



Summer Job League (SJL) Desk Aid

While it is not required to enroll a Summer Youth participant into the WIOA Youth program it is **highly encouraged**. This desk aid will cover how to enroll a customer into the WIOA Youth program and the SJL program. The process of application, eligibility and enrollment, employment plan creation, addition of services, closure of services, and closure of enrollments is the same for SJL and WIOA Youth. The only difference is the name of the program. **Job seekers who do not have an existing account should be allowed to create an account through jobs.mo.gov. Once the account is created, staff can begin working with the job seeker.**

Things to Remember

1. SJL maximum hours is 240
2. SJL requires you to indicate if the applicant/participant is a parent or if they are a child living with the custodial parent or other adult caretaker.
3. The 503SJL service must be closed when the youth either completes the service or is no longer participating.

1. Locate and open the **Job Seeker** record.

The Assessment

2. Click on the **Assessment** speed button ✓.

NOTE: While an assessment must be completed, you do not have to utilize Toolbox as the assessment tool. There are however advantages to utilizing Toolbox. It provides a countable 9002 Seeker Service that is reportable to USDOL. Using the Assessment in Toolbox also allows other counselors working with the customer to have access to the assessment

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

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - JANE TESTER (###-1142) | LESLIE PITCHFORD (573)751-8425

Find Seeker **Seeker Info** Des **1** Edu/Cert Work History Referrals Core Enroll Other Scratch Pad Svc Referral Adv. Query

Name and Address Information

Name: JANE TESTER Mailing Address: 421 DUNKLIN Street Address:

Phone Numbers

Home: Cell: JEFF CITY MO 65101

Work: Other: Bad Address Homeless Email:

Personal Information

Date of Birth: 10/14/1995 Age: 20 Searchable: Share resume:

Gender: F

Veteran Information

Vet Status: N - None Transition:

Recently Separated: Served in Campaign: Print on Summary (Resume): Service Ended by Disability:

Served From Served To

Seeker Status

Status	Date	Last Update	Workkeys ID:
Emp Exchange: Active	04/04/16	04/04/16	
Case Management: Active		Next Appt:	Time:
UI Ben Year Beg Dt: Inactive			Next Task:
Dislocated Date:	<input type="checkbox"/> EB		

Job Contacts: App ID: 3123872432 DCN: Trainee ID#

Services Provided

Date	Type of Service	Employment Counselor
09/09/14	JOBS self registration	Counselor Web
09/09/14	JobsMoGov Self Job search	Counselor Web

Source: Counselor Web Restricted Partial Seeker SSN Discrepancy Deceased Web Info Save Cancel

NOTE: Once you click on the **Assessment** button, a pop-up box may appear, asking you to assign a **Primary Employment Counselor**.

3. 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.**

4. Some of the information on the **Assessment** comes from the customer’s record. (**Employment History**)

5. Read through the **Assessment** questions located in the **Employment** tab and answer appropriately. There are three sections; Current Employment, Job Seeking Skills, and Job Keeping Skills. This is where a “picture” of the customer begins being built.

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

File Edit Navigation Options Utility MO Utility Window Help

Assessment - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Employment Education Support System Financial Needs Basic Skills Tests

Assessment Date: 07/20/15 Last Update Date:

Employment History

Employer	City	St
Hardee's	Jefferson City	MO

Job Title: Crew Member

Start Date: 10/01/13 End Date: 02/01/15

Per: Hourly Salary: 8.00

Job Description: Taking and filling customer orders. Maintaining a balanced cash register. Answering customer questions

Current Employment

Currently Working: Looking for work: Type of work: Longest Worked Employer: Why Left: Applied and Not Hired: Can't Look/Accept Job: Quit or Fired Reason:

Job Seeking Skills

Do you have a resume? Which methods worked best for you? Describe your typical interview Do you need help preparing for interviews?

Job Keeping Skills

Were you able to get to work on time? Did you work most scheduled work hours? Describe your working relationship with your co-workers/supervisor What type of jobs have you liked in the past and what are you interested in? Describe what you liked most about your last job Describe what you liked least about your last job

LMI vs. Potential Earnings:

Print MVA Assessment Save Cancel

6

Assessment - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Employment | **Education** | Support System | Financial Needs | Basic Skills Tests

Assessment Date: 07/20/15 | Last Update Date: 07/20/15

Employment History

Employer	City	St	
Hardee's	Jefferson City	MO	 Add
			 Delete

Job Title: Crew Member
Start Date: 10/01/13 | End Date: 02/01/15 | Months: 16
Per: Hourly | Salary: 8.00 | Hrs. Wk.: 25
Job Description: Taking and filling customer orders. Maintaining a balanced cash register. Answering customer questions

Current Employment

Currently Working: Not Work... | When are you able to work: 

Looking for work: Yes

Type of work: Food Service or Customer Service

Longest Worked Employer: .3 | Why Left: Lacked transportation

Applied and Not Hired: Yes | Applied to several jobs

Can't Look/Accept Job: No

Quit or Fired Reason: 

Job Seeking Skills

Do you have a resume? No | Would like to create a resume

Which methods worked best for you? In person contacts

Describe your typical interview short

Do you need help preparing for interviews? yes

Job Keeping Skills

Were you able to get to work on time? Yes

Did you work most scheduled work hours? Yes

Describe your working relationship with your co-workers/supervisor positive

What type of jobs have you liked in the past and what are you interested in? enjoyed helping customers

Describe what you liked most about your last job making customers happy

Describe what you liked least about your last job low number of hours

LMI vs. Potential Earnings: LMI

 Print MVA Assessment |  Save |  Cancel

6. Once all pertinent questions have been answered click the **Education** tab

7. The **School** information comes over from the customer's record

8. Read through the **Assessment** questions in the **Education History** section and answer appropriately

9. **Employment Skills** is a List of Values (LOV). Double click in the field to access the list.

10. Double click on a skill to move it to the right side of the LOV

Assessment - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Employment Education **8** System Financial Needs Basic Skills Tests

Assessment Date: 07/20/18 Last Update Date: **9**

Education History

Highest grade completed? [] Currently in School: No

Would you like to obtain your high school diploma or GED? []

Do you have a learning disability? []

What did you like about school? []

What did you dislike about school? []

Are there any training programs you started but didn't complete? []

Training Program	Reason for Leaving	Exit Date

+ Add - Delete

Are you interested in more training or skill enhancement? []

Describe: []

School: Jefferson City High School + Add

City: Jefferson City State: MO

Major: []

Degree: High School Diplo... Completion Date: 05/13 **7**

Employment Skills

Aptitude/Ability Tests

Test Type: []

Test Date: []

Results: []

Skills

- Active Learning
- Active Listening
- Complex Problem Solving
- Coordination
- Critical Thinking
- Equipment Maintenance
- Equipment Selection
- Installation
- Instructing
- Judgment and Decision Making
- Learning Strategies
- Management of Financial Resources
- Management of Material Resources
- Management of Personnel Resources
- Mathematics
- Monitoring
- Maintenance

10

+ Additional + Add - Delete

Print MVA Assessment Save Cancel

11. **Financial Aid** button-Links to the FAFSA site for the customer to apply for a PELL Grant and/or student loans.

12. The License/Certificate field is a List of Values field (LOV). Double-click to access the list

13. Choose the **License/Certificate** the customer possesses

14. Click **Ok** button

File Edit Navigation Options Utility MO Utility Window Help

Assessment - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Employment Education Support System Financial Needs Basic Skills Tests

Assessment Date: 07/20/15 Last Update Date: 07/20/15

Employment Skills

Aptitude/Ability Tests

Education History

Highest grade completed? Cert Attaine... Currently in School:

Would you like to obtain your high school diploma or GED?

Do you have a learning disability? No

What did you like about school? English and Social Studies

What did you dislike about school? Physical Education

Are there any training programs you started but didn't complete? N

Training Program	Reason for Leaving	Exit Date

Are you interested in more training or skill enhancement? Yes

Describe: Any training or skill enhancements to help secure employment

School: Jefferson City High School

City: Jefferson City State: MO

Major:

Degree: High School Diplo... Completion Date: 05/13

Financial Aid

Licenses/Certificates

License/Cert

- CFS - Certified Food Scientist
- CISCO
- CNE
- CPA
- CPR
- Certified Medical Administrative Assistant
- Certified Medical Assistant

Print MVA Assessment Save Cancel

15

NOTICE: All fields were not completed.
Not all fields apply to every customer.

15. Once all pertinent questions
have been answered click the
Support System tab

Assessment - JANE TESTER(### ##-1142) | LESLIE PITCHFORD (573)751-8425

Employment | **Education** | Support System | Financial Needs | Basic Skills Tests

Assessment Date: 07/20/15 Last Update Date: 07/20/15

Education History

Highest grade completed? Cert Attaine... Currently in School: No

Would you like to obtain your high school diploma or GED?

Do you have a learning disability? No

What did you like about school? English and Social Studies

What did you dislike about school? Physical Education

Are there any training programs you started but didn't complete? No

Training Program	Reason for Leaving	Exit Date	
			+ Add
			- Delete

Are you interested in more training or skill enhancement? Yes

Describe: Any training or skill enhancements to help secure employment

School: Jefferson City High School + Add

City: Jefferson City State: MO - Delete

Major:

Degree: High School Diplo... Completion Date: 05/13

Employment Skills

- Negotiation
- Judgment and Decision Maki
- Active Listening

+ Add - Delete

Aptitude/Ability Tests

Test Type: Test Date: Results:

+ Add - Delete

Education Issues

LEP/ESL: Describe: Pell grant status: Yr: Amt: Describe: Financial Aid

Licenses and Certificates

Training Completion Certificates + Add - Delete

Type	License/Certificate	Date	St

+ Additional + Add - Delete

Print MVA Assessment Save Cancel

16. Read through the **Assessment** questions on the **Support System** tab and answer appropriately. There are six separate sections on this page, Childcare, Additional Support, Housing, Transportation, Additional Support Contacts, and Household Members.

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

File Edit Navigation Options Utility MO Utility W

Assessment - JANE TESTER(### ##-1142) FORD (573)751-8425

Employment Education **Support System** Financial Needs Basic Skills Tests

Assessment Date: 07/20/15 Last Update Date:

Childcare

Seeker Pregnant: Due Date:

Household include children:

Need child care supportive services to participate in employment/Training activity:

Describe:

Applied for Childcare? Childcare provider?

What is your backup plan if provider is not available?

Additional Support

Any additional supports you need to be successful in employment/participation?

Housing

Homeless in the last year:

Describe:

Current Situation:

Expect any changes in 90 days:

Describe:

Transportation

What is your transportation?

What is your backup plan if primary transport is unavailable?

Drivers License

State: Class: Status:

What keeps you from owning?

Endorsements

Air Brakes Hazardous Material School Bus

Double/Triple Trailer Passenger Tank Vehicle

Additional Support Contacts

Name	Number	Relationship	Type

Print Add Delete

Household Members

First	Mi.	Last	Birthday	Age	Gender	Relation	Dep

Print MVA Assessment Save Cancel

Is the customer pregnant? "Yes" or "No"

17. **What keeps you from owning?** This relates to transportation. Clicking on the button provides a list of options concerning why the customer does not have transportation.

18. Once all pertinent questions have been answered click the **Financial Needs** tab

Assessment - JANE TESTER(### ##-1142) | ESLIE PITCHFORD (573)751-8425

Employment | Education | Support System | **Financial Needs** | Basic Skills Tests

Assessment Date: 07/20/15 Last Update Date: 07/20/15

Childcare
Seeker Pregnant: No Due Date:
Household include children: Yes
Need child care supportive services to participate in employment/Training activity: Yes
Describe: Need help paying for child care
Applied for Childcare? No Childcare provider? No
What is your backup plan if provider is not available? No plan

Transportation
What is your transportation? Public Transportation
What is your backup plan if primary transport is unavailable? Call a friend or a coworker for a ride

What keeps you from owning?

- Never Learned
- License Suspended
- Health Problem(s)
- Need License Plate
- May lose License (Court)
- Need car repairs
- Insurance
- Other
- Problem Making Payme...
- None

Comments

Type

Delete

Additional Support
Any additional supports you need to be successful in employment/participation? Not at this time

Housing
Homeless in the last year: No
Describe:
Current Situation: Living with Other
Expect any changes in 90 days: No
Describe:

Household Members

First	Mi.	Last	Birthday	Age	Gender	Relation	Dep
Grandma		Tester	10/01/1948	66	Fe...	Grandparen...	N
Baby		Tester	02/01/2015	0	Fe...	Child	Y

+ Add - Delete

Print MVA Assessment Save Cancel

Transaction complete: 2 records applied and saved.

19. Enter **Assessment Month & Year**
 20. Double-click in **Resource Type** field
 21. Choose **Resource Type**
 22. Click OK button
- Repeat **Step 20-22** for each **Resource Type**.
23. Enter a **Description** for **Resource Type**
 24. Enter **Amount** of **Resource Type**

The screenshot displays the 'Toolbox 2 (Test) Powered by Oracle 11g - Assessment' application. The main window contains a 'Resource Types' dialog box and a table for entering resource data. The dialog box lists various resource types, with 'Earned Income' selected. The table has columns for 'Resource Type', 'Description', and 'Amount'. Below the table, there are 'Add' and 'Delete' buttons and a 'Total Monthly Resources' field. To the right, there is a 'Monthly Household Expenditure' table with columns for 'Expenditure Type', 'Description', and 'Amount', along with 'Add' and 'Delete' buttons and a 'Total Monthly Expenditures' field. The interface also includes a 'Print MVA Assessment' button and a 'Print' button. The top of the window shows the title bar and standard window controls.

