

WIA Youth, SPYC & Summer Job League

Desk Aid

While it is not required to enroll a Summer Youth participant into the WIA Youth program it is **highly encouraged**, for that reason this desk aid will cover how to enroll into the WIA Youth program and the Summer Job League program. The process of application, eligibility, and enrollment, creation of employment plan, adding of services, closing of services, and closing of enrollments is the same. 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 job.mo.gov then staff can begin working with them.**

Things to Remember

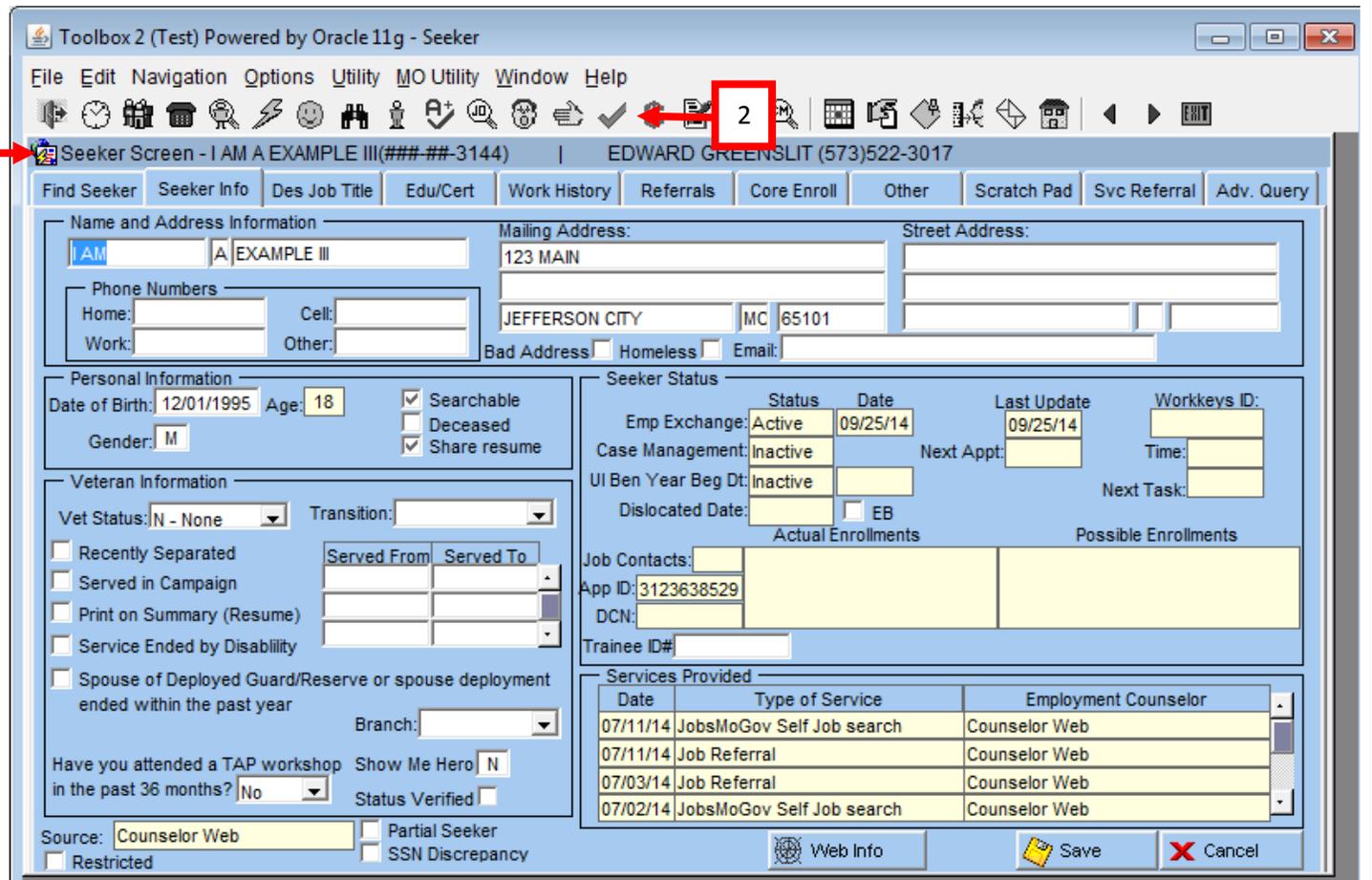
1. SPYC maximum hours is 300
2. Summer Job League maximum hours is 240
3. Both SPYC and Summer Job League require you to indicate if the applicant/participant is a Parent or if they are a child living with the custodial parent or other adult caretaker/relative.
4. The 503 service for any Summer Youth Program 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

