

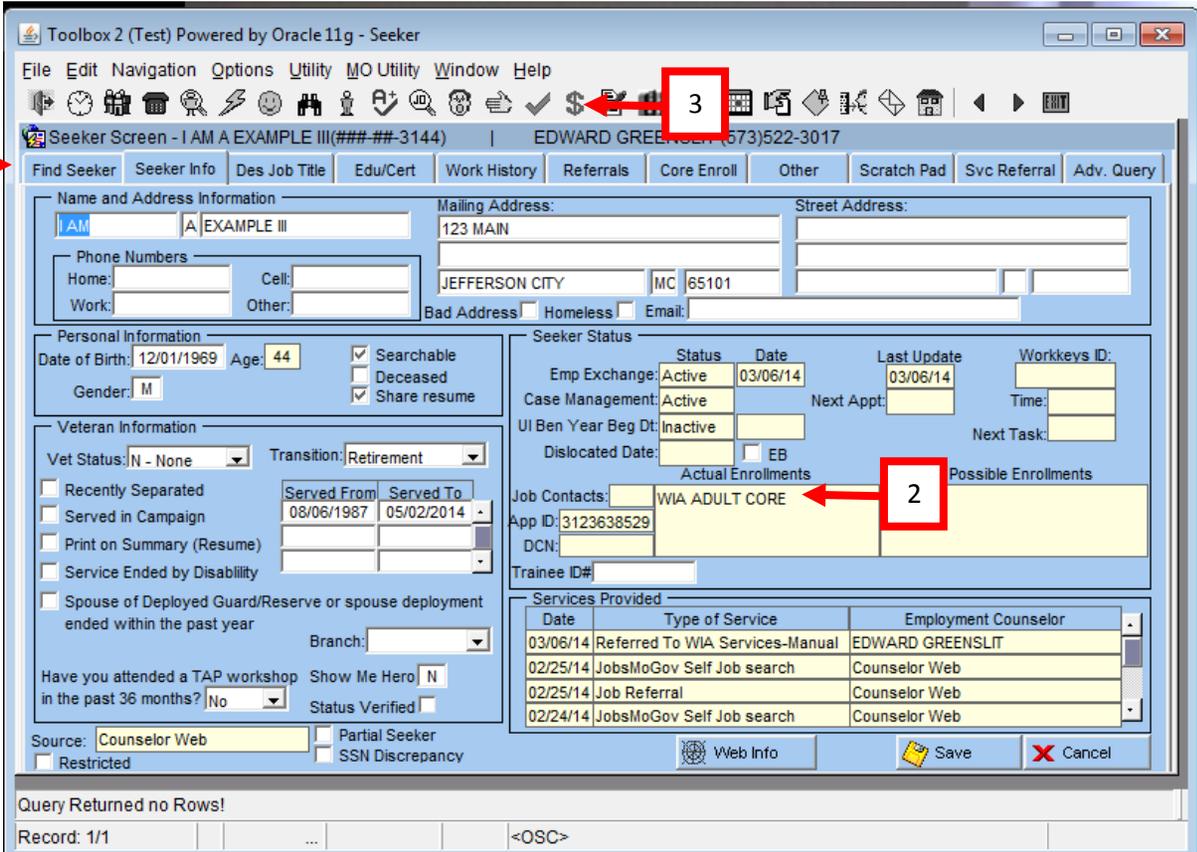
Create Application, Eligibility, Enrollment, Appropriateness, Employment Plan for, WIA Dislocated Worker

After receiving the customer's eligibility documentation required for program enrollment, 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.

POINTS TO REMEMBER

- Contact with the customer must be made to provide ongoing services, an attempted contact **is not** a reason to add or extend a service
- A service note reflecting the actual start date of training must be entered
- A participant will exit after 90 days of no service

1. Locate and open the **Job Seeker** record.
2. From the **Seeker Info** tab, check the “**Actual Enrollments**” section to verify a **Core** enrollment. (If **UI benefit Year Beg Dt** is active Toolbox will create both a WIA Adult Core and WIA Dislocated Worker Core when the customer completes the Welcome Screens)
3. Click on the **Eligibility** speed button .



The screenshot shows the 'Seeker Screen' application window. The toolbar at the top contains various icons, with the 'Eligibility' icon (a dollar sign) highlighted by a red box labeled '3'. The 'Seeker Info' tab is selected, indicated by a red box labeled '1'. The 'Actual Enrollments' section is expanded, showing a table with one row: 'WIA ADULT CORE', which is highlighted by a red box labeled '2'. The 'Services Provided' table below it lists several services provided to the seeker.

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

4. Once you click on the **Eligibility** button, a pop-up box may 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 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.

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 # 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”. Click on the **Selective Service** button to register or verify Selective Service Registration

The screenshot shows a web application interface for an eligibility application. At the top, there are tabs for 'Application', 'Eligibility', 'Waiver', and 'Enrollment'. The current user is 'EDWARD GREENSLIT (573) 522-2217'. Below the tabs, there are several input fields and dropdown menus. Red boxes with numbers 9 through 17 are placed around the form, with red arrows pointing to the corresponding fields:

- 9:** Points to the 'How many family members related by blood or marriage live in your household?' field.
- 10:** Points to the '# of dependents 18 and under:' field.
- 11:** Points to the 'What is the approximate total household earned income of these family members?' field.
- 12:** Points to the 'U.S. Citizen?' dropdown menu.
- 13:** Points to the 'Alien Registration #' and 'Are you authorized to work in the U.S.?' fields.
- 14:** Points to the 'Currently Employed?' dropdown menu.
- 15:** Points to the 'If Yes, are you at risk of losing your current level of income?' dropdown menu.
- 16:** Points to the 'Registered With Selective Service?' dropdown menu.
- 17:** Points to the 'If Yes, Registration #' field.

Other visible fields include 'Birth Date: 12/01/1969', 'UI Status: Inactive', and a 'Created Dt:' field. A 'Selective Service' button is located at the bottom right of the form.

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 image shows a screenshot of a survey form with several dropdown menus and text input fields. Red boxes with numbers 18 through 22 are placed around the form, with red arrows pointing to specific elements:

- 18: Points to the dropdown menu for "Do you have a disability that is a barrier to employment?"
- 19: Points to the dropdown menu for "Are you homeless?"
- 20: Points to the dropdown menu for "If Yes, live in shelter?"
- 21: Points to the dropdown menu for "Are you a Dislocated Worker?"
- 22: Points to the "Letter from employer?" dropdown menu, the "Layoff Date" text input 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: "Show Me H..." button.
- Other controls: "Completed Dt:" field, "Record 2 of 1" indicator, "Add" button, "Save" button, and "Cancel" button.

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 arrows point from red boxes containing the numbers 29, 30, and 31 to the respective dropdown menus. At the bottom of the dialog are "Cancel" and "OK" buttons.

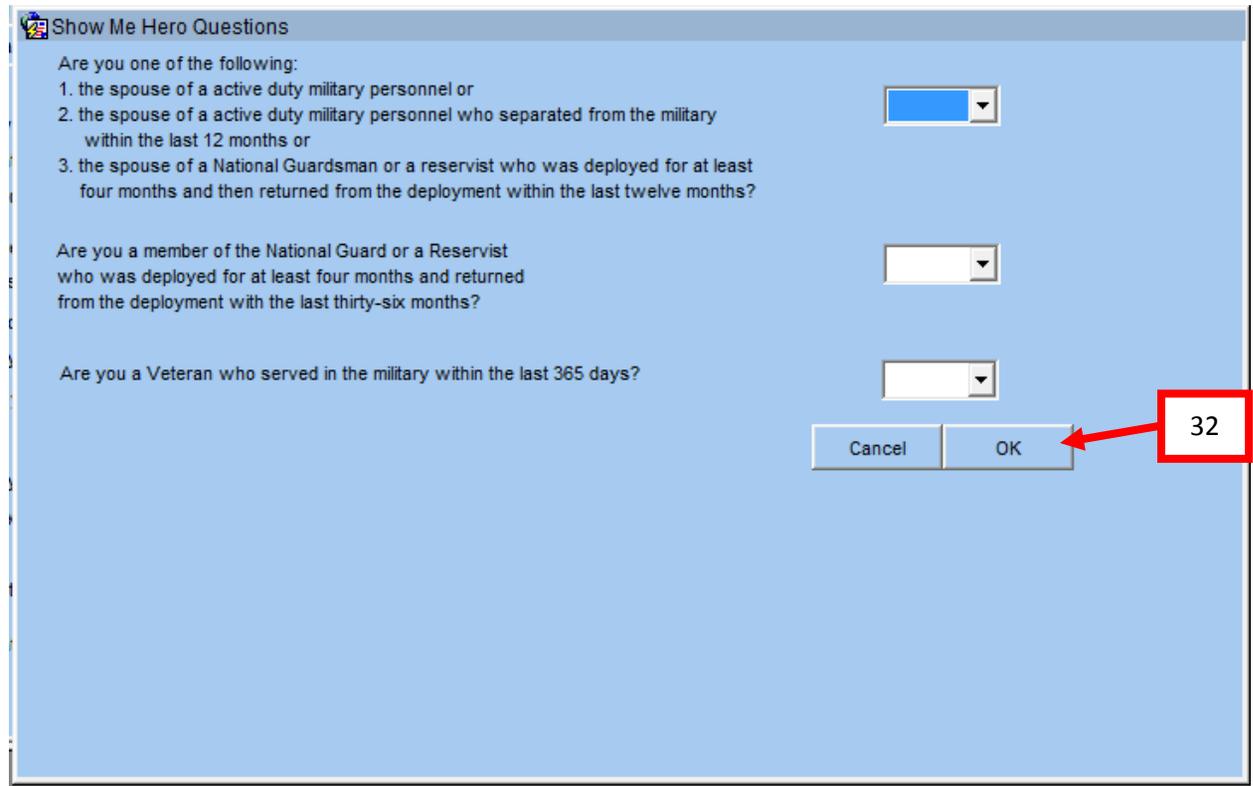
Are you one of the following:
1. the spouse of a active duty military personnel or
2. the spouse of a active duty military personnel who separated from the military within the last 12 months or
3. the spouse of a National Guardsman or a reservist who was deployed for at least four months and then returned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