34. Completing the **Assessment** provides a countable 9002 Seeker service

Eligibility Tab

35. Click on the **Eligibility** icon

The screenshot shows the 'Seeker Screen - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425' interface. The 'Eligibility' tab is active, showing various fields for personal and address information. The 'Services Provided' table is visible, with the following data:

Date	Type of Service	Employment Counselor
04/04/16	Assessment	LESLIE PITCHFORD
09/09/14	JobsMoGov Self Job search	Counselor Web
09/09/14	JOBS self registration	Counselor Web

At the bottom of the interface, there are buttons for 'Deceased', 'Web Info', 'Save', and 'Cancel'. A red box labeled '34' points to the 'Assessment' row in the table, and another red box labeled '35' points to the 'Eligibility' icon in the top navigation bar.

36. Auto Populated fields from
Seeker Info

- a. **Date of Birth**

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

File Edit Navigation Options Utility MO Utility Window Help

Eligibility - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Eligibility Waiver Enrollment

Eligibility

Personal Date of Birth: 10/14/1995
US Citizen:
Alien Registration #: A
Disability Status:
Disability Type:
HH Have Dep Child(<18):
Single Parent:
Limited English:

Status Vet Status:
Employment Status:
UI Claim Status:
Current Education Status:
Highest Grade Comp:
Dislocated Worker:
Homeless:

WIOA Income
Receiving TANF:
Receiving GA/RCA/
FOOD STAMPS/SS:
Free/ Reduced Lunch:
Youth High Poverty Area:
Family Size:
Semi-Annual Income:
Annual Income:
 Low Income
Registered - Selective Service:
Service #:
 Selective Service Waiver:
Was the customer unable to achieve self-sufficiency after receiving career services?

WIOA DW Category:
Layoff Date:
Mass Layoff:
DWG Employer:
Grant Number:

WIOA Youth Select Barriers
SPYC Is the Youth
S JL A Parent?
Out of School A child living with the
custodial parent or other
adult caretaker/relative?
Show Me Hero Show Me H...

Check Verification

Eligibility Verif Date: Record 1 of 0

Record: 1/1 ... <OSC>

Personal Section

37. **Date of Birth**-Populated from customers record

38. **US Citizen**- Click the arrow to choose "Yes" or "No".

39. **Alien Registration #A**-If not a US Citizen enter Alien Registration number

40. **Disability Status**: Click the arrow to select the applicable choice.

41. **Disability Type**: If disabled click the arrow to select the applicable choice.

42. **HH Have Dependent (<18)** Click the arrow to choose "Yes" or "No".

43. **Single Parent**: Click the arrow to choose "Yes" or "No".

44. **Limited English**: Click the arrow to choose "Yes" or "No".

Eligibility - JANE TESTER(###-##-1142) LESLIE PITCHFORD (573)751-8425

Eligibility Waiver Enrollment

Personal Date of Birth: 10/14/1995 A Income

US Citizen: Receiving TANF:

Alien Registration #A: Receiving GA/RCA/FOOD STAMPS/SSI:

Disability Status: Fee/Reduced Lunch:

Disability Type: Youth High Poverty Area:

HH Have Dep Child (<18): Family Size:

Single Parent: Semi-Annual Income:

Limited English: Annual Income:

WIOA DW Category:

Layoff Date:

Mass Layoff:

DWG Employer:

Grant Number:

WIOA Youth Select Barriers

SPYC Is the Youth

SJL A Parent?

Out of School A child living with the custodial parent or other adult caretaker/relative?

Show Me Hero Show Me H...

Check Verification

Eligibility Verif Date: Record 1 of 0

Record: 1/1 ... <OSC>

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".

51. **Homeless-** Click the arrow to choose "Yes" or "No".

The screenshot shows a software window titled "Toolbox 2 (Test) Powered by Oracle 11g - Eligibility". The main content area is titled "Eligibility - JANE TESTER(### ##-1142) | LESLIE PITCHFORD (573)751-8425". The interface is divided into several sections: "Personal", "Income", "WIODW", "Status", and "WIODW Youth".

Red boxes and arrows highlight the following fields:

- 45:** Points to the "Vet Status" dropdown menu in the "Status" section.
- 46:** Points to the "Employment Status" dropdown menu in the "Status" section.
- 47:** Points to the "UI Claim Status" dropdown menu in the "Status" section.
- 48:** Points to the "Current Education Status" dropdown menu in the "Status" section.
- 49:** Points to the "Highest Grade Comp" dropdown menu in the "Status" section.
- 50:** Points to the "Dislocated Worker" dropdown menu in the "Status" section.
- 51:** Points to the "Homeless" dropdown menu in the "Status" section.

Other visible fields include "Date of Birth" (10/14/1995), "US Citizen" (Yes), "Disability Status" (Not Disabled), "Income" (Receiving TANF, GA/RCA, FOOD STAMPS/SS, Free/Reduced Lunch), "WIODW" (WIODW, WIODW DW, DWG), "WIODW Youth" (SPYC, SJL, Barriers), and "Status" (Low Income, Selective Service, Waiver). A "Check Verification" button is visible at the bottom right. The bottom of the window shows "Eligibility Verif Date:", "Record 1 of 0", and buttons for "+ Add", "Save", and "Cancel".

55. Toolbox will fill in the Month/Year six months back.

56. Double-click in the **Income Type** field

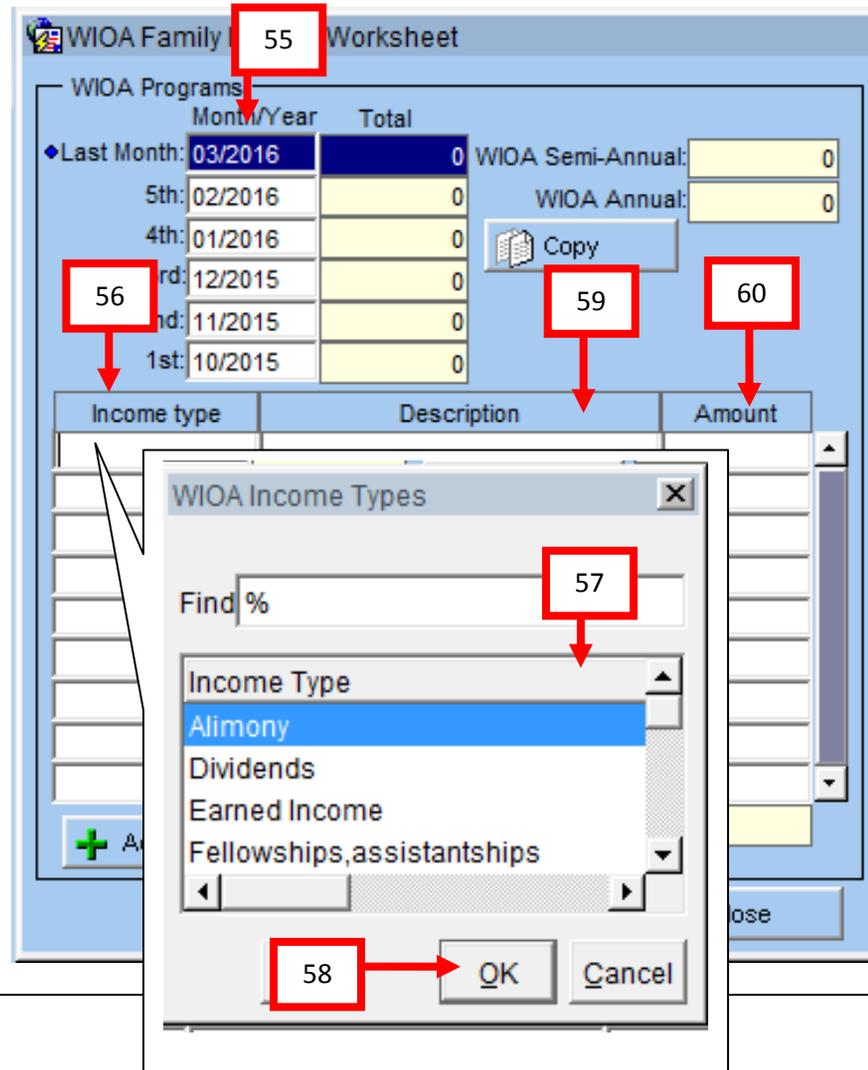
57. Choose the **Income Type** from the List of Values (LOV)

58. Click **OK** button

59. Enter a **Description** of the Income

60. Enter **Amount** of income

Repeat steps 56-60 to add additional income types



61. Toolbox will total **Monthly Income**

62. If each month the income is the same you can choose the Copy button.

63. If the monthly income varies, you will need to select the month you wish to enter and follow steps [55-61](#) to add the monthly income

The screenshot shows the 'WIOA Family Income Worksheet' application. It features a 'WIOA Programs' section with a table of monthly income data and a 'Monthly Income' summary field. Callout 61 points to the 'Monthly Income' field, callout 62 points to the 'Copy' button, and callout 63 points to the 'Last Month' selection.

Month/Year	Total
Last Month: 03/2016	300
5th: 02/2016	0
4th: 01/2016	0
3rd: 12/2015	0
2nd: 11/2015	0
1st: 10/2015	0

Income type	Description	Amount
Earned Income	Wages	300

WIOA Semi-Annual: 300
WIOA Annual: 600
Copy
Monthly Income: 61
Add Delete Save Close

64. Toolbox will total **WIOA Semi-Annual** total

65. Toolbox will total **WIOA Annual** total

66. Click **Save** button

67. Click **Close** button

The screenshot shows the 'WIOA Family Income Worksheet' application. It features a 'WIOA Programs' section with a table of monthly entries and summary boxes for semi-annual and annual totals. A 'Copy' button is located below the summary boxes. Below this is a table for 'Income type' and 'Description' with an 'Amount' column. At the bottom, there are 'Add' and 'Delete' buttons, a 'Monthly Income' field, and 'Save' and 'Close' buttons. Red boxes with numbers 64, 65, 66, and 67 point to the 'WIOA Semi-Annual' total, the 'WIOA Annual' total, the 'Save' button, and the 'Close' button, respectively.

Month/Year	Total
Last Month: 03/2016	300
5th: 02/2016	300
4th: 01/2016	300
3rd: 12/2015	300
2nd: 11/2015	300
1st: 10/2015	300

Income type	Description	Amount
Earned Income	Wages	300

WIOA Semi-Annual: 1,800
WIOA Annual: 3,600
Monthly Income: 300

78. Notice the **Low Income** checkbox is checked for **Adult/Youth**. This occurs based off one of the below criteria

1. Yes to TANF question
2. Yes to GA/RCA/FOOD STAMPS/SSI question
3. Yes to Free/Reduced Lunch
4. Yes to Youth Living in a High Poverty Area
5. Income meets the low income guidelines

79. Was the customer unable to achieve self-sufficiency after receiving core services? Select Yes or No from the drop down arrow

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

File Edit Navigation Options Utility MO Utility Window Help

Eligibility - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Eligibility Waiver Enrollment

Eligibility

Personal Date of Birth: 10/14/1995
US Citizen: Yes
Alien Registration #A:
Disability Status: Not Disabled
Disability Type:
HH Have Dep Child(<18): Yes
Single Parent: Yes
Limited English: No

Income Receiving TANF: No
Receiving GA/RCA/FOOD STAMPS/SSI: Yes
Free/ Reduced Lunch: No
Youth High Poverty Area: Yes
Family Size: 3
Semi-Annual Income: 1,800
Annual Income: 3,600

WIOA DW Category:
Layoff Date:
Mass Layoff:
DWG Employer:
Grant Number:

WIOA Youth Select Barriers
SPYC
250% SJL
Out of School
Is the Youth
 A Parent?
 A child living with the custodial parent or other adult caretaker/relative?

Status Vet Sta: 78
Employment Status: Unemployed
UI Claim Status: None
Current Education Status: Not Attendin...
Highest Grade Comp: High School...
Dislocated Worker: No
Homeless: No

Registered - Selective Service:
Service #:
Selective Service Waiver:

Was the customer unable to achieve self-sufficiency after receiving career services? 79

Show Me Hero Show Me H...
Check Verification

Eligibility Verif Date: Record 1 of 1 + Add Save Cancel

Record: 1/1 ... <OSC>

80. Click the Show Me Hero button

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

File Edit Navigation Options Utility MO Utility Window Help

Eligibility - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Eligibility Waiver Enrollment

Eligibility

Personal Date of Birth: 10/14/1995
US Citizen: Yes
Alien Registration #A:
Disability Status: Not Disabled
Disability Type:
HH Have Dep Child(<18): Yes
Single Parent: Yes
Limited English: No

Status Vet Status: Not a Veteran
Employment Status: Unemployed
UI Claim Status: None
Current Education Status: Not Attendin...
Highest Grade Comp: High School...
Dislocated Worker: No
Homeless: No

WIOA Income
Receiving TANF: No
Receiving GA/RCA/FOOD STAMPS/SS: Yes
Free/ Reduced Lunch: No
Youth High Poverty Area: Yes
Family Size: 3
Semi-Annual Income: 1,800
Annual Income: 3,600
 Low Income Adult/Youth
Registered - Selective Service:
Service #:
Selective Service Waiver:
Was the customer unable to achieve self-sufficiency after receiving career services?

WIOA DW Category:
Layoff Date:
Mass Layoff:
DWG Employer:
Grant Number:

WIOA Youth Select Barriers
SPYC
250% SJL
Out of School
Show Me Hero
Show Me H...

Is the Youth
 A Pa
 A ch with the custodial parent or other adult caretaker/relative?

80

Check Verification

Eligibility Verif Date: Record 1 of 1

Record: 1/1 ... <OSC>

81. "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".

82. "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"

83. "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 blue background. It contains three questions, each followed by a dropdown menu. The first question is "Are you one of the following:" with three sub-questions. The second question 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?". The third question is "Are you a Veteran who served in the military within the last 365 days?". At the bottom are "Cancel" and "OK" buttons. Red boxes and arrows highlight the dropdown arrows, labeled 81, 82, and 83.

84. 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 within the last twelve months?

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

Buttons: Cancel, OK

A red box highlights the 'OK' button with the number 84.

