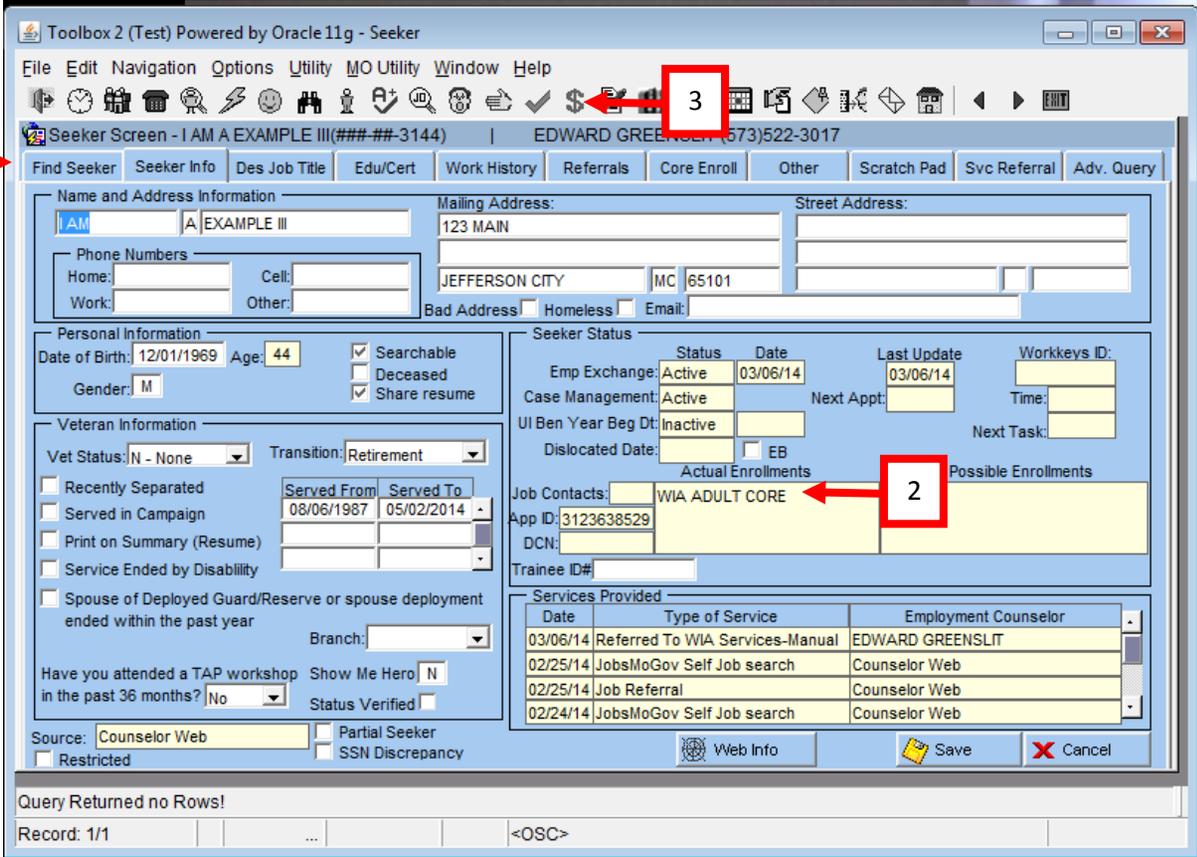


Create Application, Eligibility, Enrollment, Appropriateness, Employment Plan for OJT and WIA Dislocated Worker

After receiving the customer's eligibility documentation as required in the Policy and Procedure Manual and upon placement in an OJT opportunity, the case manager should proceed to enroll the customer in Toolbox 2. All job seeker information must be completed before proceeding to the eligibility screen. Working with the customer, complete the appropriate Assessment Screens to assist the customer in identifying employment related strengths and weaknesses. Each customer's circumstances will vary based on their education and experience not all of the assessment tools will be necessary for every customer.

1. Locate and open the **Job Seeker** record.
2. From the **Seeker Info** tab, check the “**Actual Enrollments**” section to verify a **Core** enrollment.
3. Click on the **Eligibility** speed button .



The screenshot shows the 'Seeker Screen - I AM A EXAMPLE III(### ##-3144)' window. The 'Seeker Info' tab is active. A red box labeled '1' points to the 'Job Seeker' record in the top navigation bar. Another red box labeled '2' points to the 'Actual Enrollments' section, which shows a 'WIA ADULT CORE' enrollment. A third red box labeled '3' points to the 'Eligibility' speed button in the top toolbar.

Date	Type of Service	Employment Counselor
03/06/14	Referred To WIA Services-Manual	EDWARD GREENSLIT
02/25/14	JobsMoGov Self Job search	Counselor Web
02/25/14	Job Referral	Counselor Web
02/24/14	JobsMoGov Self Job search	Counselor Web

- Once you click on the **Eligibility** button, a pop-up box may appear, asking you to assign a **Primary Employment Counselor**.
- If you are going to be the Primary Counselor working with this individual, click **“YES”** on the popup.

This example already has a primary counselor so the popup is bypassed.

- On the screen title, notice the Primary Counselor has now been assigned. The name and phone number of the Primary Counselor appears in the title bar of the screen.
- Birth Date** and **UI Status** are populated based upon the information in the **Seeker Info** screen.
- Enter information in all fields on the Application tab based upon the job seeker’s status, as indicated in the steps below.

9. Enter the number of **Family Members living in the household.**
10. Enter the number of **Dependents that are 18 or under.**
11. Enter the **Monthly Earned Income of these Family Members.**
12. Enter if the customer is a **U.S. Citizen.**
13. If not a U.S. Citizen enter **Alien Registration # and authorization to work in the US.**
14. Enter if the customer is **currently employed.**
15. The question, **“If Yes, are you at risk of losing your current level of income”**, this question will need to be completed if the **“Currently Employed”** question was a **“Yes”**.
16. Complete the **Registered With Selective Service** field if the job seeker is a male 18 years or older.
17. Enter the **Selective Service Registration #** if “Registered with Selective Service” field is “Yes”.

Eligibility - I AM A EXAMPLE III(###-##-3144) | EDWARD GREENSLIT (573) 522-2217

Application Eligibility Waiver Enrollment

Birth Date: 12/01/1969 UI Status: Inactive Created Dt:

How many family members related by blood or marriage live in your household? # of dependents 18 and under:

What is the approximate total household earned income of these family members? Per Month

U.S. Citizen? If No Alien Registration #: Are you authorized to work in the U.S.?

Currently Employed? If Yes, are you at risk of losing your current level of income?

Registered With Selective Service? If Yes, Registration #: Selective Service

18. **“Do you have a disability that is a barrier to employment?”** Click the arrow to respond “Yes” or “No”.
19. **“Are you homeless?”** Click the arrow to respond “Yes” or “No”.
20. If the **“homeless”** response is yes, answer the question **“If Yes, live in shelter?”**. Click the arrow to respond “Yes” or “No”.
21. To answer the question **“Are you a Dislocated Worker?”** click the arrow and select “Yes” or “No”.
22. If the response to the **“Dislocated Worker”** question is “Yes”, complete the fields for **“Letter from employer?”**, **“Layoff Date”** and **“Employer/Company Name?”**.

The screenshot shows a blue-themed web form with the following fields and callouts:

- 18**: Points to the dropdown arrow for the question "Do you have a disability that is a barrier to employment?".
- 19**: Points to the dropdown arrow for the question "Are you homeless?".
- 20**: Points to the dropdown arrow for the question "If Yes, live in shelter?".
- 21**: Points to the dropdown arrow for the question "Are you a Dislocated Worker?".
- 22**: Points to the dropdown arrow for "Letter from employer?", the text input field for "Layoff Date", and the text input field for "Employer / Company name?".

23. **“Are you receiving or have you received in the past 6 months: Food Stamps?”** click the arrow and select “Yes” or “No”.
24. **“Are you a PELL Grant recipient?”**, click the arrow and select “Yes” or “No”.
25. **“Was the customer unable to achieve self-sufficiency after receiving core services?”** click the arrow and select “Yes” or “No”.
26. **“What is your employment objective?”**, type in the objective .
27. **“What is your employment or training need?”** type in the information.
28. Click on the **“Show Me Hero”** button.

The screenshot shows a web form with a light blue header and a white body. The form contains several questions and input fields. Red boxes with numbers 23 through 28 are placed around the form, with red arrows pointing to specific elements. Box 23 points to the dropdown arrow for the first question. Box 24 points to the dropdown arrow for the second question. Box 25 points to the dropdown arrow for the third question. Box 26 points to the dropdown arrow for the fourth question. Box 27 points to the 'Completed Dt:' field. Box 28 points to the 'Show Me H...' button. The form also includes a 'Record 2 of 1' indicator, navigation arrows, and 'Add', 'Save', and 'Cancel' buttons.

Are you receiving or have you received in the past 6 months: Food Stamps?

Are you a PELL Grant recipient?

Was the customer unable to achieve self-sufficiency after receiving core services?

What is your employment objective?

What is your employment or training need?

Show Me H... Completed Dt: Record 2 of 1

29. “Are you one of the following”

1. the spouse of an active duty military personnel or
2. the spouse of an active duty military personnel who separated from the military within the last 12 months or
3. the spouse of a National Guardsman or a Reservist who was deployed for at least four months and has returned from the deployment within the last twelve months?” If the customer can answer “Yes” to any of the three questions, click the drop down arrow and select Yes. If not, the select “No”.

30. “Are you a member of the National Guard or a Reservist who was deployed at least four months and has returned from the deployment within the last thirty-six months?” Click the arrow and select “Yes or No”

31. “Are you a Veteran who served in the military within the last 365 days?” Click the arrow and select “Yes or No”

The screenshot shows a dialog box titled "Show Me Hero Questions" with a light blue background. It contains three questions, each followed by a dropdown menu. Red boxes and arrows highlight the dropdown arrows for questions 29, 30, and 31. Question 29 is "Are you one of the following:" with three sub-questions. Question 30 is "Are you a member of the National Guard or a Reservist who was deployed for at least four months and returned from the deployment with the last thirty-six months?". Question 31 is "Are you a Veteran who served in the military within the last 365 days?". At the bottom right, there are "Cancel" and "OK" buttons.

32. Click **OK** button

Show Me Hero Questions

Are you one of the following:

1. the spouse of a active duty military personnel or
2. the spouse of a active duty military personnel who separated from the military within the last 12 months or
3. the spouse of a National Guardsman or a reservist who was deployed for at least four months and then returned from the deployment within the last twelve months?

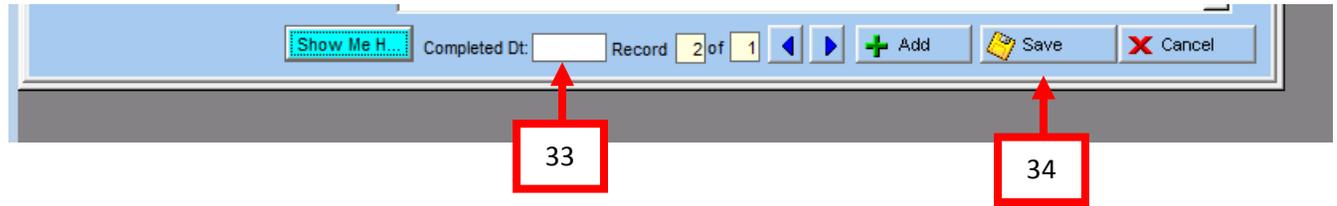
Are you a member of the National Guard or a Reservist who was deployed for at least four months and returned from the deployment with the last thirty-six months?

Are you a Veteran who served in the military within the last 365 days?

Cancel OK

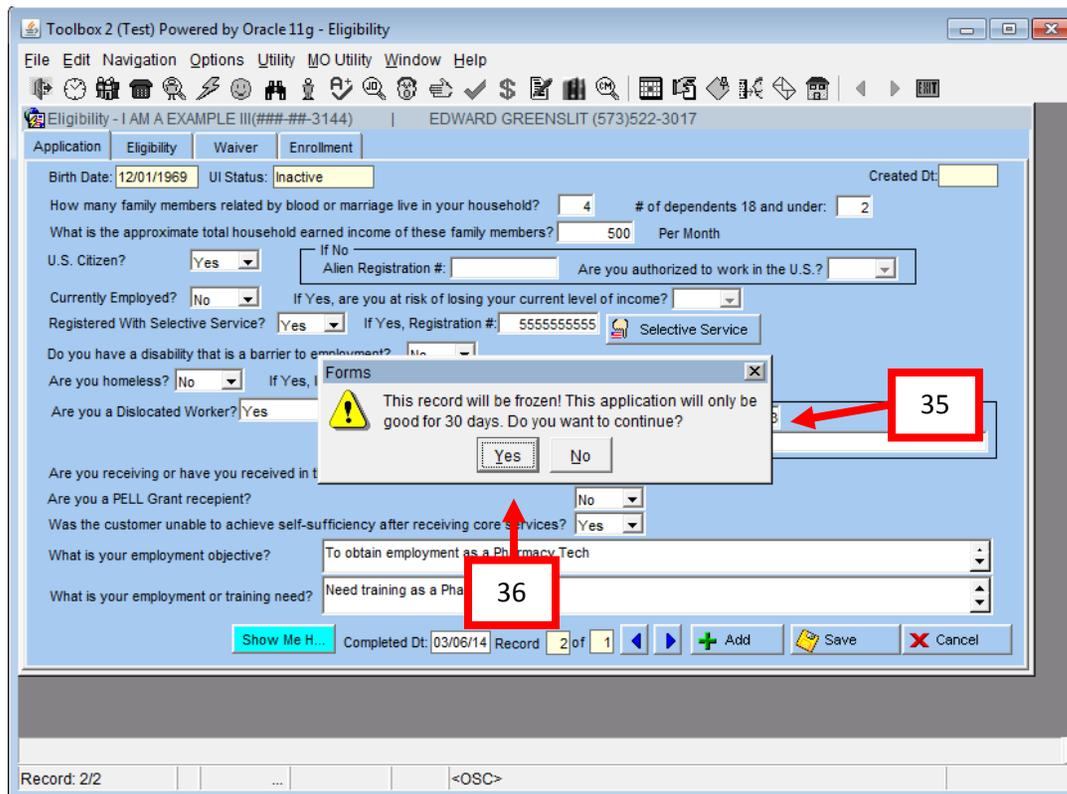
32

- 32. **Complete Dt:** double click in this box and the current date will appear.
- 33. Click **Save**.



- 34. A pop-up box will appear indicating that the “Application record will be frozen. This application will only be good for 30 days.”
- 35. Click **YES**.

NOTE: Once this Application is frozen, the information cannot be changed. If a wrong entry needs to be corrected, a new Application will have to be created before completing the Eligibility screen.



36. The Application is now Saved. You can verify this by looking at the **Completed Dt** field and also the **Information Bar**, which indicates the record is saved. You are now ready to proceed to “Eligibility”.
37. Click on the **Eligibility** tab.

38

Eligibility - I A A EXAMPLE III(### ##-3144) | EDWARD GREENSLIT (573)522-3017

Application Eligibility Waiver Enrollment

Birth Date: 12/01/1969 UI Status: Inactive Created Dt: 03/06/14

How many family members related by blood or marriage live in your household? 4 # of dependents 18 and under: 2

What is the approximate total household earned income of these family members? 500 Per Month

U.S. Citizen? Yes No If No Alien Registration #: Are you authorized to work in the U.S.?

Currently Employed? No If Yes, are you at risk of losing your current level of income?

Registered With Selective Service? Yes No If Yes, Registration #: 5555555555 Selective Service

Do you have a disability that is a barrier to employment? No Yes

Are you homeless? No Yes If Yes, live in shelter?

Are you a Dislocated Worker? Yes No If Yes Letter from employer? Yes No Layoff Date: 12/01/13
Employer / Company name: Employer Name

Are you receiving or have you received in the past 6 months: Food Stamps? No Yes

Are you a PELL Grant recipient? No Yes

Was the customer unable to achieve self-sufficiency after receiving core services? Yes No

What is your employment objective? To obtain employment as a Pharmacy Tech

What is your employment or training need? Need training as a Pharmacy Tech

37 Show me H... Completed Dt: 03/06/14 Record 2 of 2 Add Save Cancel

Transaction complete: 2 records applied and saved.

Record: 2/2 <OSC>

38. Auto Populated fields from **Seeker Info**

1. **Date of Birth**
2. **U.S. Citizen**

39. Auto populated fields from the **Application** screen.

1. **HH Have Dep Child (<18)**
2. **Homeless**
3. **Registered – Selective Service**
4. **Service #**

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

File Edit Navigation Options Utility MO Utility Window Help

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

Application Eligibility Waiver Enrollment

Eligibility

Personal Date of Birth: 12/01/1969 Income

US Citizen: Yes

Alien Registration #A:

Disability Status:

Disability Type:

HH Have Dep Child(<18): Yes

Single Parent:

Limited English:

Receiving TANF:

Receiving GA/RCA/FOOD STAMPS/SSI:

Family Size:

Semi-Annual Income:

Annual Income:

Low Income:

Registered - Selective Service: Yes

Service #: 55-5555555-5

Waiver:

Selective Service

WIA DW Category:

Layoff Date:

Mass Layoff:

NEG Employer:

Grant Number:

WIA Youth Barriers

SPYC Out-of-Sch...