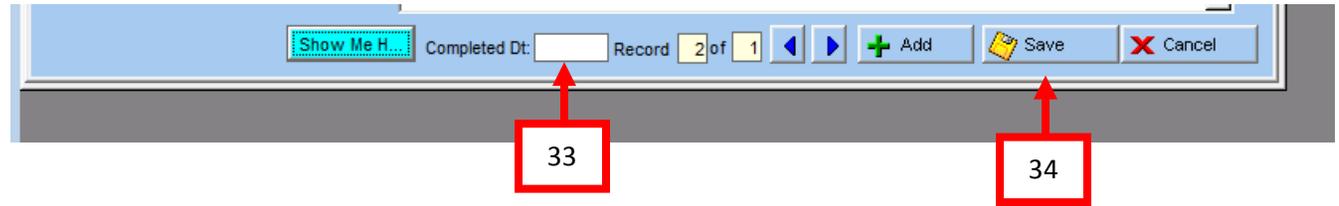


The screenshot shows a dialog box titled "Show Me Hero Questions" with a light blue background. It contains three questions, each followed by a dropdown menu:

- 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?

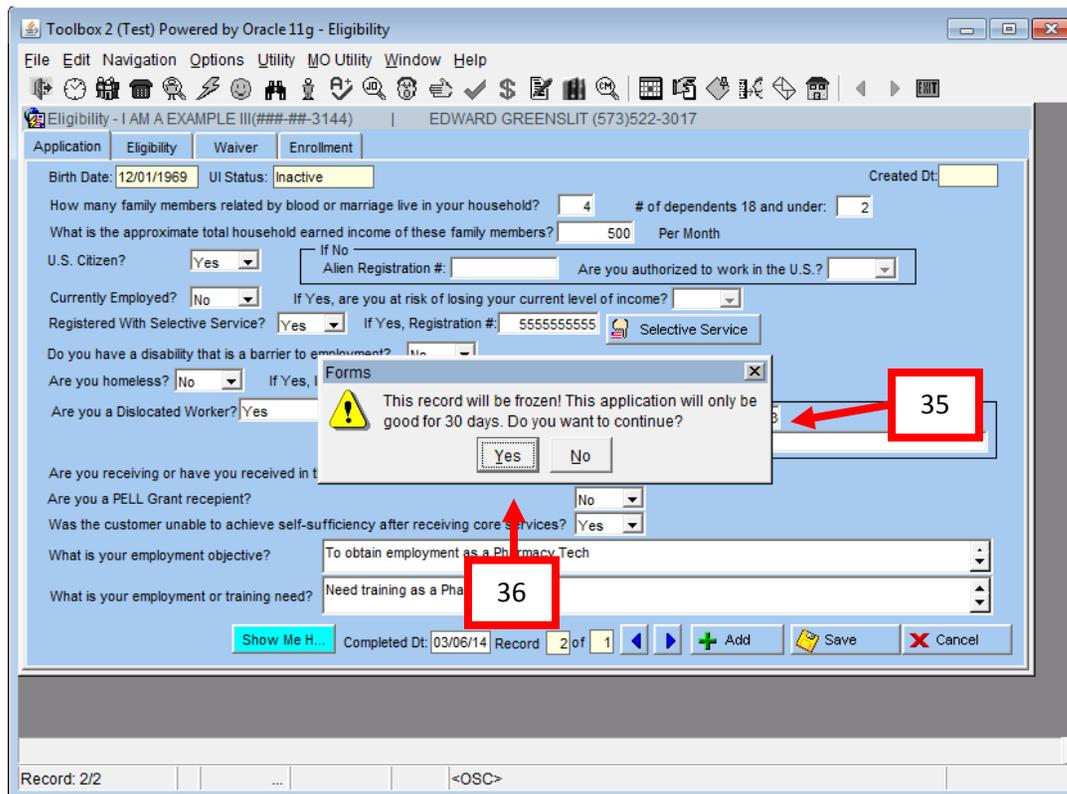
At the bottom right of the dialog box are two buttons: "Cancel" and "OK". A red arrow points from a red-bordered box containing the number "32" to the "OK" button.

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



35. A pop-up box will appear indicating that the “**Application record will be frozen. This application will only be good for 30 days.**”
36. 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.



37. 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”.
38. 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>

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

- a. **Date of Birth**
- b. **U.S. Citizen**

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

- c. **HH Have Dep Child (<18)**
- d. **Homeless**
- e. **Registered – Selective Service**
- f. **Service #**

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

- Personal:** Includes fields for Date of Birth (12/01/1969), US Citizen (Yes), Alien Registration #A, Disability Status, Disability Type, HH Have Dep Child (<18) (Yes), Single Parent, and Limited English.
- Status:** Includes fields for Vet Status, Employment Status, UI Claim Status, Current Education Status, Highest Grade Comp, Dislocated Worker, and Homeless (No).
- Income:** Includes fields for Receiving TANF, Receiving GA/RCA/FOOD STAMPS/SSI, Family Size, Semi-Annual Income, and Annual Income.
- Registered - Selective Service:** Includes fields for Registered - Selective Service (Yes), Service # (55-5555555-5), and Waiver.
- WIA DW:** Includes fields for Category, Layoff Date, and Mass Layoff.
- WIA Youth:** Includes fields for Barriers and Out-of-Sch...

Red boxes labeled '39' and '40' highlight specific fields. Red arrows point from these boxes to the corresponding fields on the screen:

- Box '39' points to the Date of Birth field (12/01/1969) and the US Citizen field (Yes).
- Box '40' points to the HH Have Dep Child (<18) field (Yes), the Homeless field (No), and the Service # field (55-5555555-5).

At the bottom of the screen, there is a status bar with the following information: App Completed Date: 03/06/14, Eligibility Verif Date: [blank], Record 2 of 1, and buttons for Add, Save, and Cancel. The bottom-most status bar shows 'Record: 2/2' and '<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”.

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: [41] Disability Type: [42] HH Have Dep Child(<18): Yes Single Parent: [43] Limited English: [44]

Income Receiving TANF: [] Receiving GA/RCA/TAMPS/SSI: [] Family Size: [] Annual Income: []

WIA DW Category: [] Layoff Date: [] Mass Layoff: []

NEG Employer: [] Grant Number: []

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

Vet Status Vet Status: [45] Employment Status: [46] UI Claim Status: [47] Current Education Status: [48] Highest Grade Comp: [49] Dislocated Worker: [50] Homeless: No

Check Verification

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

Record: 2/2 <OSC>

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.

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

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

Record: 2/2 ... <OSC>

56. WIA DW check box now has a green halo around it. If you have gotten this far and the green halo is missing **STOP** and review the eligibility form because something is missing.

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

WIA Income
Receiving TANF:
Receiving GA/RCA/FOOD STAMPS/SS:
Family Size:
Semi-Annual Income:
Annual Income:
 Low Income
Registered - Selective Service: Yes
Service #: 55-5555555-5
Waiver:
Selective Service

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

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

Show Me Hero

Check Verification

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

NEG

57. **NEG**-This is not being addressed in this desk aid

58. Click **Check verification**

The screenshot shows a software 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 with various icons. The main content area is titled "Eligibility - I AM A EXAMPLE III(### ##-3144) | EDWARD GREENSLIT (573)522-3017" and contains several tabs: "Application", "Eligibility", "Waiver", and "Enrollment". The "Eligibility" tab is active and displays a form with the following 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.
- WIA - Income:** Receiving TANF: ; Receiving GA/RCA/FOOD STAMPS/SSI: ; Family Size: ; Semi-Annual Income: ; Annual Income: 57 (highlighted with a red box and arrow); Low Income: ; Registered - Selective Service: Yes; Service #: 55-5555555-5; Waiver: ; Selective Service:
- WIA DW - Category:** Individual layoff; Layoff Date: 12/01/13; 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.

At the bottom of the form, there is a "Show Me Hero" checkbox and a "Check Verification" button with a green checkmark icon. The number "58" is highlighted in a red box with an arrow pointing to the "Check Verification" button. The bottom status bar shows "App Completed Date: 03/06/14", "Eligibility Verif Date:", "Record 1 of 2", and buttons for "+ Add", "Save", and "Cancel".

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.)

WIA / WIA Adult/Youth

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. Customer is not Show Me Hero eligible. This section should not be completed for this customer..