85. **Out of School**- Click the arrow and select "Yes or No"

The screenshot shows the 'Eligibility' window for JANE TESTER. The 'Personal' section includes fields for Date of Birth (10/14/1995), US Citizen (Yes), Alien Registration #, Disability Status (Not Disabled), Disability Type, HH Have Dep Child (<18) (Yes), Single Parent (Yes), and Limited English (No). The 'Status' section includes Vet Status (Not a Veteran), Employment Status (Unemployed), UI Claim Status (None), Current Education Status (Not Attendin...), Highest Grade Comp (High School...), Dislocated Worker (No), and Homeless (No). The 'WIOA' section includes Income, Receiving TANF (No), Receiving GA/RCA/FOOD STAMPS/SS (Yes), Free/ Reduced Lunch (No), Youth High Poverty Area (Yes), Family Size (3), Semi-Annual Income (1,800), Annual Income (3,600), and a checked 'Low Income Adult/Youth' box. The 'WIOA DW' section includes Category, Layoff Date, Mass Layoff, DWG, Employer, and Grant Number. The 'WIOA Youth' section includes SPYC, 25% SJL, and a 'Barriers' button. The 'Out of School' dropdown menu is highlighted with a red box containing the number 85, with a red arrow pointing to it. The 'Show Me Here' button is also visible. The bottom of the window shows 'Eligibility Verif Date', 'Record 1 of 1', and buttons for '+ Add', 'Save', and 'Cancel'.

Eligibility-Eligibility Tab Barriers

86. Click **Barriers** button

The screenshot shows a software window titled "Toolbox 2 (Test) Powered by Oracle 11g - Eligibility". The main content area is divided into several sections:

- Personal:** Date of Birth: 10/14/1995, US Citizen: Yes, Alien Registration #A, Disability Status: Not Disabled, Disability Type, HH Have Dep Child(<18): Yes, Single Parent: Yes, Limited English: No.
- WIOA:** Income, Receiving TANF: No, Receiving GA/RCA/FOOD STAMPS/SS: Yes, Free/ Reduced Lunch: No, Youth High Poverty Area: Yes, Family Size: 3, Semi-Annual Income: 1,800, Annual Income: 3,600, Low Income Adult/Youth: checked, Registered - Selective Service, Service #, Selective Service Waiver.
- WIOA DW:** Category, Layoff Date, Mass Layoff, Employer, Grant Number.
- Status:** Vet Status: Not a Veteran, Employment Status: Unemployed, UI Claim Status: None, Current Education Status: Not Attendin..., Highest Grade Comp: High School..., Dislocated Worker: No, Homeless: No.
- Barriers:** A red box with the number "86" is next to a "Barriers" button. Below it are radio buttons for "250% SJL" and "Out of School", and checkboxes for "Is the Youth A Parent?" and "A child living with the custodial parent or other adult caretaker/relative?".

At the bottom, there is a "Check Verification" button and a status bar showing "Record 1 of 1" and navigation buttons.

Eligibility-Eligibility Tab Barriers

87. Choose the barrier you wish to use to qualify the customer for the WIOA Youth Program. **REMEMBER** you must have documentation of the barrier(s) you choose

87

The screenshot shows a software window titled "Toolbox 2 (Test) Powered by Oracle 11g - Eligibility". The main content area is titled "Eligibility - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425". The "Eligibility" tab is active, and the "Out of School Youth Barriers" section is expanded. This section contains several dropdown menus for selecting barriers: Dropout, Truant Last Full Quarter, Low Income HS Graduate and Basic Skills Deficient or Limited English Proficiency, Offender, Homeless (set to "No"), Runaway, Foster Child, Pregnant or Parenting, Disabled, and Needs Additional Assistance. To the right of these are fields for Income (Receiving TANF: No, Receiving GA/RCA/ DOD STAMPS/SSB: Yes, Reduced Lunch: No, In Poverty Area: Yes), Family Size (3), Family Annual Income (1,800), and Annual Income (3,600). Further right are WIOA DWI fields (Category, Layoff Date, Mass Layoff, DWG, Employer, Grant Number) and WIOA Youth fields (SPYC, 250% SJL, Out of School: Yes). A "Barriers" button is visible in the WIOA Youth section. At the bottom of the form, there are "Save" and "Close" buttons, and a status bar showing "Record: 1/1". A red box highlights the number "87" in the bottom left corner of the form area.

88. Click **Save** button

89. Click **Close** button

Eligibility - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Eligibility Waiver Enrollment

Out of School Youth Barriers

Dropout: No

Truant Last Full Quarter: No

Low Income HS Graduate and Basic Skills Deficient or Limited English Proficiency: No

Offender: No

Homeless: No

Runaway: No

Foster Child: No

Pregnant or Parenting: Yes

Disabled: No

Needs Additional Assistance: No

Income

Receiving TANF: No

Receiving GA/RCA/ DOD STAMPS/SSI: Yes

Reduced Lunch: No

in Poverty Area: Yes

Family Size: 3

Annual Income: 1,800

Annual Income: 3,600

me Adult/Youth

Active Service:

Service #:

Service Waiver:

unable to achieve after receiving: No

WIOA DWI

Category:

Layoff Date:

Mass Layoff:

DWG

Employer:

Grant Number:

WIOA Youth

SPYC

250% SJL

Out of School: Yes

Show Me Hero

Show Me H...

Check Verification

5% ... me:

88 Save Close

Record 1 of 1 Add Save Cancel

Record: 1/1 ... <OSC>

Summer Jobs League Enrollment

90. Select the **SJL** button.

91. Since you are enrolling the youth in a Summer Youth program, if it applies you must check one of the boxes underneath **Is the Youth**.

92. Click **Check Verification**

Eligibility - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Eligibility | Waiver | Enrollment

Eligibility

Personal Date of Birth: 10/14/1995
US Citizen: Yes
Alien Registration #: A
Disability Status: Not Disabled
Disability Type:
HH Have Dep Child(<18): Yes
Single Parent: Yes
Limited English: No

WIOA Income
Receiving TANF: No
Receiving GA/RCA/ FOOD STAMPS/SSB: Yes
Free/ Reduced Lunch: No
Youth High Poverty Area: Yes
Family Size: 3
Semi-Annual Income: 1,800
Annual Income: 3,600
 Low Income Adult/Youth
Registered - Selective Service:
Service #:
Selective Service Waiver:

WIOA DW Category:
Layoff Date:
Mass Layoff:
DWG
Employer:
Grant Number:

Status Vet Status: Not a Veteran
Employment Status: Unemployed
UI Claim Status: None
Current Education Status: Not Attendin...
Highest Grade Comp: High School...
Dislocated Worker: No
Homeless: No

WIOA Youth Select
SPYC
250% SJL
Out of School: Yes
Show Me H...
Check Verification

Barriers
Is the Youth
 A Parent?
 A child living with the custodial parent or other adult caretaker/relative?

Eligibility Verif Date: Record 1 of 1 + Add Save Cancel

Record: 1/1 <OSC>

General Section

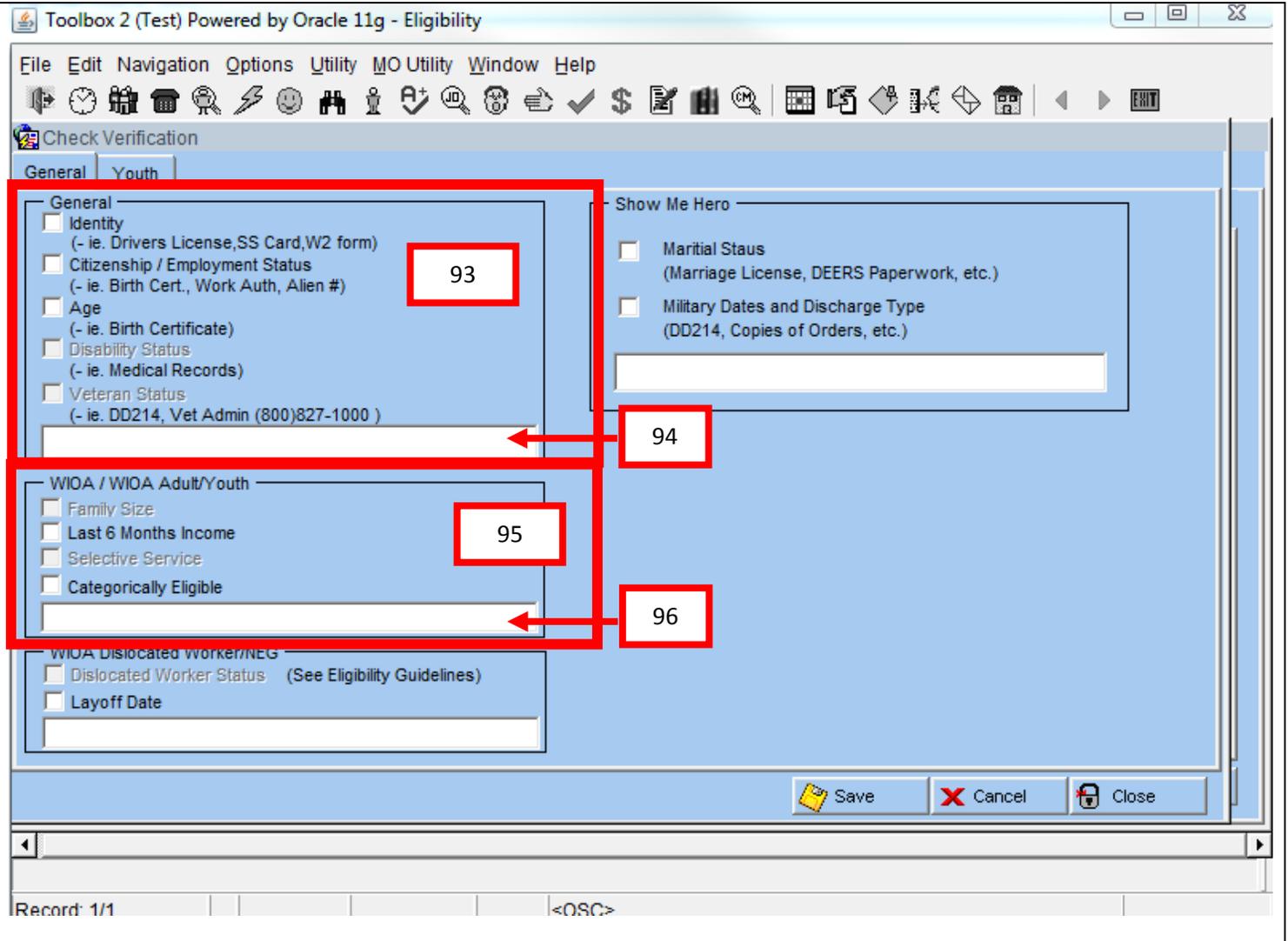
93. Each of the active white boxes needs to be checked to attest to staff verification. (Identity, Citizenship/Employment Status, and Age)

94. Enter the documentation type used to verify the information in the comment box below the checkboxes.

WIOA/WIOA Adult/Youth Section

95. Each of the active white boxes needs to be checked to attest to staff verification. (Identity, Citizenship/Employment Status, and Age)

96. Enter the documentation type used to verify the information in the comment box below the checkboxes.



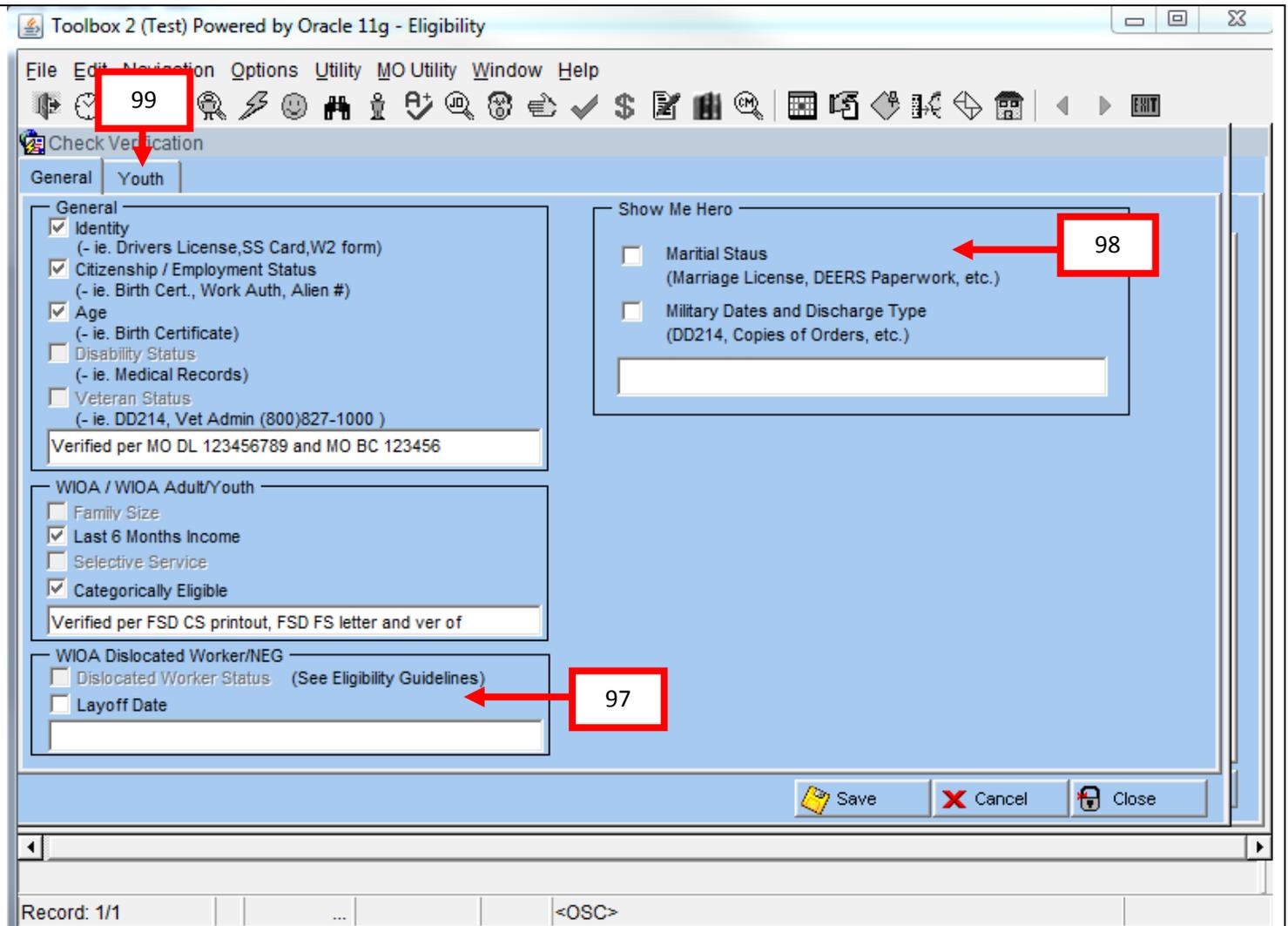
WIOA Dislocated Worker/NEG

97. This does not need to be completed for WIOA Youth or Summer Youth programs

Show Me Hero

98. This does not need to be completed for WIOA Youth or Summer Youth programs

99. Click **Youth** tab



100. Check the check box or boxes that are not grayed out. These should correspond to the barriers that were selected in the Eligibility tab as seen in steps [88-89](#)

Remember anything listed as a barrier on the Eligibility must have documentation.