1 2

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

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

Name and Address Information

AM A EXAMPLE III

Mailing Address: 123 MAIN

Street Address:

JEFFERSON CITY MC 65101

Bad Address Homeless Email:

Personal Information

Date of Birth: 12/01/1995 Age: 18 Searchable Deceased Share resume

Gender: M

Veteran Information

Vet Status: N - None Transition:

Recently Separated Served From Served To

Served in Campaign

Print on Summary (Resume)

Service Ended by Disability

Spouse of Deployed Guard/Reserve or spouse deployment ended within the past year Branch:

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

Source: Counselor Web Partial Seeker SSN Discrepancy

Seeker Status

Emp Exchange	Status	Date	Last Update	Workkeys ID:
Active	Active	09/25/14	09/25/14	

Case Management: Inactive Next Appt: Time:

UI Ben Year Beg Dt: Inactive Next Task:

Dislocated Date: EB

Actual Enrollments Possible Enrollments

Job Contacts:

App ID: 3123638529

DCN:

Trainee ID#:

Services Provided

Date	Type of Service	Employment Counselor
07/11/14	JobsMoGov Self Job search	Counselor Web
07/11/14	Job Referral	Counselor Web
07/03/14	Job Referral	Counselor Web
07/02/14	JobsMoGov Self Job search	Counselor Web

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 on the **Employment** tab and answer appropriately. This is where a “picture” of the customer begins being built.

The screenshot shows the 'Assessment' form for 'EDWARD GREENSLIT (573)522-3017'. The form is titled 'Assessment - I AM A EXAMPLE III(###-##-3144)'. The 'Employment History' section contains a table with the following data:

Employer	City	St
McDonalds	Jefferson City	MO

The 'Current Employment' section includes fields for 'Currently Working', 'Looking for work', 'Type of work', 'Longest Worked Employer', 'Why Left', 'Applied and Not Hired', 'Can't Look/Accept Job', and 'Quit or Fired Reason'. The 'Job Seeking Skills' section includes questions about resumes, interview methods, and help with interviews. The 'Job Keeping Skills' section includes questions about work habits and relationships. The form also has a 'Print MWA Assessment' button and 'Save' and 'Cancel' buttons.

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

Toolbox 2 (Test) Power Oracle 11g - Assessment

File Edit Navigation **6** s Utility MO Utility Window Help

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

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

Assessment Date: 09/29/14 Last Update Date:

Employment History

Employer	City	St	
McDonalds	Jefferson City	MO	<input type="button" value="+ Add"/> <input type="button" value="- Delete"/>

Job Title: Counter Worker
Start Date: 01/01/13 End Date: Months:
Per: Salary: Hrs. Wk.:
Job Description: Serve customers in eating places that specialize in fast service and inexpensive carry-out food.

Current Employment

Currently Working: Parttime When are you able to work:

Looking for work: Yes

Type of work: Production, construction, food service

Longest Worked Employer: 1.5 Why Left: still employed

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 wants to create a resume

Which methods worked best for you? in person contacts

Describe your typical interview nervous

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 good

What type of jobs have you liked in the past and what are you interested in? construction jobs and anything else outside

Describe what you liked most about your last job the work

Describe what you liked least about your last job my supervisor

LMI vs. Potential Earnings: LMI

Free Format (FF)

Record: 1/1 ... <OSC>

7. The **School** information comes over from the customers record
8. Read through the **Assessment** questions on the **Education** tab and answer appropriately
9. **Employment Skills** is a List of Values (LOV) To access the list double click in the field.
10. Double click on a skill to move to the right side of the LOV

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

File Edit Navigation Options Utility MO Utility Window Help

Assessment - I AM A EXAMPLE III(###-##-3144) | ED (573)522-3017

Employment Education Support System Financial Needs Basic Skills Tests

Assessment Date: 09/29/14 Last Update Date: []

Education History

Highest grade completed? [] Currently in School: []

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

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

Describe: []

School: High School City: Jefferson City State: MO Major: Degree: High School Diplo... Completion Date: []

Employment Skills

Aptitude/Ability Tests

Test Type: [] Test Date: []