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

Verified through WIA Dislocated Worker/NEG

Show Me Hero

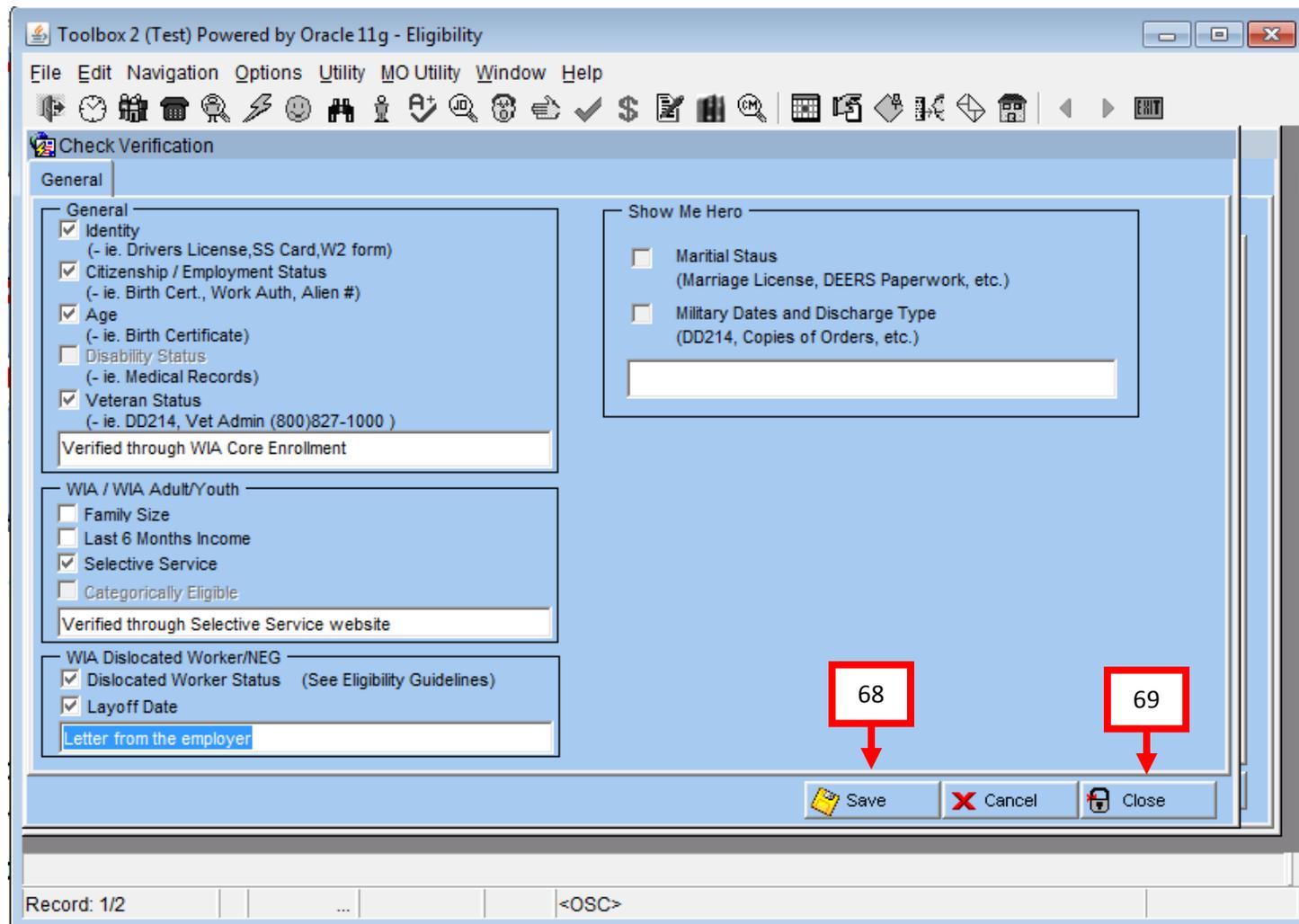
- Marital Status (Marriage License, DEERS Paperwork, etc.)
- Military Dates and Discharge Type (DD214, Copies of Orders, etc.)

Save Cancel Close

Record: 1/2 <OSC>

68. Click **Save** button

69. Click the **Close** button



70. 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.

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

72. Click **Save** button

The screenshot shows a software application window titled "Toolbox 2 (Test) Powered by Oracle 11g - Eligibility". The window contains 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:

- Personal:** Includes fields for 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), and Limited English (No).
- Status:** Includes fields for Vet Status (Service con...), Employment Status (Unemployed), UI Claim Status (Exhausted), Current Education Status (Not Attendin...), Highest Grade Comp (High School...), Dislocated Worker (Yes), and Homeless (No).
- Income:** Includes fields for Receiving TANF, Receiving GA/RCA/FOOD STAMPS/SSI, Family Size, Semi-Annual Income, and Annual Income. There is also a "Low Income" checkbox.
- WIA DW:** Includes a checked checkbox, Category (Individual layoff), Layoff Date (12/01/13), Mass Layoff, and a "NEG" checkbox.
- WIA Youth:** Includes a "WIA Youth" checkbox, "Barriers" button, "SPYC" checkbox, and "Out-of-Sch..." checkbox.
- Registered - Selective Service:** Includes a checked checkbox, Service # (55-5555555-5), and Waiver field.
- Check Verification:** A button with a green checkmark icon.

At the bottom of the window, there is a status bar with "App Completed Date: 03/06/14", "Eligibility Verif Date:" (with a red box labeled 71), "Record 1 of 2", and buttons for "+ Add", "Save" (with a red box labeled 72), and "Cancel".

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

74. 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.

75. Click on the **Enrollment Tab**

75

73

74

76. Click in the box next to **WIA Dislocated Worker**

77. Click **Enroll** button.

SPECIAL NOTE

The start date of the enrollment must be no later than the actual start date of the first service being funded.

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

Application Eligibility Waiver **76**

Eligible Enrollments

WIA Eligibility	Referral System Programs	Ref Dt	DCN ID	TeenTwo
<input type="checkbox"/> WIA Dislocated Worker				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Verify Date: 03/07/14

Other Potential DWD Programs

+ Add
- Delete

Did Not Enroll **Enroll** **77**

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"/>	

External Counselor Recalled by Trade Affected Employer

Save Cancel

Record: 1/1 <OSC>

Actual Enrollments

- 78. The **WIA Dislocated Worker** enrollments are seen in the **Actual Enrollments** section, along with a **Start Date**.
- 79. Click **Save** button.
- 80. Click on the **Employment Plan** speed button.

SPECIAL NOTE

The start date of the enrollment must be no later than the actual start date of the first service being funded.

The screenshot shows the 'Eligibility' application window. At the top, a red box labeled '80' points to the 'Employment Plan' speed button. Below this, the 'Eligible Enrollments' section contains a table with columns: 'DWD Eligibility', 'Referral System Programs', 'Ref Dt', 'DCN ID', and 'TeenTwo'. Below this table is an 'Enroll' button. The 'Actual Enrollments' section contains a table with columns: 'Program', 'Start Dt', 'End Dt', 'Teen Two', 'Trade 2002', and 'Outcome'. The table has two rows: 'WIA ADULT CORE' and 'WIA Dislocated Worker'. A red box labeled '78' points to the 'WIA Dislocated Worker' row, with an arrow pointing to its 'Start Dt' field. Another red box labeled '78' points to the 'Outcome' column for the 'WIA Dislocated Worker' row. At the bottom of the window, there are 'Save' and 'Cancel' buttons. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'. The window title is 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility'.

81. Click on **Employment Plan** tab

81

Toolbox 2 (Test) Powered by Oracle Employment Plan

File Edit Navigation Options Utility Utility Window Help

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

Enrollment Appropriateness **Employment Plan** Progress Closures

Eligible Enrollments

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

Verify Date:

Other Potential DWD Programs

Enroll Agreement

Actual Enrollments

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"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

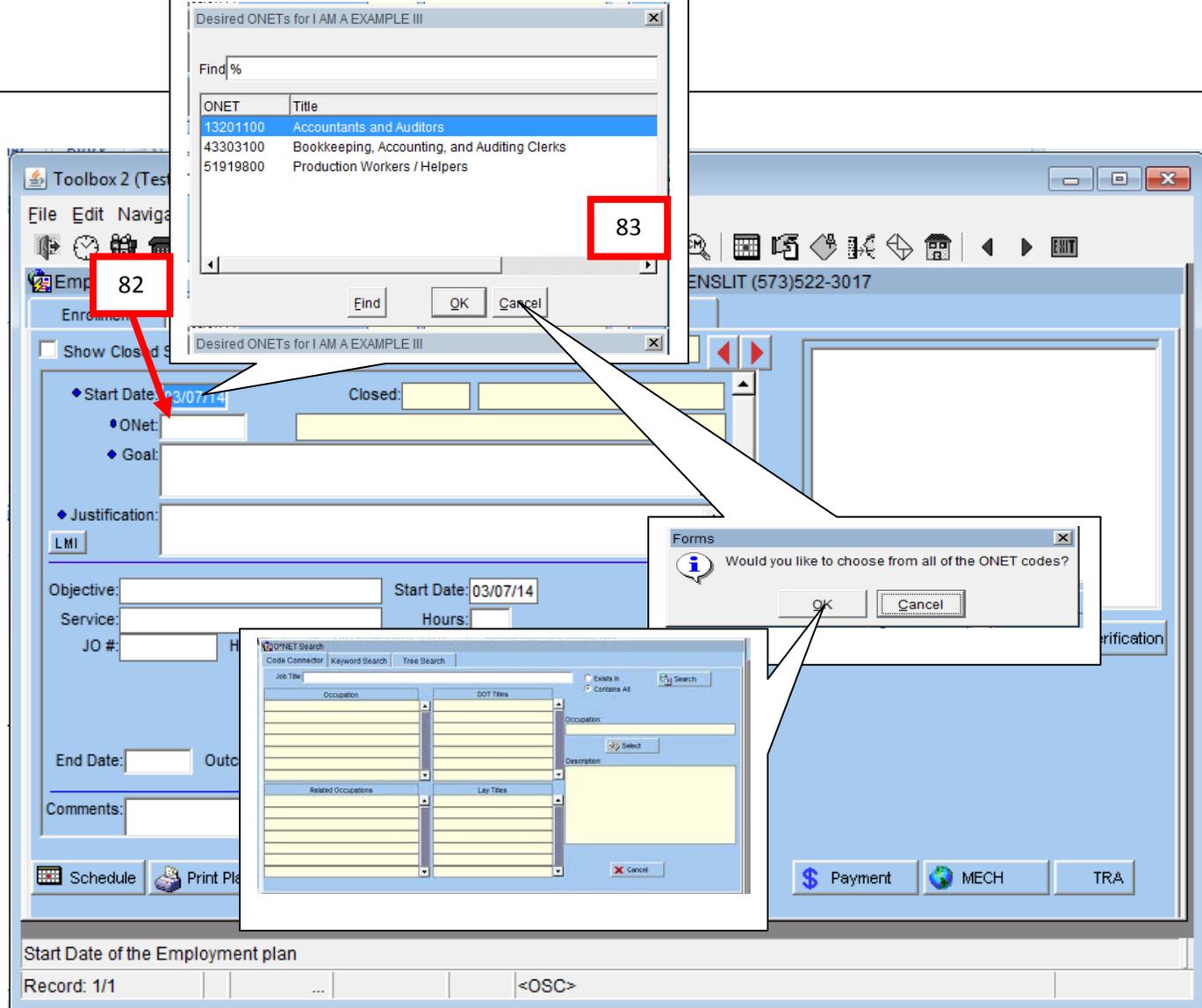
External Counselor Recalled by Trade Affected Employer

Save Cancel

Record: 1/1 <OSC>

82. Select an **ONet** by double clicking in the ONet field.
83. 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.
84. 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.