101. Enter the documentation type used to verify the information in the comment box below the checkboxes.

The screenshot shows a software window titled "Toolbox 2 (Test) Powered by Oracle 11g - Eligibility". The window has a menu bar with "File", "Edit", "Navigation", "Options", "Utility", "MO Utility", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area is titled "Check Verification" and has two tabs: "General" and "Youth". The "Youth" tab is active, showing a list of eligibility barriers. The "Pregnant or Parenting" checkbox is checked and highlighted with a red box labeled "100". Below it is a text input field highlighted with a red box labeled "101". The window also has "Save", "Cancel", and "Close" buttons at the bottom right. The status bar at the bottom shows "Record: 1/1" and "<OSC>".

102. Click **Save** button

103. Click **Close** button

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

File Edit Navigation Options Utility MO Utility Window Help

Check Verification

General Youth

- Basic Skill Deficient (-ie. Generally Accepted Standardized Test School Records)
- Limited English Proficient (-ie. School assessment)
- Offender (-ie. Court documents, Letter from Probation Officer)
- Homeless (-ie. Written statement from shelter or individual)
- Runaway (-ie. Written Statement, Court documentation)
- Foster Child (-ie. Written Statement, Court documentation)
- Foster Care (-ie. Written statement State/local agency)
- Pregnant or Parenting (-ie. Physician's Note, Birth Certificate, School Records)
- Needs Additional Assistance (WIB Defined) (-ie. Documentation meeting Local Plan Requirements)
- Dropout (-ie. Attendance Record, Statement from school)
- Truant from High School for Last Full Quarter (-ie. School Records, Statement from School)
- Low Income HS Grad and Basic Skills Def. or Limited English

Verified per Baby Tester's MO BC 234567

102 Save 103 Close

Record: 1/1 <OSC>

104. Now that **Check Verification** is complete the **WIOA, WIOA Youth**, and **SJL** checkboxes are now checked.

NOTE: If you have gotten this far and the enrollment you need is not checked **STOP** go back into the **Check Verification** and find what was missed.

105. Double-click in the **Eligibility Verif Date** field. This will populate the current date.

106. Click **Save**.

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

108. 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.

The screenshot shows the 'Eligibility - JANE TESTER' application window. The main interface is titled 'Eligibility - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425'. The 'Eligibility' tab is active. The form contains several sections: 'Personal' (Date of Birth: 10/14/1995, US Citizen: Yes, Disability Status: Not Disabled), 'WIOA' (Income, Receiving TANF: No, Receiving GA/RCA/FOOD STAMPS/SS: Yes, Free/Reduced Lunch: No), 'WIOA DW' (Category, Layoff Date, Mass Layoff, DWG, Employer), 'Status' (Vet Status: Not a Veteran, Employment Status: Unemployed, UI Claim Status: None, Current Education Status: Not Attending, Highest Grade Completed: High School, Dislocated Worker: No, Homeless: No), and 'Forms' (Registered - Selective Service, Selective Service Waiver, Out of School: Yes). A modal dialog box is overlaid on the form with the text 'This record will be frozen! Do you want to continue?' and 'Yes' and 'No' buttons. A red box labeled '107' points to the 'Yes' button. Another red box labeled '108' points to the 'Was the customer self-sufficiently achieving career services?' field. The bottom of the window shows 'Eligibility Verif Date: 04/04/16', 'Record 1 of 1', and buttons for '+ Add', 'Save', and 'Cancel'.

109. Click on **Enrollment** tab

SPECIAL NOTE

The start date of the enrollment must be no later than the actual start date of the first service being funded. Actual Start date must be entered into service notes.

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 area is divided into tabs: "Eligibility", "Waiver", and "Enrollment". The "Enrollment" tab is selected and highlighted with a red box containing the number "109".

The "Eligibility" section contains several sub-sections:

- Personal**: Date of Birth (10/14/1995), US Citizen (Yes), Alien Registration #A, Disability Status (Not Disabled), Disability Type, HH Have Dep Child (<18) (Yes), Single Parent (Yes), Limited English (No).
- Status**: Vet Status (Not a Veteran), Employment Status (Unemployed), UI Claim Status (None), Current Education Status (Not Attendin...), Highest Grade Comp (High School...), Dislocated Worker (No), Homeless (No).
- WIOA**: Income, Receiving TANF (No), Receiving GA/RCA/FOOD STAMPS/SSI (Yes), Free/Reduced Lunch (No), Youth High Poverty Area (Yes), Family Size (3), Semi-Annual Income (1,800), Annual Income (3,600), Low Income Adult/Youth (checked), Registered - Selective Service, Service #, Selective Service Waiver.
- WIOA DW**: Category, Layoff Date, Mass Layoff, DWG, Employer, Grant Number.
- WIOA Youth**: SPYC, 250% SJL, Out of School (Yes), Barriers, Is the Youth A Parent? (checked), A child living with the custodial parent or other adult caretaker/relative? (unchecked).

At the bottom of the window, there is a status bar with "Eligibility Verif Date: 04/04/16", "Record 1 of 1", and buttons for "Add", "Save", and "Cancel".

NOTE: All programs the customer is eligible for based on information entered into Toolbox is listed on the **Enrollment** tab

110. Click in the **boxes** next to the **WIOA Youth** and **SJL** programs

111. Click the **Enroll** button.

Eligibility - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Eligibility Waiver Enrollment

Eligible Enrollments

DWD Eligibility	Referral System Programs	Ref Dt	DCN ID	TeenTwo
<input type="checkbox"/> WIOA Adult				
<input type="checkbox"/> Summer Job League (SJL)				
<input type="checkbox"/> WIOA Youth				
<input type="checkbox"/>				
<input type="checkbox"/>				

Verify Date: 04/04/16

Other Potential DWD Programs

+ Add
- Delete

↓ Enroll

Actual Enrollments

Program	Start Dt	End Dt	Teen Two	Trade 2002	Outcome
			<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

External Counselor Recalled by Trade Affected Employer

Save Cancel

Record: 1/1 <OSC>

Actual Enrollments

112. The **WIOA Youth** and **SJL** are now displayed in the **Actual Enrollments** section, along with a **Start Date**.

113. Click **Save** button.

114. Click on the **Employment Plan** speed button.

Eligibility - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Eligible Enrollments

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

Verify Date: 04/04/16

Other Potential DWD Programs

+ Add
- Delete

Enroll

Actual Enrollments

Program	Start Dt	End Dt	Teen Two	Trade 2002	Outcome
Summer Job League (SJL)	04/04/16		<input type="checkbox"/>	<input type="checkbox"/>	
WIOA Youth	04/04/16		<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

Transaction complete: 1 records applied and saved.

Record: 2/2 ... <OSC>

115. Click on **Employment Plan** tab

The screenshot shows a software window titled 'Toolbox 2 (Test) Powered by Oracle 11g' with a sub-window 'Employment Plan'. The 'Employment Plan' tab is highlighted with a red box and the number '115'. The interface includes a menu bar (File, Edit, Navigation, Options, Utility, Window, Help) and a toolbar with various icons. The main content area is divided into two sections: 'Eligible Enrollments' and 'Actual Enrollments'. The 'Eligible Enrollments' section has a 'Verify Date' field set to '04/04/16' and contains three sub-tables: 'DWD Eligibility' (with 'WIOA Adult' as the first entry), 'Referral System Programs', and 'Other Potential DWD Programs'. The 'Actual Enrollments' section contains a table with columns for Program, Start Dt, End Dt, Trade 2002, and Outcome. The table lists 'Summer Job League (SJL)' and 'WIOA Youth' with a start date of '04/04/16'. At the bottom, there are 'Save' and 'Cancel' buttons, and a status bar showing 'Record: 1/1'.

Program	Start Dt	End Dt	Trade 2002	Outcome
Summer Job League (SJL)	04/04/16		<input type="checkbox"/>	
WIOA Youth	04/04/16		<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

NOTE: If the Youth will be enrolled into training paid through WIOA funding the ONet must be the ONet they are being trained in.

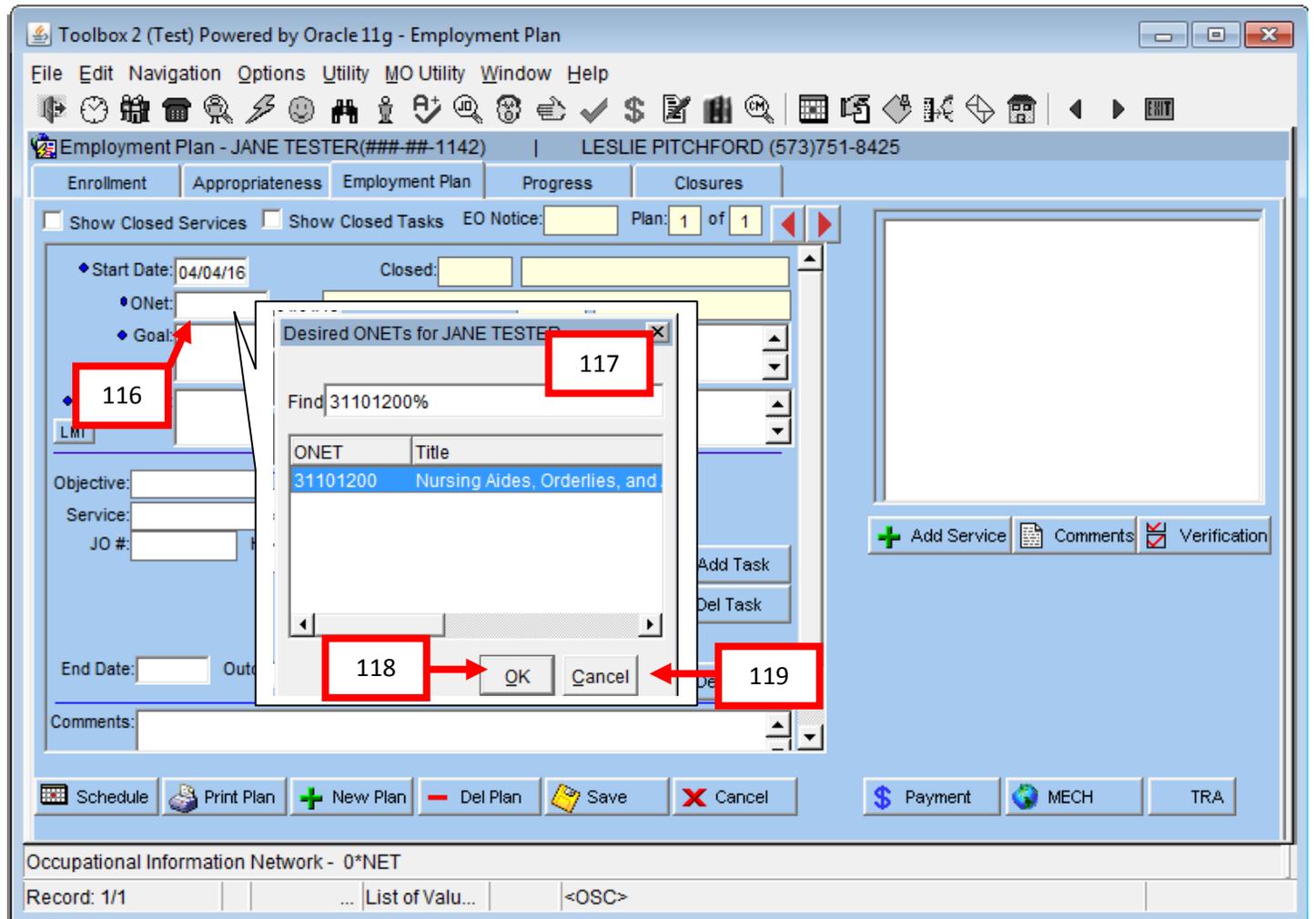
116. In the **Onet** field, either begin entering a code or double click. If you begin entering an Onet code and press Enter, a list of Onet codes and corresponding titles will appear.

117. If the code and title box appears, you may choose the ONET that you want to select by clicking on it (this will highlight it) and clicking **OK**.