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
- Motivation

Save Cancel

Record: 1/1 <OSC>

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 bring up the (LOV)
13. Choose the **License/Certificate** the customer possesses
14. Click **Ok** button

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

Toolbox 2 (Test) Powered by Oracle 11g Assessment

File Edit Navigation Options Utility 15 Window Help

Assessment - I AM A EXAMPLE III(###-##-144) | EDWARD GREENSLIT (573)522-3017

Employment Education Support System Financial Needs Basic Skills Tests

Assessment Date: 09/29/14 Last Update Date:

Education History

Highest grade completed? High School... 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? Science, Math, & History

What did you dislike about school? English and schedule

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

Training Program	Reason for Leaving	Exit Date

Are you interested in more training or skill enhancement? Yes

Describe: would like training to become a Nurse

School: High School City: Jefferson City State: MO Degree: High School Diplo... Completion Date:

Employment Skills

- Critical Thinking
- Mathematics
- Science

Aptitude/Ability Tests

Test Type: Test Date: Results:

Education Issues

LEP/ESL: Describe: Pell grant status: Pending Yr: 2015 Amt: Describe: Financial Aid

Licenses and Certificates

Training Completion Certificates

Type	License/Certificate	Date	St
	CPR	06/14	MO

Save Cancel

Certificate or License obtained by customer (LOV)

Record: 2/2 ... List of Valu... <OSC>

16. Read through the **Assessment** questions on the **Support System** tab and answer appropriately

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

File Edit Navigation Options Utility MO Utility V

Assessment - I AM A EXAMPLE III(###-##-3144) GREENSLIT (573)522-3017

Employment Education Support System Financial Needs Basic Skills Tests

Assessment Date: 09/29/14 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: Operators 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

Add Delete

Save Cancel

Are there children in the household? "Yes" or "No"

Record: 1/1 ... <OSC>

17. **What keeps you from owning?** This relates to transportation. Clicking on the button provides options as to why the customer does not have transportation.
18. Once all pertinent questions have been answered click the **Financial Needs** tab

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

File Edit Navigation Options Utility MO Utility Wind

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

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

Assessment Date: 09/29/14 Last Update Date:

Childcare
 Seeker Pregnant: 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? Do not have

Transportation
 What is your transportation? car
 What is your backup plan if primary transport is unavailable? bus

What keeps you from owning?

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

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
I am	A	Example IV	06/01/2012	2	Male	Child	Y
Sally	P	Sue	09/01/1995	19	Fe...	Not related	

+ Add - Delete

Save Cancel

Is the household member a dependent of the customer? "Yes" or "No"

Record: 2/2 ... List of Valu... <OSC>

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 shows a software window titled 'Toolbox 2 (T...)' with a menu bar (File, Edit, Nav...) and a toolbar. The main area is divided into several sections:

- Assessment Section:** Includes a date field for 'Assessment Month & Year' (callout 19) and a 'Resource Type' dropdown menu (callout 20).
- Resource Types Dialog:** A modal window titled 'Resource Types' with a search field and a list of resource types: Alimony, Disability Insurance Payments, Dividends, **Earned Income** (callout 21), Food Stamps, In-Kind, and Interest. It has 'Find', 'OK' (callout 22), and 'Cancel' buttons.
- Monthly Household Resources Table:** A table with columns 'Resource Type', 'Description', and 'Amount'. Callout 23 points to the 'Description' column, and callout 24 points to the 'Amount' column. Below the table are 'Total Monthly Resources:' and '+ Add' / '- Delete' buttons.
- Monthly Household Expenditure Table:** A table with columns 'Expenditure Type', 'Description', and 'Amount'. Below it are 'Total Monthly Expenditures:' and '+ Add' / '- Delete' buttons.
- Summary Section:** 'Assessment Month Net Difference (Total Resources minus Expenditures):' with a value of 0. Includes 'Copy', '+ Add', and '- Delete' buttons.
- Footer:** 'Assessment Date (MM/YYYY)', 'Record: 1/1', '<OSC>', 'Print', 'Save', and 'Cancel' buttons.