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

86. Click **Search** button.

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

88. 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 of results: "Occupation" and "DOT Titles". The "Occupation" column lists "Health Specialties Teachers, Postsecondary (25-10)", "Pharmacy Aides (31-9095.00)", and "Pharmacy Technicians (29-2052.00)". The "DOT Titles" column lists "Director, Pharmacy Services" and "Pharmacy". A red box labeled "87" highlights the "Pharmacy" entry in the DOT Titles column. Below these columns are "Related Occupations" and "Lay Titles" sections. The "Related Occupations" section lists various roles like "Nursing Instructors and Teachers, Postsecondary" and "Medical and Clinical Laboratory Technologists". The "Lay Titles" section lists titles like "TEACHER, PHARMACY" and "PHARMACY MANAGER". On the right side of the interface, there is a "Description" field for the selected occupation, "Pharmacy Technicians (29-2052.00)", with a "Select" button below it. A red box labeled "88" highlights the "Select" button. At the bottom right, there is a "Cancel" button. Red boxes labeled "85", "86", and "87" point to the "Job Title" field, the "Search" button, and the "Pharmacy" entry, 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 (29-2052.00)	PHARMACY MANAGER
Cardiovascular Technologists and Technicians (29-2052.00)	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 TECHNICIAN)
Biological Technicians (19-4021.00)	CERTIFIED PHARMACY TECHNICIAN

89. ONet is now populated.

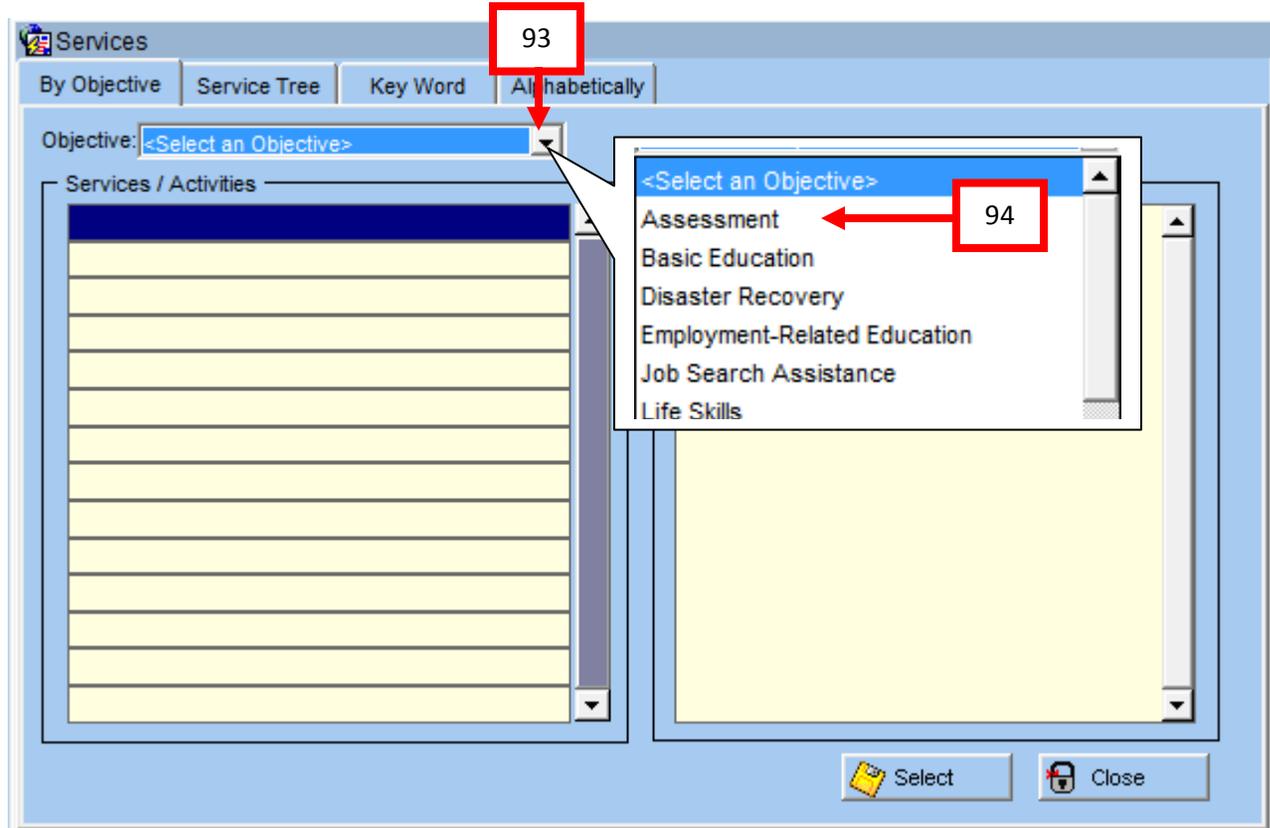
90. **Goal:** Type in a goal for the job seeker.

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

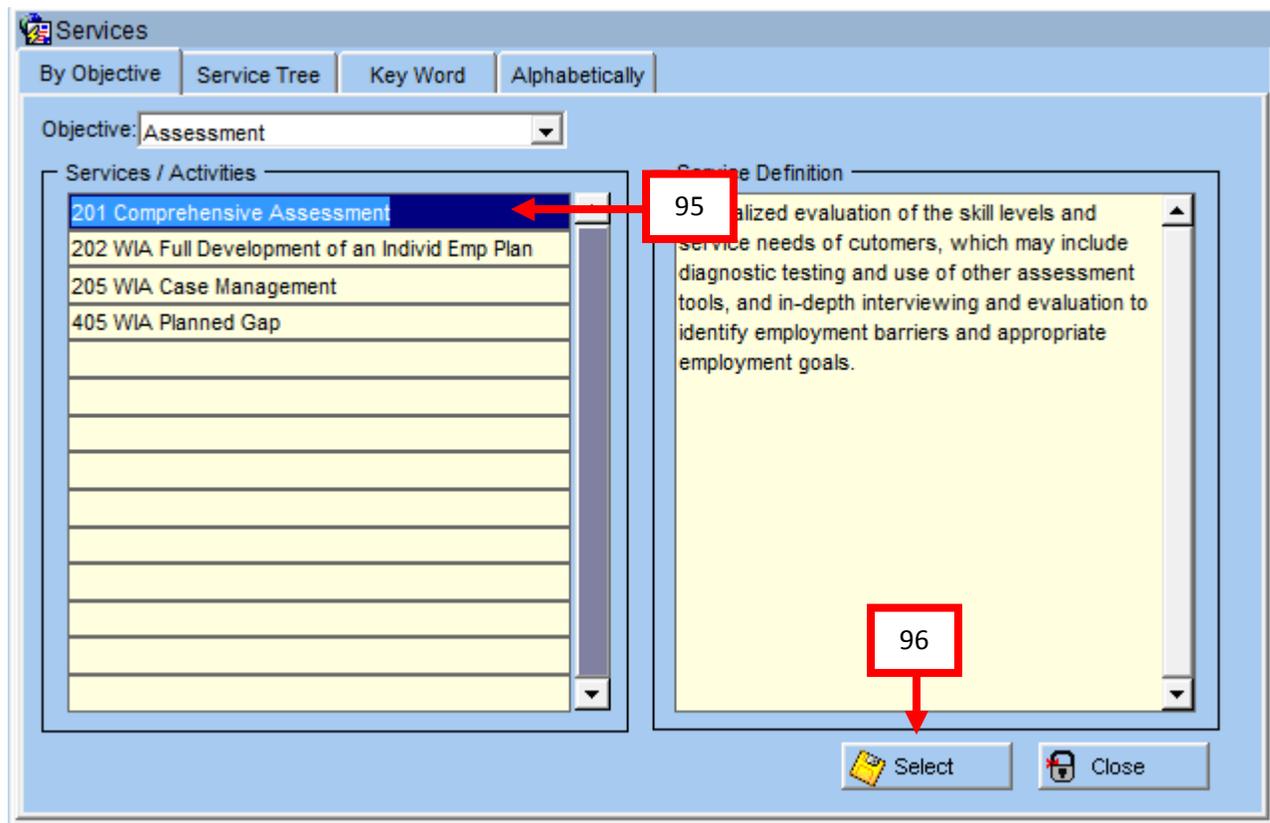
92. **Objective:** Double click in the Objective field

NOTE: Customer must have a 201 Comprehensive Assessment & a 202 WIA Full Development of an Individ Emp Plan before they can receive a WIA Training level service. The 201 Comprehensive Assessment & a 202 WIA Full Development of an Individ Emp Plan are intensive services and may be opened and closed the same day.

- 93. Click the **Objective** box
- 94. Highlight the **Objective** needed by clicking on it.