118. Click **OK** (if you have selected the correct ONET from the list)

119. If the ONET you need is not listed click the **Cancel** button.

120. Double click in the **Onet** field if you would like to search for the correct **Onet** code.



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

122. Click **Search** button.

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

124. 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 'grounds'. 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 columns of results: 'Occupation' and 'DOT Titles'. The 'Occupation' column lists various jobs, with 'Grounds Maintenance Workers, All Other (37-3019.00)' highlighted. The 'DOT Titles' column lists related titles like 'Instructor, Ground Services' and 'Host/Hostess, Ground'. Below these columns are 'Related Occupations' and 'Lay Titles' sections. A 'Select' button is located to the right of the 'Occupation' list, and a 'Cancel' button is at the bottom right. Red callout boxes with numbers 121, 122, 123, and 124 point to the 'Job Title' field, the 'Search' button, the 'Grounds Maintenance Workers' entry, and the 'Select' button, respectively.

Occupation	DOT Titles
Grounds Maintenance Workers, All Other (37-3019.00)	Instructor, Ground Services
Landscaping and Groundskeeping Workers (37-3019.00)	Host/Hostess, Ground
Mining and Geological Engineers, Including Mining Supervisors (17-2001.00)	Checker, Dump Grounds
	Ground Mixer
	Ground Layer
	Assembler, Ground Support Equipment

Related Occupations	Lay Titles
Civil Engineers (17-2051.00)	SUPERINTENDENT, GREENS OR GROUND WORKER
Marine Engineers (17-2121.01)	GROUND WORKER
Petroleum Engineers (17-2171.00)	CHECKER, DUMP GROUNDS
Civil Engineering Technicians (17-3022.00)	GROUND WORKER
Geologists (19-2042.01)	INSTRUCTOR, GROUND SERVICES
Dishwashers (35-9021.00)	GROUND SCHOOL INSTRUCTOR
Nursery Workers (45-2092.01)	GROUND WORKER

125. **ONet** is now populated.

126. **Goal:** Type in a goal for the job seeker.

127. **Justification:** Type in the justification reason to explain the goal entered.

128. **Objective:** Double click in the Objective field

125

126

127

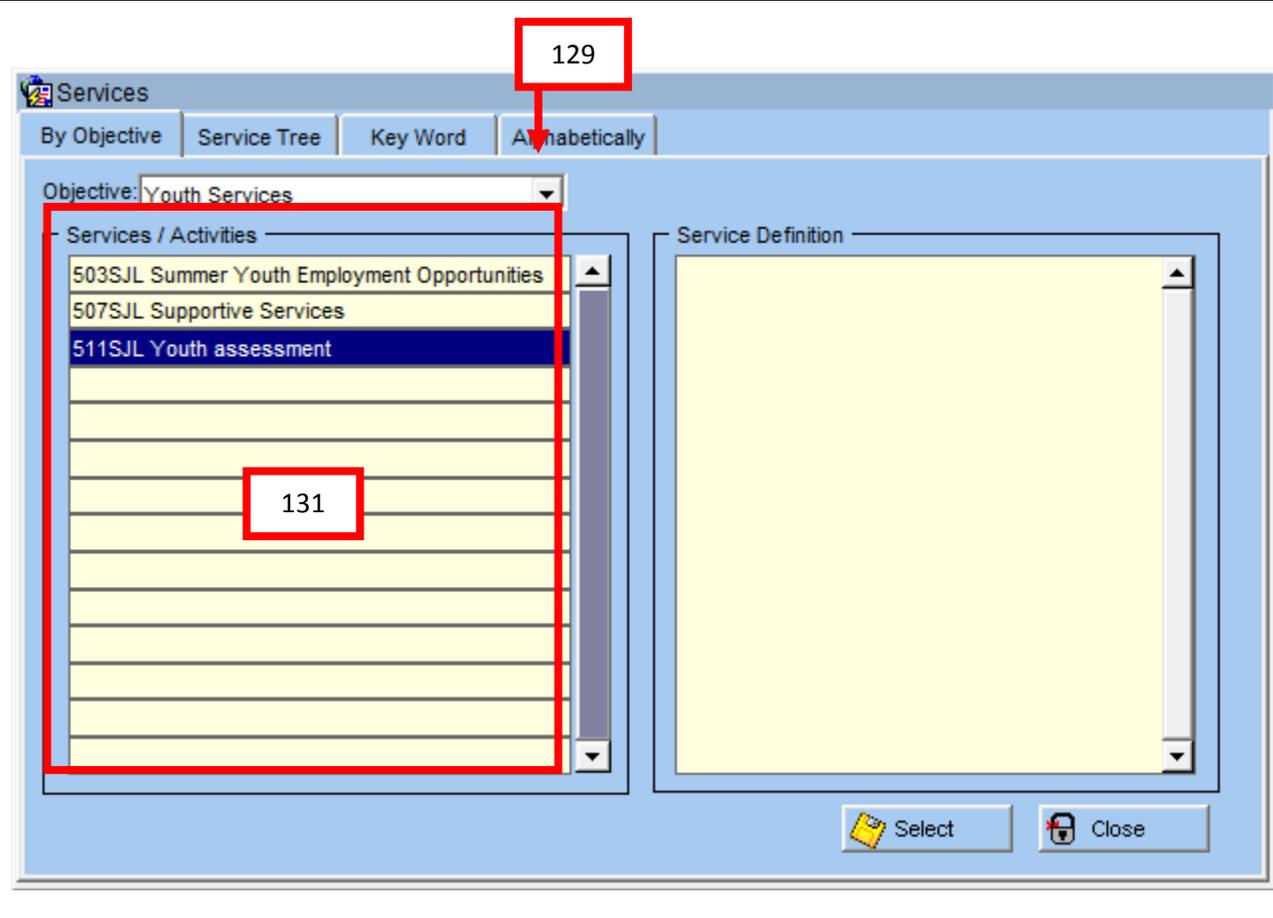
128

Adding Summer Youth Service (Assessment Service)-If you dually enrolled the participant into WIOA Youth and a Summer Youth Program you do not need to complete a separate assessment, however the SJL Assessment must be posted to the participants Record.
NOTE: Toolbox has been set up to display only the services that are relevant to the program(s) a participant is enrolled in.

129. Click the arrow next to the **Objective** box

130. Select the **Objective** needed by clicking on it.

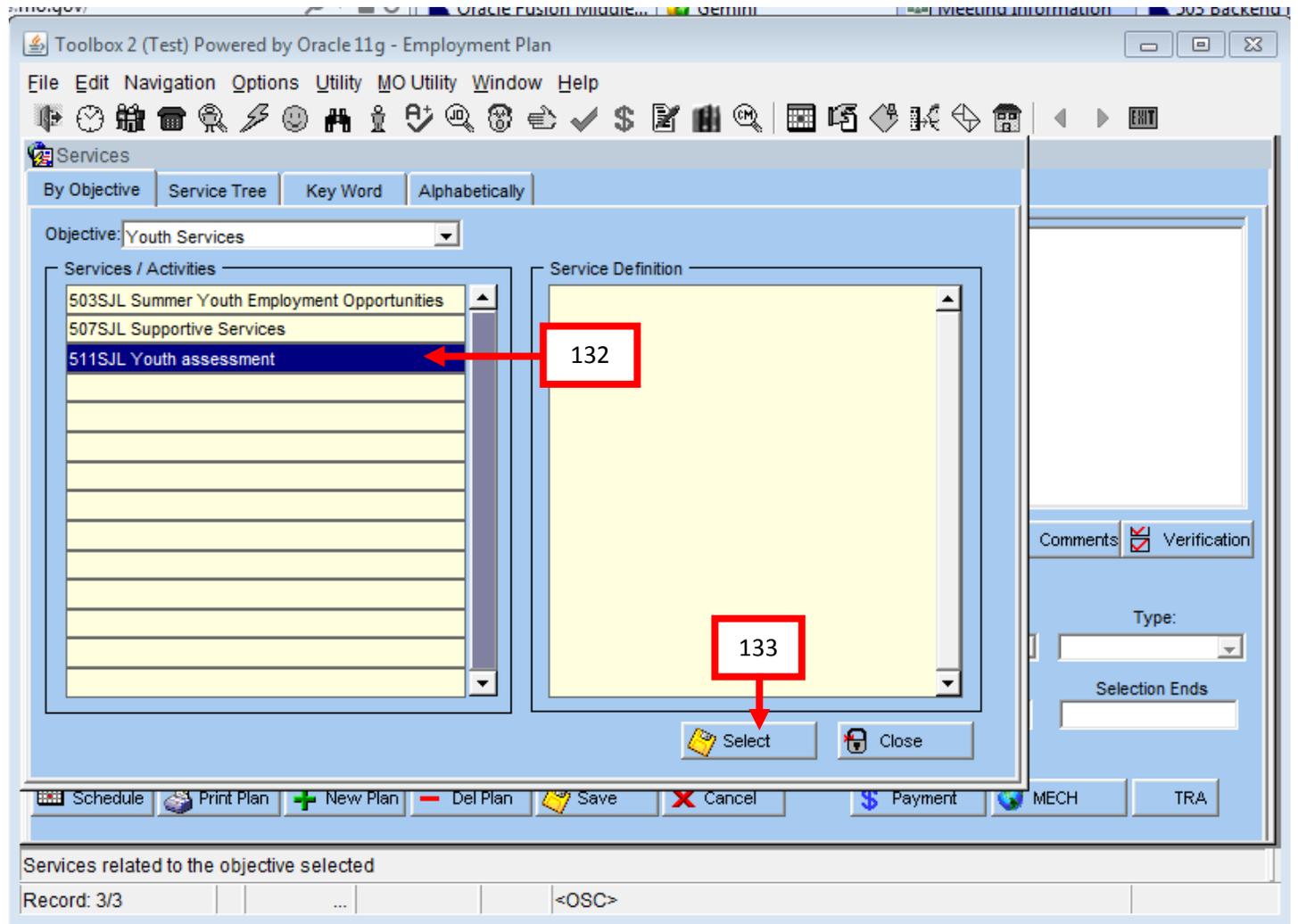
131. A list of possible services and/or activities based on the Objective you selected appears.



Note: All WIOA Youth **must** be provided the 611 Objective Assessment & 612 Individual Service Strategies. Enrolling in those two activities is not shown in this desk aide, but is required when you are dually enrolling a customer in WIOA Youth and SJL.

132. Highlight the **Service/Activity** needed by clicking on it.

133. Click **Select**



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

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

136. Click **Save** button

The screenshot shows the 'Employment Plan' window for 'JANE TESTER' and 'LESLIE PITCHFORD'. The 'Employment Plan' tab is active, showing details for a plan with start date 04/04/16 and goal 'Short Term-To obtain work experience through the SPYC program'. The 'Objective' field contains 'Youth Services' and the 'Service' field contains '511SJL Youth assessment'. The 'Start Date' field is populated with '04/04/18'. Red boxes and arrows highlight these fields with annotations: '134' points to the Objective and Service fields, '135' points to the Start Date field, and '136' points to the Save button at the bottom of the form.

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

NOTE: SJL Services must be manually closed. Toolbox will automatically close the enrollment after 90 days of no service. If the individual's service will go beyond 90 days, close the open service and re-open a new service.

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

139. Click the **OK** button after selecting the end date.

140. Double-click in the **Outcome** field. This will provide a list of possible outcomes.

141. Choose the outcome you wish to use.

142. Click **OK** button.

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

144. Click **Save** button.

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

146. Click **OK** button

NOTE: Services can also be closed on the closures tab.

The screenshot shows the Oracle 11g Employment Plan interface. The main window displays an employment plan for Jane Tester, with a focus on the 'Closures' tab. A service named '511SJL Youth assessment' is shown with an end date of 04/04/16 and an outcome of 'Completed'. A 'Forms' dialog box is open, displaying a warning message: 'Closures are permanent. Are you sure that you want to continue?'. The dialog box has 'OK' and 'Cancel' buttons. Red boxes and arrows highlight the 'End Date' and 'Outcome' fields (143), the 'Save' button (144), the dialog box (145), and the 'OK' button (146).

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

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

NOTE: All Employment Plan Services are closed using the same steps above.