31. Toolbox calculates **Total Monthly Expenditures**
32. Toolbox provides the **Assessment Month Net Difference**
33. Click **Save** button

Remember: Not every field is needed for every customer. The assessment helps identify some of the barriers the customer has when it comes to employment. Completing the assessment provides a countable 9002 Seeker service

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

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

Assessment Date: 09/29/14 Last Update Date:

Assessment Month & Year: 08/2014 Comment:

Assessment Month Net Difference (Total Resources minus Expenditures): -81

Monthly Household Resources		
Resource Type	Description	Amount
Earned Income	MacDonalds	\$974.00
Food Stamps	Food Stamps	\$325.00
Total Monthly Resources: 1,299		

Monthly Household Expenditure		
Expenditure Type	Description	Amount
Gas	Fuel	\$100.00
Food		\$320.00
Telephone (home & cell)		\$250.00
Car Repair & Maintenanc		\$50.00
Childcare		\$600.00
Utilities (heat, electricity)		\$60.00
Total Monthly Expenditures: 1,380		

Financial Education: Add Delete

Save Cancel

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

Eligibility-Application Tab

35. Click on the **Eligibility** icon

Date	Type of Service	Employment Counselor
03/09/15	Assessment	EDWARD GREENSLIT
07/11/14	JobsMoGov Self Job search	Counselor Web
07/11/14	Job Referral	Counselor Web
07/03/14	Job Referral	Counselor Web

36. **Birth Date** and **UI Status** are populated based upon the information in the **Seeker Info** screen.

37. Enter information in all fields on the **Application** tab based upon the job seeker's status.

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

File Edit Navigation Options Utility MO Utility Window Help

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

Application Eligibility Waiver Enrollment

Birth Date: 12/01/1995 UI Status: Inactive Created Dt: []

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

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

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

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

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

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? []

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

38. Enter the number of **Family Members living in the household.**
39. Enter the number of **Dependents that are 18 or under.**
40. Enter the **Monthly Earned Income of these Family Members.**
41. Enter if the customer is a **U.S. Citizen.**
42. If not a U.S. Citizen enter **Alien Registration # and authorization to work in the US.**
43. Enter if the customer is **currently employed.**
44. 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”**.
45. Complete the **Registered With Selective Service** field if the job seeker is a male 18 years or older.
46. Enter the **Selective Service Registration #** if “Registered with Selective Service” field is “Yes”.

Eligibility - I AM A EXAMPLE III(###-##-3144) | EDWARD GREENSLIT (573)522-2017

Application | Eligibility | Waiver | Enrollment

Birth Date: 12/01/1995 | UI Status: Inactive | Created Dt: []

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

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

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

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

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

NOTE: Selective service button can be used to either register a customer with selective service or to obtain the customer's selective service number. You will need customer's last name, SSN, & date of birth

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

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

- 47**: Points to the dropdown arrow for "Do you have a disability that is a barrier to employment?"
- 48**: Points to the dropdown arrow for "Are you homeless?"
- 49**: Points to the dropdown arrow for "If Yes, live in shelter?"
- 50**: Points to the dropdown arrow for "Are you a Dislocated Worker?"
- 51**: Points to the dropdown arrows for "Letter from employer?" and "Layoff Date", and the text input field for "Employer / Company name?".

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

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

- Field 52: "Are you receiving or have you received in the past 6 months: Food Stamps?" with a dropdown menu showing "Yes".
- Field 53: "Are you a PELL Grant recipient?" with a dropdown menu showing "No".
- Field 54: "Was the customer unable to achieve self-sufficiency after receiving core services?" with a dropdown menu showing "Yes".
- Field 55: "What is your employment objective?" with a text input field containing "Summer Employment".
- Field 56: "What is your employment or training need?" with a text input field containing "Summer Employment".
- Field 57: A "Show Me H..." button.

At the bottom of the form, there is a navigation bar with the following elements:

- Buttons: "Youth", "Show Me H...", "Add", "Save", "Cancel".
- Text: "Completed", "Record 2 of 1".

58. “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”.

59. “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”

60. “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. Red boxes and arrows highlight the dropdown arrows for each question:

- 58:** "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?"
- 59:** "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?"
- 60:** "Are you a Veteran who served in the military within the last 365 days?"

At the bottom of the dialog box are "Cancel" and "OK" buttons.

61. Click **OK** button

The screenshot shows a dialog box titled "Show Me Hero Questions" with a blue background. It contains three questions, each with a "No" dropdown menu to its right. At the bottom right, there are "Cancel" and "OK" buttons. A red box highlights the "OK" button, with a red arrow pointing to it from a box containing the number "61".

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?