- 95. Highlight the **Service/Activity** needed by clicking on it.
- 96. Click **Select**

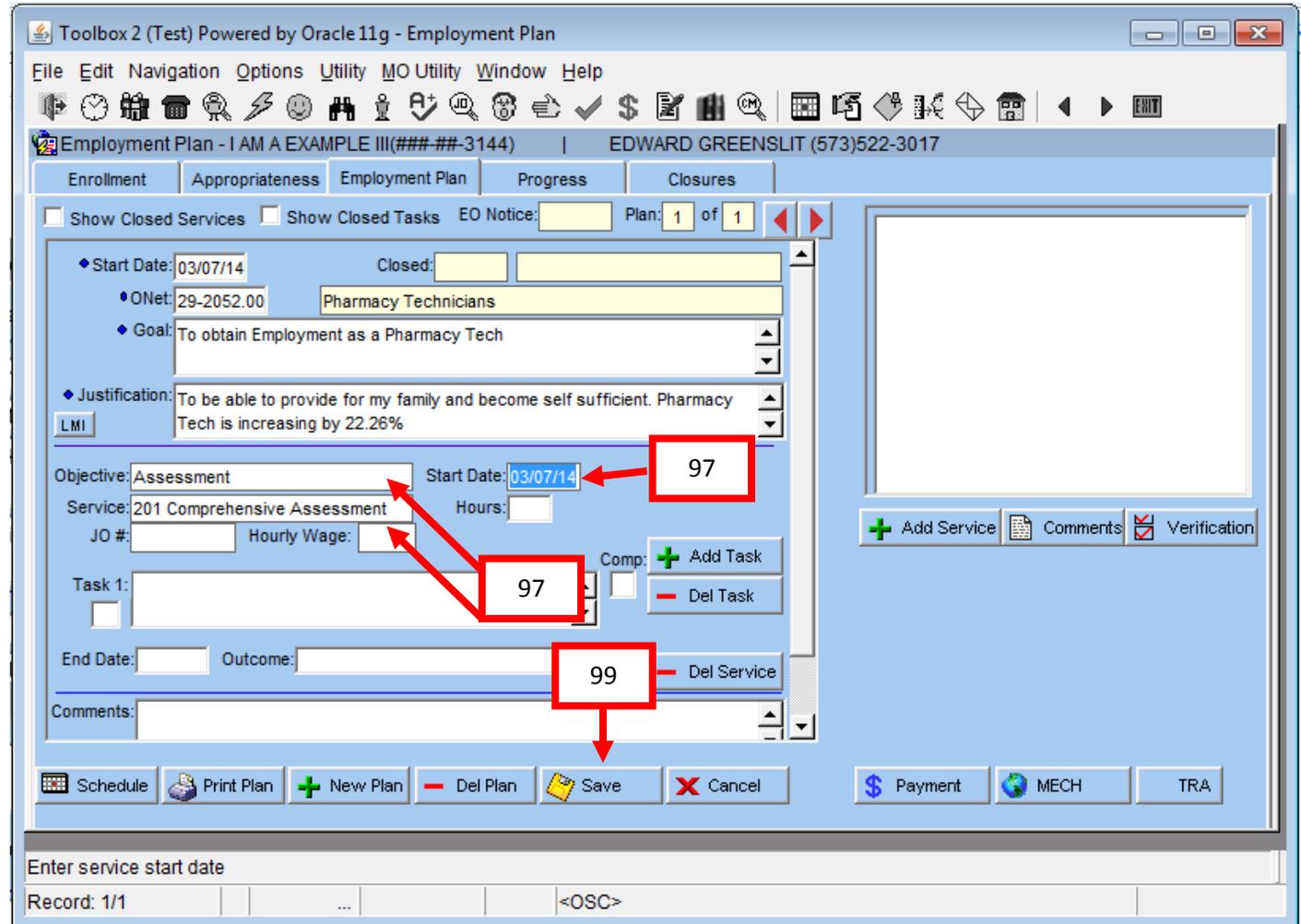


97. The **Objective** and **Service** now display in the boxes.

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

99. 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



100. 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.

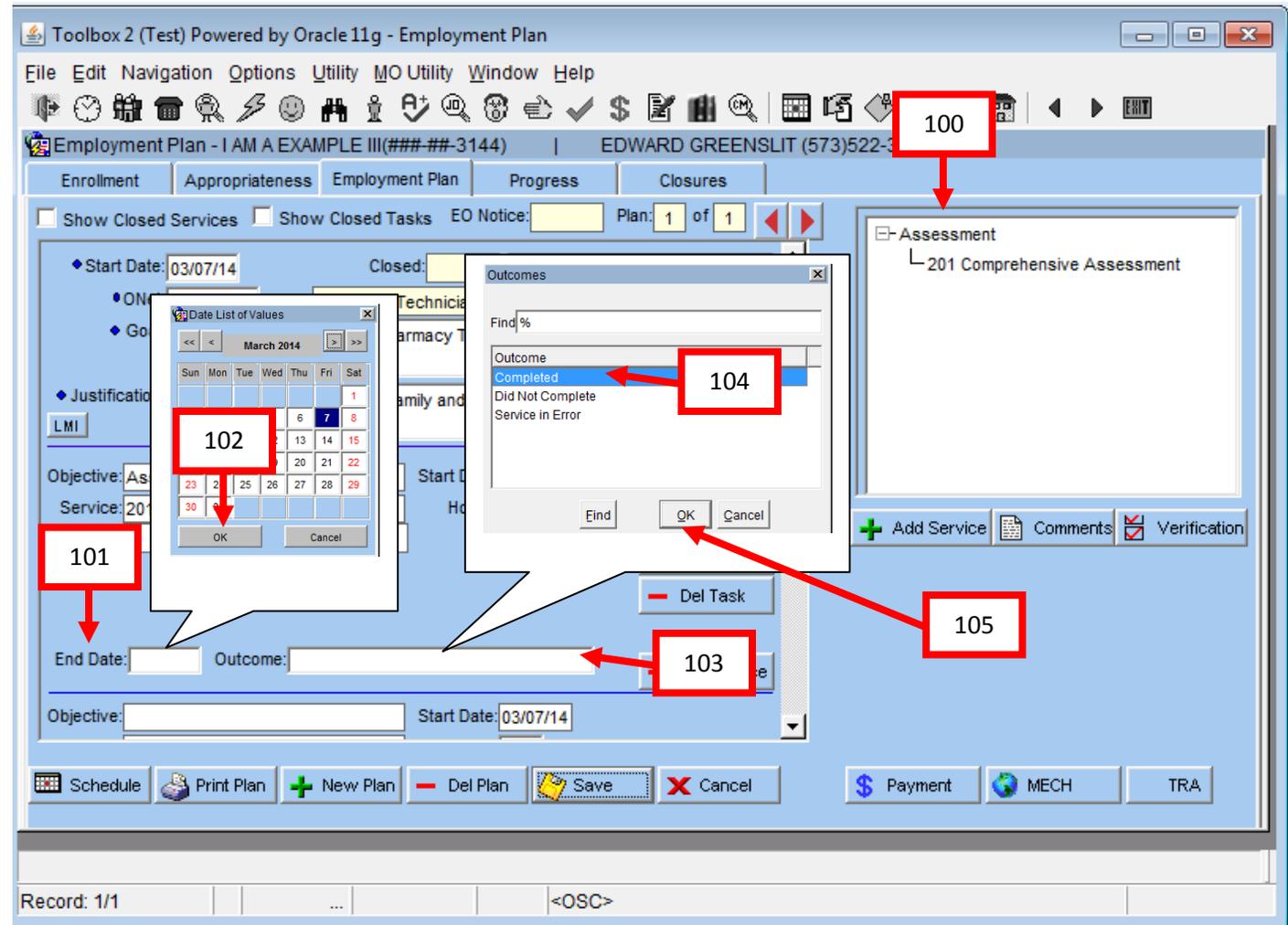
101. Double-Click in the **End Date** field. This will bring up a calendar.