148

147

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

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Enrollment Appropriateness Employment Plan Progress Closures

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

Start Date: 04/04/16 Closed: ONet: 37-3011.00 Landscaping and Groundskeeping Workers

Goal: Short Term-To obtain work experience through the SPYC program Long Term-To obtain employment in the health care field

Justification: Needs summer employment to gain work skills

LMI

Objective: Start Date: 04/04/16

Service: Hours:

JO #: Hourly Wage:

Add Task Del Task Del Service

End Date: Outcome:

Comments:

Add Service Comments Verification

Schedule Print Plan New Plan Del Plan Save Cancel Payment MECH TRA

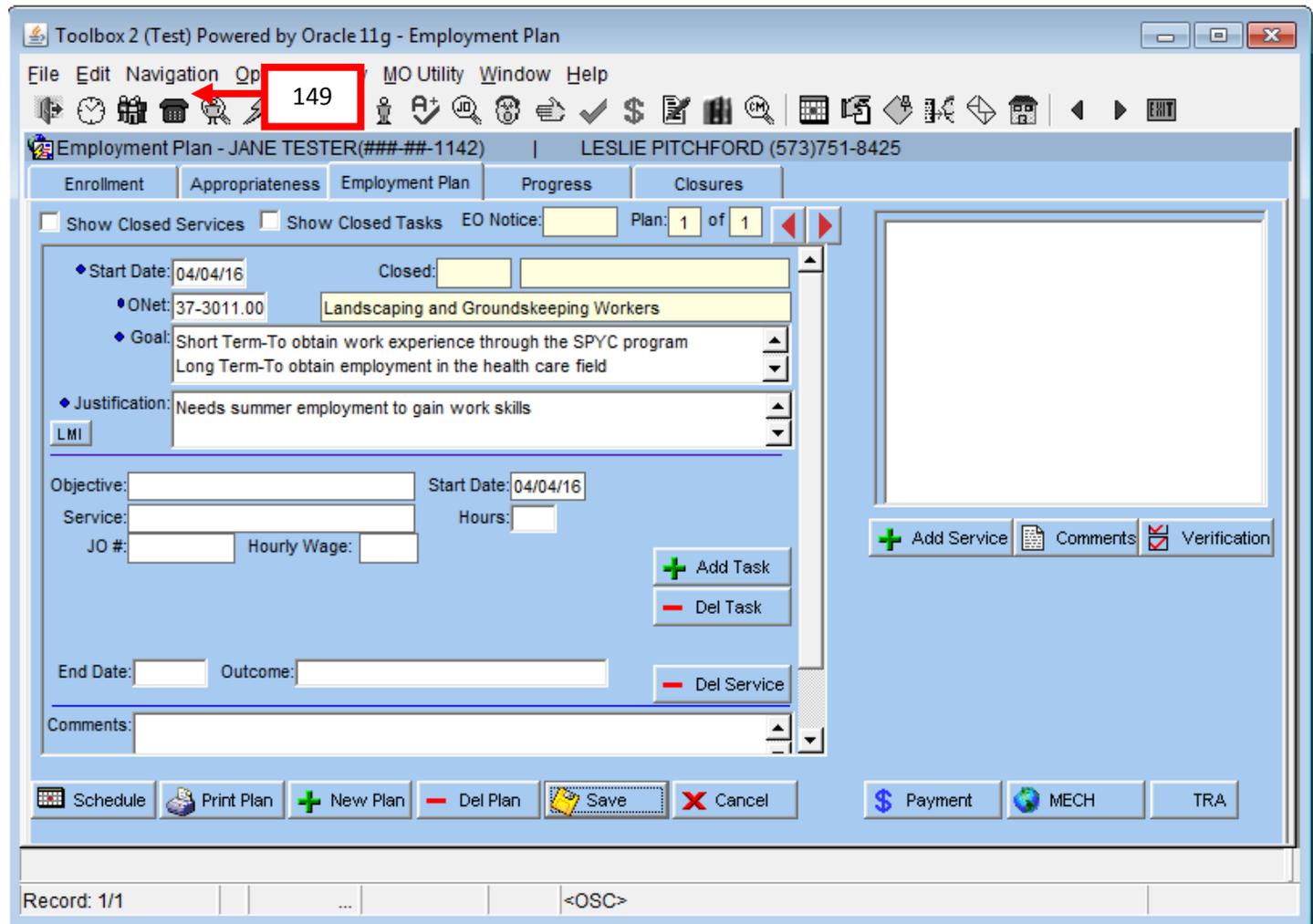
Record: 1/1 <OSC>

Adding the 503 Service-A 503 service is a service that will prevent the record from exiting until it is closed. For this reason it is critical that when the participant completes the 503 service, the service is manually closed in Toolbox. SJL enrollment can be entered until 9-15-16

Note: The participant must be referred to the appropriate job order to add the 503 service.

Refer Participant to a Job Order

149. Click on **Job Order** icon.



- 150. Enter **Search Criteria** to search for job order
- 151. Click **Search** button

150. Enter **Search Criteria** to search for job order

151. Click **Search** button

152. Once you have found the job order you would like to refer the customer to, click the **Quick Referral** icon.

Toolbox 2 (Test) Powered by Oracle 11g - Job Order

File Edit Navigation Options **152** Utility Window Help

Job Order - ENGLEWOOD CEMETERY(44-6000164)

Employer Query Emp Summary Job Main Job Misc Job Verification Job Scratch Pad Call In Info Job Query

11716054 04/04/16 EC: JEFFERSON CITY CAR Counselor: EDWARD GREENSLIT EJB: N Supr: N DWD: Y Status: O 04/04/16

Title: Groundskeeper Exclusive:

O*NET: 37-3011.00 Landscaping and Groundskeeping Workers Youth Special Programs: SPYC Summer Job League Experience:

Job Description:
Maintenance using tools and equipment.
Customer Service
Groundkeeping duties and others as assigned.

Job Requirements

Salary: To: Age: Education: Degree: N Skills:
Hours: Car: N Major:
Duration: Over 150 Days Lifting: Lic/Cert:
Shifts: D Comm: N Work: FPT Dr Lic: N Lic/Cert:
Days Off: Sat Sun Mon Tue Wed Thu Fri

Referral Instructions /Self Assisted Contact Methods

Ref. Contact:
Phone: Fax:
Email:
Job Order URL:

Go Dir... Email Phone Fax Mail URL Ref Inst Offi...

Employer Job Site Info

ZEBRA
123 TEST WAY
JEFFERSON CITY MC 65101

Employment Counselor Instructions:
See youth staff for information on this JO

No. Open: 1
No. to Refer: 250
Referred: 1
Close Date: FLC:

Clone Save Cancel

Transaction complete: 1 records applied and saved.

Record: 1/1 <OSC>

153. Click Refer button.

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

File Edit Navigation Options Utility MO Utility Window Help

Quick Referral

◆ SSN: ***** Bad Addr Degree: Car Access: Work: Dr. License: CM: A Active: 04/04/16

JANE TESTER Age: 20 Updated: 04/04/16 Citizen: Y Lifting: Claimant: N Inactive: 12/09/14

421 DUNKLIN ONet Cod ONet Title Exp Last Wor Typing

ONet Cod	ONet Title	Exp	Last Wor	Typing
37-3011.00	dscaing and Groundskeeping Workers			Net: <input type="text"/>
31-1012.00	sing Aides, Orderlies, and Attendants			Gross: <input type="text"/>

JEFF CITY MC 65101 Home: Cell:

Email:

◆ JO#: 11716054 Groundskeeper Exp: Dr. License: N Car Access: N Typing Status: O 04/04/16

ZEBRA Work: FPT Salary: # to Refer: 250

123 TEST WAY Degree: N Hours: Gross: # Referred: 0

JEFFERSON CITY MO 65101 Min Age: Lifting: Accuracy: # Open: 1

Job Order Counselor: EDWARD GREENSLIT # Hired: 0

Job Description

Maintenance using tools and equipment.
Customer Service
Groundkeeping duties and others as assigned.

Counselor Instructions

See youth staff for information on this JO

Referral Instructions

Go Direct Email Phone Fax Mail URL Ref Inst Office

Record: 1/1 ... <OSC>

154. Determine if you wish to Print Referral Letter and choose Yes or No (If yes, a pop up will appear with referral information)

Result Hire on Job Order

155. Click on **Job Order** icon.

155

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

File Edit Navigation Options Utility MO Utility Window Help

Quick Referral

SSN: ***** Bad Addr Degree: Car Access: Work: F Dr. License: CM: A Active: 04/04/16

JANE TESTER Age: 20 Updated: 04/04/16 Citizen: Y Lifting: Claimant: N Inactive: 12/09/14

421 DUNKLIN ONet Cod ONet Title Exp Last Wor Typing

37-3011.00 dscaing and Groundskeeping Workers

JEFF CITY MC 65101 31-1012.00 sing Aides, Orderlies, and Attendants

Home: Cell: Accuracy:

Cancel Save Compare Email:

JO#: 11716054 Groundskeeper Ex Car Access: N Typing Status: O 04/04/16

ZEBRA Degree Print referral letter # to Refer: 250

123 TEST WAY Min Ag Yes No Gross: # Refer: 0

JEFFERSON CITY MO 65101 Job Order Counselor: EDWARD GREENSLIT Accuracy: # Open: 1

Hired: 0

Job Description

Maintenance using tools and equipment.

Customer Service

Groundkeeping duties and others as assigned.

Counselor Instructions Referral Instructions

See youth staff for information on this JO

Go Direct Email Phone Fax Mail URL Ref Inst Office Refer

JANE TESTER has been referred

Record: 1/1 <OSC>

156. Click **Job Verification** Tab.

Toolbox 2 (Test) Powered by Oracle 11g - Job Order

File Edit Navigation Options Utility MO Utility Window Help 156

Job Order - ENGLEWOOD CEMETERY(44-6000164)

Employer Query Emp Summary Job Main Job Misc Job Verification Job Scratch Pad Call In Info Job Query

11716054 04/04/16 EC: JEFFERSON CITY CAR Counselor: EDWARD GREENSLIT EJB: N Supr: N DWD: Y Status: O 04/04/16

Title: Groundskeeper Exclusive:

O*NET: 37-3011.00 Landscaping and Groundskeeping Workers Youth Special Programs SPYC Summer Job League Experience:

Job Description:
Maintenance using tools and equipment.
Customer Service
Groundkeeping duties and others as assigned.

Job Requirements

Salary: To: Age:
Hours: Car: N
Duration: Over 150 Days Lifting: Education Degree: N
Shifts: D Comm: N Work: FPT Dr Lic: N Skills:
Days Off Sat Sun Mon Tue Wed Thu Fri Lic/Cert:
Lic/Cert:

Referral Instructions /Self Assisted Contact Methods

Ref. Contact:
Phone: Fax:
Email:
Job Order URL:

Go Dir... Email Phone Fax Mail URL Ref Inst Offi...

Employer Job Site Info

ZEBRA
123 TEST WAY
JEFFERSON CITY MC 65101

Employment Counselor Instructions:
See youth staff for information on this JO

No. Open: 1
No. to Refer: 250
Referred: 1
Close Date: FLC:

Clone Save Cancel

Transaction complete: 1 records applied and saved.

Record: 1/1 <OSC>

157. Enter an **H** (for Hired) in the result field.

158. Click **Save** button. You will see a message that reminds you to enter a verification comment indicating status change. Click OK.

159. Click **Employment Plan** icon.

Toolbox 2 (Test) Powered by Oracle 11g - Job Order

File Edit Navigation Options Utility MO Utility Window Help

Job Order - ENGLEWOOD CEMETERY(44-6000164)

Employer Query Emp Summary Job Main Job Misc Job Verification Job Scratch Pad Call In Info Job Query

11716054 04/04/16 Employer: ZEBRA Title: Groundskeeper Status: O 04/04/16

Contact: Phone: Fax: Email:

Verification Contacts

Date	Counselor	Notation
------	-----------	----------

+ Add Multi
- Delete

Referrals

App Id	Seeker Name	Referred By	Date	Src	CM	Vet	UI	ResDate	Result
3123872432	TESTER, JANE	EDWARD GREENSLIT	04/04/16	M	A	N			

Print
Delete

Comments:

158

Openings: 1 Hires: 0 # to Refer: 250 Referred: 1 Searches: 0 Scr Pads: 0 Next Verification Date:

Mass NH Projected Close Date: 07/03/16 Web Viewed: 0 Save Cancel

Record: 1/1 ... List of Valu... <OSC>

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

Toolbox 2 (Test) Powered by Oracle 11g - Job Order

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Enrollment Appropriateness Employment Plan Progress Closures

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

Start Date: 04/04/16 Closed: ONet: 37-3011.00 Landscaping and Groundskeeping Workers

Goal: Short Term-To obtain work experience through the SPYC program
Long Term-To obtain employment in the health care field

Justification: Needs summer employment to gain work skills

LMI

Objective: 160 /16

Service: JO #: Hourly Wage:

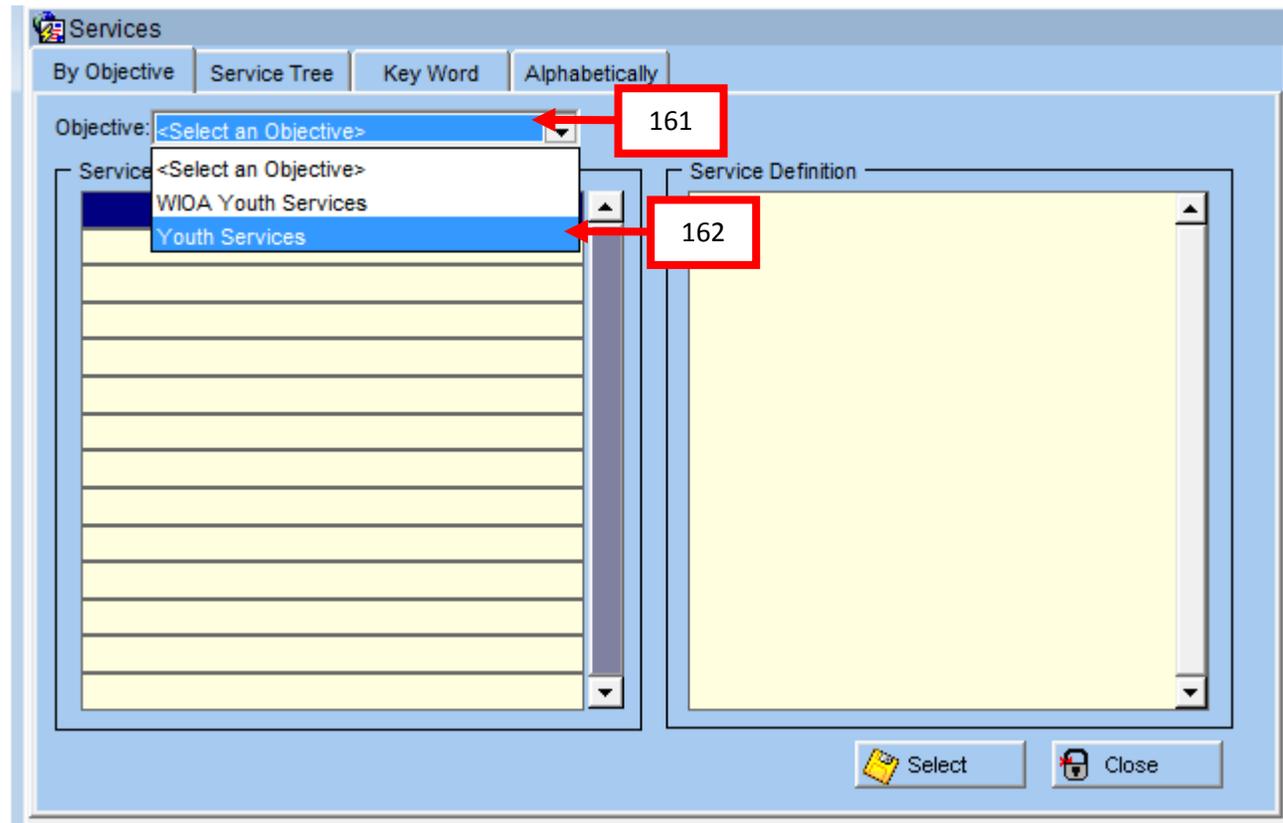
End Date: Outcome: Del Service

Comments:

Schedule Print Plan + New Plan - Del Plan Save Cancel Payment MECH TRA

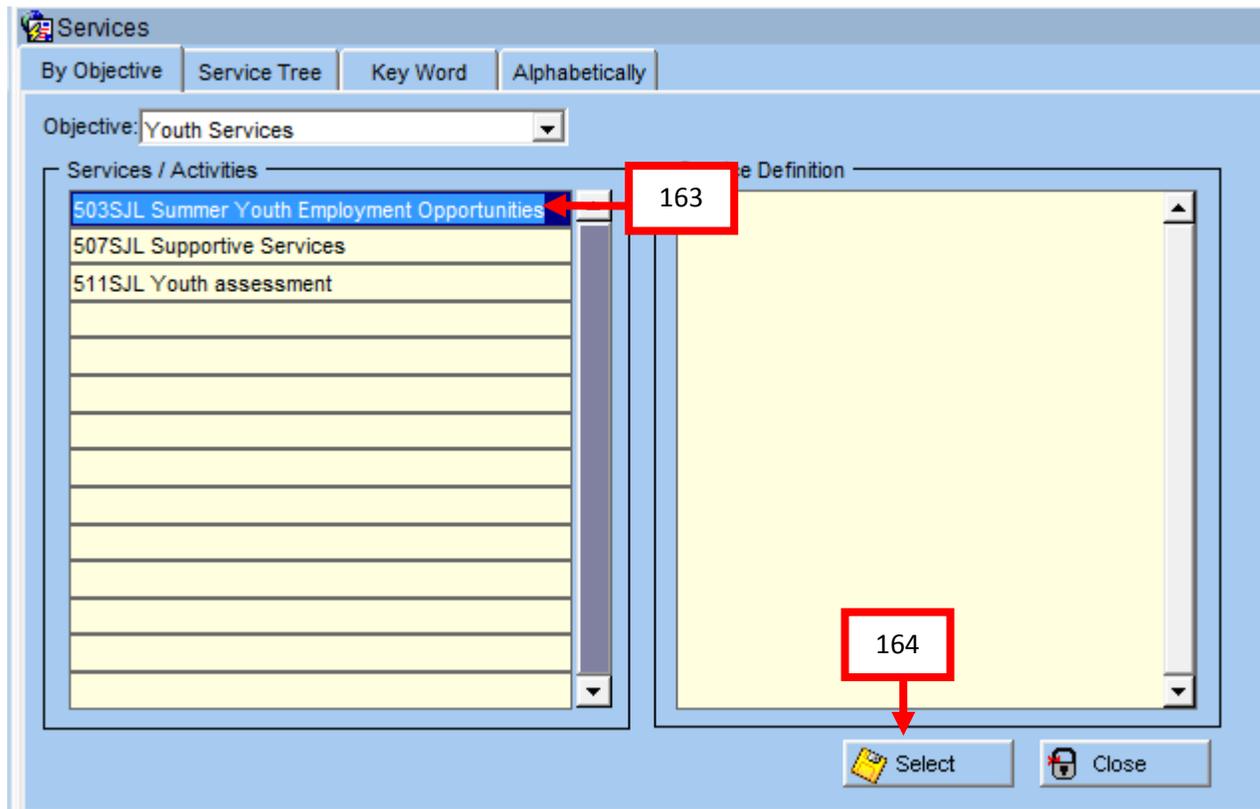
Record: 1/1 <OSC>

161. Click on the Objective box.
162. Highlight the **Objective** needed by clicking on it.



163. Highlight the **Service/Activity** needed by clicking on it.

164. Click **Select** button.



165. The **Objective** and **Service** now displays in the boxes.

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

167. Enter **Job Order** number participant was referred to

168. Enter **Wage**

169. Enter **Hours**

170. Click **Save** button.

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

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Enrollment Appropriateness Employment Plan Progress Closures

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

Start Date: 04/04/16 Closed: ONet: 37-3011.00 Landscaping and Groundskeeping Workers

Goal: Short Term-To obtain work experience through the SPYC program
Long Term-To obtain employment in the head

Justification: Needs summer employment to gain work skills

LMI

Objective: Youth Services Start Date: 04/04/16

Service: 503SJL Summer Youth Employment Hours: Comp: + Add Task

JO #: Hourly Wage: - Del Task

Task 1: End Date: Outcome: Del Service

Comments:

Schedule Print Plan + New Plan - Del Plan Save X Cancel

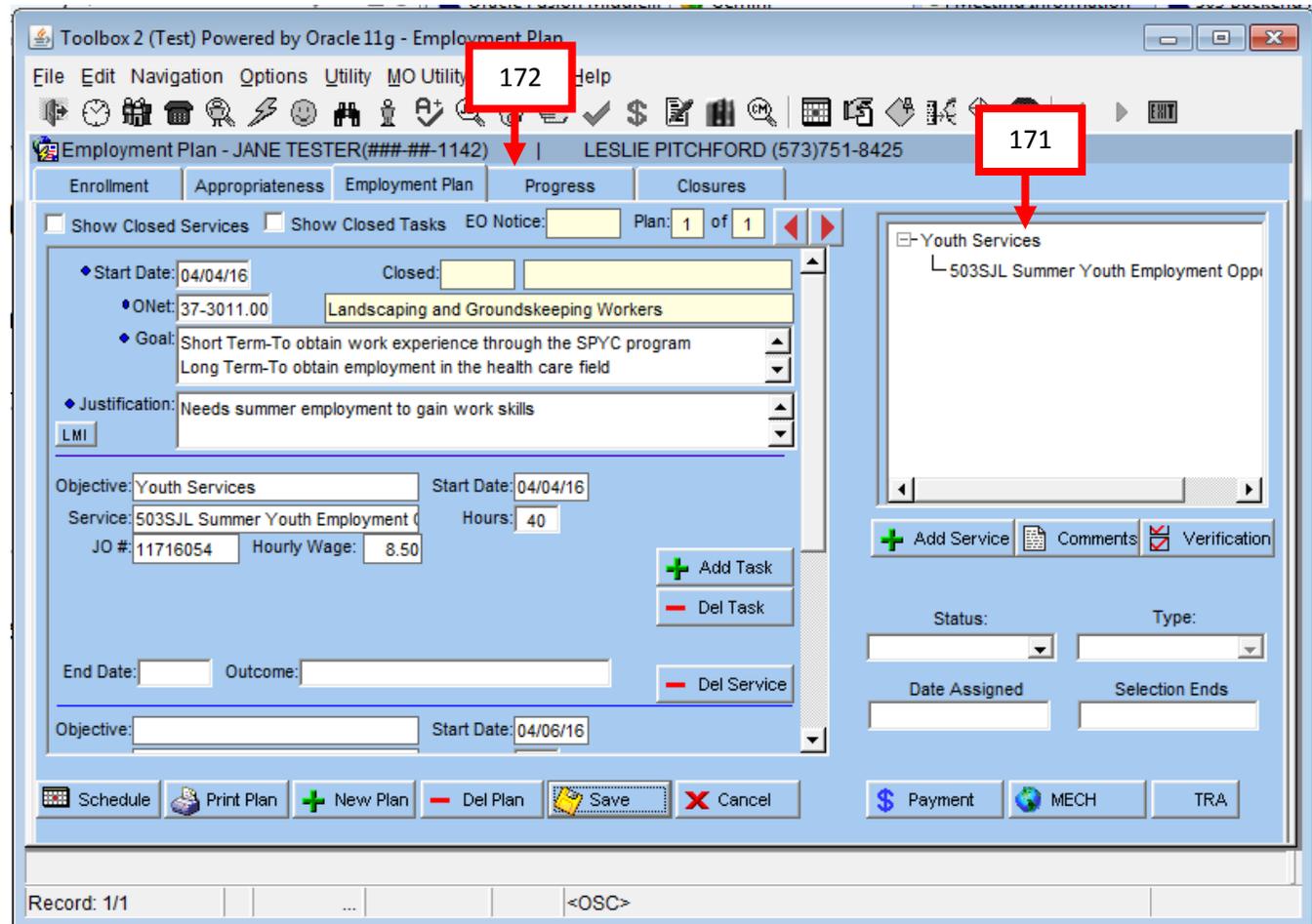
Payment MECH TRA

Enter service start date

Record: 1/1 <OSC>

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

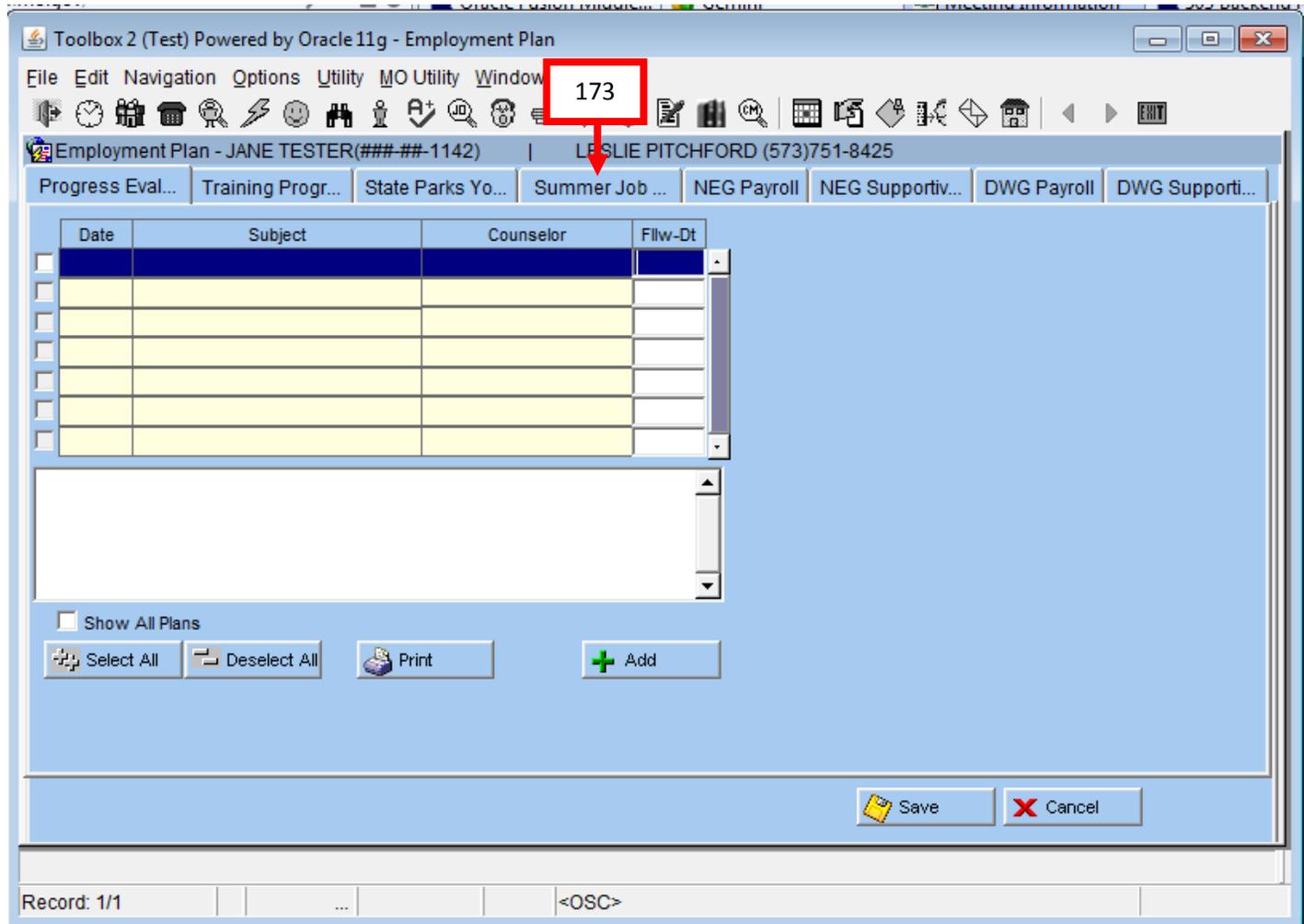
172. Select the **Progress** tab.



Progress Tab

Once the participant has completed training, the training service must be closed. Prior to closing the 503 service, the Summer Job League Tab under the Progress Tab must be completed.

173. Choose the Summer Job League tab that must be completed.



174. Total Hours Worked

– Enter total number of hours the participant worked. Not to exceed

a. Summer Job League: 240 Hours

175. Work Readiness Achieved – Yes or No

176. Was the participant hired by the employer? Yes or No

177. Job Order Number – Entered from the JO the participant was referred to.

178. End Date- Enter the end date of participation in the 503

179. Outcome-Enter the outcome of the participation

The screenshot shows a web-based form titled "Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan". The form is for "JANE TESTER (###-##-1142)" and "LESLIE PITCHFORD (573)751-8425". A message at the top states: "The following information must be entered before the 503SJL Service is closed." The form contains several fields with red callout boxes and arrows:

- 174** points to the "Total Hours Worked" text input field.
- 175** points to the "Work Readiness Achieved? Yes/No" dropdown menu.
- 176** points to the "Was the participant hired by the employer? Yes/No" dropdown menu.
- 177** points to the "Job Order Number" text input field, which contains the value "11716054".
- 178** points to the "End Date" text input field.
- 179** points to the "Outcome" text input field.