Show Me Hero

Check Verification

App Completed Date: 03/06/14 Eligibility Verif Date:

Record 2 of 1

Record: 2/2 ... <OSC>

Personal Section

41. **Disability Status:** Click the arrow to select the applicable choice.
42. **Disability Type:** If disabled click the arrow to select the applicable choice.
43. **Single Parent:** Click the arrow to choose “Yes” or “No”.
44. **Limited English:** Click the arrow to choose “Yes” or “No”.

Status Section

45. **Vet Status:** Click the arrow to select the applicable choice.
46. **Employment Status:** Click the arrow to select the applicable choice.
47. **UI Claim Status:** Click the arrow to select the applicable choice.
48. **Current Education Status:** Click the arrow to select the applicable choice.
49. **Highest Grade Comp:** Click the arrow to select the applicable choice.
50. **Dislocated Worker:** Click the arrow to choose “Yes” or “No”.

The screenshot shows a software application window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility'. The window contains a form for 'Eligibility' with various fields and dropdown menus. Red boxes with numbers 41 through 50 are overlaid on the form, with red arrows pointing to specific dropdown menus:

- 41: Points to the 'Disability Status' dropdown menu.
- 42: Points to the 'Disability Type' dropdown menu.
- 43: Points to the 'Single Parent' dropdown menu.
- 44: Points to the 'Limited English' dropdown menu.
- 45: Points to the 'Vet Status' dropdown menu.
- 46: Points to the 'Employment Status' dropdown menu.
- 47: Points to the 'UI Claim Status' dropdown menu.
- 48: Points to the 'Current Education Status' dropdown menu.
- 49: Points to the 'Highest Grade Comp' dropdown menu.
- 50: Points to the 'Dislocated Worker' dropdown menu.

The form includes fields for 'Date of Birth' (12/01/1969), 'US Citizen' (Yes), 'Alien Registration #', 'Disability Status', 'Disability Type', 'HH Have Dep Child(<18):' (Yes), 'Single Parent', 'Limited English', 'Income', 'Receiving TANF', 'Receiving GA/RCA', 'TAMPS/SSI', 'Family Size', 'Semi-Annual Income', 'Annual Income', 'WIA DW', 'Category', 'Layoff Date', 'Mass Layoff', 'NEG', 'Employer', 'Grant Number', 'WIA Youth', 'SPYC', 'Barriers', 'Out-of-Sch...', 'Check Verification', 'App Completed Date' (03/06/14), 'Eligibility Verif Date', 'Record 2 of 1', '+ Add', 'Save', and 'Cancel'.

WIA Section

51. While the WIA eligibility box will be green, the **WIA Adult section is not addressed in this desk aid.**

Show Me Hero Section

52. **Show Me Hero**-This customer is not eligible for Show me Hero. Show Me Hero example will be added to the end of this desk aid.

WIA DW

53. **Category:** Click the arrow box and select the applicable choice.
54. **Layoff Date:** Enter the job seeker's layoff date.
55. **Mass Layoff:** If mass layoff, click the arrow and scroll through the list to select the applicable choice.

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

File Edit Navigation Options Utility MO Utility Window Help

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

Application Eligibility Waiver Enrollment

Eligibility

Personal Date of Birth: 12/01/1969
US Citizen: Yes
Alien Registration #A:
Disability Status: Not Disabled
Disability Type:
HH Have Dep Child(<18): Yes
Single Parent: No
Limited English: No

WIA Income
Receiving TANF:
Receiving GA/RCA/
FOOD STAMPS/SSI:
Family Size:
Semi-Annual Income:
Annual Income:
 Low Income

WIA DW Category:
Layoff Date:
Mass Layoff:

NEG
Employer:
Grant Number:

WIA Youth
SPYC Barriers
 Out-of-Sch...

Status Vet Status: Service con...
Employment Status: Unemployed
UI Claim Status: Exhausted
Current Education Status: Not Attendin...
Highest Grade Comp: High School...
Dislocated Worker: Yes
Homeless: No

Registered - Selective Service: Yes
Service #: 55-555555-5
Waiver:
Selective Service

Show Me Hero

Check Verification

App Completed Date: 03/06/14 Eligibility Verif Date: Record 2 of 1 + Add Save Cancel

Is the customer a dislocated worker? 'Y' or 'N'

Record: 2/2 ... <OSC>

NEG Section

- 56. **Employer:** Double click to bring up list of values popup
- 57. **NEG Employers:** Search for and select the appropriate employer from the list of values popup.
- 58. **Grant Number:** Click the arrow and scroll through the list to select the applicable grant.

The screenshot shows the 'Eligibility' application window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility'. The main window has tabs for 'Application', 'Eligibility', 'Waiver', and 'Enrollment'. The 'Eligibility' tab is active, showing a form with various fields. A 'NEG Employers' popup window is open, displaying a list of employers with 'AFFINIA GROUP' selected. A red box labeled '57' highlights this popup. In the main form, the 'Employer' field is highlighted with a red box labeled '56'. A red arrow points from box '56' to the 'Grant Number' field, which is also highlighted with a red box labeled '58'. A second red arrow points from box '58' to a dropdown list of grant numbers, with 'MO33 STATEWIDE OJT-NEG' selected. The main form includes sections for 'Personal' (Date of Birth: 12/01/1969, US Citizen: Yes, etc.), 'Status' (Vet Status: Service con..., Employment Status: Unemployed, etc.), and 'Income' (Semi-Annual Income, Annual Income, etc.). At the bottom, it shows 'App Completed Date: 03/06/14' and 'Record 2 of 1'.

59. **WIA DW and NEG** check boxes now have a green halo around them. If you have gotten this far and the green halo is missing **STOP** and review the eligibility form because something is missing.
60. Click **Check verification**

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

File Edit Navigation Options Utility MO Utility Window Help

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

Application Eligibility Waiver Enrollment

Eligibility

Personal Date of Birth: 12/01/1969
US Citizen: Yes
Alien Registration #:
Disability Status: Not Disabled
Disability Type:
HH Have Dep Child(<18): Yes
Single Parent: No
Limited English: No

Status Vet Status: Service con...
Employment Status: Unemployed
UI Claim Status: Exhausted
Current Education Status: Not Attendin...
Highest Grade Comp: High School...
Dislocated Worker: Yes
Homeless: No

WIA Income
Receiving TA: 59
Receiving GA/RCA:
FOOD STAMPS/SSI:
Family Size:
Semi-Annual Income:
Annual Income:
 Low Income
Registered - Selective Service: Yes
Service #: 55-555555-5
Waiver:
Selective Service

WIA DW Category: Individual layoff
Layoff Date: 12/01/13
Mass Layoff:

NEG Employer: STATEWIDE OJT-NEG
Grant Number: MQ33 STATEWIDE OJT-NEG

WIA Youth Barriers
SPYC Out-of-Sch...

Show Me Hero 60 Check Verification

App Completed Date: 03/06/14 Eligibility Verif Date: Record 1 of 2 + Add Save Cancel

Record: 1/2 <OSC>

General Section

- 61. Each of the white boxes needs to be checked to attest to staff verification. (Identity, Citizenship/Employment Status, and Age)
- 62. Enter the documentation type used to verify the information in the comment box below the checkboxes.

WIA/WIA Adult/Youth Section

- 63. **Family Size**- Only needs to be completed if enrolling in WIA Adult or WIA Youth.
- 64. **Last 6 Months Income**- Only needs to be completed if enrolling into WIA Adult or WIA Youth.
- 65. **Selective Service**-If customer is male, born after 1959 the check box must be checked.
- 66. Enter the documentation used to verify the information in the comment box below the check boxes.

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

File Edit Navigation Options Utility MO Utility Window Help

Check Verification

General

General

Identity
(- ie. Drivers License, SS Card, W2 form)

Citizenship / Employment Status
(- ie. Birth Cert., Work Auth, Alien #) 61

Age
(- ie. Birth Certificate)

Disability Status
(- ie. Medical Records)

Veteran Status

Show Me Hero

Marital Staus
(Marriage License, DEERS Paperwork, etc.)

Military Dates and Discharge Type
(DD214, Copies of Orders, etc.)

62

WIA / WIA Adult/Youth

Family Size 63

Last 6 Months Income 64

Selective Service 65

Categorically Eligible 66

WIA Dislocated Worker/NEG

Dislocated Worker Status (See Eligibility Guidelines)

Layoff Date

Save Cancel Close

WIA Dislocated Worker/NEG

- 67. Each of the white boxes needs to be checked to attest to staff verification. (Dislocated Worker Status and layoff date)
- 68. Enter the documentation type used to verify the information in the comment box below the checkboxes.

Show Me Hero

- 69. Customer is not Show Me Hero eligible. This section should not be completed for this customer. Show Me Hero example will be added to the end of this desk aid.

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

File Edit Navigation Options Utility MO Utility Window Help

Check Verification

General

General

- Identity (- ie. Drivers License, SS Card, W2 form)
- Citizenship / Employment Status (- ie. Birth Cert., Work Auth, Alien #)
- Age (- ie. Birth Certificate)
- Disability Status (- ie. Medical Records)
- Veteran Status (- ie. DD214, Vet Admin (800)827-1000)

Verified through WIA Core Enrollment

WIA / WIA Adult/Youth

- Family Size
- Last 6 Months Income
- Selective Service
- Categorically Eligible

Verified through Selective Service website

WIA Dislocated Worker/NEG

- Dislocated Worker Status (See Eligibility Guidelines) 67
- Layoff Date 68

Show Me Hero

- Marital Status (Marriage License, DEERS Paperwork, etc.) 69
- Military Dates and Discharge Type (DD214, Copies of Orders, etc.)

Save Cancel Close

Record: 1/2 ... <OSC>

70. Click **Save** button

71. Click the **Close** button

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

File Edit Navigation Options Utility MO Utility Window Help

Check Verification

General

General

- Identity (- ie. Drivers License, SS Card, W2 form)
- Citizenship / Employment Status (- ie. Birth Cert., Work Auth, Alien #)
- Age (- ie. Birth Certificate)
- Disability Status (- ie. Medical Records)
- Veteran Status (- ie. DD214, Vet Admin (800)827-1000)

Verified through WIA Core Enrollment

WIA / WIA Adult/Youth

- Family Size
- Last 6 Months Income
- Selective Service
- Categorically Eligible

Verified through Selective Service website

WIA Dislocated Worker/NEG

- Dislocated Worker Status (See Eligibility Guidelines)
- Layoff Date

Letter from the employer

70

71

Save Cancel Close

Record: 1/2 ... <OSC>

72. Verify that there is a **Checkmark** in the **WIA DW** check box. If you have gotten this far and there is no checkmark **STOP** go back and review the check verification again and find what is missing.

73. Verify that there is a **Checkmark** in the **NEG** check box. If you have gotten this far and there is no checkmark **STOP** go back and review the check verification again and find what is missing.

74. **Eligibility Verif Date:**
Double-click in the box and the current date will be entered.

75. Click **Save** button

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

File Edit Navigation Options Utility MO Utility Window Help

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

Application Eligibility Waiver Enrollment

Eligibility

Personal Date of Birth: 12/01/1969
US Citizen: Yes
Alien Registration #A
Disability Status: Not Disabled
Disability Type
HH Have Dep Child(<18): Yes
Single Parent: No
Limited English: No

Status Vet Status: Service con...
Employment Status: Unemployed
UI Claim Status: Exhausted
Current Education Status: Not Attendin...
Highest Grade Comp: High School...
Dislocated Worker: Yes
Homeless: No

Income
Receiving TANF:
Receiving GA/RCA/
FOOD STAMPS/SS:
Family Size:
Semi-Annual Income:
Annual Income:
 Low Income
Registered - Selective Service: Yes
Service #: 55-555555-5
Waiver:
Selective Service

WIA WIA DW
Category: Individual layoff
Layoff Date: 12/01/13
Mass Layoff:
NEG
Employer: STATEWIDE OJT-NEG
Grant Number: MO33 STATEWIDE OJT-NEG

WIA Youth
SPYC
Barriers
 Out-of-Sch...

Show Me Home

Check Verification

App Completed Date: 03/06/14 Eligibility Verif Date: Record 1 of 2 + Add Save Cancel

Record: 1/2 <OSC>

76. After Save a popup will appear indicating the record will be frozen.

77. Click **Yes**

NOTE: When the **Yes** button has been clicked, changes can no longer be made to this Eligibility record. If the record needs to be changed, a new Eligibility record will need to be created before the enrollment is created.

78. Click on the **Enrollment** Tab

The screenshot shows a web application window titled "Toolbox 2 (Test) Powered by Oracle 11g - Eligibility". The main content area is the "Eligibility" form for a record with ID "I AM A EXAMPLE III(###-##-3144)". The form is divided into several sections: "Personal", "Income", "WIA", "WIA DW", "Status", and "Homeless". A "Forms" dialog box is open in the center, displaying a warning icon and the text: "This record will be frozen! Do you want to continue?". The dialog has "Yes" and "No" buttons. A red arrow points from the "Yes" button to the number "77" in the "Show Me Homeless" field. Another red arrow points from the "Enrollment" tab in the top navigation bar to the number "78". A third red arrow points from the "STATEWIDE OUT-NEG" dropdown menu to the number "76". The bottom of the window shows a status bar with "App Completed Date: 03/06/14", "Eligibility Verif Date: 03/07/14", and "Record 1 of 2".

79. Click in the box next to **WIA Dislocated Worker** and **WIA National Emergency Grant**.
80. Click **Enroll** button.

SPECIAL NOTE
The start date must represent the actual first date of employment.

Eligibility - I AM A EXAMPLE III(##) (573)522-3017

Application Eligibility Waiver **79**

DWD Eligibility	Referral System Programs	Ref Dt	DCN ID	Teen Two
<input type="checkbox"/> WIA Dislocated Worker				
<input type="checkbox"/> WIA National Emergency Grant				

Verify Date: 03/07/14

Did Not Enroll **Enroll** **80** + Add - Delete

Program	Start Dt	End Dt	Teen Two	Trade 2002	Outcome
WIA ADULT CORE	03/06/14				

External Counselor Recalled by Trade Affected Employer Save Cancel

Record: 1/1 ... <OSC>

Actual Enrollments

- 81. The **WIA Dislocated Worker** and **WIA National Emergency Grant/MO33-Statewide OJT-NEG** enrollments are seen in the **Actual Enrollments** section, along with a **Start Date**.
- 82. Click **Save** button.
- 83. Click on the **Employment Plan** speed button.

SPECIAL NOTE:
The start date must be the actual first day of employment for the OJT training participant

The screenshot shows a software window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility'. 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 sections: 'Eligible Enrollments' and 'Actual Enrollments'. The 'Eligible Enrollments' section contains a table with columns for 'DWD Eligibility', 'Referral System Programs', 'Ref Dt', 'DCN ID', and 'Teen|Two'. Below this is a 'Verify Date' field and an 'Enroll' button. The 'Actual Enrollments' section contains a table with columns for 'Program', 'Start Dt', 'End Dt', 'Teen Two', 'Trade 2002', and 'Outcome'. The table has three rows: 'WIA ADULT CORE' (Start Dt: 03/06/14), 'WIA Dislocated Worker' (Start Dt: 03/07/14), and 'WIA National Emergency Grant | MO33-STATEWIDE OJT-NEG' (Start Dt: 03/07/14). A 'Save' button is located at the bottom right of the 'Actual Enrollments' section. A red box labeled '83' points to the 'Employment Plan' speed button in the toolbar. A red box labeled '81' points to the 'Start Dt' column in the 'Actual Enrollments' table. A red box labeled '82' points to the 'Outcome' column in the 'Actual Enrollments' table. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

84. Click on **Employment Plan** tab

The screenshot shows a software window titled "Toolbox 2 (Test) Powered by Oracle" with a sub-title "Employment Plan". The window has a menu bar (File, Edit, Navigation, Options, Utility, M Utility, Window, Help) and a toolbar with various icons. The main content area is divided into tabs: "Enrollment", "Appropriateness", "Employment Plan" (selected), "Progress", and "Closures".