102. Click the **OK** button.

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

104. Choose the outcome you wish to use.

105. Click **OK** button.

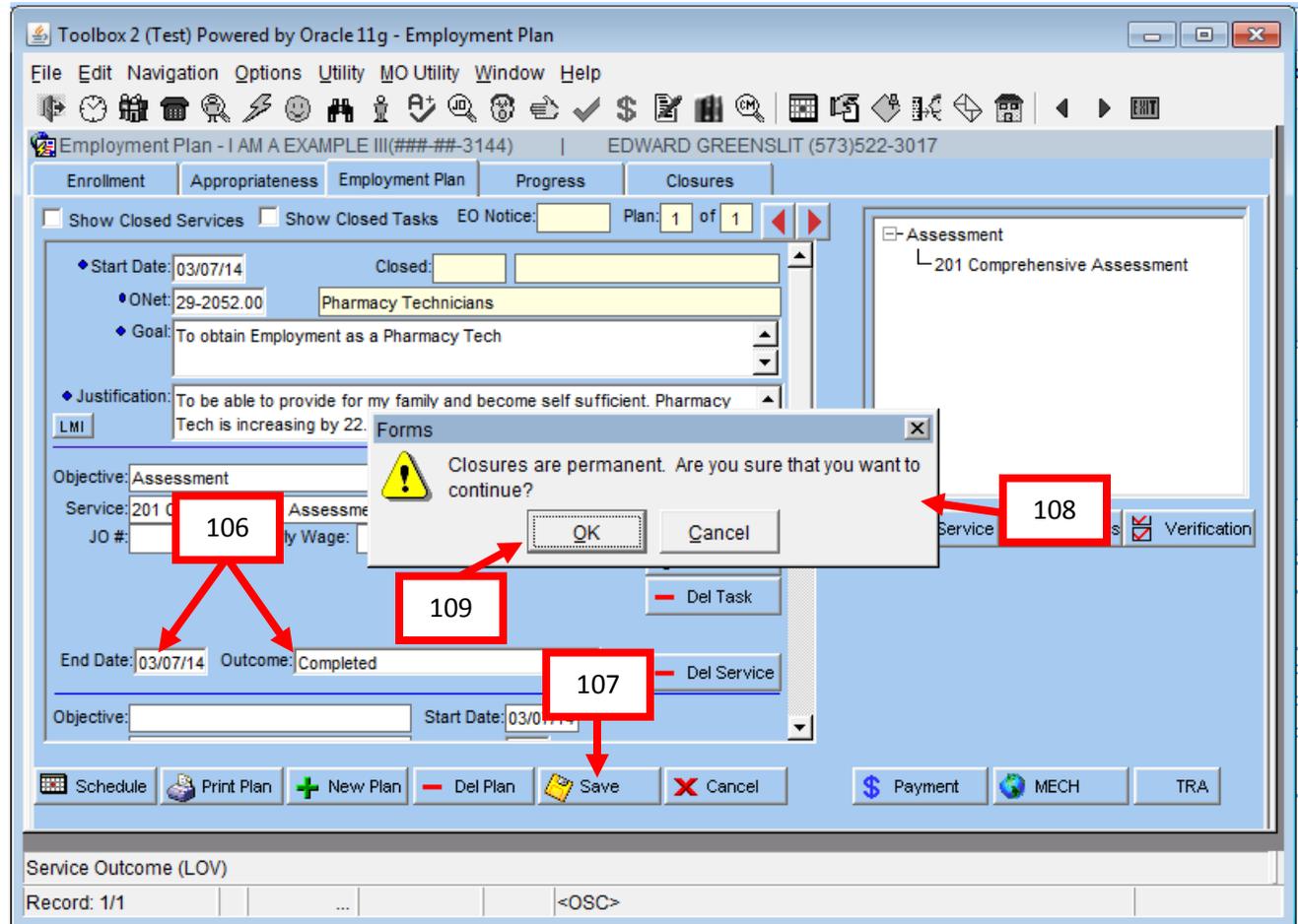


106. The **End Date** and **Outcome** fields are now populated.

107. Click **Save** button.

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

109. Click **OK** button



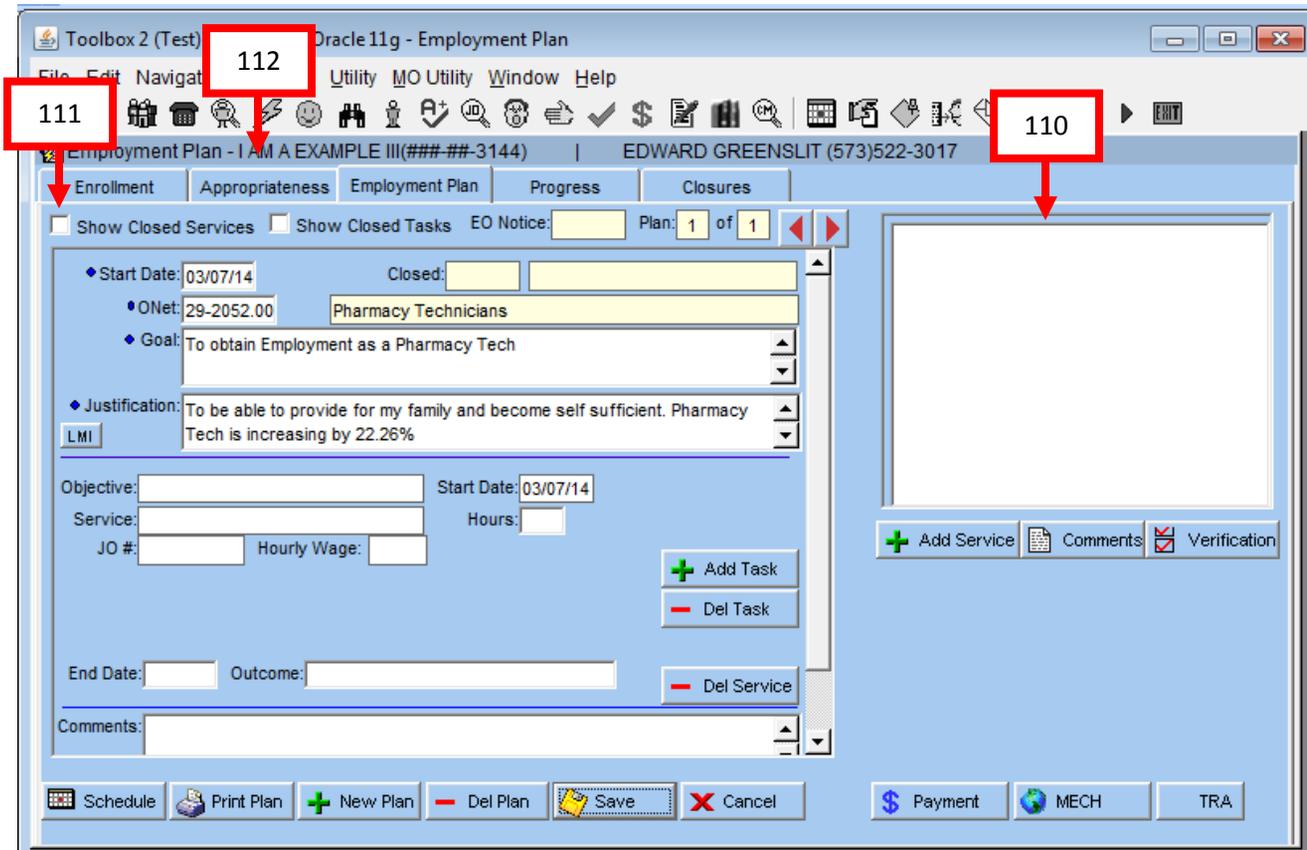
110. Service has been closed and no longer is shown in the Employment Plan tree

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

NOTE: The 202 WIA Full Development of an Indiv Emp Plan service is opened and closed in the same way the 201 Comprehensive Assessment was.

112. Click on the **Appropriateness** tab

NOTE: Services can also be closed on the closures tab. All Employment Plan Services are closed using steps 101-109.



113. Click the drop down box for each question and select “Yes” or “No”. (All must be Yes to justify spending training dollars)

114. Enter a detailed description in the text boxes regarding each question.

115. Enter a **Completed Date** by double clicking in the box.

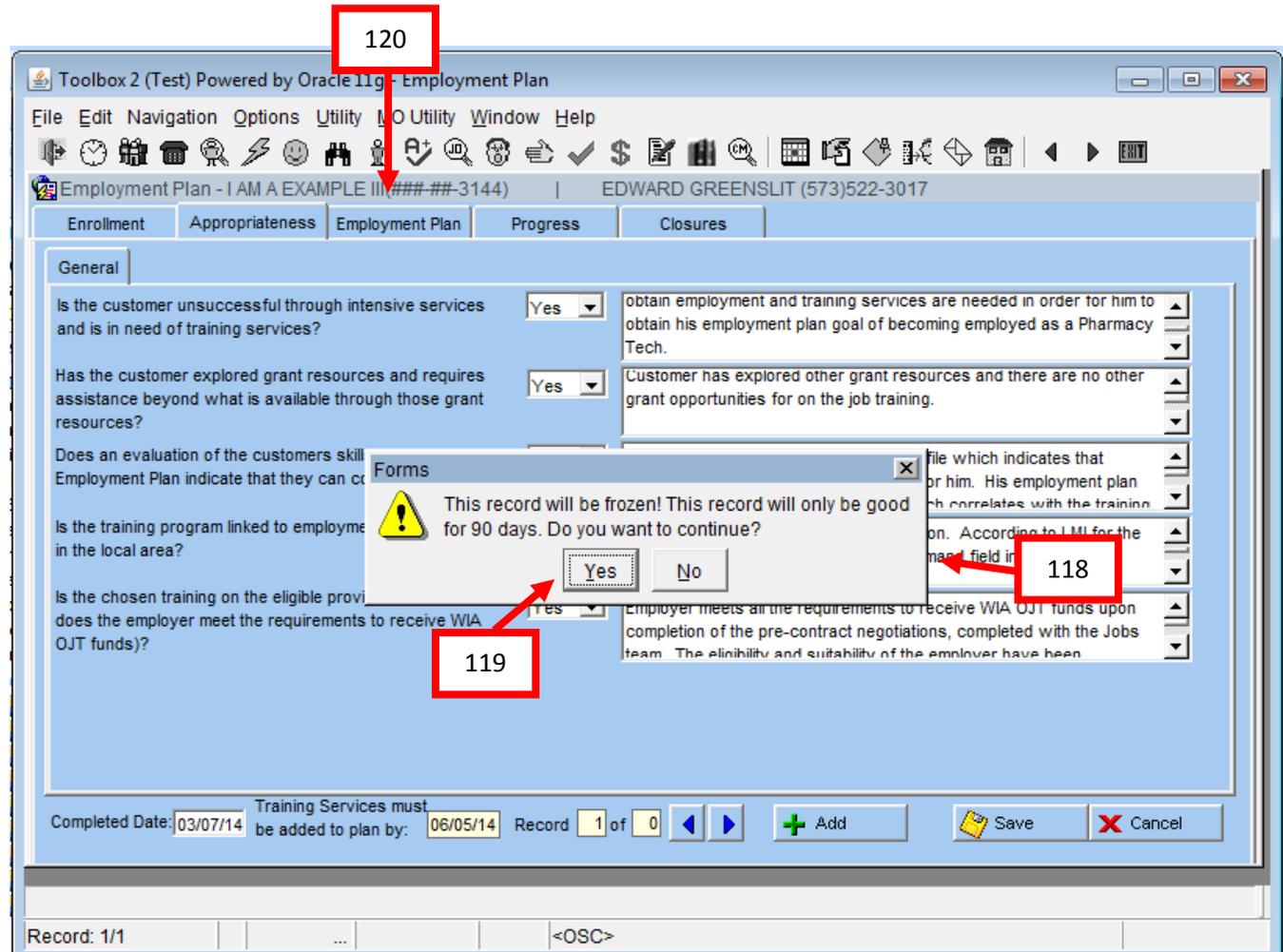
116. The “**Training Services must be added to plan by**” automatically defaults to 90 days in the future. (If training services need to be entered after the date this screen must be completed again.)