Cancel OK

61

62. Click **Youth** button

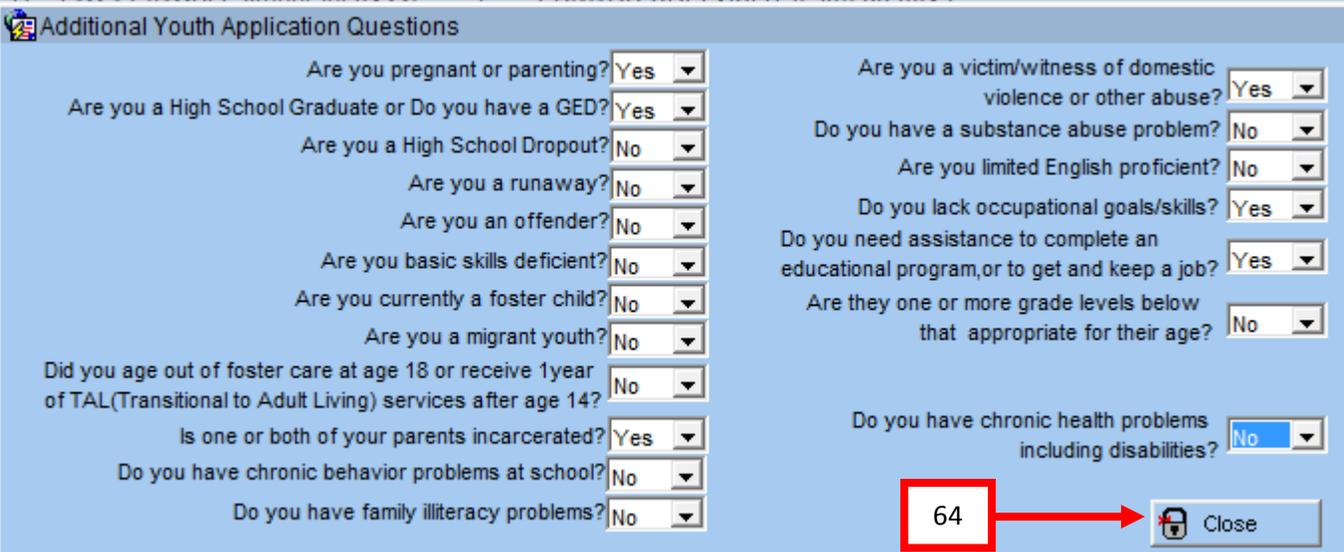
A screenshot of a web-based form. At the top, there are three questions with dropdown menus: "Are you receiving or have you received in the past 6 months: Food Stamps?" (Yes), "Are you a PELL Grant recipient?" (No), and "Was the youth able to achieve self-sufficiency after receiving core services?" (Yes). Below these are two text input fields, both containing "Summer Employment". At the bottom of the form, there is a navigation bar with a "Youth" button (highlighted with a red box and a red arrow), a "Show Me H..." button, a "Completed Dt:" field, a "Record 2 of 1" indicator, and buttons for "Add", "Save", and "Cancel".

NOTE: This screen is where you list all barriers the youth has. Eligibility is not established here, this is only gathering information on the youth.

63. **Additional Youth Application Questions**-Read each question and select the appropriate answer.

A screenshot of a window titled "Additional Youth Application Questions". The window contains 15 questions, each with a dropdown menu. The questions are: "Are you pregnant or parenting?", "Are you a High School Graduate or Do you have a GED?", "Are you a High School Dropout?", "Are you a runaway?", "Are you an offender?", "Are you basic skills deficient?", "Are you currently a foster child?", "Are you a migrant youth?", "Did you age out of foster care at age 18 or receive 1 year of TAL(Transitional to Adult Living) services after age 14?", "Is one or both of your parents incarcerated?", "Do you have chronic behavior problems at school?", "Do you have family illiteracy problems?", "Are you a victim/witness of domestic violence or other abuse?", "Do you have a substance abuse problem?", "Are you limited English proficient?", "Do you lack occupational goals/skills?", "Do you need assistance to complete an educational program, or to get and keep a job?", "Are they one or more grade levels below that appropriate for their age?", and "Do you have chronic health problems including disabilities?". A "Close" button is located at the bottom right. A red box with the number "63" is overlaid on the top right of the window.