The "Employment Plan" tab contains two main sections:

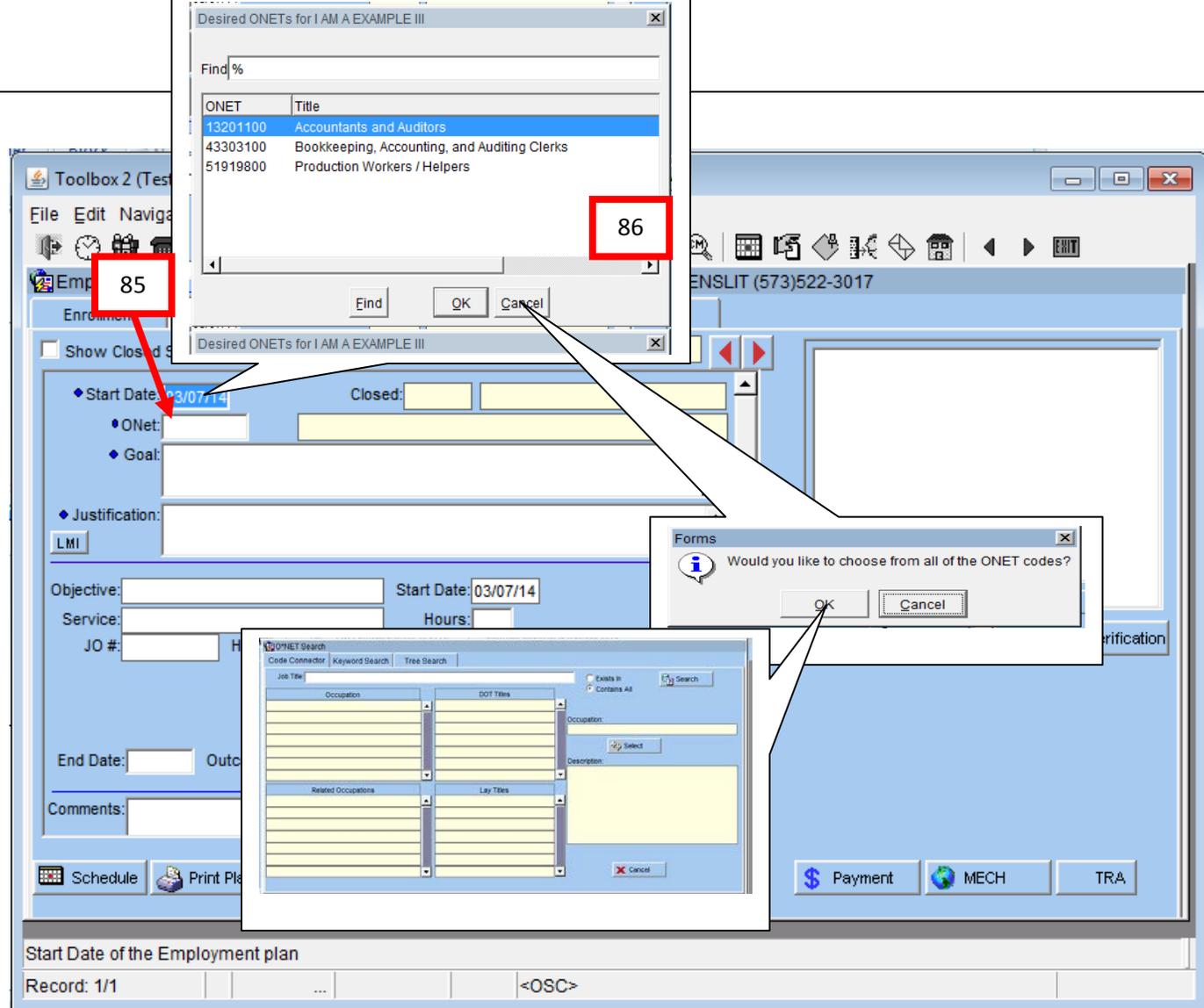
- Eligible Enrollments:** This section includes a "DWD Eligibility" table with checkboxes, a "Referral System Programs" table with columns for "Ref Dt" and "DCN ID", and an "Other Potential DWD Programs" section with an "Add" button and a "Delete" button. There are also "Enroll" and "Agreement" buttons at the bottom of this section.
- Actual Enrollments:** This section contains a table with the following data:

Program	Start Dt	End Dt	Trade 2002	Outcome
WIA ADULT CORE	03/06/14		<input type="checkbox"/>	
WIA Dislocated Worker	03/07/14		<input type="checkbox"/>	
WIA National Emergency Grant MO33-STATEWIDE OJT-NEG	03/07/14		<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

At the bottom of the "Actual Enrollments" section, there are checkboxes for "External Counselor" and "Recalled by Trade Affected Employer", and "Save" and "Cancel" buttons. The status bar at the bottom of the window shows "Record: 1/1" and "<OSC>".

85. Select an **ONet** by double clicking in the ONet field.
86. Choose the ONet that you want to select by clicking on it (this will highlight it) If the ONet you need **is not** listed click the **Cancel** button.
87. Click **OK** (if you have selected the correct ONet from the list)

NOTE: For this desk aid we will step through adding a new ONet title.



88. Enter the title of the ONet you need into the **Job Title** field.

89. Click **Search** button.

90. Locate the ONet you wish to add on the list and click on it.

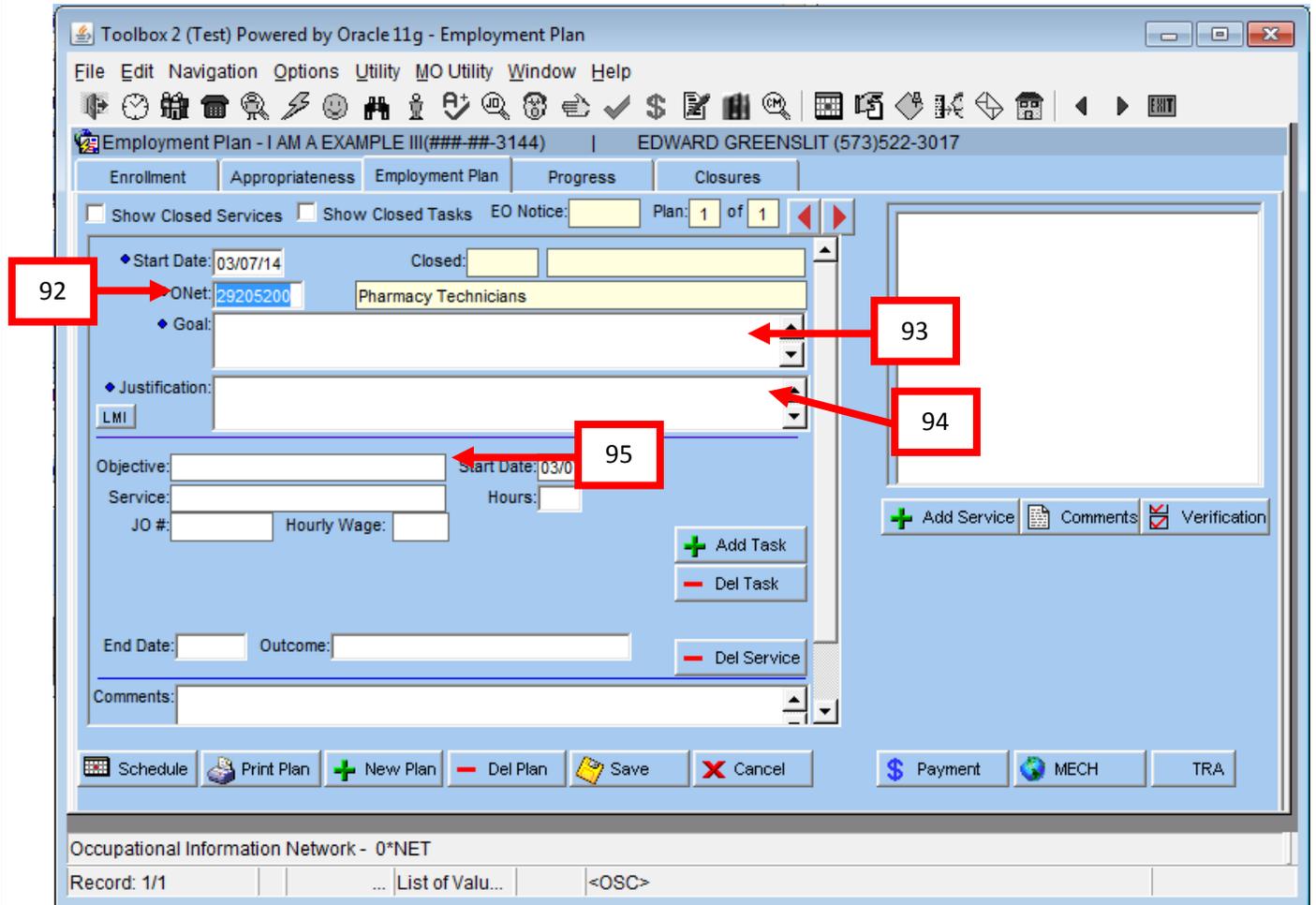
91. Click **Select** button

The screenshot shows the O*NET Search interface. At the top, there are tabs for "Code Connector", "Keyword Search", and "Tree Search". The "Job Title" field contains the text "Pharmacy". To the right of this field are radio buttons for "Exists In" and "Contains All", and a "Search" button. Below the search field are two main columns: "Occupation" and "DOT Titles". The "Occupation" column lists various roles, with "Pharmacy Technicians (29-2052.00)" highlighted. The "DOT Titles" column lists titles, with "Pharmacy" highlighted. To the right of these columns is a "Description" field for the selected occupation, which reads: "Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications." Below the description is a "Select" button. At the bottom right of the interface is a "Cancel" button. Red boxes with numbers 88, 89, 90, and 91 are placed around the interface, with arrows pointing to the "Job Title" field, the "Search" button, the "Pharmacy Technicians" entry, and the "Select" button, respectively.

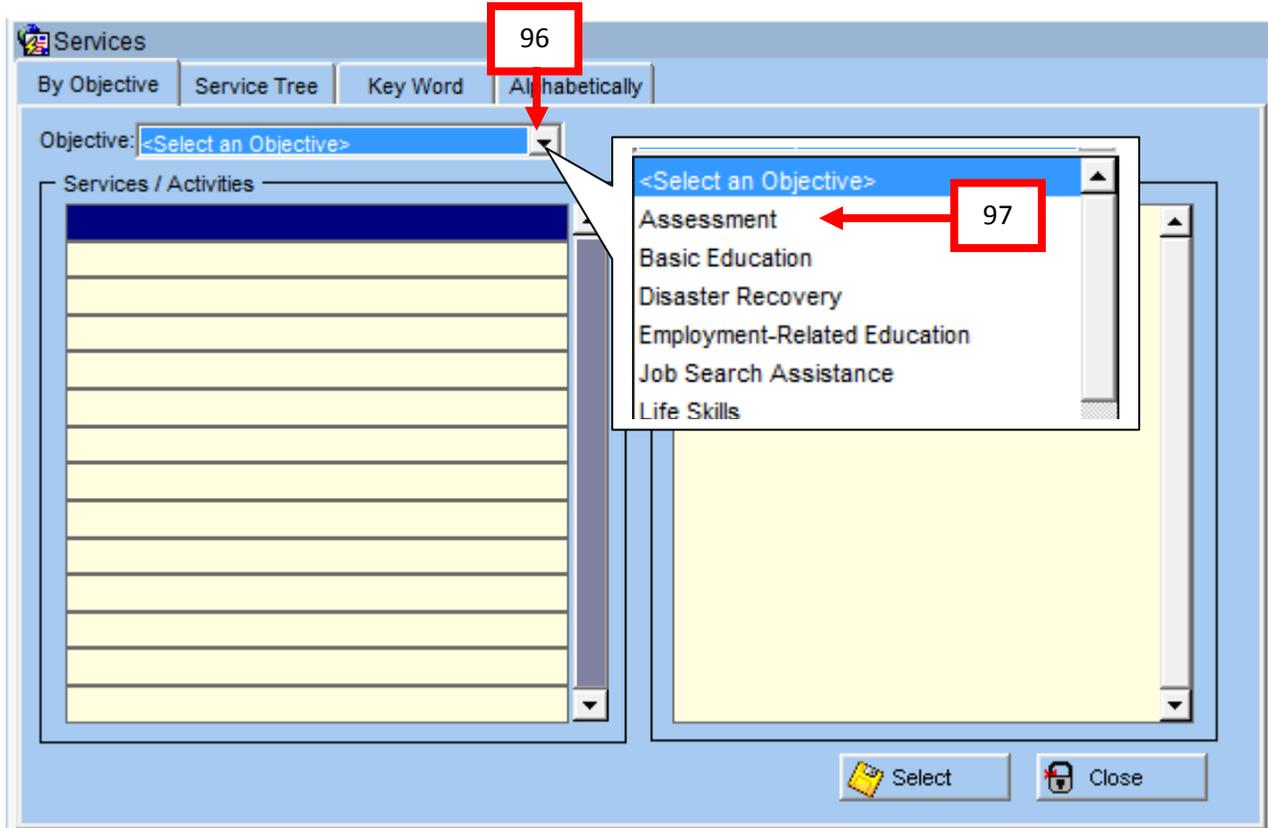
Occupation	DOT Titles
Health Specialties Teachers, Postsecondary (25-10)	Director, Pharmacy Services
Pharmacy Aides (31-9095.00)	Pharmacy
Pharmacy Technicians (29-2052.00)	

Related Occupations	Lay Titles
Nursing Instructors and Teachers, Postsecondary	TEACHER,PHARMACY
Medical and Clinical Laboratory Technologists (29-	PHARMACY MANAGER
Cardiovascular Technologists and Technicians (29	TECHNICIAN,PHARMACY LABORATOR
Opticians, Dispensing (29-2081.00)	TECHNICIAN,PHARMACY
Medical Secretaries (43-6013.00)	PHARMACY TECHNICIAN
Animal Breeders (45-2021.00)	CPHT (CERTIFIED PHARMACY TECHNIC
Biological Technicians (19-4021.00)	CERTIFIED PHARMACY TECHNICIAN

- 92. **ONet** is now populated.
- 93. **Goal:** Type in a goal for the job seeker.
- 94. **Justification:** Type in the justification reason to explain the goal entered.
- 95. **Objective:** Double click in the Objective field

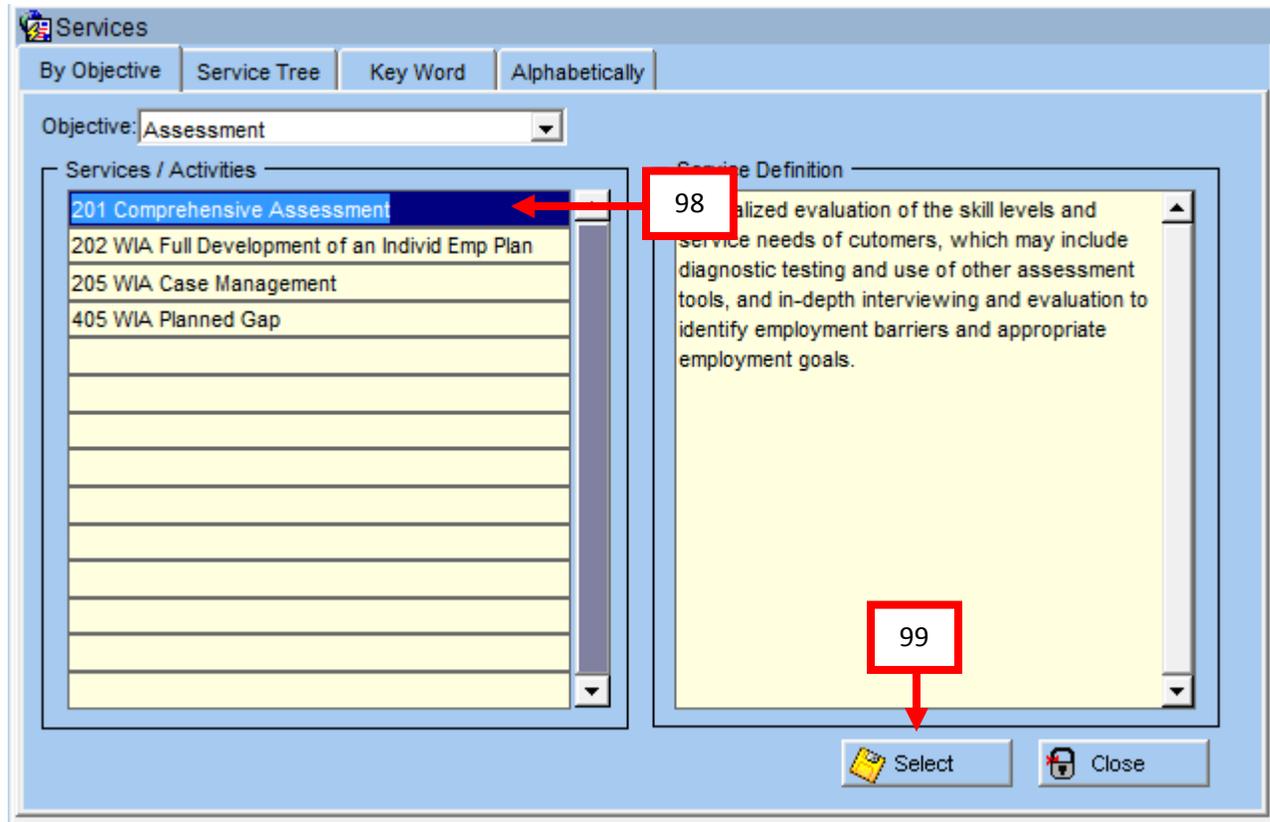


96. Click the **Objective** box
97. Highlight the **Objective**
needed by clicking on it.



- 98. Highlight the **Service/Activity** needed by clicking on it.
- 99. Click **Select**

NOTE: Customer must have a WIA Intensive level service before they can receive a WIA Training level service. The intensive service may be opened and closed the same day.



100. The **Objective** and **Service** now display in the boxes.

101. **Start Date:**
Automatically enters the current date.

102. Click **Save** button

NOTE: Staff has the ability to backdate a service 7 days – be careful as the service date should not precede the enrollment start date

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

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

Enrollment Appropriateness Employment Plan Progress Closures

Show Closed Services Show Closed Tasks EO Notice: Plan: 1 of 1

Start Date: 03/07/14 Closed:

ONet: 29-2052.00 Pharmacy Technicians

Goal: To obtain Employment as a Pharmacy Tech

Justification: To be able to provide for my family and become self sufficient. Pharmacy Tech is increasing by 22.26%

LMI

Objective: Assessment Start Date: 03/07/14

Service: 201 Comprehensive Assessment Hours:

JO #: Hourly Wage:

Task 1:

End Date: Outcome:

Comments:

Comp: + Add Task - Del Task

+ Add Service Comments Verification

Schedule Print Plan + New Plan - Del Plan Save Cancel

Payment MECH TRA

Enter service start date

Record: 1/1 ... <OSC>

103. The service is now saved to the Employment Plan and it now displays in the Employment Plan tree.

NOTE: WIA Intensive level services are only good for 90 days. They **WILL NOT** keep a record from exiting after they are older than 90 days. You can open and close WIA Intensive level services the same day, this can help to ensure none stay open longer than 90 days.