117. Click **Save** button

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

119. Click **Yes** button

120. Click **Employment Plan** tab



120

119

118

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

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: 121 07/14

Service: JO #: Hourly Wage:

End Date: Outcome:

Comments:

+ Add Task - Del Task

+ Add Service Comments Verification

- Del Service

Schedule Print Plan + New Plan - Del Plan Save Cancel

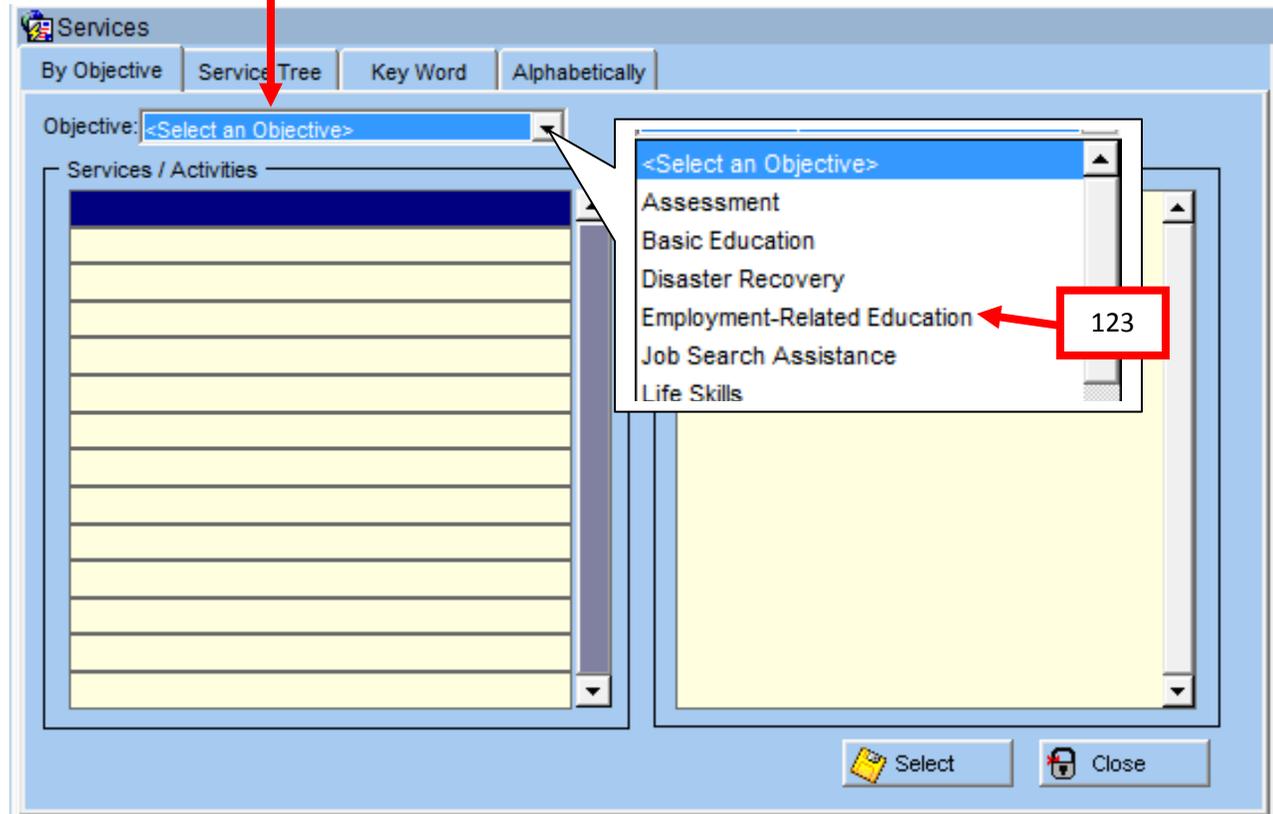
\$ Payment MECH TRA

FRM-40735: ON-ERROR trigger raised unhandled exception ORA-06502.

Record: 1/1 <OSC>

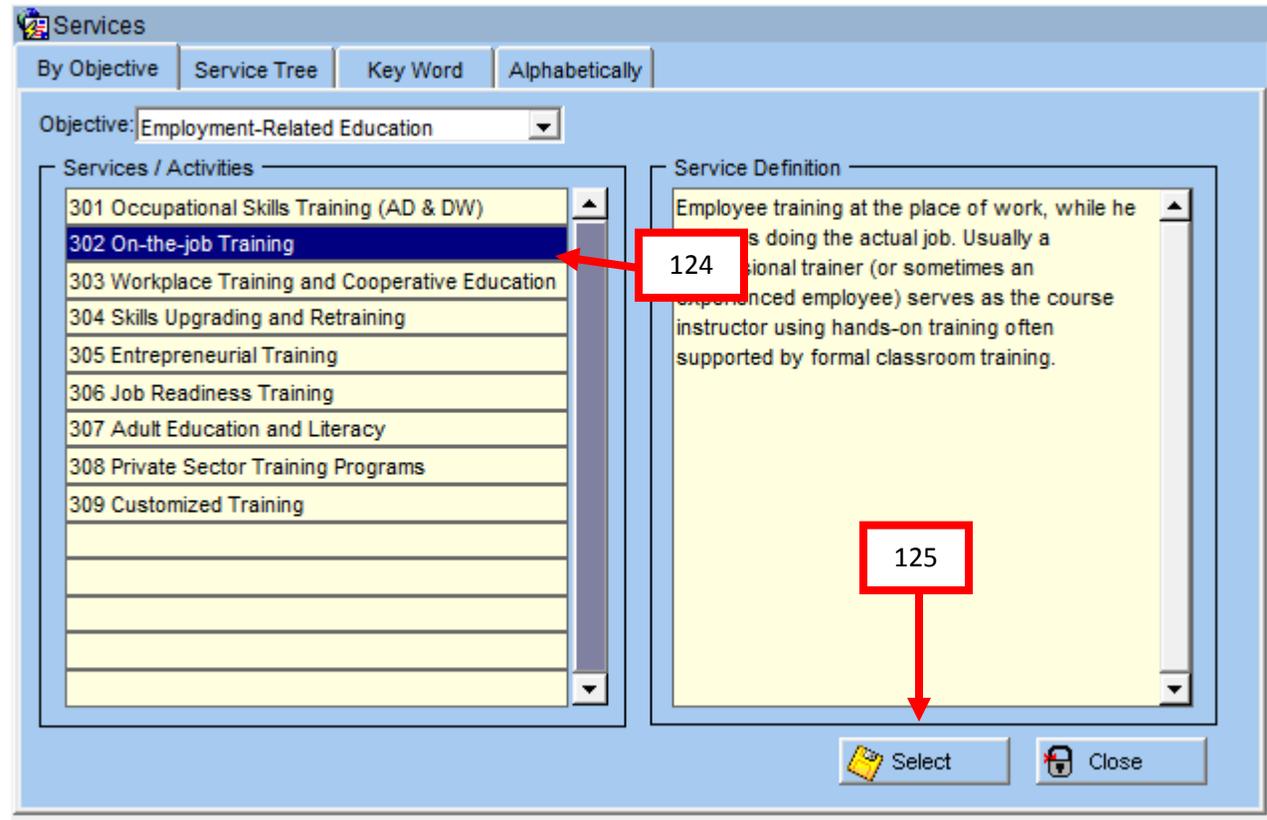
122

- 122. Click on the Objective box.
- 123. Highlight the **Objective** needed by clicking on it



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

125. Click **Select** button



126. The **Objective** and **Service** now displays in the boxes.
127. **Start Date:** Automatically enters the current date.
128. **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).
129. **Hourly Wage:** Enter in the hourly wage for this OJT job order.
130. **Actual Start Date:** Enter date the training actually begins

NOTE: Staff has the ability to backdate a service 7 days – be careful as the service date should not precede the enrollment start date. Actual Start Date must be entered into a service note.

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

- Title Bar:** Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan
- Menu Bar:** File Edit Navigation Options Utility MO Utility Window Help
- Toolbar:** Various icons for navigation and actions.
- Page Header:** Employment Plan - I AM A EXAMPLE III(### ##-3144) | EDWARD GREENSLIT (573)522-3017
- Tabs:** Enrollment, Appropriateness, Employment Plan, Progress, Closures
- Form Fields:**
 - Start Date: 03/07/14
 - ONet: 29-2052.00
 - Goal: To obtain Employment as a Pharmacy Tech
 - Justification: To be able to provide for my family... self sufficient. Pharmacy Tech is increasing by 22.26%
 - Objective: Employment-Related Education
 - Service: 302 On-the-job Training
 - JO #: [Empty]
 - Hourly Wage: [Empty]
 - Actual Start Date: [Empty]
 - End Date: [Empty]
- Buttons:** Add Service, Comments, Verification, Add Task, Del Task, Del Service.
- Bottom Bar:** Schedule, Print Plan, New Plan, Del Plan, Save, Cancel, Payment, MECH, TRA.

