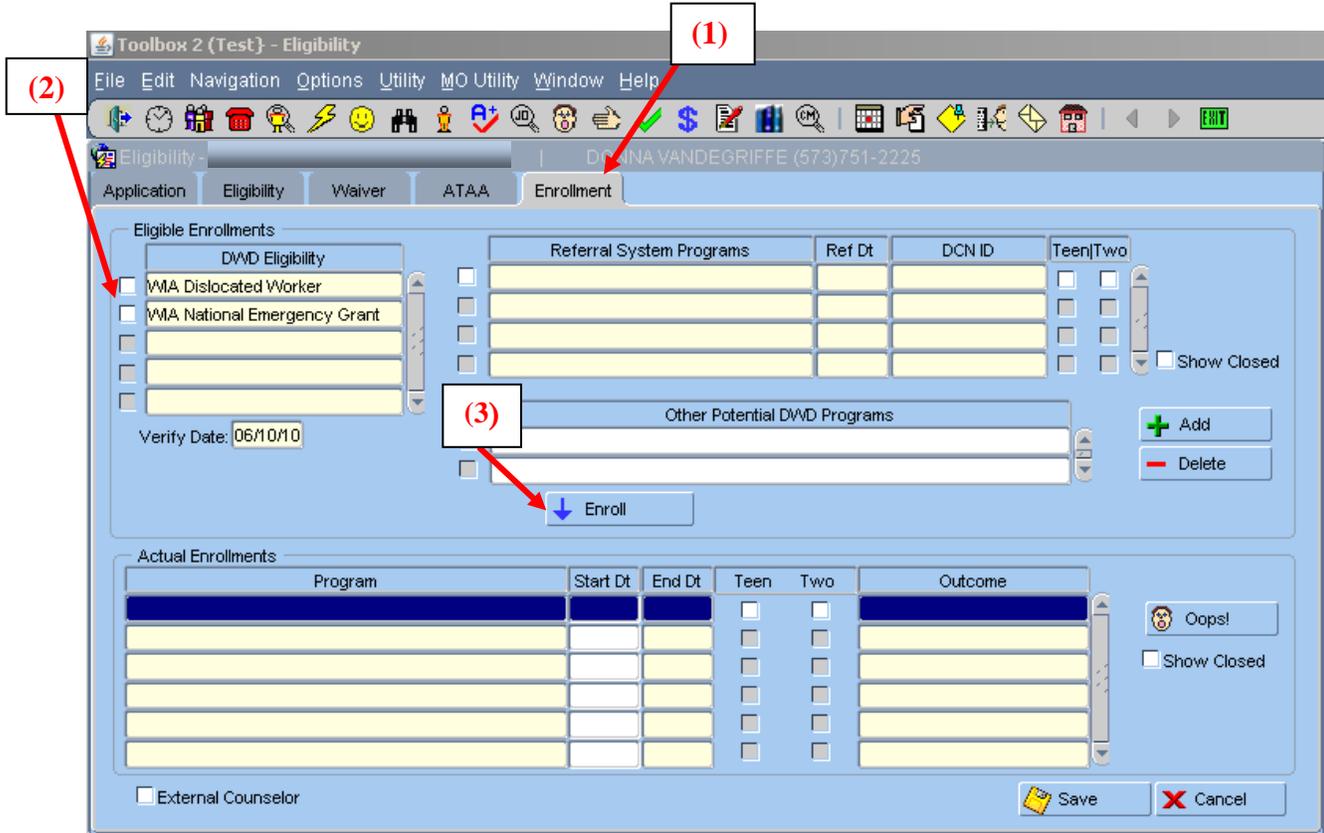
Enter the “Eligibility Verification Date” and select “Save 

The screenshot shows the 'Eligibility' application window for TERESA COCHRAN (417)629-3000. The window has a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar. The main area is divided into several sections:

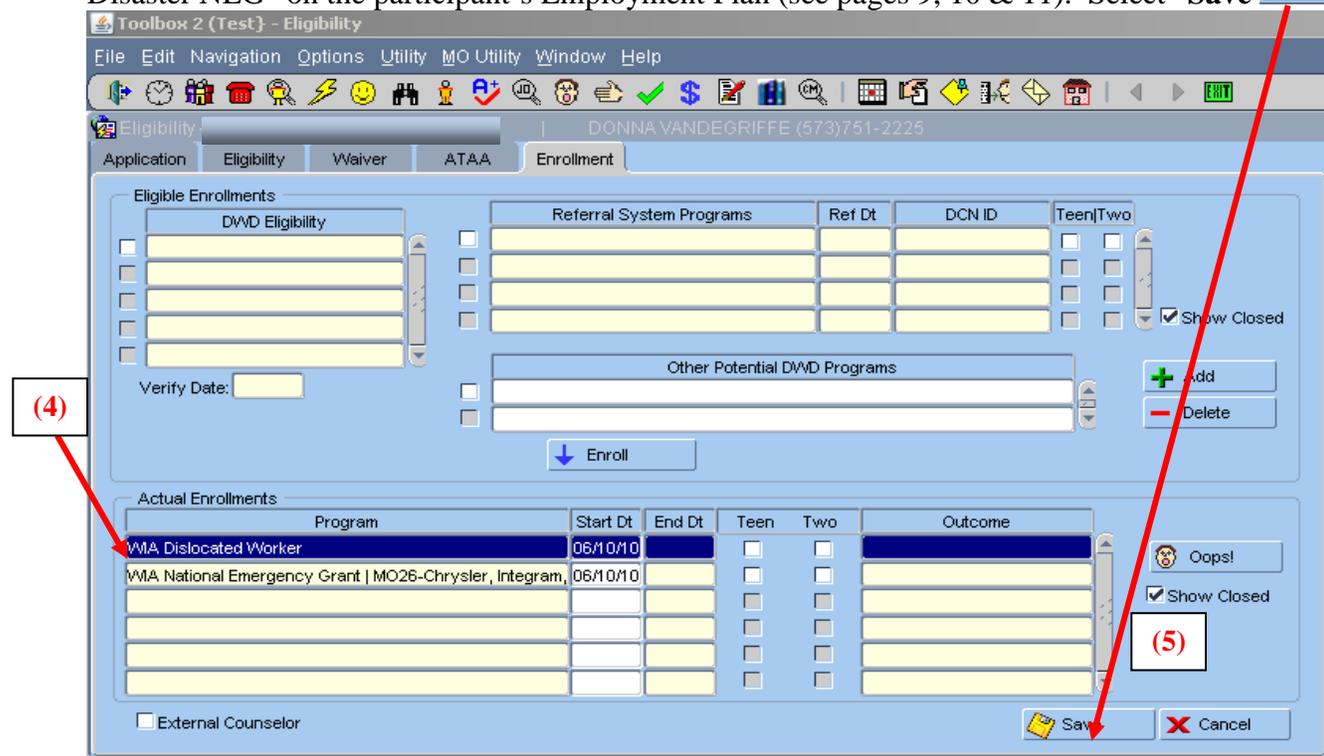
- Personal:** Date of Birth: 09/22/1980, US Citizen: Yes, Alien Registration #: A, Disability Status: Not Disabled, HH Have Dep Child (<18): Yes, Single Parent: No, Limited English: No.
- Status:** Vet Status: Not a Veteran, Employment Status: Unemployed, UI Claim Status: Claimant, Current Education Status: Attending - ..., Highest Grade Comp: GED, Dislocated Worker: Yes, Homeless: No.
- WMA:** WMA checked, Income selected, Receiving CAP: [dropdown], Receiving GA/RCA/ FOOD STAMPS/SS: [dropdown], Family Size: [input], Semi-Annual Income: [input], Annual Income: [input], Low Income: unchecked, Registered - Selective Service: Yes, Service #: 80-1346020-2, Waiver: [dropdown], Selective Service icon.
- WMA DW:** WMA DW checked, Category: Major Layoff, Layoff Date: 11/12/08, Mass Layoff: 20080102 - chr...
- NEG:** NEG checked, Employer: CHRYSLER CORPORATION, Grant Number: MO26 Chrysler, Integram, Ort...
- WMA Youth:** WMA Youth unchecked, NGJT unchecked, SPYC unchecked, TANF unchecked, Barriers icon, Out-of-School checked.

At the bottom, there are buttons for 'Check Verification' and 'Registration Details'. The status bar shows 'App Completed Date: 06/10/10', 'Eligibility Verif Date: 06/10/10', 'Record 1 of 4', and buttons for '+ Add', 'Save', and 'Cancel'.

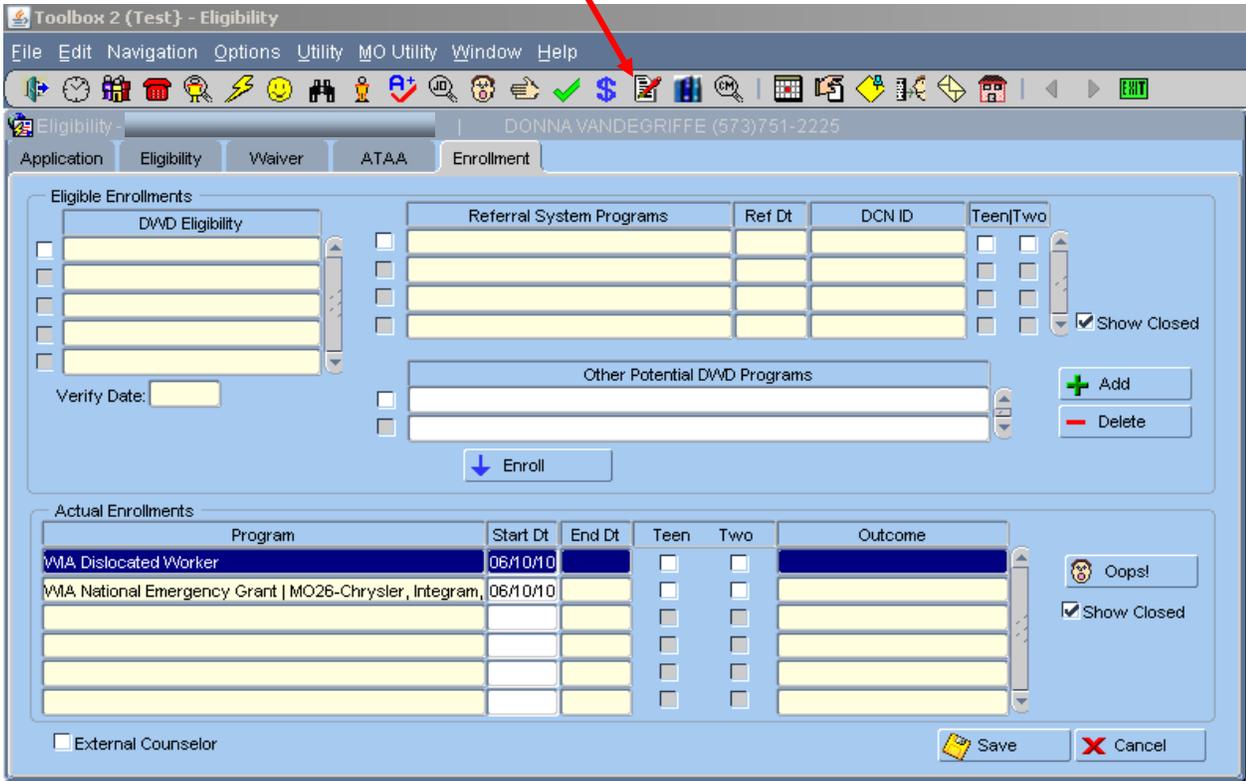
Select the Enrollment tab (1); Under Eligibility Enrollments, select the WIA Dislocated Worker and WIA National Emergency Grant boxes (2). Select the “Enroll (3)” button to place participant in “Actual Enrollments” section (4).