104. Double-Click in the **End Date** field. This will bring up a calendar.

105. Click the **OK** button.

106. Double-click in the **Outcome** field. This will bring up a list of values containing the outcomes available.

107. Choose the outcome you wish to use.

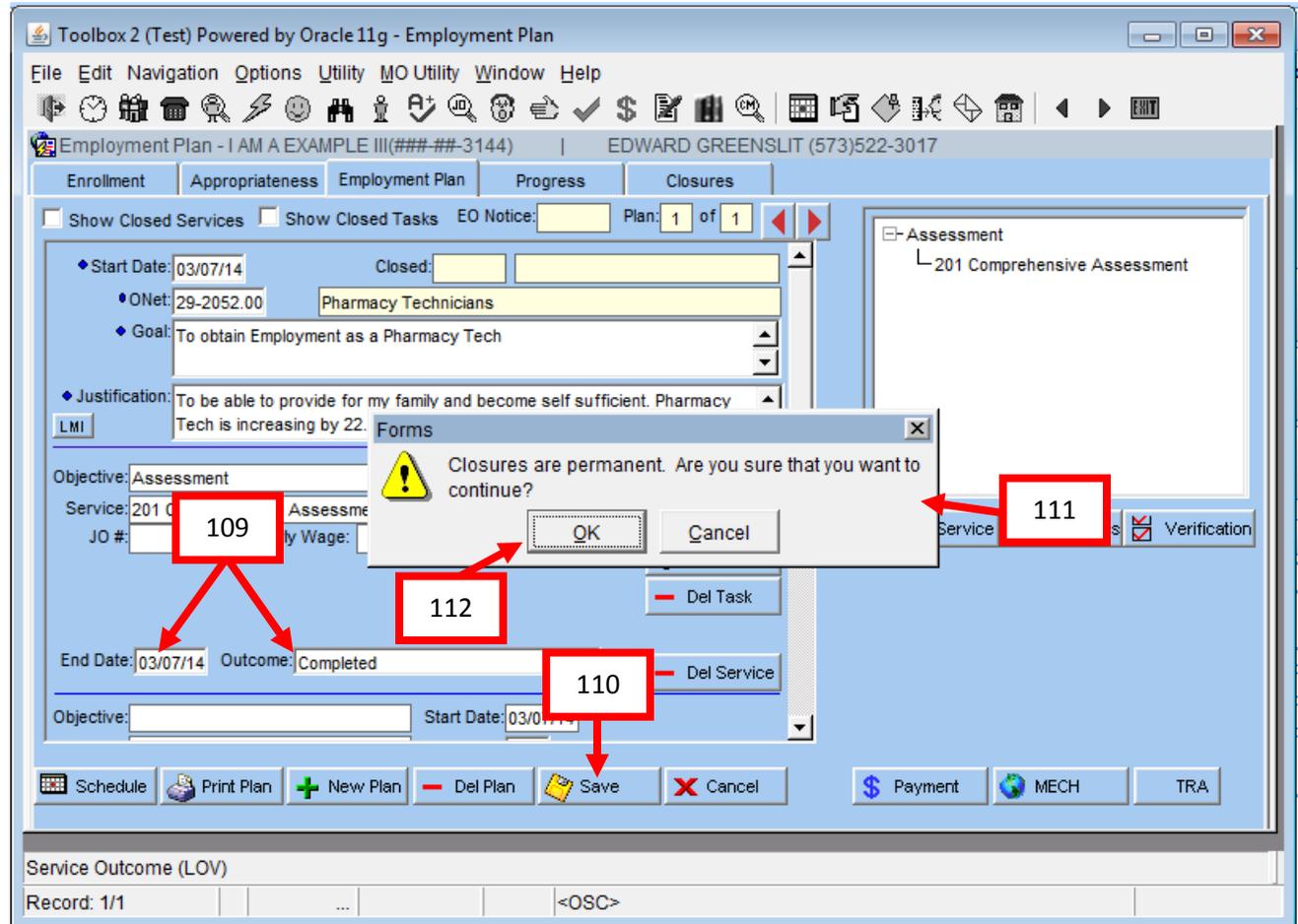
108. Click **OK** button.

109. The **End Date** and **Outcome** fields are now populated.

110. Click **Save** button.

111. After Save a popup will appear informing you that Closures are permanent.

112. Click **OK** button

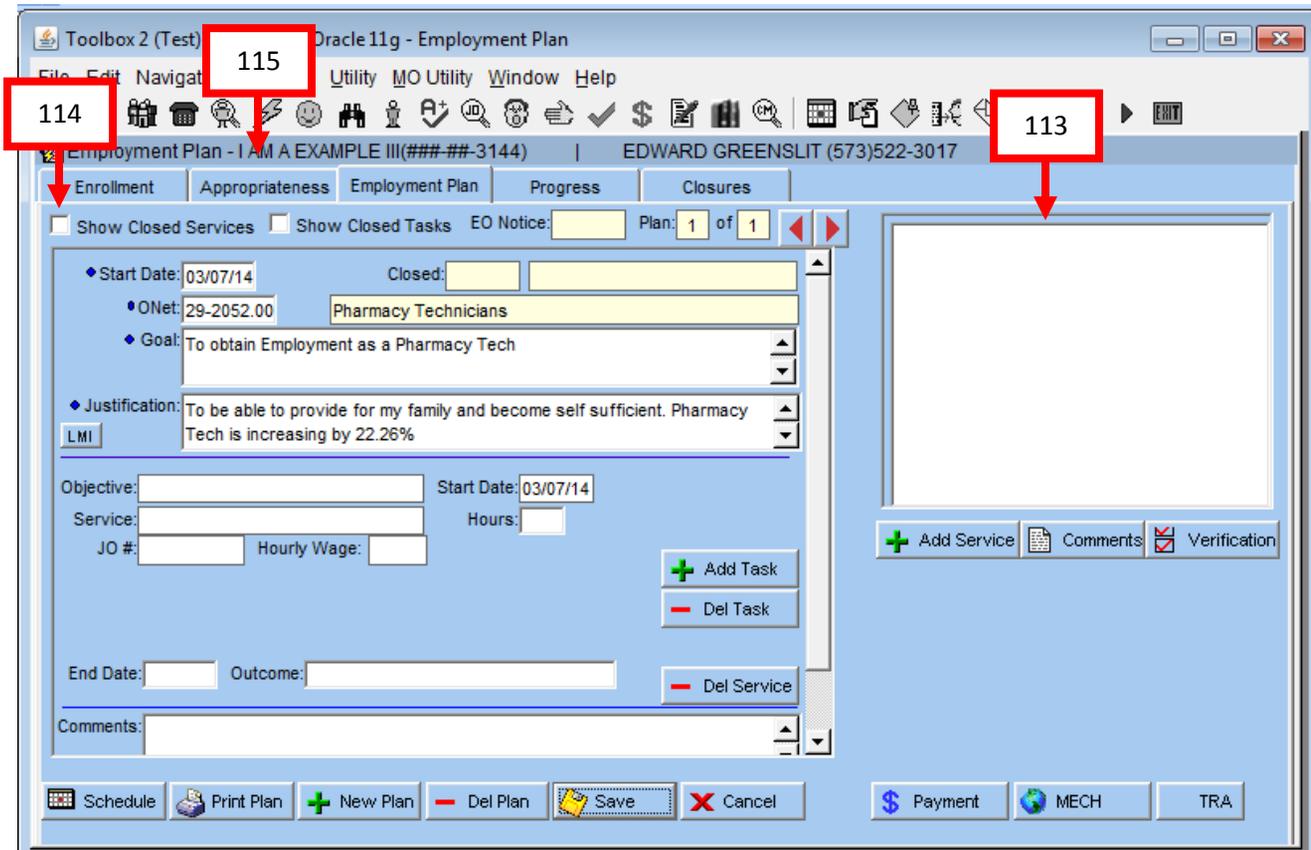


113. Service has been closed and no longer is shown in the Employment Plan tree

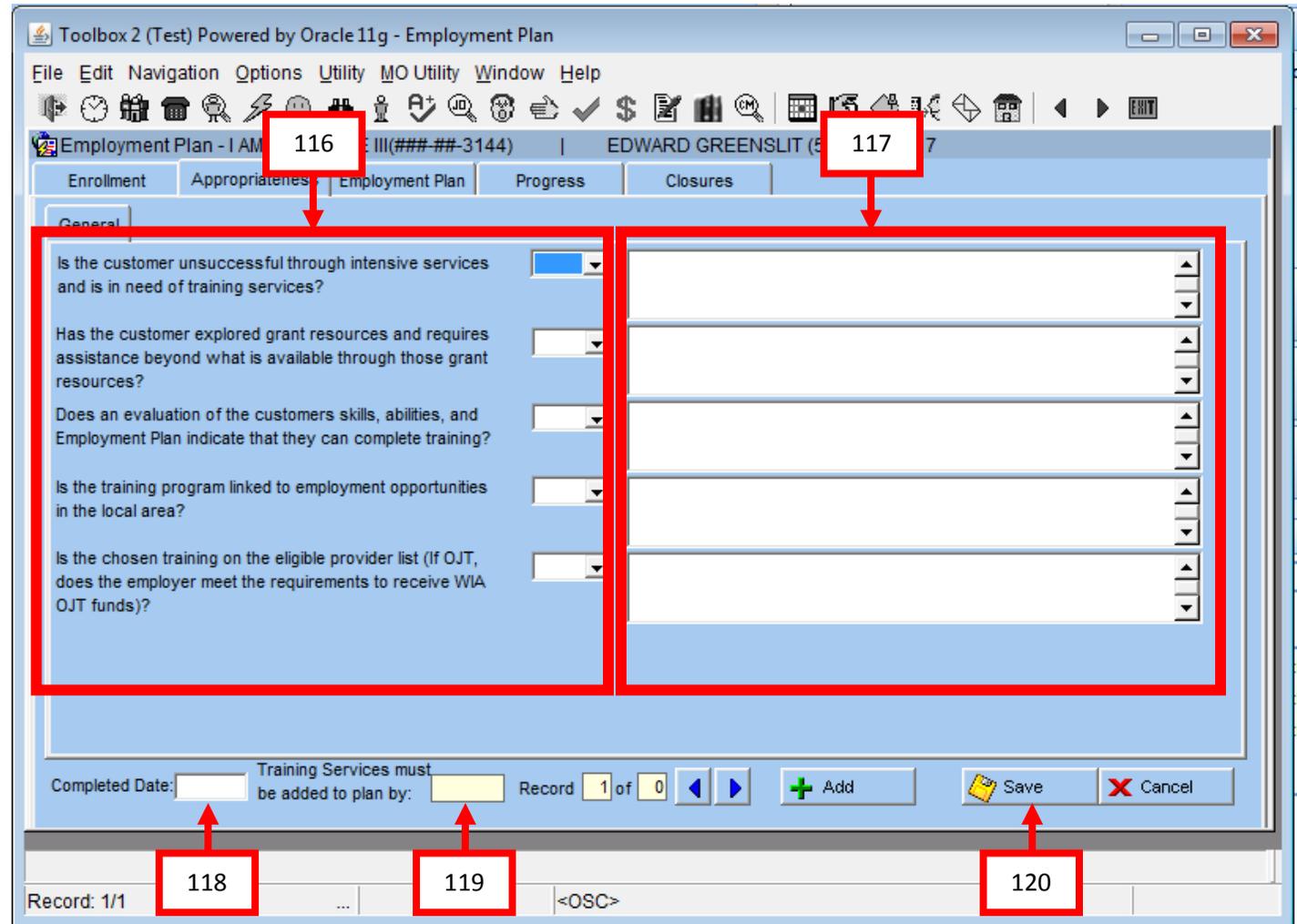
114. If you need to view closed services put a check in the **Show Closed Services** box.

115. Click on the **Appropriateness** tab

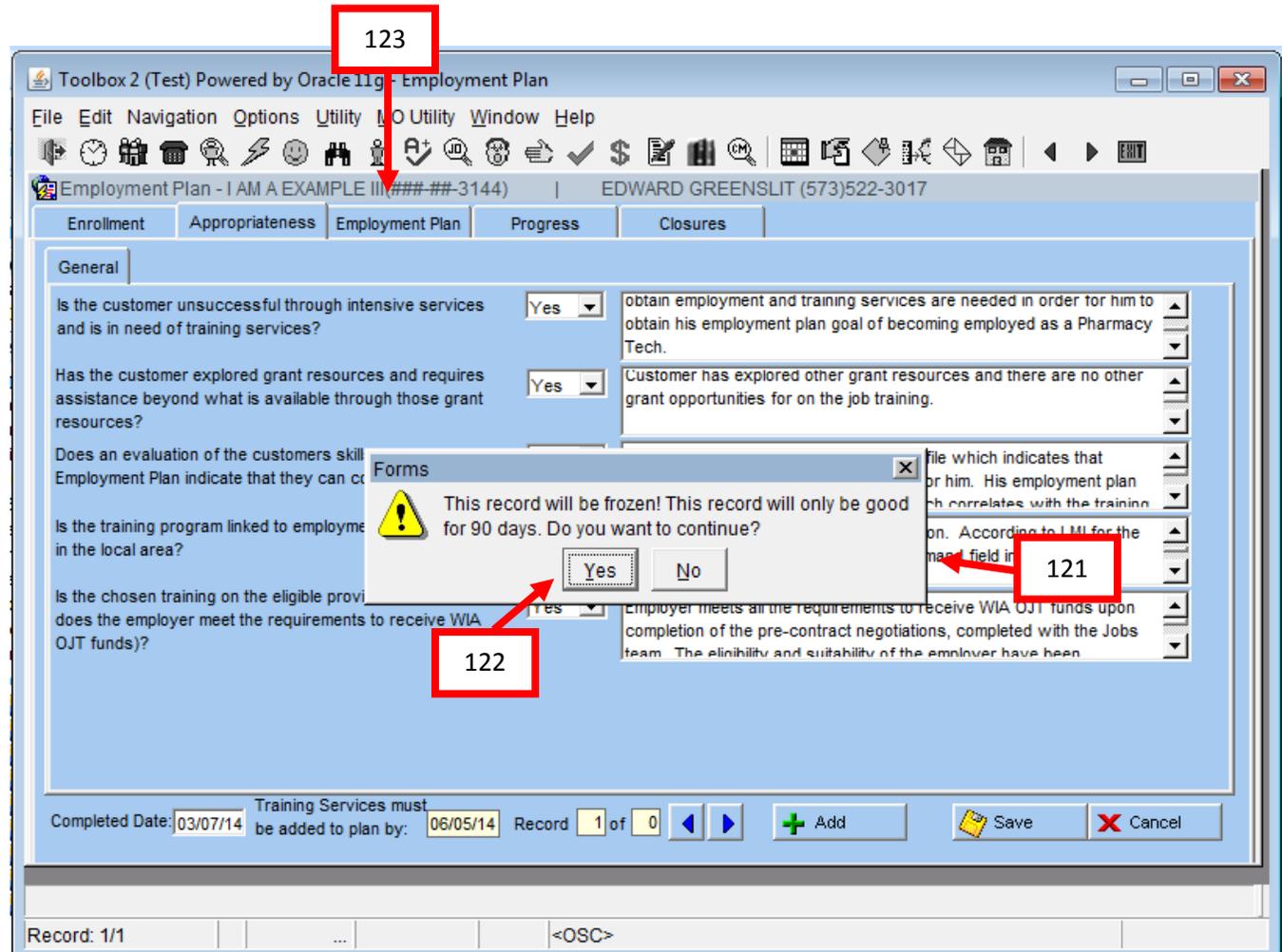
NOTE: Services can also be closed on the closures tab. All Employment Plan Services are closed using steps 104-112.