At the bottom of the form, there is a "Record 1 of 1" indicator and "Save" and "Cancel" buttons. The status bar at the very bottom shows "Record: 1/1" and "<OSC>".

180. Click **Save** button.

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

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Progress Eval... Training Progr... State Parks Yo... Summer Job L... NEG Payroll NEG Supportiv... DWG Payroll DWG Supporti...

The following information must be entered before the 503SJL Service is closed.

- Total Hours Worked: 240
- Work Readiness Achieved? Yes/No: Yes
- Was the participant hired by the employer? Yes/No: No
- Job Order Number: 11716054
- End Date: 04/04/16
- Outcome: Completed

Record 1 of 1

180

Save Cancel

Record: 1/1 ... List of Valu... <OSC>

181. Click **Print SJL Cert** button

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

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Progress Eval... Training Progr... State Parks Yo... Summer Job L... NEG Payroll NEG Supportiv... DWG Payroll DWG Supporti...

The following information must be entered before the 503SJL Service is closed.

- Total Hours Worked:
- Work Readiness Achieved? Yes/No:
- Was the participant hired by the employer? Yes/No:
- Job Order Number:
- End Date: Outcome:

Record 1 of 1

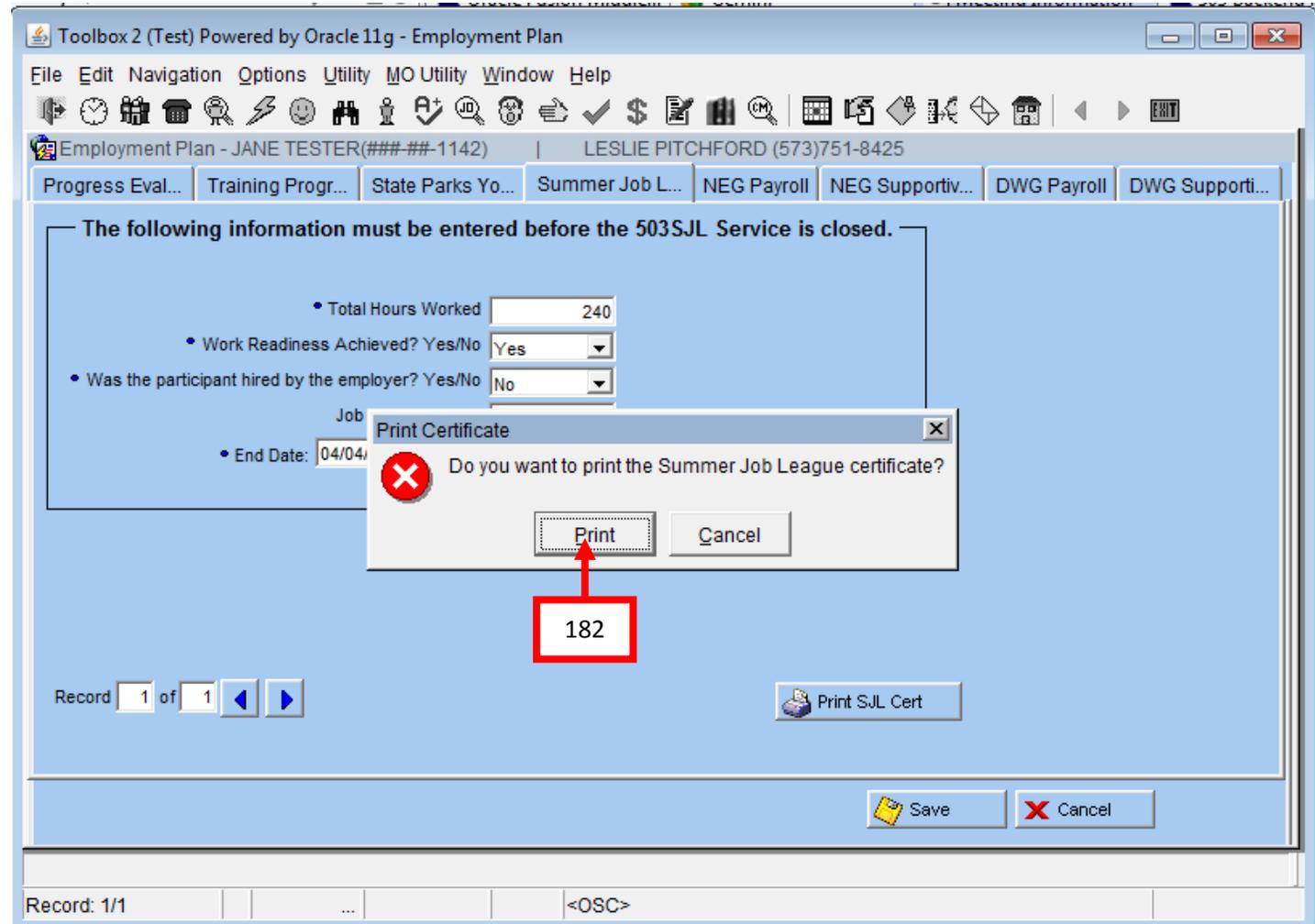
Print SJL Cert

Save Cancel

Transaction complete: 1 records applied and saved.

Record: 1/1 <OSC>

182. Click **Print** button.



183. Certificate opens in a separate browser. Print it and give it to the customer.

Note: The certificate shown is only an example and does not necessarily reflect the name or program previously cited in this desk aide.

184. Close the browser (not shown)

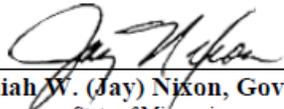
This hereby certifies that

Jane Tester

*successfully carried out the duties of the
Missouri Summer Job League at*

Englewood Cemetery

*Thereby gaining valuable real-world work experience
while supporting local businesses and strengthening today's economy.*



Jeremiah W. (Jay) Nixon, Governor
State of Missouri

185. Click on the **Close Current Form** icon.

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

File Edit Navigation Options Utility MO Utility Window Help

185

Employment Plan - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Progress Eval... Training Progr... State Parks Yo... Summer Job L... NEG Payroll NEG Supportiv... DWG Payroll DWG Supporti...

The following information must be entered before the 503SJL Service is closed.

- Total Hours Worked: 240
- Work Readiness Achieved? Yes/No: Yes
- Was the participant hired by the employer? Yes/No: No
- Job Order Number: 11716054
- End Date: 04/04/16
- Outcome: Completed

Record 1 of 1

Print S.J.L. Cert

Save Cancel

Record: 1/1 ... <OSC>

Closing the SJL Enrollment

186. Click on the
Employment Plan icon

187

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

File Edit Navigation Options Utility MO Utility Window Help

Eligibility - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Eligibility Waiver Enrollment

Eligible Enrollments

DWD Eligibility

WIOA Adult	Referral System Programs	Ref Dt	DCN ID	TeenTwo
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>

Verify Date: 04/04/16

Other Potential DWD Programs

+ Add
- Delete

Enroll

Actual Enrollments

Program	Start Dt	End Dt	Teen Two	Trade 2002	Outcome
Summer Job League (SJL)	04/04/16		<input type="checkbox"/>	<input type="checkbox"/>	
WIOA Youth	04/04/16		<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

Oops!

Show Clos...

Query Returned no Rows!

Record: 1/1 ... <OSC>

Closing the SJL Enrollment

187. Click on the **Employment Plan** icon

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

File Edit Navigation Options Utility MO Utility Window Help

187

Employment Plan - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Enrollment Appropriateness Employment Plan Progress Closures

Eligible Enrollments

DWD Eligibility

Referral System Programs	Ref Dt	DCN ID

Other Potential DWD Programs

Verify Date: 04/04/16

Enroll Agreement

Actual Enrollments

Program	Start Dt	End Dt	Trade 2002	Outcome
Summer Job League (SJL)	04/04/16		<input type="checkbox"/>	
WIOA Youth	04/04/16		<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

External Counselor Recalled by Trade Affected Employer

Save Cancel

Record: 1/1 <OSC>

188. Double-click in the **End Date** field for the enrollment you wish to close. This will bring up a calendar.

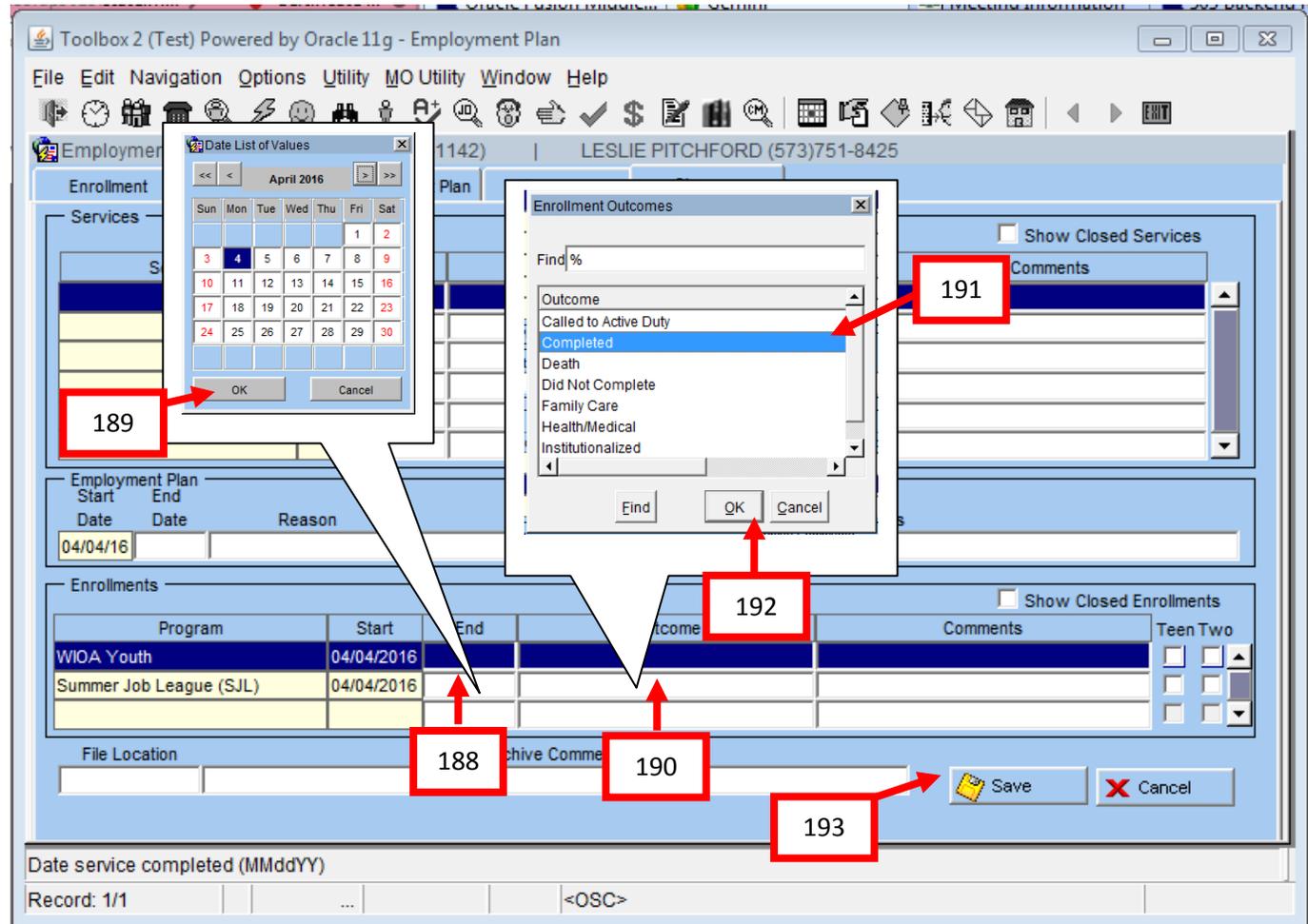
189. Click **OK** button to select the current date.

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

191. Choose the outcome you wish to use.

192. Click **OK** button.

193. Click **Save** button.



- 194. After Save, a popup will appear informing you that Closures are permanent.
- 195. Click **OK** button.

The screenshot shows the 'Toolbox 2 (Test)' application window. The main interface displays an 'Employment Plan' for 'JANE TESTER' with tabs for Enrollment, Appropriateness, Employment Plan, Progress, and Closures. A 'Forms' dialog box is open, displaying a warning: 'Closures are permanent. Are you sure that you want to continue?' with 'OK' and 'Cancel' buttons. A red box labeled '195' is positioned over the 'OK' button. Another red box labeled '195' is positioned over the 'OK' button in the 'Enrollments' table. The 'Enrollments' table has columns for Program, Start, End, Outcome, Comments, and Teen Two. The 'Summer Job League (S JL)' row is highlighted in blue and has a 'C' in the 'End' column. The 'File Location' and 'Archive Comments' fields are visible at the bottom of the main window, along with 'Save' and 'Cancel' buttons.

Service	Start	End	Outcome	Closure Comments

Program	Start	End	Outcome	Comments	Teen Two
WIOA Youth	04/04/2016				
Summer Job League (S JL)	04/04/2016	04/04/2016	C		

- 198. **SJL** enrollment is now closed.
- 199. Click the **Show Closed Enrollments** if you need to view closed enrollments.
- 200. You can allow the **WIOA Youth** enrollment to automatically exit which will happen 90 days following the last countable service.

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

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - JANE TESTER(###-##-1142) | LESLIE PITCHFORD (573)751-8425

Enrollment Appropriateness Employment Plan Progress Closures

Services Show Closed Services

Service	Start	End	Outcome	Closure Comments

Employment Plan Start Date: 04/04/16 End Date: 198 Plan Close Comments:

Enrollments Show Closed Enrollments

Program	Start	End	Outcome	Comments	Teen Two
WIOA Youth	04/04/2016	200			<input type="checkbox"/>

File Location: Archive Comments:

Date service completed (MMddYY)

Record: 1/1 ... <OSC>