This step must be completed in order to select the service “WIA National Emergency Grant” or “WIA Disaster NEG” on the participant’s Employment Plan (see pages 9, 10 & 11). Select “Save (5)”.



Select Employment Plan/Enrollment Icon 



Toolbox 2 (Test) - Eligibility

File Edit Navigation Options Utility MO Utility Window Help

Eligibility DONNA VANDEGRIFFE (573)751-2225

Application Eligibility Waiver ATAA Enrollment

Eligible Enrollments

DWD Eligibility

Referral System Programs	Ref Dt	DCN ID	Teen	Two
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Other Potential DWD Programs

Verify Date:

Enroll

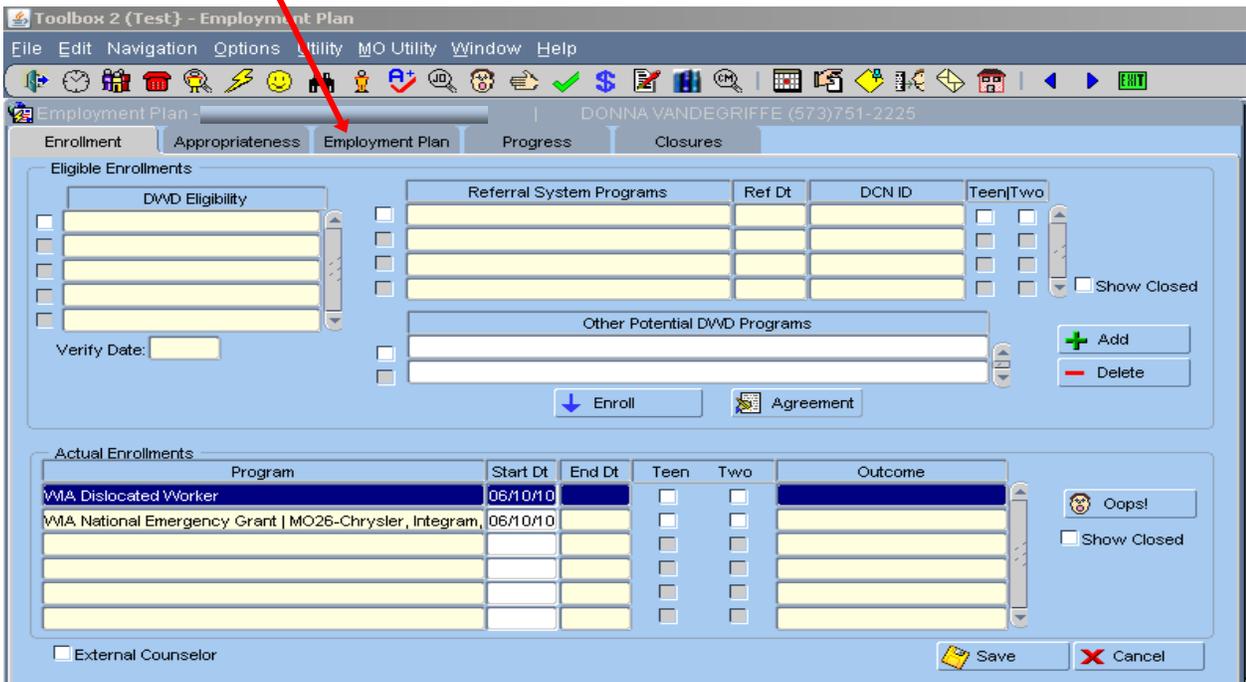
Actual Enrollments

Program	Start Dt	End Dt	Teen	Two	Outcome
WIA Dislocated Worker	06/10/10		<input type="checkbox"/>	<input type="checkbox"/>	
WIA National Emergency Grant   MO26-Chrysler, Integram,	06/10/10		<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

External Counselor

Save Cancel

Select Employment Plan Tab.



Toolbox 2 (Test) - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan DONNA VANDEGRIFFE (573)751-2225

Enrollment Appropriateness Employment Plan Progress Closures

Eligible Enrollments

DWD Eligibility

Referral System Programs	Ref Dt	DCN ID	Teen	Two
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Other Potential DWD Programs

Verify Date:

Enroll Agreement

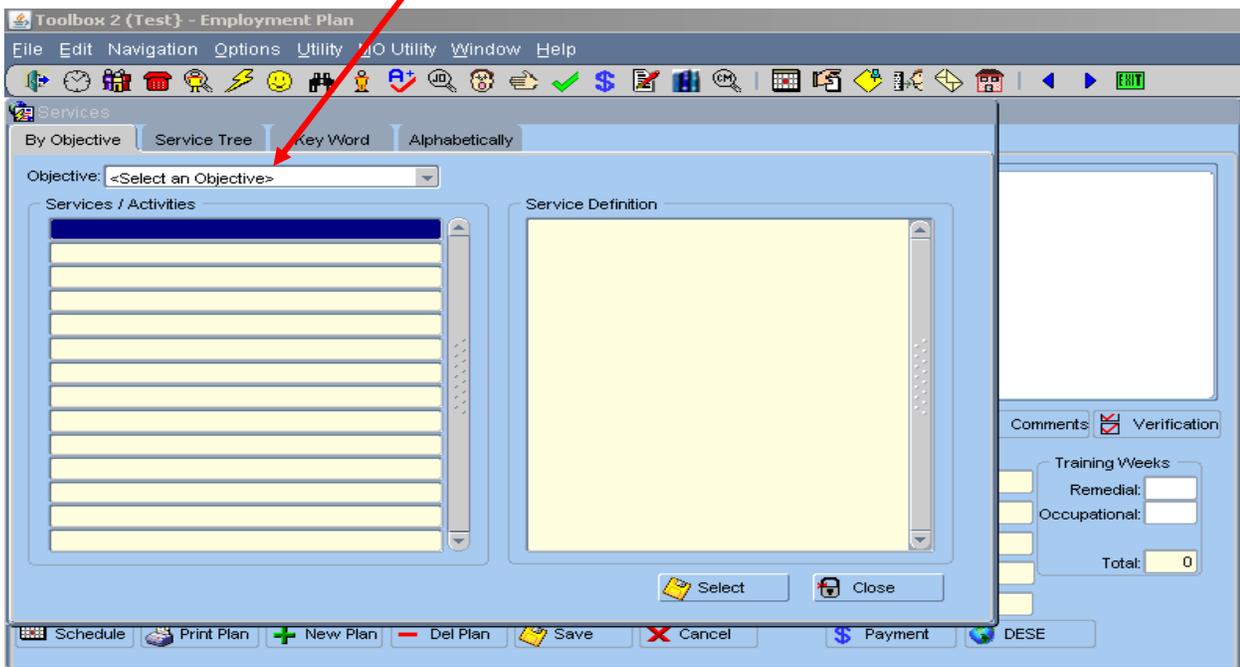
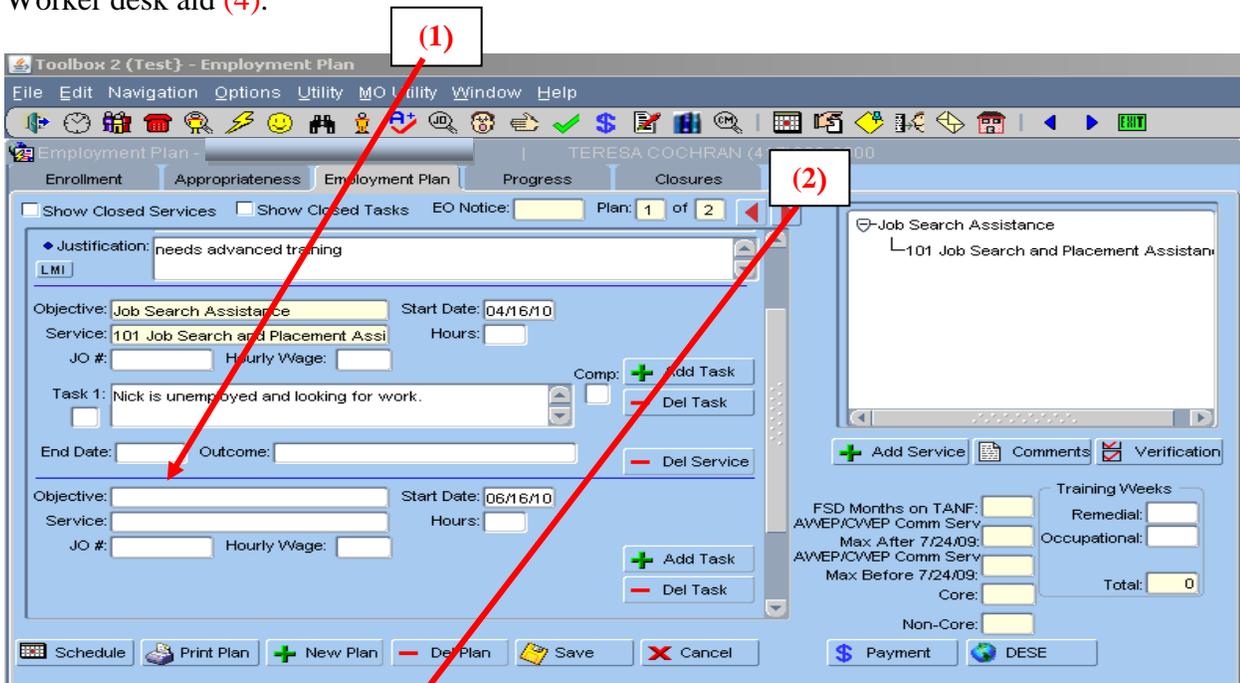
Actual Enrollments