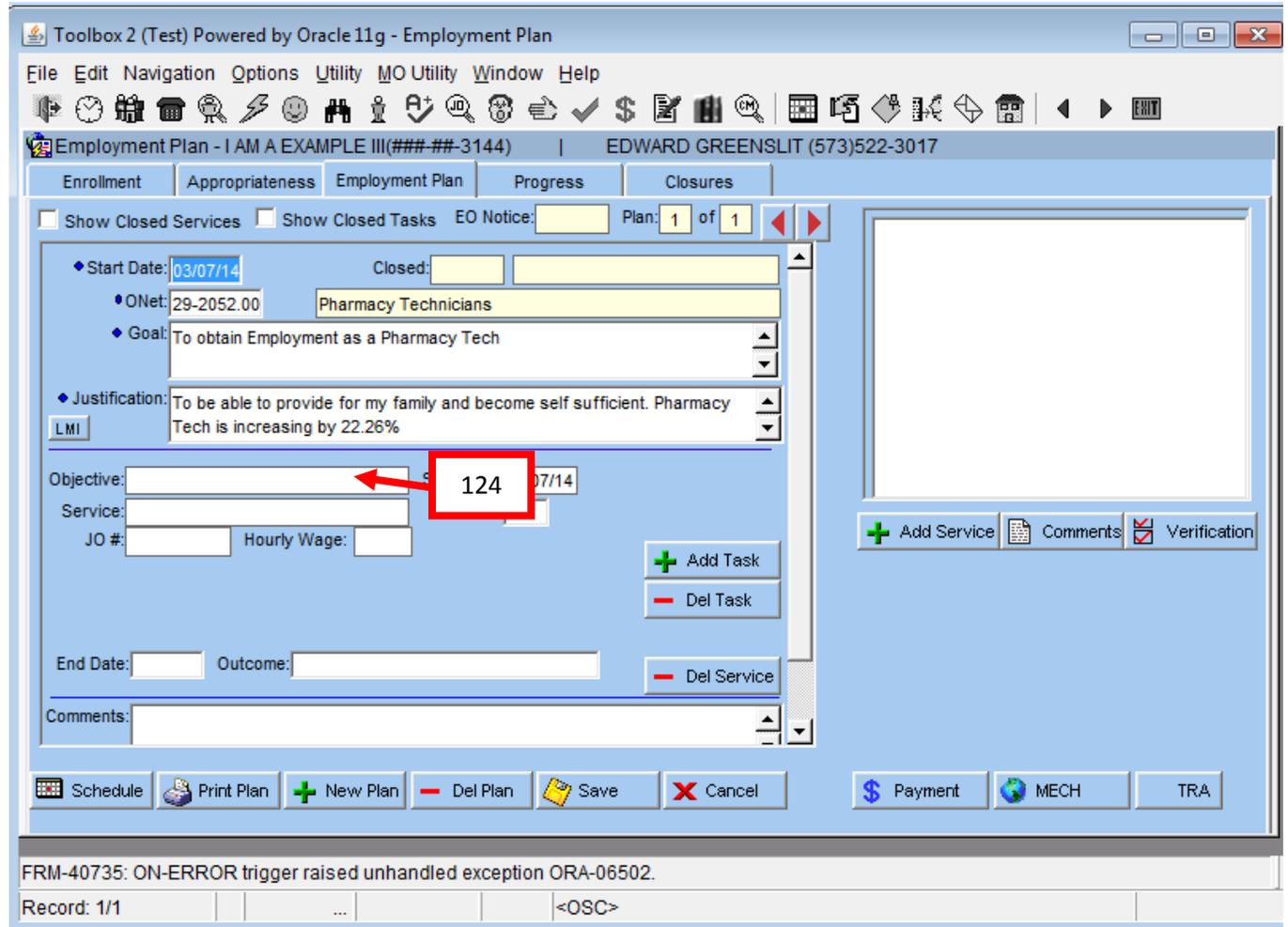
116. Click the drop down box for each question and select “Yes” or “No”. (All must be **Yes** to justify spending training dollars)
117. Enter a detailed description in the text boxes regarding each question.
118. Enter a **Completed Date** by double clicking in the box.
119. The “**Training Services must be added to plan by**” automatically defaults to 90 days in the future. (If training services need to be entered after the date this screen must be completed again.)
120. Click **Save** button



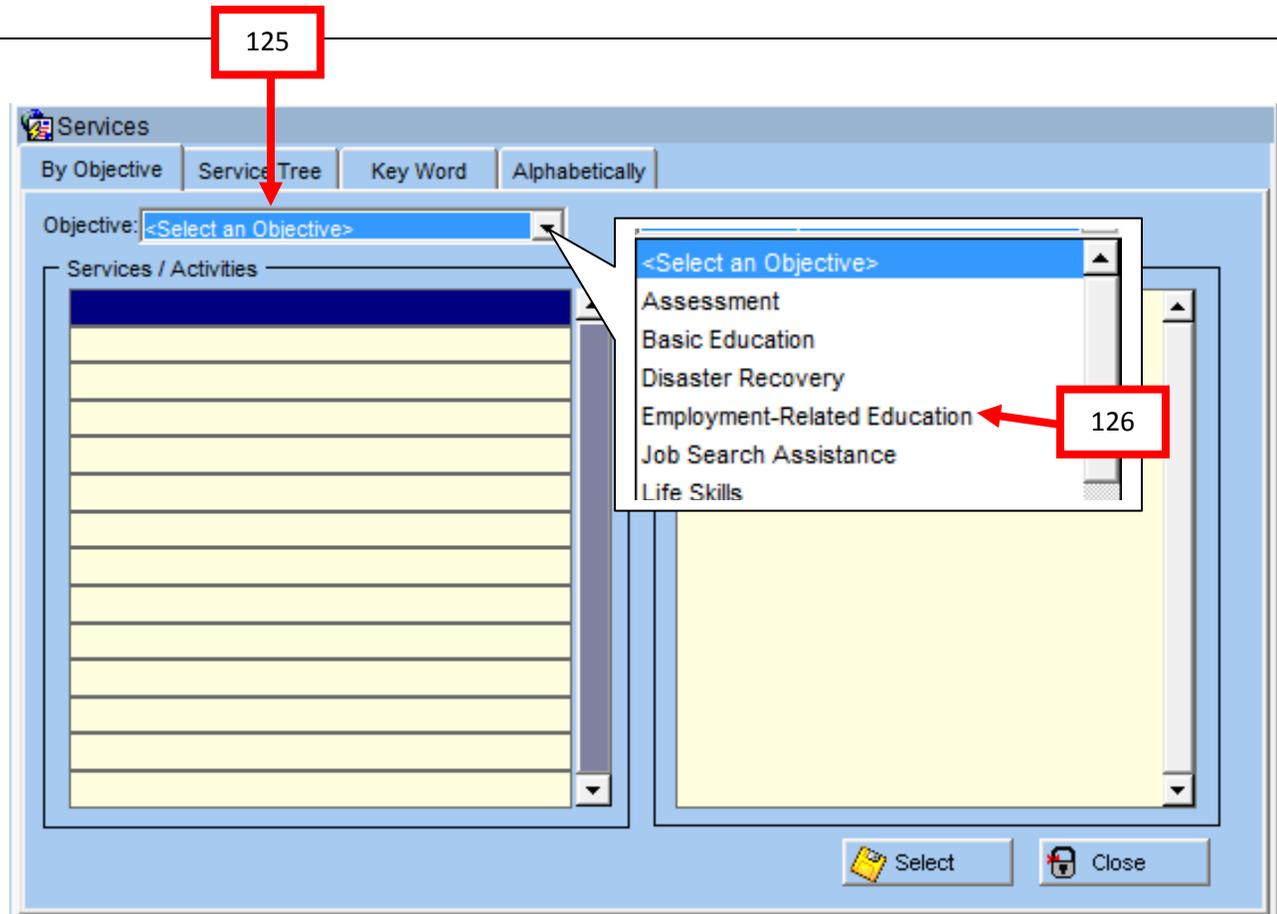
- 121. After Save popup will appear informing you that Closures are permanent.
- 122. Click **Yes** button
- 123. Click **Employment Plan** tab



124. **Objective:** Double-click in the Objective field

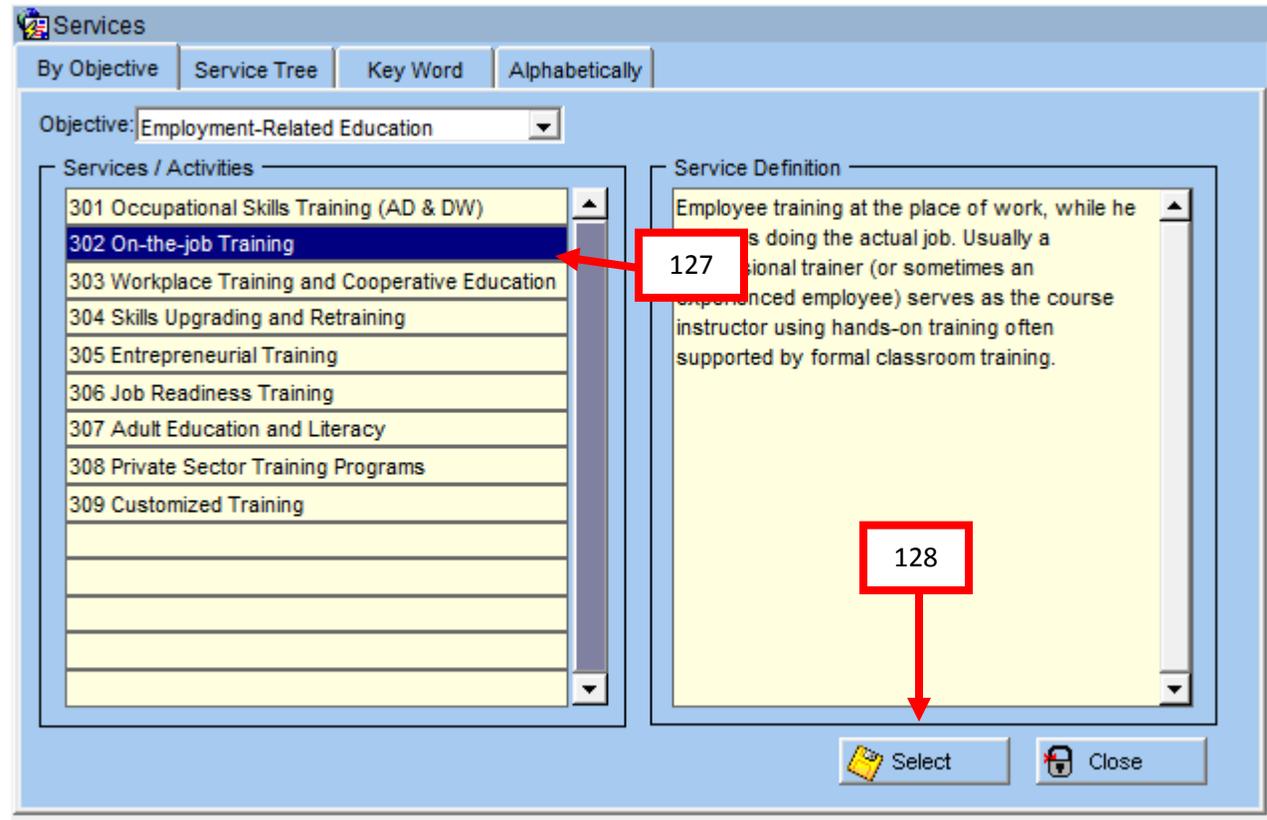


- 125. Click on the Objective box.
- 126. Highlight the **Objective** needed by clicking on it



127. Highlight the **Service\Activity** needed by clicking on it.

128. Click **Select** button



- 129. The **Objective** and **Service** now displays in the boxes.
- 130. **Start Date:** Automatically enters the current date.
- 131. **JO #:** Enter the OJT Job Order number (client must be listed as a referral to this job order and job order must still be open).
- 132. **Hourly Wage:** Enter in the hourly wage for this OJT job order.

NOTE: Staff has the ability to backdate a service 7 days – be careful as the service date should not precede the enrollment start date.

The screenshot shows the 'Employment Plan' window with the following details:

- Start Date:** 03/07/14
- ONet:** 29-2052.00 Pharmacy Technicians
- Goal:** To obtain Employment as a Pharmacy Tech
- Justification:** To be able to provide for my family and become self sufficient. Pharmacy Tech is increasing by 22.26%
- Objective:** Employment-Related Education
- Service:** 302 On-the-job Training
- JO #:** [Empty]
- Hourly Wage:** [Empty]
- Task 1:** [Empty]
- End Date:** [Empty]
- Comments:** [Empty]

Red boxes and arrows highlight the following fields:

- 129:** Objective and Service fields.
- 130:** Start Date field.
- 131:** JO # and End Date fields.
- 132:** Hourly Wage field.

133. Click **Save** button.

Toolbox 2 (Test) Powered by Oracle 11g - Quick Referral

File Edit Navigation Options Utility MO Utility Window Help

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

Enrollment Appropriateness Employment Plan Progress Closures

Show Closed Services Show Closed Tasks EO Notice: Plan: 1 of 1

Start Date: 03/07/14 Closed: ONet: 29-2052.00 Pharmacy Technicians

Goal: To obtain Employment as a Pharmacy Tech

Justification: To be able to provide for my family and become self sufficient. Pharmacy Tech is increasing by 22.26%

LMI

Objective: Employment-Related Education Start Date: 03/07/14

Service: 302 On-the-job Training Hours: JO #: 10425957 Hourly Wage: 12.00

+ Add Task - Del Task

End Date: Outcome: 133 - Del Service

Objective: Start Date: 03/07/14

Schedule Print Plan + New Plan - Del Plan Save Cancel

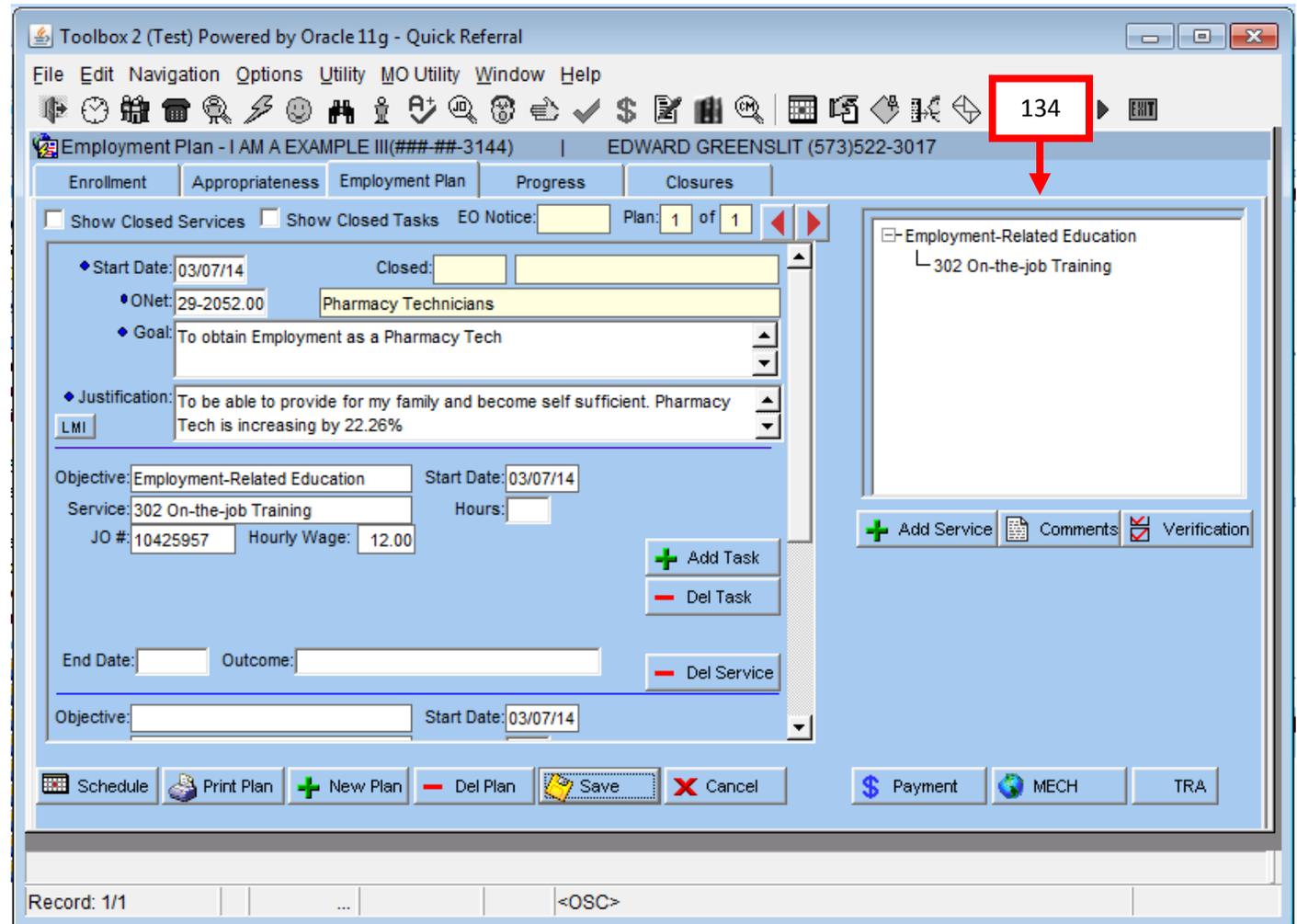
Payment MECH TRA

Record: 1/1 <OSC>

134. The service is now saved to the Employment Plan and now displays in the Employment Plan tree.

NOTE: WIA Training level services will prevent a participant from exiting indefinitely. Training level services **MUST** be closed when the participant completes training.

NOTE: Follow steps 104-112 to close the 302 Service when the time comes. All Employment Plan services are closed the same way.



Once the participant has completed training the 302 On-The-Job training service must be closed.