64. Click **Close** button

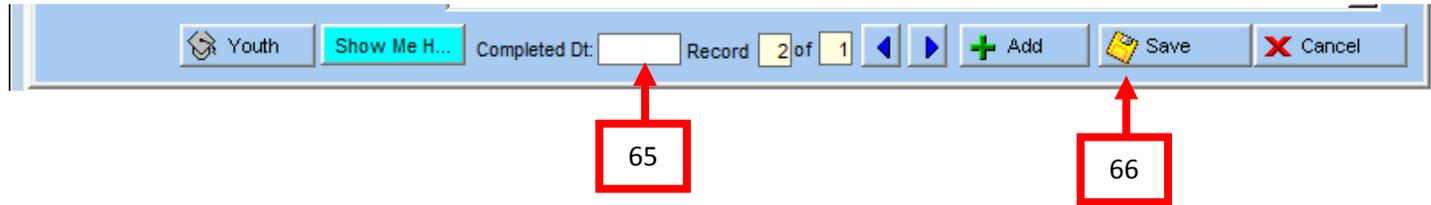
The image shows a screenshot of a web application form titled "Additional Youth Application Questions". The form contains 15 questions, each with a dropdown menu for the answer. The questions are arranged in two columns. The first column contains: "Are you pregnant or parenting?", "Are you a High School Graduate or Do you have a GED?", "Are you a High School Dropout?", "Are you a runaway?", "Are you an offender?", "Are you basic skills deficient?", "Are you currently a foster child?", "Are you a migrant youth?", "Did you age out of foster care at age 18 or receive 1 year of TAL(Transitional to Adult Living) services after age 14?", "Is one or both of your parents incarcerated?", "Do you have chronic behavior problems at school?", and "Do you have family illiteracy problems?". The second column contains: "Are you a victim/witness of domestic violence or other abuse?", "Do you have a substance abuse problem?", "Are you limited English proficient?", "Do you lack occupational goals/skills?", "Do you need assistance to complete an educational program, or to get and keep a job?", "Are they one or more grade levels below that appropriate for their age?", and "Do you have chronic health problems including disabilities?". At the bottom right of the form, there is a red-bordered box containing the number "64". A red arrow points from this box to a "Close" button, which has a small icon of a door with a red 'X' over it.

Question	Answer
Are you pregnant or parenting?	Yes
Are you a High School Graduate or Do you have a GED?	Yes
Are you a High School Dropout?	No
Are you a runaway?	No
Are you an offender?	No
Are you basic skills deficient?	No
Are you currently a foster child?	No
Are you a migrant youth?	No
Did you age out of foster care at age 18 or receive 1 year of TAL(Transitional to Adult Living) services after age 14?	No
Is one or both of your parents incarcerated?	Yes
Do you have chronic behavior problems at school?	No
Do you have family illiteracy problems?	No
Are you a victim/witness of domestic violence or other abuse?	Yes
Do you have a substance abuse problem?	No
Are you limited English proficient?	No
Do you lack occupational goals/skills?	Yes
Do you need assistance to complete an educational program, or to get and keep a job?	Yes
Are they one or more grade levels below that appropriate for their age?	No
Do you have chronic health problems including disabilities?	No

64 → Close

65. **Complete Dt:** double click in this box and the current date will appear.