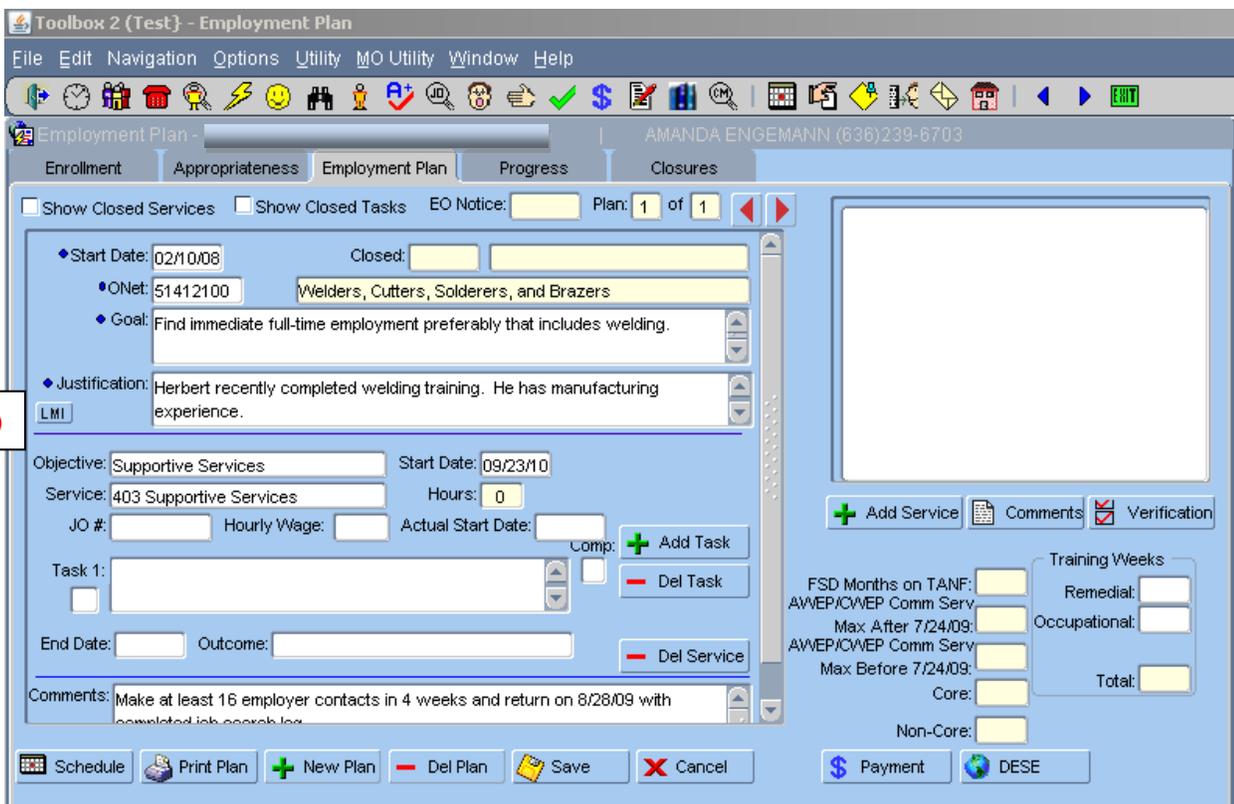
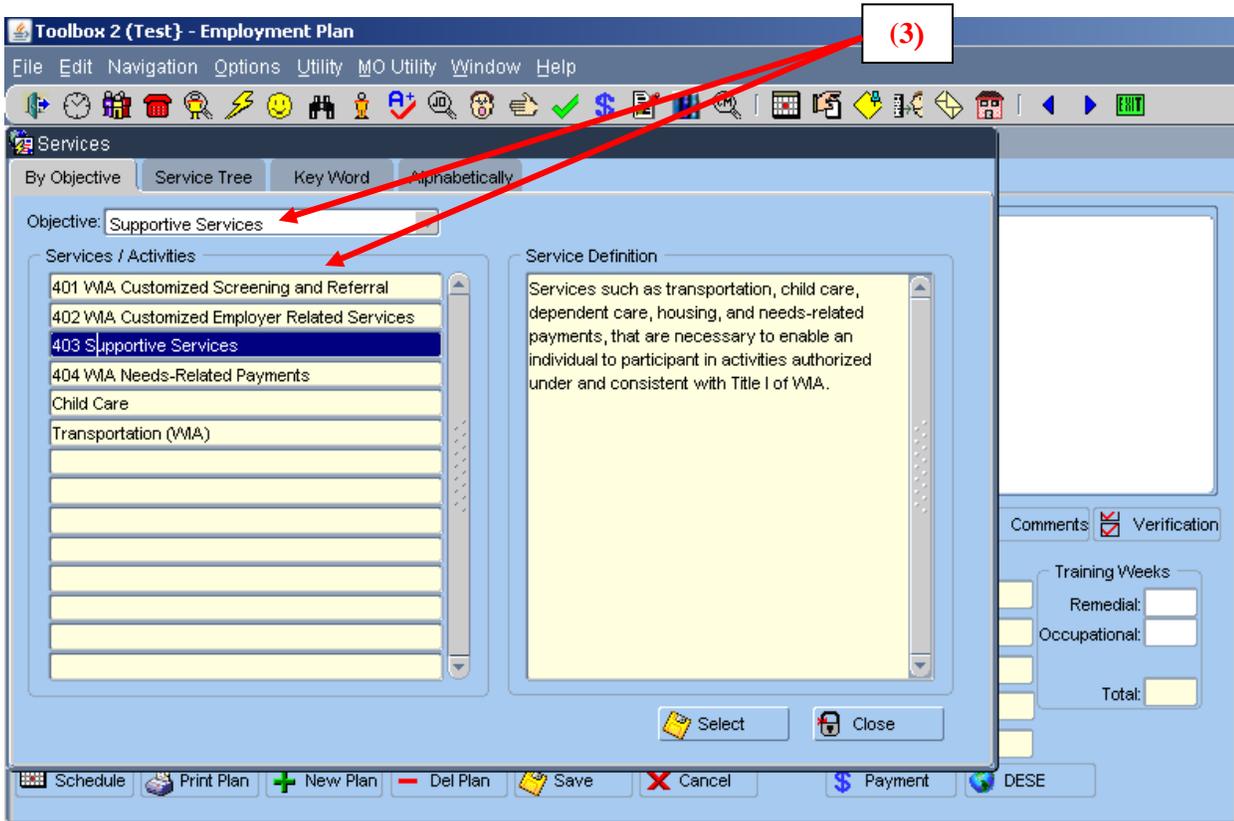
Program	Start Dt	End Dt	Teen	Two	Outcome
WIA Dislocated Worker	06/10/10		<input type="checkbox"/>	<input type="checkbox"/>	
WIA National Emergency Grant   MO26-Chrysler, Integram,	06/10/10		<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

External Counselor

Save Cancel

Double click on a new objective area (1) to obtain a new objective box (2). Select the objective and services (3). Complete "Employment Plan" and save as instructed under the WIA Dislocated Worker desk aid (4).