135. Double-Click in the **End Date** field. This will bring up a calendar.

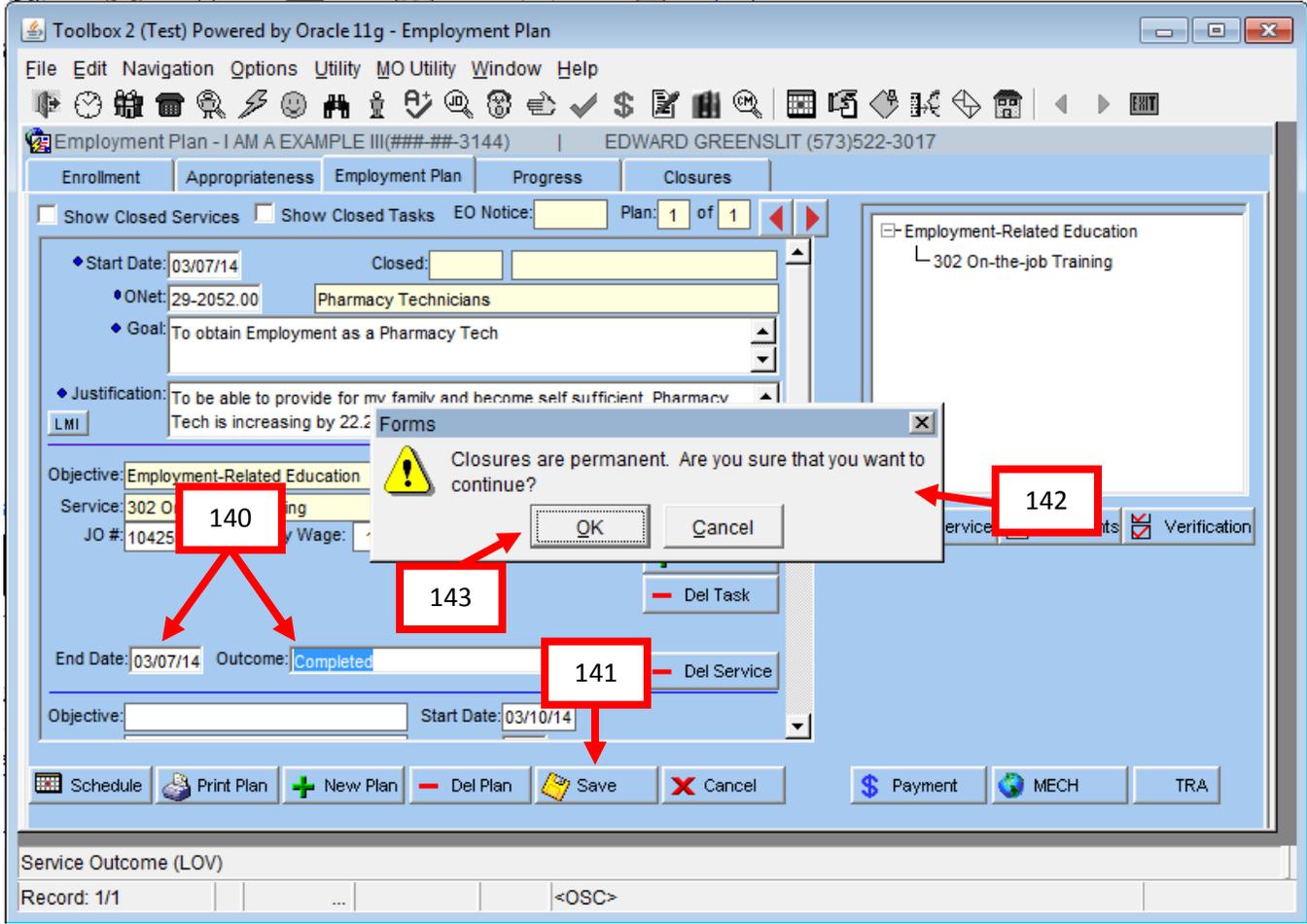
136. Click the **OK** button.

137. Double-click in the **Outcome** field. This will bring up a list of values containing the outcomes available.

138. Choose the outcome you wish to use.

139. Click **OK** button.

- 140. The **End Date** and **Outcome** fields are now populated.
- 141. Click **Save** button.
- 142. After Save a popup will appear informing you that Closures are permanent.
- 143. Click **OK** button.

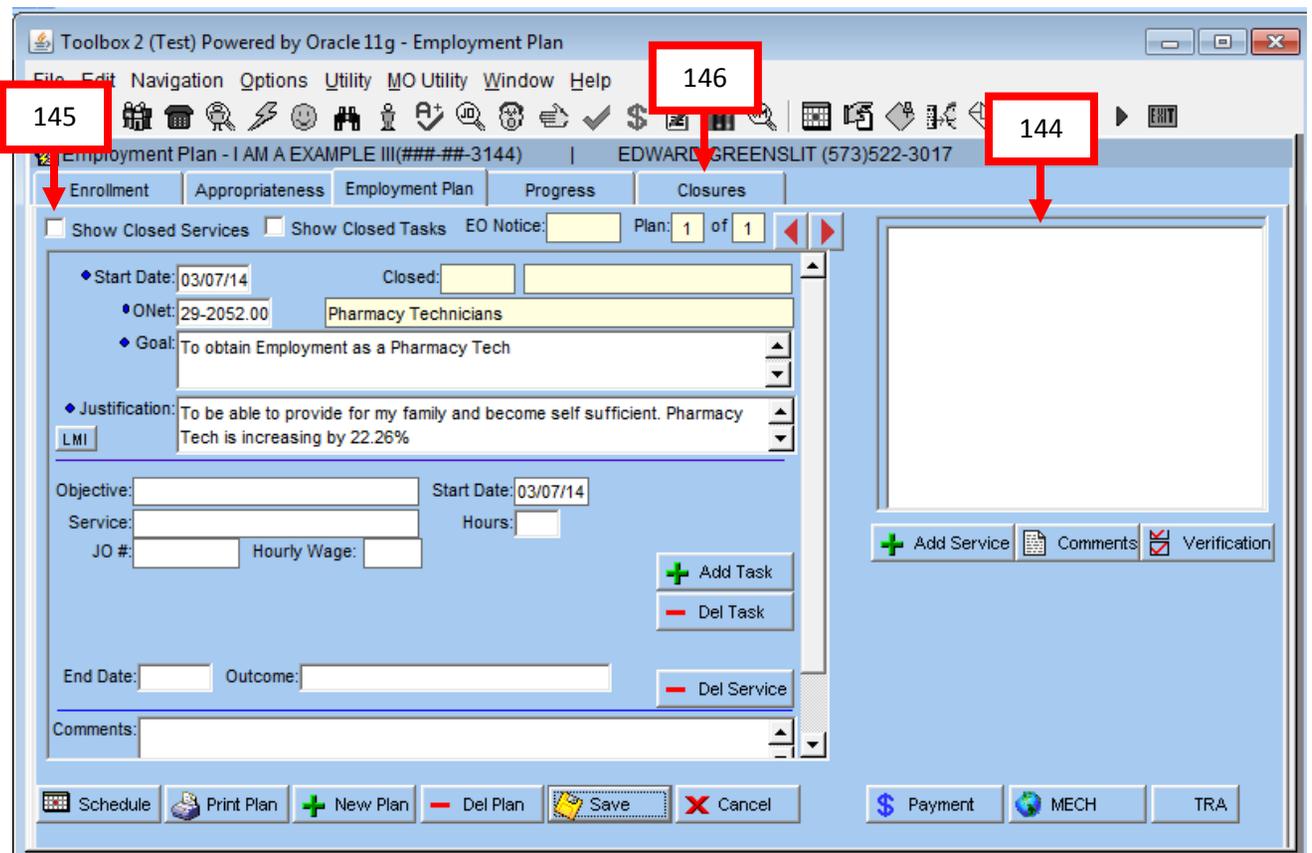


144. Service has been closed and no longer is shown in the Employment Plan tree

145. If you need to view closed services put a check in the **Show Closed Services** box.

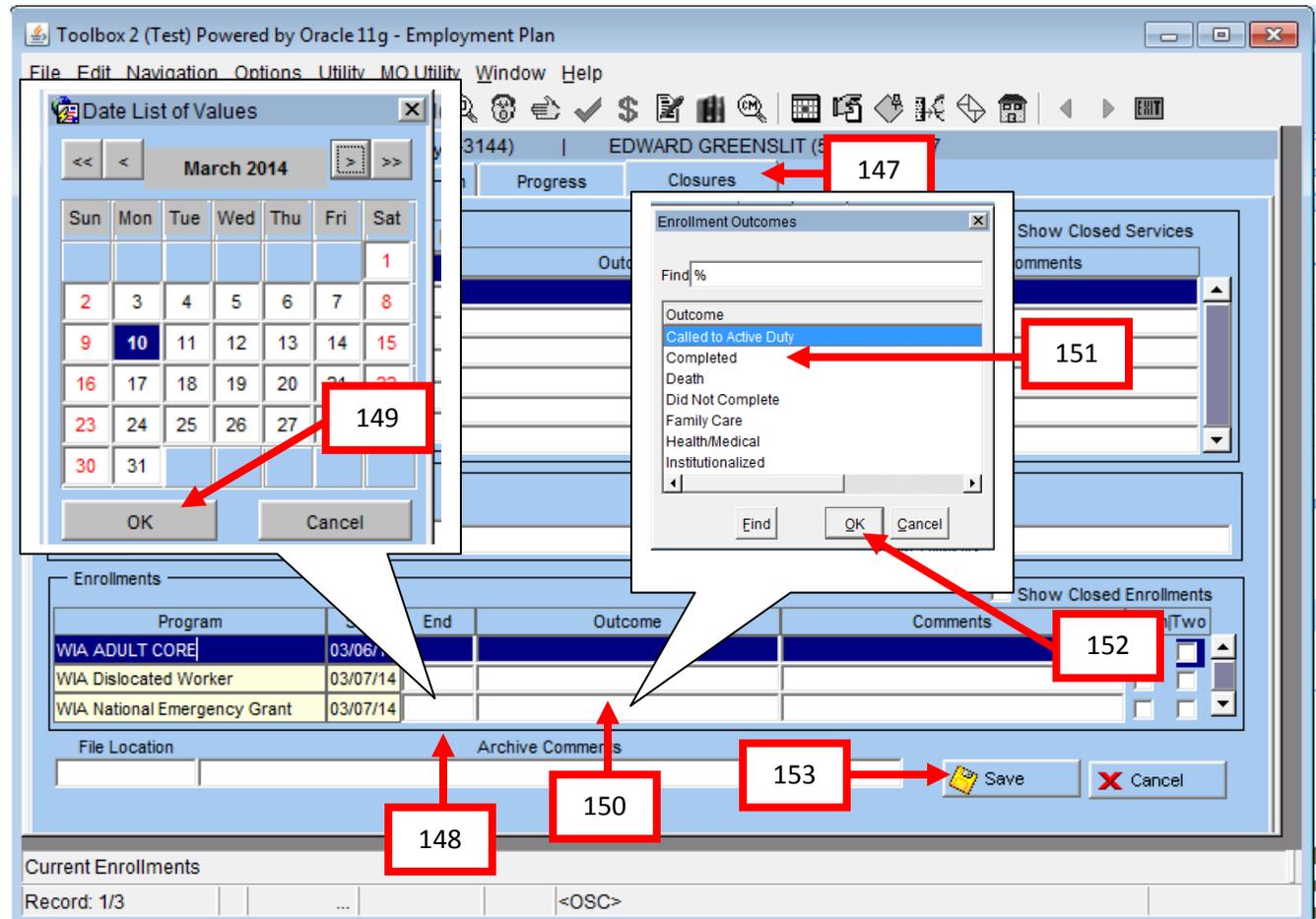
146. Click on the **Closures** tab

NOTE: Services can also be closed on the closures tab. All Employment Plan Services are closed using steps the same step above.



Closing the WIA National Emergency Grant Enrollment

147. From the **Closures** tab
148. Double-click in the **End** field for the enrollment you wish to close. This will bring up a calendar.
149. Click **OK** button
150. Double-click in the **Outcome** field. This will bring up a list of values containing the outcomes available.
151. Choose the outcome you wish to use.
152. Click **OK** button.
153. Click **Save** button.



154. After Save a popup will appear informing you that Closures are permanent.

155. Click **OK** button

The screenshot shows the 'Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan' application. The main window displays a 'Closures' tab with a table for 'Services' and a 'Forms' dialog box. The dialog box contains a warning icon and the text: 'Closures are permanent. Are you sure that you want to continue?'. The 'OK' button in the dialog is highlighted with a red box and labeled '155'. A red arrow points from the '154' label to the dialog box. The 'Services' table is empty. The 'Enrollments' table below shows three rows: 'WIA ADULT CORE' (03/06/14 to 03/07/14), 'WIA Dislocated Worker' (03/07/14 to 03/07/14), and 'WIA National Emergency Grant' (03/07/14 to 03/10/14, status 'Completed').

Service	Start	End	Outcome	Closure Comments

Program	Start	End	Time	Comments	TeenTwo
WIA ADULT CORE	03/06/14				
WIA Dislocated Worker	03/07/14				
WIA National Emergency Grant	03/07/14	03/10/14	Completed		

156. After **OK** a popup might appear if there are no open services.

157. Click **OK** button

The screenshot shows the 'Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan' application. The interface includes a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar. The main window displays several data tables and a 'Forms' popup window.

The 'Services' table is empty, and the 'Show Closed Services' checkbox is checked. The 'Enrollments' table has the following data:

Program	Start	End	Outcome	Comments	TeenTwo
WIA ADULT CORE	03/06/14				
WIA Dislocated Worker	03/07/14				
WIA National Emergency Grant	03/07/14	03/10/14	Completed		

The 'Forms' popup window displays the message 'The Plan has no Open Services.' and an 'OK' button. A red box labeled '156' highlights the 'OK' button in the popup. A red box labeled '157' highlights the 'OK' button in the 'Enrollments' table. A red arrow points from the 'OK' button in the popup to the 'OK' button in the 'Enrollments' table.

- 158. **WIA National Emergency Grant** enrollment is now closed.
- 159. Click the **Show Closed Enrollments** if you need to view closed enrollments.

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

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

Enrollment Appropriateness Employment Plan Progress Closures

Services Show Closed Services

Service	Start	End	Outcome	Closure Comments

Employment Plan

Start	End	Reason	Plan Close Comments
03/07/14			

Enrollments Show Closed Enrollments

Program	Start	End	Outcome	Comments	TeenTwo
WIA ADULT CORE	03/06/14				
WIA Dislocated Worker	03/07/14				

File Location Archive Comments

Save Cancel

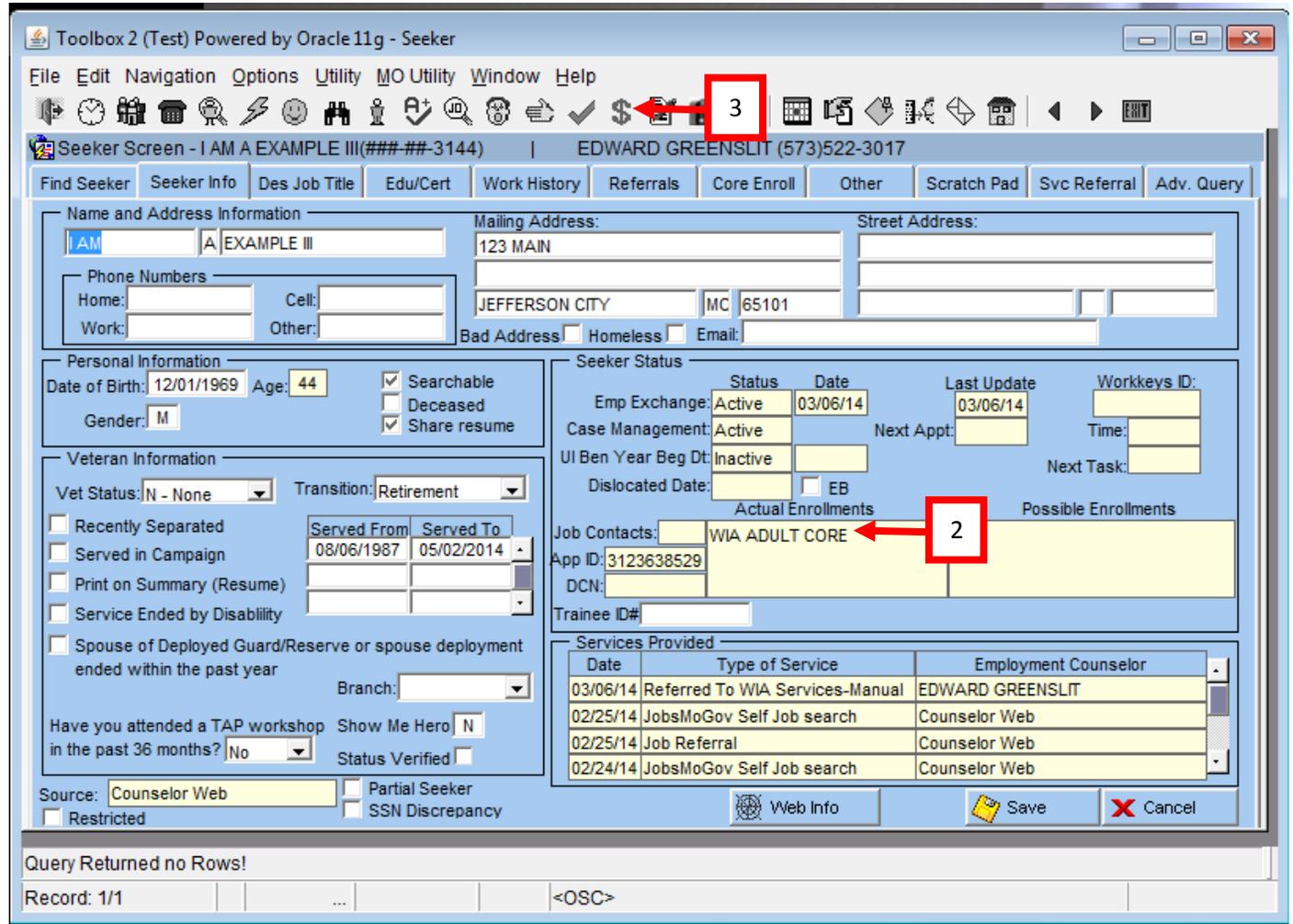
Date service completed (MMddYY)

Record: 1/1 ... <OSC>

Show Me Hero Example

The process for a customer that is eligible for Show Me Hero is practically identical to working with a customer who is WIA National Emergency grant eligible.