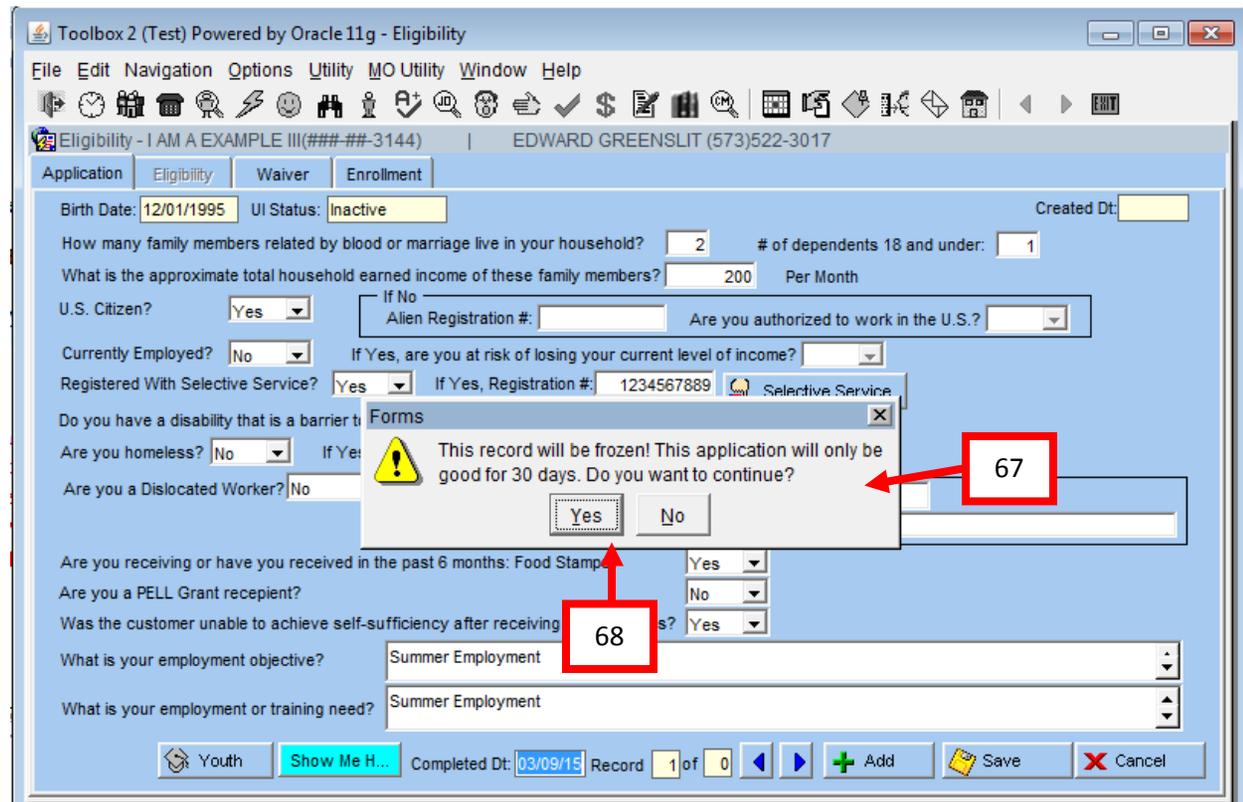
66. Click **Save**.



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

68. Click **YES**.

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



69. 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”.

Eligibility-Eligibility Tab-
Performance begins here! Check, double check, and then recheck.

70. Click on the **Eligibility** tab.

The screenshot shows a software application window titled "Toolbox 2" with a subtitle "er by Oracle11g - Eligibility". The window has a menu bar (File, Edit, N, Options, Utility, MO Utility, Window, Help) and a toolbar. The main area displays an "Eligibility" form for a record identified as "I AM A EXAMPLE III(### ##-3144)" for "EDWARD GREENSLIT (573)522-3017". The form includes tabs for "Application", "Eligibility", "Waiver", and "Enrollment". Key fields include: Birth Date (12/01/1995), UI Status (Inactive), Created Dt (03/12/15), Household members (2), Dependents (1), Monthly Income (200), U.S. Citizen status (Yes), Employment status (No), and a "Completed Dt" field at the bottom showing "03/09/15". A red box labeled "70" is in the title bar, and another red box labeled "69" points to the "Completed Dt" field. Buttons at the bottom include "Youth", "Show Me H...", "Add", "Save", and "Cancel".

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

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

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

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

NOTE: There is a green Halo around the WIA checkbox, WIA Youth checkbox. This means the customer is potentially eligible for these programs. If you have gotten this far and you need WIA Adult or WIA Youth enrollment and do not have a green halo around it **STOP** go back and review the application to see what you are missing. SPYC, Summer Jobs and SJL will become potential enrollments as the eligibility is completed.

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 Enroll

Eligibility

Personal Date of Birth: 12/01/1995
US Citizen: Yes
Alien Registration #: A
Disability Status:
Disability Type:
HH Have Dep Child(<18): Yes
Single Parent:
Limited English:
WIA
Income
Receiving TANF:
Receiving GA/RCA/FOOD STAMPS/SSI:
Family Size:
Semi-Annual Income:
Annual Income:
WIA DW
Category:
Layoff Date:
Mass Layoff:
NEG
Employer:
Grant Number:
WIA Youth
SPYC
Summer Jobs
SJL
Barriers
Is the Youth
 A Parent?
 A child living with the custodial parent or other adult caretaker/relative?
 Out-of-School
 Check Verification

Status Vet Status:
Employment Status:
UI Claim Status:
Current Education Status:
Highest Grade Comp:
Dislocated Worker:
Homeless: No
Registered - Selective Service: Yes
Service #: 12-3456788-9
Waiver:
Selective Service
Show Me Hero

App Completed Date: 03/09/15 Eligibility Verif Date: Record 1 of 0 + Add Save X Cancel

Personal Section

- 73. **Disability Status:** Click the arrow to select the applicable choice.
- 74. **Disability Type:** If disabled click the arrow to select the applicable choice.
- 75. **Single Parent:** Click the arrow to choose “Yes” or “No”.
- 76. **Limited English:** Click the arrow to choose “Yes” or “No”.