131. Click Save button.

The screenshot displays the 'Employment Plan' application window. The interface includes 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 tabs: Enrollment, Appropriateness, Employment Plan, Progress, and Closures. The 'Employment Plan' tab is active, showing fields for Start Date (03/07/14), ONet (29-2052.00 Pharmacy Technicians), Goal (To obtain Employment as a Pharmacy Tech), and Justification (To be able to provide for my family and become self sufficient. Pharmacy Tech is increasing by 22.26%). Below these are fields for Objective (Employment-Related Education), Service (302 On-the-job Training), and Actual Start Date (03/07/14). A red box highlights the number '131' in the 'Comments' field. At the bottom, there is a 'Save' button and a status bar with 'Record: 1/1'.

132. 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.

The screenshot shows the 'Toolbox 2 (Test)' application window. The title bar reads 'Toolbox 2 (Test) Powered by Oracle 11g - Quick Referral'. The menu bar includes 'File', 'Edit', 'Navigation', 'Options', 'Utility', 'MO Utility', 'Window', and 'Help'. The toolbar contains various icons, with the number '132' highlighted in a red box. The main window displays an 'Employment Plan - I AM A EXAMPLE III(###-##-3144)' for 'EDWARD GREENSLIT (573)522-3017'. The 'Employment Plan' tab is active, showing a tree view with 'Employment-Related Education' and '302 On-the-job Training'. The main form area contains the following fields and controls:

- Start Date: 03/07/14
- ONet: 29-2052.00
- Goal: Pharmacy Technicians
- 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
- Hours: [empty]
- JO #: 10425957
- Hourly Wage: 12.00
- Actual Start Date: 03/07/14
- Buttons: + Add Task, - Del Task, - Del Service

At the bottom of the window, there are buttons for 'Schedule', 'Print Plan', 'New Plan', 'Del Plan', 'Save', 'Cancel', 'Payment', 'MECH', and 'TRA'. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

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

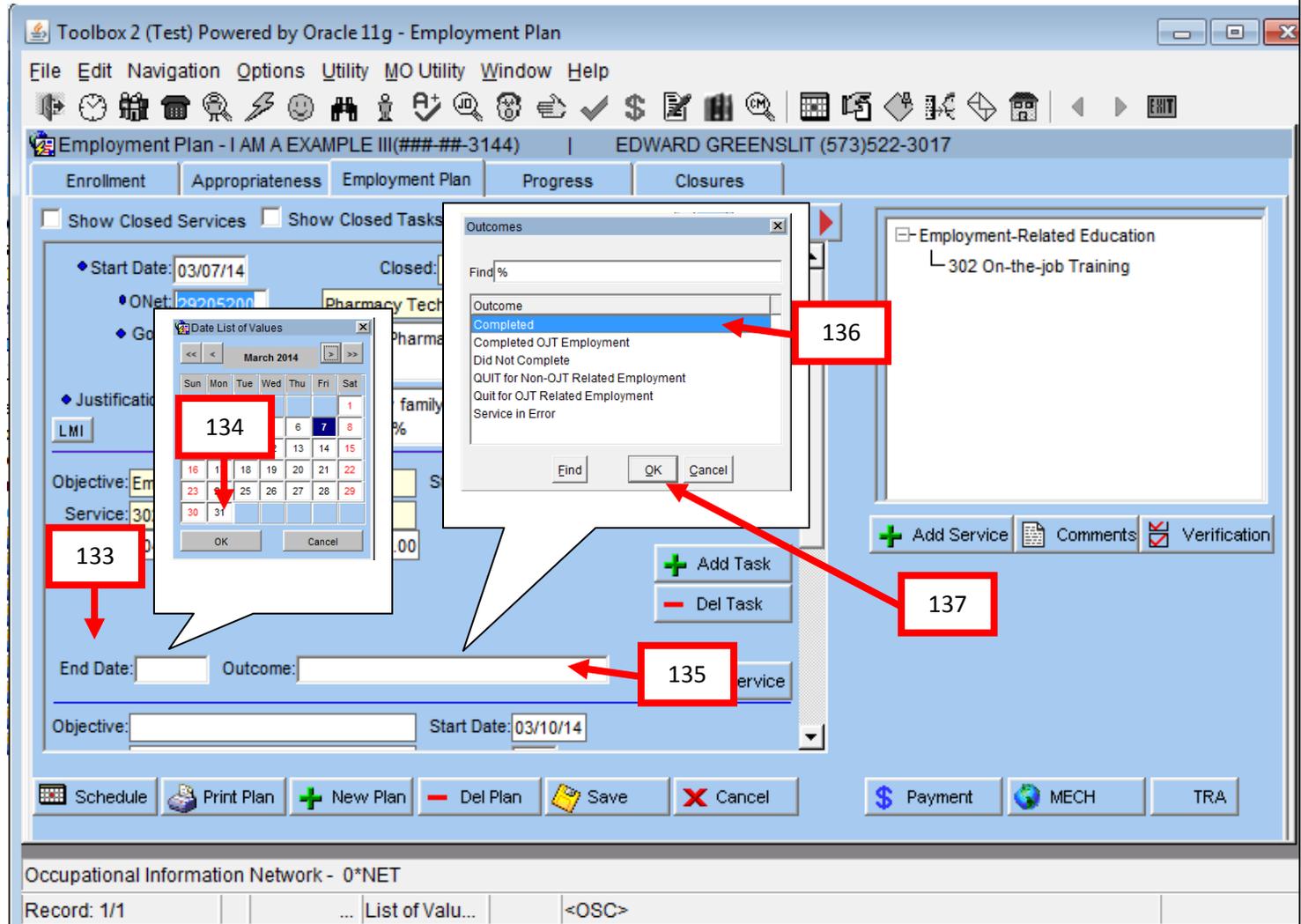
133. Double-Click in the **End Date** field. This will bring up a calendar.

134. Click the **OK** button.

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

136. Choose the outcome you wish to use.

137. Click **OK** button.

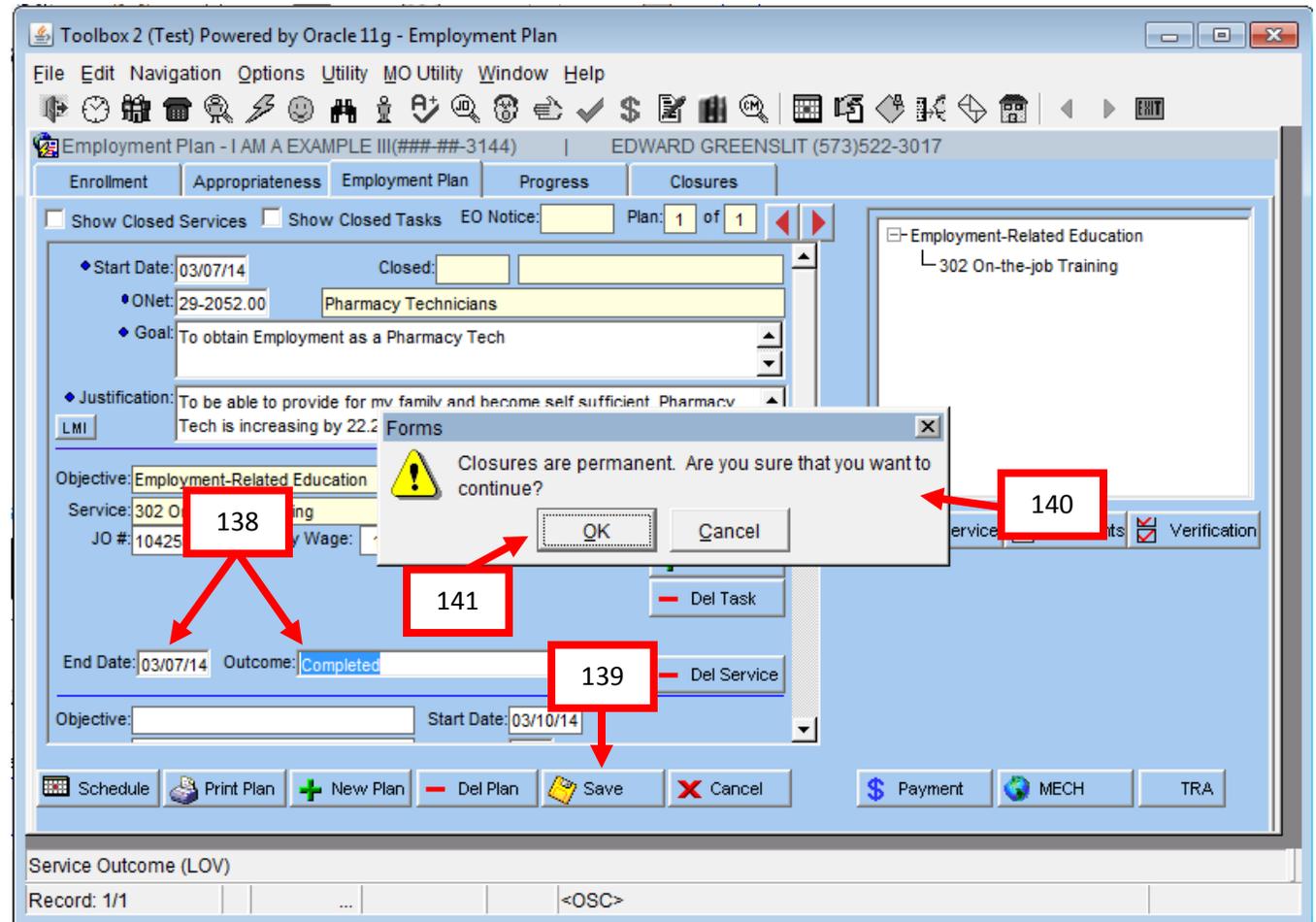


138. The **End Date** and **Outcome** fields are now populated.

139. Click **Save** button.

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

141. Click **OK** button



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

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

144. 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.

After 90 days of no countable service the customer will Exit the WIA Dislocated Worker Program