1. Locate and open the **Job Seeker** record.
2. From the **Seeker Info** tab, check the “**Actual Enrollments**” section to verify a **Core** enrollment.
3. Click on the **Eligibility** speed button .



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, 123 MAIN, JEFFERSON CITY, MO 65101

Phone Numbers: Home, Cell, Work, Other

Personal Information: Date of Birth: 12/01/1969, Age: 44, Gender: M, Searchable, Deceased, Share resume

Veteran Information: Vet Status: N - None, Transition: Retirement, Served From: 08/06/1987, Served To: 05/02/2014

Seeker Status: Emp Exchange: Active, Date: 03/06/14, Last Update: 03/06/14, Case Management: Active, Next Appt: , UI Ben Year Beg Dt: Inactive, Dislocated Date: , EB, Actual Enrollments: WIA ADULT CORE

Services Provided:

Date	Type of Service	Employment Counselor
03/06/14	Referred To WIA Services-Manual	EDWARD GREENSLIT
02/25/14	JobsMoGov Self Job search	Counselor Web
02/25/14	Job Referral	Counselor Web
02/24/14	JobsMoGov Self Job search	Counselor Web

Source: Counselor Web, Restricted, Partial Seeker, SSN Discrepancy

Web Info Save Cancel

Query Returned no Rows!

Record: 1/1 <OSC>

4. Once you click on the **Eligibility** button, a pop-up box might appear, asking you to assign a **Primary Employment Counselor**.
5. If you are going to be the Primary Counselor working with this individual, click “**YES**” on the popup.

This example already has a primary counselor so the popup is bypassed.

6. On the application tab, notice the Primary Counselor has now been assigned. The name and phone number of the Primary Counselor appears in the title bar of the screen.
7. **Birth Date** and **UI Status** are populated based upon the information in the **Seeker Info** screen.
8. Enter information in all fields on the Application tab based upon the job seeker’s status, as indicated in the steps below.

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

File Edit Navigation Options Utility MO Utility Window Help

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

Application Eligibility Waiver Enrollment

Birth Date: 12/01/1969 UI Status: inactive Created Dt: []

How many family members related by blood or marriage live in your household? [] # of dependents 18 and under: []

What is the approximate total household earned income of these family members? [] Per Month

U.S. Citizen? [7] If No [] Alien Registration #: [] Are you authorized to work in the U.S.? []

Currently Employed? [] If Yes, are you at risk of losing your current level of income? []

Registered With Selective Service? [] If Yes, Registration #: [] Selective Service [8]

Do you have a disability that is a barrier to employment? []

Are you homeless? [] If Yes, live in shelter? []

Are you a Dislocated Worker? [] If Yes Letter from employer? [] Layoff Date [] Employer / Company name? []

Are you receiving or have you received in the past 6 months: Food Stamps? []

Are you a PELL Grant recipient? []

Was the customer unable to achieve self-sufficiency after receiving core services? []

What is your employment objective? []

What is your employment or training need? []

Show Me H... Completed Dt: [] Record 2 of 1 [] [] + Add [] Save [] X Cancel

Enter family size. Press F1 for detailed instructions.

Record: 2/2 ... <OSC>

9. Enter the number of **Family Members living in the household.**

10. Enter the number of **Dependents that are 18 or under.**

11. Enter the Monthly **Earned Income of these Family Members.**

12. Enter if the customer is a **U.S. Citizen.**

13. If not a U.S. Citizen enter **Alien Registration** information.

14. Enter if the customer is **currently employed.**

15. The question, “**If Yes, are you at risk of losing your current level of income**”, this question will need to be completed if the “**Currently Employed**” question was a “**Yes**”.

16. Complete the **Registered With Selective Service** field if the job seeker is a male 18 years or older.

17. Enter the **Selective Service Registration #** if “Registered with Selective Service” field is “Yes”.

The screenshot shows a web form titled "Eligibility - I AM A EXAMPLE III(###-##-3144) | EDWARD GREENSLIT (573) 522-2217". The form has tabs for "Application", "Eligibility", "Waiver", and "Enrollment". The "Eligibility" tab is active. Fields include: Birth Date (12/01/1969), UI Status (Inactive), and Created Dt. Below these are questions: "How many family members related by blood or marriage live in your household?" (callout 9), "# of dependents 18 and under:" (callout 10), and "What is the approximate total household earned income of these family members?" (callout 11). The next section asks "U.S. Citizen?" (callout 12) with a dropdown menu. If not a citizen, it asks for "Alien Registration #:" (callout 13) and "Are you authorized to work in the U.S.?" (callout 13). The following section asks "Currently Employed?" (callout 14) with a dropdown menu. If yes, it asks "If Yes, are you at risk of losing your current level of income?" (callout 15) with a dropdown menu. The final section asks "Registered With Selective Service?" (callout 16) with a dropdown menu. If yes, it asks for "If Yes, Registration #:" (callout 17) and includes a "Selective Service" button.

18. **“Do you have a disability that is a barrier to employment?”** Click the arrow to respond “Yes” or “No”.
19. **“Are you homeless?”** Click the arrow to respond “Yes” or “No”.
20. If the **“homeless”** response is yes, answer the question **“If Yes, live in shelter?”**. Click the arrow to respond “Yes” or “No”.
21. To answer the question **“Are you a Dislocated Worker?”** click the arrow and select “Yes” or “No”.
22. If the response to the **“Dislocated Worker”** question is “Yes”, complete the fields for **“Letter from employer?”**, **“Layoff Date”** and **“Employer/Company Name?”**.

The screenshot shows a blue-themed web form with the following fields and callouts:

- 18**: Points to the dropdown arrow for "Do you have a disability that is a barrier to employment?"
- 19**: Points to the dropdown arrow for "Are you homeless?"
- 20**: Points to the dropdown arrow for "If Yes, live in shelter?"
- 21**: Points to the dropdown arrow for "Are you a Dislocated Worker?"
- 22**: Points to the "If Yes" section, specifically to the dropdown for "Letter from employer?", the "Layoff Date" field, and the "Employer / Company name?" text input field.

23. **“Are you receiving or have you received in the past 6 months: Food Stamps?”** click the arrow and select “Yes” or “No”.
24. **“Are you a PELL Grant recipient?”**, click the arrow and select “Yes” or “No”.
25. **“Was the customer unable to achieve self-sufficiency after receiving core services?”** click the arrow and select “Yes” or “No”.
26. **“What is your employment objective?”**, type in the objective .
27. **“What is your employment or training need?”** type in the information.
28. Click on the **“Show Me Hero”** button.

The screenshot shows a web form with the following fields and controls:

- Field 23: "Are you receiving or have you received in the past 6 months: Food Stamps?" with a dropdown arrow.
- Field 24: "Are you a PELL Grant recipient?" with a dropdown arrow.
- Field 25: "Was the customer unable to achieve self-sufficiency after receiving core services?" with a dropdown arrow.
- Field 26: "What is your employment objective?" with a text input field and a dropdown arrow.
- Field 27: "What is your employment or training need?" with a text input field and a dropdown arrow.
- Field 28: A cyan button labeled "Show Me H..." (part of "Show Me Hero").
- Other controls: "Completed Dt:" field, "Record 2 of 1" indicator, "Add" (+), "Save" (floppy disk), and "Cancel" (X) buttons.

29. **“Are you one of the following”**

- a. the spouse of an active duty military personnel or
- b. the spouse of an active duty military personnel who separated from the military within the last 12 months or
- c. the spouse of a National Guardsman or a Reservist who was deployed for at least four months and has returned from the deployment within the last twelve months?” If the customer can answer “Yes” to any of the three questions, click the drop down arrow and select Yes. If not, the select “No.”

30. **“Are you a member of the National Guard or a Reservist who was deployed at least four months and has returned from the deployment within the last thirty-six months?”** Click the arrow and select “Yes or No”

31. **“Are you a Veteran who served in the military within the last 365 days?”** Click the arrow and select “Yes or No”

Note: To be eligible for Show Me hero one of these questions must be “Yes”

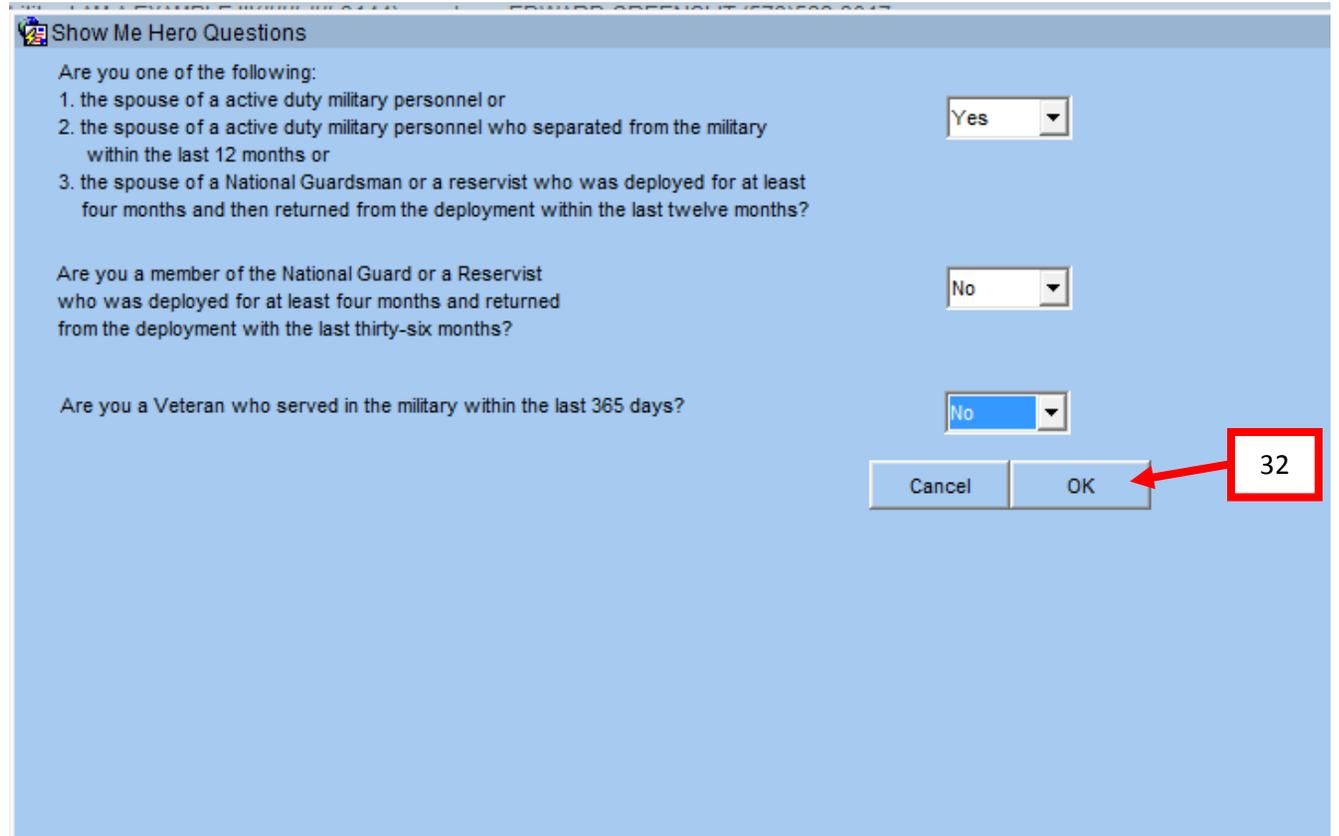
29. Are you one of the following:
1. the spouse of a active duty military personnel or
2. the spouse of a active duty military personnel who separated from the military within the last 12 months or
3. the spouse of a National Guardsman or a reservist who was deployed for at least four months and then returned from the deployment within the last twelve months?

30. Are you a member of the National Guard or a Reservist who was deployed for at least four months and returned from the deployment with the last thirty-six months?

31. Are you a Veteran who served in the military within the last 365 days?

Buttons: Cancel, OK

32. Click the “OK” Button

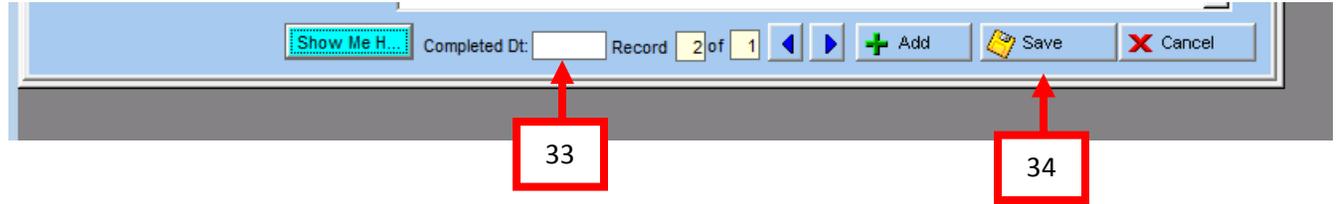


The screenshot shows a dialog box titled "Show Me Hero Questions" with a light blue background. It contains three questions, each with a dropdown menu to its right:

- Question 1: "Are you one of the following:" followed by a list of three conditions. The dropdown menu is set to "Yes".
- Question 2: "Are you a member of the National Guard or a Reservist who was deployed for at least four months and returned from the deployment with the last thirty-six months?" The dropdown menu is set to "No".
- Question 3: "Are you a Veteran who served in the military within the last 365 days?" The dropdown menu is set to "No".

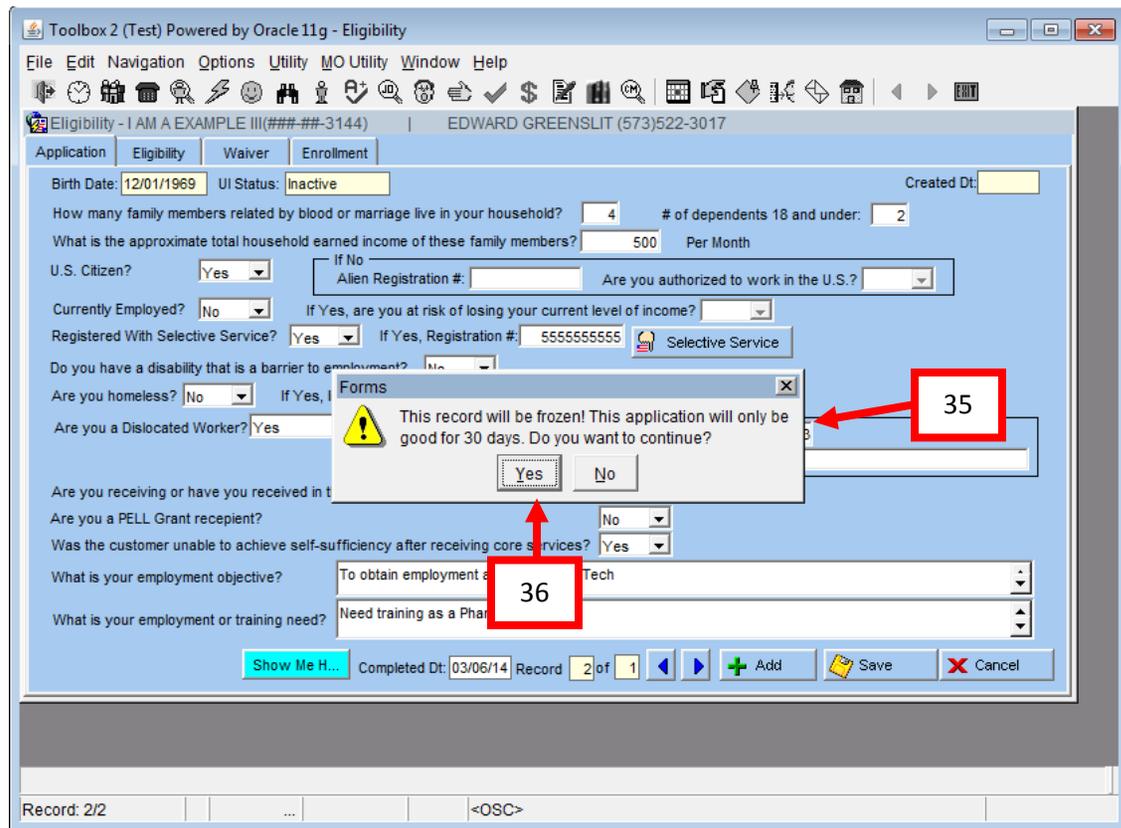
At the bottom of the dialog box are two buttons: "Cancel" and "OK". A red arrow points from a red-bordered box containing the number "32" to the "OK" button.

- 32. **Complete Dt:** double click in this box and today's date will appear.
- 33. Click **Save** .