## Disaster National Emergency Grants (NEG)

If participant is being enrolled as part of a **Disaster National Emergency Grant** – follow the same process outlined in enrolling into the National Emergency grant. Select the Mass Layoff Number associated with the Disaster NEG – example: “20080100 - Disaster Long-Term Unemployed”

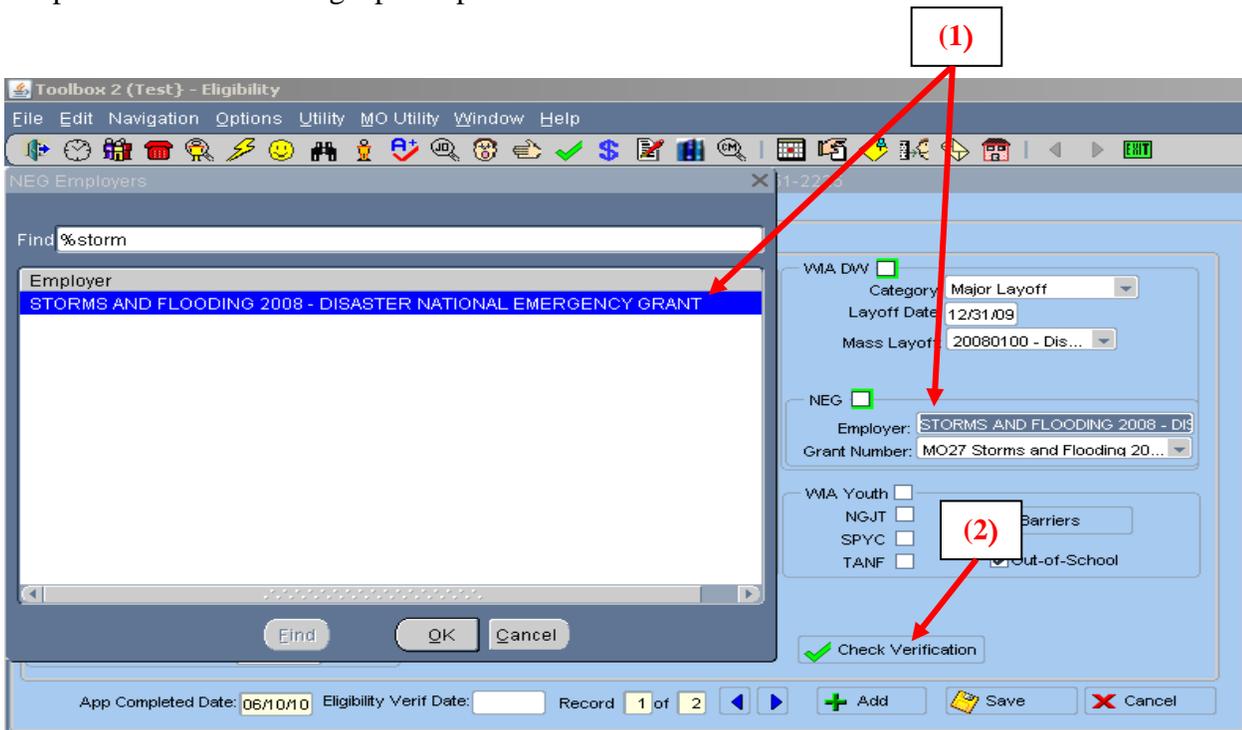
The screenshot shows the 'Eligibility' application window for DONNA VANDEGRIFFE (573)751-2225. The 'Eligibility' tab is active, and a dropdown menu is open for the 'Receiving MAP' field. The dropdown list contains the following items:

- 20080100 - Disaster Long-Term Unemployed (Selected)
- 20080101 - QualServ Corporation
- 20080102 - chrysler st. louis south assembly plant
- 20080103 - Petit Jean Poultry, Inc.
- 20080104 - mahle engine components
- 20080105 - Havco
- 20080106 - edco group, inc.
- 20080107 - dakkota integrated systems

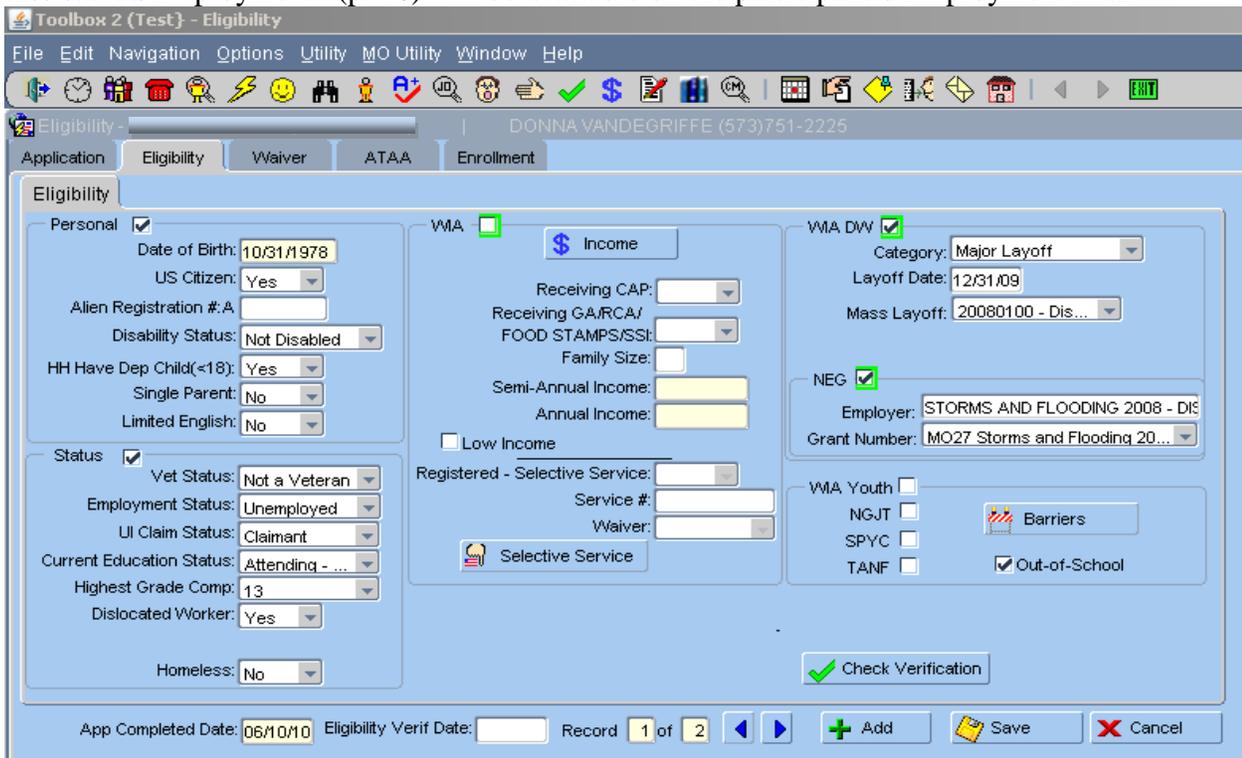
Other visible fields in the form include:

- Personal: Date of Birth (10/31/1978), US Citizen (Yes), Alien Registration #.A, Disability Status (Not Disabled), HH Have Dep Child(<18) (Yes), Single Parent (No), Limited English (No).
- Status: Vet Status (Not a Veteran), Employment Status (Unemployed), UI Claim Status (Claimant), Current Education Status (Attending - ...), Highest Grade Comp (13), Dislocated Worker (Yes), Homeless (No).
- WMA:  Income, WMA DW:  Category (Major Layoff), Layoff Date (12/31/09).
- FOOD S: 20080101 - QualServ Corporation, 20080102 - chrysler st. louis south assembly plant.
- Semi-Ann: 20080103 - Petit Jean Poultry, Inc.
- Ann: 20080104 - mahle engine components.
- Low Income:  20080105 - Havco.
- Registered - Select: 20080106 - edco group, inc., 20080107 - dakkota integrated systems.
- Waiver:  NGJT,  SPYC,  TANF,  Barriers,  Out-of-School.
- Check Verification:

Select the employer name set up for the Disaster NEG (example: Storms and Flooding 2008 – Disaster National Emergency Grant (NEG) (1). Select “Check Verification” (2) and follow the steps outlined on entering a participant into an NEG.



By selecting the National Emergency Disaster grant (example: “WIA National Emergency Grant | MO27-Storms and Flooding 2008”) the option to select the service “Disaster Relief Assistance/Employment” (p. 16) will be available on the participant’s Employment Plan.



To complete the enrollment process, follow instructions outlined on pages 3-11. Below is an example showing a NEG enrollment.

The screenshot shows the 'Eligibility' window with the 'Enrollment' tab selected. The interface includes a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. The main area is divided into two sections: 'Eligible Enrollments' and 'Actual Enrollments'.

**Eligible Enrollments:** This section contains a list of 'DWD Eligibility' programs, a 'Referral System Programs' table with columns for 'Ref Dt', 'DCN ID', and 'Teen|Two', and an 'Other Potential DWD Programs' list. There are 'Add' and 'Delete' buttons, and a 'Show Closed' checkbox.

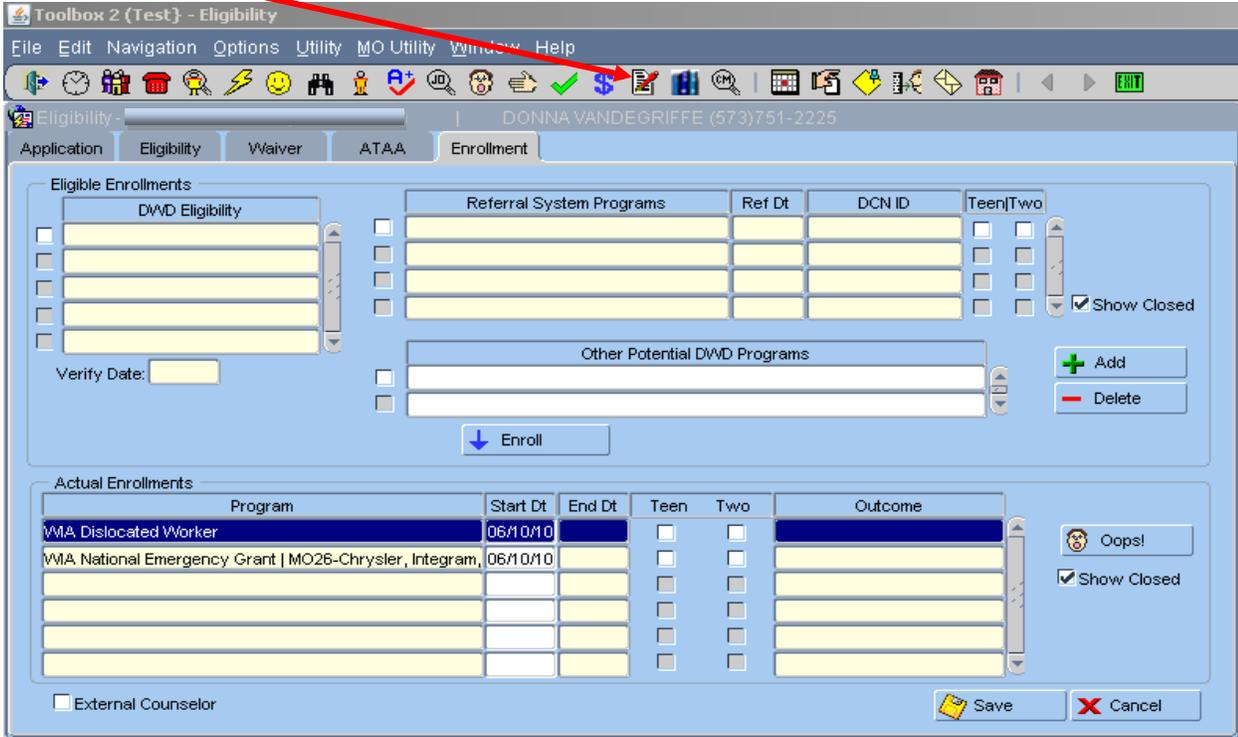
**Actual Enrollments:** This section contains a table with the following data:

Program	Start Dt	End Dt	Teen	Two	Outcome
Missouri Employment and Training Program   Mandatory	11/10/04	03/02/05	<input type="checkbox"/>	<input type="checkbox"/>	
WIA National Emergency Grant   MO27-Storms and Floodin	08/12/08	02/13/09	<input type="checkbox"/>	<input type="checkbox"/>	Employment Obtained
WIA Dislocated Worker	08/12/08	02/13/09	<input type="checkbox"/>	<input type="checkbox"/>	Obtained Employment (E&T)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Below the table are an 'External Counselor' checkbox, a 'Save' button, and a 'Cancel' button. A red arrow points to the first row of the 'Actual Enrollments' table.

## Disaster NEG Employment Plan

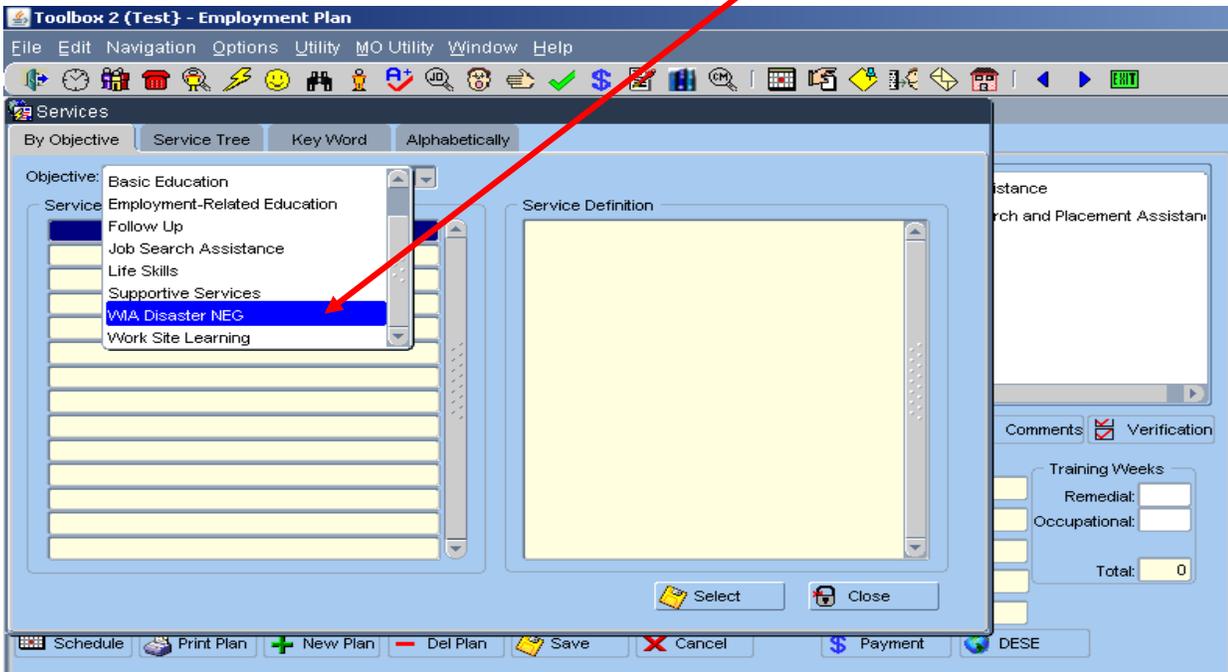
If enrolling a participant in a **Disaster National Emergency Grant: Select Employment Plan/Enrollment Icon**  and follow instructions outlined on pages 9-11.



The screenshot shows the 'Eligibility' window in Toolbox 2 (Test). The window has a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. A red arrow points to the enrollment icon (a document with a checkmark) in the toolbar. The window is divided into several sections:

- Eligible Enrollments:** Contains a list of 'DWD Eligibility' items, a 'Referral System Programs' table, and 'Other Potential DWD Programs'. The 'Referral System Programs' table has columns for 'Ref Dt', 'DCN ID', and 'Teen|Two'. There are 'Add' and 'Delete' buttons and an 'Enroll' button.
- Actual Enrollments:** A table with columns: Program, Start Dt, End Dt, Teen, Two, Outcome. It lists 'WIA Dislocated Worker' and 'WIA National Emergency Grant | MO26-Chrysler, Integram'. There are 'Oops!' and 'Show Closed' buttons.
- External Counselor:** A checkbox labeled 'External Counselor'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

On the Employment Plan “Objective” field choose “WIA Disaster NEG”.



The screenshot shows the 'Employment Plan' window in Toolbox 2 (Test). The 'Services' dialog box is open, showing a list of objectives. A red arrow points to 'WIA Disaster NEG' in the list. The dialog box has a 'By Objective' tab and a 'Service Tree' section. The 'Service Definition' section is empty. There are 'Select' and 'Close' buttons at the bottom of the dialog box. The main window has a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. The 'Comments' and 'Verification' sections are visible on the right side of the main window.

Choose the service “Disaster Relief Assistance/Employment” (1). Click the “Select” button (2) to save the record. Follow the enrollment and employment plan process and outlined starting on page 8.