- 34. A pop-up box will appear indicating that the “Application record will be frozen. This application will only be good for 30 days.”
- 35. Click **YES**.

NOTE: Once this Application is frozen, the information cannot be changed. If a wrong entry needs to be corrected, a new Application will have to be created before completing the Eligibility screen.



36. The Application is now Saved. You can verify this by looking at the **Completed Dt** field and also the **Information Bar**, which indicates the record is saved. You are now ready to proceed to “Eligibility”.

37. Click on the **Eligibility** tab.

38

File Edit N... Options Utility MO Utility Window Help

Eligibility - I A... A EXAMPLE III(### ##-3144) | EDWARD GREENSLIT (573)522-3017

Application Eligibility Waiver Enrollment

Birth Date: 12/01/1969 UI Status: Inactive Created Dt: 03/06/14

How many family members related by blood or marriage live in your household? 4 # of dependents 18 and under: 2

What is the approximate total household earned income of these family members? 500 Per Month

U.S. Citizen? Yes No If No Alien Registration #: Are you authorized to work in the U.S.?

Currently Employed? No If Yes, are you at risk of losing your current level of income?

Registered With Selective Service? Yes No If Yes, Registration #: 5555555555 Selective Service

Do you have a disability that is a barrier to employment? No

Are you homeless? No If Yes, live in shelter?

Are you a Dislocated Worker? Yes No If Yes Letter from employer? Yes Layoff Date 12/01/13 Employer / Company name? Employer Name

Are you receiving or have you received in the past 6 months: Food Stamps? No

Are you a PELL Grant recipient? No

Was the customer unable to achieve self-sufficiency after receiving core services? Yes

What is your employment objective? To obtain employment as a Pharmacy Tech

What is your employment or training need? Need training as a Pharmacy Tech

37

Show me H... Completed Dt: 03/06/14 Record 2 of 2 + Add Save Cancel

Transaction complete: 2 records applied and saved.

Record: 2/2 ... <OSC>

- 38. Auto Populated fields from **Seeker Info**
 - a. **Date of Birth**
 - b. **U.S. Citizen**
- 39. Auto populated fields from the **Application** screen.
 - I. **HH Have Dep Child (<18)**
 - II. **Homeless**
 - III. **Registered – Selective Service**
 - IV. **Service #**

The screenshot shows the 'Eligibility' screen for 'EDWARD GREENSLIT (573)522-3017'. The 'Personal' section includes 'Date of Birth' (12/01/1969) and 'US Citizen' (Yes), both highlighted with a red box labeled '39'. The 'Status' section includes 'HH Have Dep Child (<18)' (Yes), 'Homeless' (No), and 'Registered - Selective Service' (Yes), all highlighted with a red box labeled '40'. The 'Service #' field is also highlighted with a red box labeled '40'. The 'Income' section includes 'Semi-Annual Income' and 'Annual Income' fields. The 'WIA DW' section includes 'Category', 'Layoff Date', and 'Mass Layoff' fields. The 'WIA Youth' section includes 'SPYC' and 'Out-of-Sch...' fields. The 'Check Verification' button is checked. The bottom of the screen shows 'App Completed Date: 03/06/14', 'Eligibility Verif Date:', 'Record 1 of 2', and 'Add', 'Save', 'Cancel' buttons.

Personal Section

- 41. **Disability Status:** Click the arrow to select the applicable choice.
- 42. **Disability Type:** If disabled click the arrow to select the applicable choice.
- 43. **Single Parent:** Click the arrow to choose “Yes” or “No”.
- 44. **Limited English:** Click the arrow to choose “Yes” or “No”.

Status Section

- 45. **Vet Status:** Click the arrow to select the applicable choice.
- 46. **Employment Status:** Click the arrow to select the applicable choice.
- 47. **UI Claim Status:** Click the arrow to select the applicable choice.
- 48. **Current Education Status:** Click the arrow to select the applicable choice.
- 49. **Highest Grade Comp:** Click the arrow to select the applicable choice.
- 50. **Dislocated Worker:** Click the arrow to choose “Yes” or “No”.

WIA Section

51. While the WIA eligibility box will be green, the **WIA Adult section is not addressed in this desk aid.**

Show Me Hero Section

52. **Show Me Hero**-Ensure there is a green halo around the check box. If no green halo review the application because something is missing.

WIA DW

53. **Category:** Click the arrow box and select the applicable choice.
54. **Layoff Date:** Enter the job seeker's layoff date.
55. **Mass Layoff:** If mass layoff, click the arrow and scroll through the list to select the applicable choice.

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

File Edit Navigation Options Utility MO Utility Window Help

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

Application Eligibility Waiver Enrollment

Eligibility

Personal Date of Birth: 12/01/1969
US Citizen: Yes
Alien Registration #: A
Disability Status: Not Disabled
Disability Type:
HH Have Dep Child (<18): Yes
Single Parent: No
Limited English: No

WIA Income
Receiving TANF:
Receiving GA/RCA/
FOOD STAMPS/SSI:
Family Size:
Semi-Annual Income:
Annual Income:
 Low Income
Registered - Selective Service: Yes
Service #: 66 666666 6
Waiver:
Selective Service

WIA DW Category:
Layoff Date:
Mass Layoff:

NEG
Employer:
Grant Number:

WIA Youth
SPYC
Barriers
 Out-of-Sch...

Status
Vet Status: Service con...
Employment Status: Unemployed
UI Claim Status: Exhausted
Current Education Status: Not Attendin...
Highest Grade Comp: High School...
Dislocated Worker: Yes
Homeless: No

Show Me Hero

Check Verification

App Completed Date: 03/06/14 Eligibility Verif Date: Record 1 of 2 + Add Save Cancel

Enter date customer layed off from job (mm/dd/yy)
Record: 1/2 <OSC>

NEG Section

- 56. **NEG:** Do not complete this section this customer is Show Me Hero eligible.
- 57. Make sure the Show Me Hero and WIA DW check boxes have a green halo around them. If you have gotten this far and the green halo is missing **STOP** and review the application & eligibility forms because something is missing.
- 58. Click **Check verification**

The screenshot shows the 'Eligibility' application window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility'. The window contains several sections of data entry fields. Red boxes and arrows highlight specific areas:

- A red box labeled '57' is positioned over the 'WIA' checkbox, with an arrow pointing to another 'WIA' checkbox on the right side of the form.
- A red box labeled '56' is positioned over the 'Annual Income' field, with an arrow pointing to the 'NEG' checkbox.
- A red box labeled '58' is positioned over the 'Show Me Hero' checkbox, with an arrow pointing to the 'Check Verification' button.

The form includes the following fields and sections:

- Personal:** Date of Birth (12/01/1969), US Citizen (Yes), Alien Registration #A, Disability Status (Not Disabled), Disability Type, HH Have Dep Child (<18) (Yes), Single Parent (No), Limited English (No).
- Status:** Vet Status (Service con...), Employment Status (Unemployed), UI Claim Status (Exhausted), Current Education Status (Not Attendin...), Highest Grade Comp (High School...), Dislocated Worker (Yes), Homeless (No).
- WIA:** WIA checkbox, Receiving TANF, Receiving CA/RCA/FOOD STAMPS/SSI, Family Size, Semi-Annual Income, Annual Income, Low Income checkbox, Registered - Selective Service (Yes), Service # (55-5555555-5), Waiver, Selective Service icon.
- WIA Youth:** WIA Youth checkbox, SPYC checkbox, Barriers button, Out-of-Sch... checkbox.
- Other:** Category (Individual layoff), Layoff Date (12/01/13), Mass Layoff, Employer, Grant Number.
- Buttons:** Check Verification (with a green checkmark icon), Add, Save, Cancel.
- Footer:** App Completed Date (03/06/14), Eligibility Verif Date, Record 1 of 2, List of Valu..., <OSC>

General Section

- 59. Each of the white boxes needs to be checked to attest to staff verification. (Identity, Citizenship/Employment Status, and Age)
- 60. Enter the documentation type used to verify the information in the comment box below the checkboxes.

WIA/WIA Adult/Youth Section

- 61. **Family Size**- Only needs to be completed if enrolling in WIA Adult or WIA Youth.
- 62. **Last 6 Months Income**- Only needs to be completed if enrolling into WIA Adult or WIA Youth.
- 63. **Selective Service**-If customer is male, born after 1959 the check box must be checked.
- 64. Enter the documentation used to verify the information in the comment box below the check boxes.

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

File Edit Navigation Options Utility MO Utility Window Help

Check Verification

General

General

Identity
(- ie. Drivers License, SS Card, W2 form)

Citizenship / Employment Status
(- ie. Birth Cert., Work Auth, Alien #)

Age
(- ie. Birth Certificate)

Disability Status
(- ie. Medical Records)

Veteran Status

Show Me Hero

Marital Staus
(Marriage License, DEERS Paperwork, etc.)

Military Dates and Discharge Type
(DD214, Copies of Orders, etc.)

Family Size

Last 6 Months Income

Selective Service

Categorically Eligible

WIA Dislocated Worker/NEG

Dislocated Worker Status (See Eligibility Guidelines)

Layoff Date

Save Cancel Close

WIA Dislocated Worker/NEG

65. Each of the white boxes needs to be checked to attest to staff verification. (Dislocated Worker Status and layoff date)
66. Enter the documentation type used to verify the information in the comment box below the checkboxes.

Show Me Hero

67. Each of the white boxes needs to be checked to attest to staff verification. (Marital Status, and Military Dates).
68. Enter the documentation type used to verify the information in the comment box below the checkboxes.

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

File Edit Navigation Options Utility MO Utility Window Help

Check Verification

General

General

- Identity (- ie. Drivers License, SS Card, W2 form)
- Citizenship / Employment Status (- ie. Birth Cert., Work Auth, Alien #)
- Age (- ie. Birth Certificate)
- Disability Status (- ie. Medical Records)
- Veteran Status (- ie. DD214, Vet Admin (800)827-1000)

Verified through WIA Core Enrollment

WIA / WIA Adult/Youth

- Family Size
- Last 6 Months Income
- Selective Service
- Categorically Eligible

Verified through Selective Service website

WIA Dislocated Worker/NEG

- Dislocated Worker Status (See Eligibility Guidelines) 65
- Layoff Date 66

Show Me Hero

- Marital Status (Marriage License, DEERS Paperwork, etc.) 67
- Military Dates and Discharge Type (DD214, Copies of Orders, etc.)

68

Save Cancel Close

Record: 1/2 ... <OSC>

69. Click **Save** button

70. Click the **Close** button

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

File Edit Navigation Options Utility MO Utility Window Help

Check Verification

General

General

- Identity (- ie. Drivers License, SS Card, W2 form)
- Citizenship / Employment Status (- ie. Birth Cert., Work Auth, Alien #)
- Age (- ie. Birth Certificate)
- Disability Status (- ie. Medical Records)
- Veteran Status (- ie. DD214, Vet Admin (800)827-1000)

Verified through WIA Core Enrollment

Show Me Hero

- Marital Staus (Marriage License, DEERS Paperwork, etc.)
- Military Dates and Discharge Type (DD214, Copies of Orders, etc.)

DEER Paper work and copy od DD 214

WIA / WIA Adult/Youth

- Family Size
- Last 6 Months Income
- Selective Service
- Categorically Eligible

Verified through Selective Service website

WIA Dislocated Worker/NEG

- Dislocated Worker Status (See Eligibility Guidelines)
- Layoff Date

69

70

Save Cancel Close

Record: 1/2 ... <OSC>

71. Verify that there is a **Checkmark** in the **WIA DW** check box. If you have gotten this far and there is no checkmark **STOP** go back and review the check verification again and find what is missing.

72. Verify that there is a **Checkmark** in the **Show Me Hero** check box. If you have gotten this far and there is no checkmark **STOP** go back and review the check verification again and find what is missing.

73. **Eligibility Verif Date:** Double-click in the box and the current date will be entered.

74. Click **Save** button

The screenshot shows the 'Eligibility' application window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility'. The window contains several tabs: 'Application', 'Eligibility', 'Waiver', and 'Enrollment'. The 'Eligibility' tab is active, showing a form for 'I AM A EXAMPLE III(###-##-3144) | EDWARD GREENSLIT (573)522-3017'. The form is divided into several sections: 'Personal', 'WIA', 'Income', 'WIA DW', 'Status', 'Vet Status', 'Employment Status', 'UI Claim Status', 'Current Education Status', 'Highest Grade Comp', 'Dislocated Worker', 'Homeless', 'Registered - Selective Service', 'Service #', 'Waiver', 'WIA Youth', 'Barriers', and 'SPYC'. A 'Check Verification' button is located at the bottom right of the form. Red boxes with numbers 71, 72, 73, and 74 are overlaid on the form, with arrows pointing to specific elements: 71 points to the 'WIA DW' checkbox, 72 points to the 'Show Me Hero' checkbox, 73 points to the 'Eligibility Verif Date' field, and 74 points to the 'Save' button. The 'WIA DW' checkbox is checked, and the 'Show Me Hero' checkbox is also checked. The 'Eligibility Verif Date' field contains the date '03/06/14'. The 'Save' button is highlighted with a yellow background.

75. After Save a popup will appear indicating the record will be frozen.

76. Click **Yes**

NOTE: When the **Yes** button has been clicked, changes can no longer be made to this Eligibility record. If the record needs to be changed, a new Eligibility record will need to be created before the enrollment is created.

77. Click on the **Enrollment** Tab

The screenshot shows the 'Eligibility' application window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility'. The window has a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar. The main content area is divided into tabs: 'Application', 'Eligibility', 'Waiver', and 'Enrollment'. The 'Eligibility' tab is active, and a red arrow labeled '77' points to the 'Enrollment' tab. The 'Eligibility' form contains various fields: Personal (Date of Birth: 12/01/1969, US Citizen: Yes, Alien Registration #, Disability Status: Not Disabled, Disability Type, HH Have Dep Child(<18): Yes, Single Parent: No, Limited English: No), WIA (Income, Receiving TANF, Receiving GA/RCA/FOOD STAMPS/SSI, Family Size), WIA DW (Category: Individual layoff, Layoff Date: 12/01/13, Mass Layoff), Status (Vet Status: Service con..., Employment Status: Unemployed, UI Claim Status: Exhausted, Current Education Status: Not Attendin..., Highest Grade Comp: High School..., Dislocated Worker: Yes, Homeless: No), Waiver, Selective Service, Barriers, and SPYC. A 'Forms' dialog box is overlaid on the form, containing a warning icon and the text 'This record will be frozen! Do you want to continue?'. A red arrow labeled '75' points to the dialog box. The dialog box has 'Yes' and 'No' buttons. A red arrow labeled '76' points to the 'Yes' button. At the bottom of the window, there are buttons for 'Add', 'Save', and 'Cancel', and a status bar showing 'Record 1 of 2'.

78. Click in the box next to **WIA Dislocated Worker** and **WIA National Emergency Grant**.
79. Click **Enroll** button.

SPECIAL NOTE
The start date must represent the actual first date of employment.

Eligibility - I AM A EXAMPLE III(###)###-###-#### | EDWARD GREENSLIT (573)522-3017

Application Eligibility Waiver **78**

Eligible Enrollments

Program	Referral System Programs	Ref Dt	DCN ID	TeenTwo
<input type="checkbox"/> WIA Dislocated Worker				
<input type="checkbox"/> SHOW ME HEROES				
<input type="checkbox"/>				
<input type="checkbox"/>				

Verify Date: 03/07/14

Other Potential DWD Programs

79 Enroll

Actual Enrollments

Program	Start Dt	End Dt	Teen Two	Trade 2002	Outcome
WIA ADULT CORE	03/06/14		<input type="checkbox"/>	<input type="checkbox"/>	
			<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 Recalled by Trade Affected Employer

Save Cancel

Query Returned no Rows!

Record: 1/1 ... <OSC>

Actual Enrollments

- 80. The **WIA Dislocated Worker** and **Show Me hero** enrollments are seen in the **Actual Enrollments** section, along with a **Start Date**.
- 81. Click **Save** button.

NOTE: Creating the employment plan, adding services, completing the appropriateness tab, closing services, and closing enrollments is the same for Show Me Hero as it is for WIA National Emergency Grant.

The screenshot shows a software window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility'. The window has a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Eligible Enrollments:** Contains three tables: 'DWD Eligibility', 'Referral System Programs', and 'Other Potential DWD Programs'. Each table has columns for 'Ref Dt', 'DCN ID', and 'TeenTwo'. There are checkboxes and a 'Verify Date' field.
- Actual Enrollments:** A table with columns: Program, Start Dt, End Dt, Teen Two, Trade 2002, and Outcome. The table contains three rows:

Program	Start Dt	End Dt	Teen Two	Trade 2002	Outcome
WIA ADULT CORE	03/06/14				
SHOW ME HEROES	03/07/14				
WIA Dislocated Worker	03/07/14				

Red arrows and boxes highlight specific elements: an arrow points from the 'WIA Dislocated Worker' row to the '80' box, and another arrow points from the 'SHOW ME HEROES' row to the '80' box. A third arrow points from the 'Outcome' column of the 'WIA Dislocated Worker' row to the '81' box. The 'Save' button is also highlighted with a red box.

At the bottom of the window, there is a status bar with the text 'Mm/dd/yyCannot change', 'Record: 3/3', and '<OSC>'. There are also 'External Counselor' and 'Recalled by Trade Affected Employer' checkboxes, and 'Save' and 'Cancel' buttons.