Status Section

- 77. **Vet Status:** Click the arrow to select the applicable choice.
- 78. **Employment Status:** Click the arrow to select the applicable choice.
- 79. **UI Claim Status:** Click the arrow to select the applicable choice.
- 80. **Current Education Status:** Click the arrow to select the applicable choice.
- 81. **Highest Grade Comp:** Click the arrow to select the applicable choice.
- 82. **Dislocated Worker:** Click the arrow to choose “Yes” or “No”.

The screenshot shows a software application window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility'. The window contains a form for 'Eligibility - I AM A EXAMPLE III(###-##-3144) | EDWARD GREENSLIT (573)522-3017'. The form is divided into several sections: 'Personal', 'WIA', 'Income', 'WIA DW', 'WIA Youth', and 'Barriers'. Red callout boxes with numbers 73 through 82 are placed over various dropdown menus in the 'Personal' and 'Status' sections. The 'Personal' section includes fields for Date of Birth (12/01/1995), US Citizen (Yes), Alien Registration #, Disability Status (73), Disability Type (74), HH Have Dep Child (<18) (Yes), Single Parent (75), and Limited English (76). The 'Status' section includes fields for Vet Status (77), Employment Status (78), UI Claim Status (79), Current Education Status, Highest Grade Comp (81), Dislocated Worker (82), and Homeless (No). The 'WIA' section includes fields for WIA (checked), WIA DW, WIA Youth (checked), and a 'Barriers' section with checkboxes for SPYC, Summer Jobs, SJL, and Out-of-School. The 'Income' section includes fields for Receiving TANF, Receiving GA/RCA/STAMPS/SSB, Family Size, Semi-Annual Income, and Annual Income. The 'WIA DW' section includes fields for Category, Layoff Date, and Mass Layoff. The 'WIA Youth' section includes a 'Barriers' section with checkboxes for 'Is the Youth A Parent?' and 'A child living with the custodial parent or other adult caretaker/relative?'. The 'Barriers' section also includes a 'Check Verification' checkbox. The bottom of the window shows 'App Completed Date: 03/09/15', 'Eligibility Verif Date:', 'Record 1 of 0', and buttons for '+ Add', 'Save', and 'Cancel'.

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

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

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

89. Click **OK** button

Repeat steps 88-90 to add additional income types

The screenshot displays the 'WIA Family Income Worksheet' application. At the top, a table shows 'WIA Programs' with columns for 'Month/Year' and 'Total'. The 'Last Month' is 08/2014 with a total of 0. Other months listed are 07/2014, 06/2014, 05/2014, 04/2014, and 03/2014, all with totals of 0. To the right, there are input fields for 'WIA Semi-Annual' (0) and 'WIA Annual' (0), along with a 'Copy' button.

Below this is a table with columns 'Income type', 'Description', and 'Amount'. A red box labeled '87' points to the 'Income type' column header.

An inset window titled 'WIA Income Types' is shown below the main window. It has a search field 'Find %' and a list of income types: 'Income Type', 'Alimony', 'Dividends', 'Earned Income', 'Fellowships, assistantships', 'Government employee pensions', and 'Insurance or annuity payments'. A red box labeled '88' points to 'Earned Income' in the list. At the bottom of this window are 'Find', 'OK', and 'Cancel' buttons. A red box labeled '89' points to the 'OK' button.

At the bottom of the main window, there is a 'Delete' button, a 'Monthly Income' input field, and 'Save' and 'Close' buttons.

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

91. Enter **Amount** of income

WIA Family Income Worksheet

WIA Programs

	Month/Year	Total
Last Month:	02/2015	0
5th:	01/2015	0
4th:	12/2014	0
3rd:	11/2014	0
2nd:	10/2014	0
1st:	09/2014	0

WIA Semi-Annual: 0
WIA Annual: 0

Copy

90

91

Income type	Description	Amount

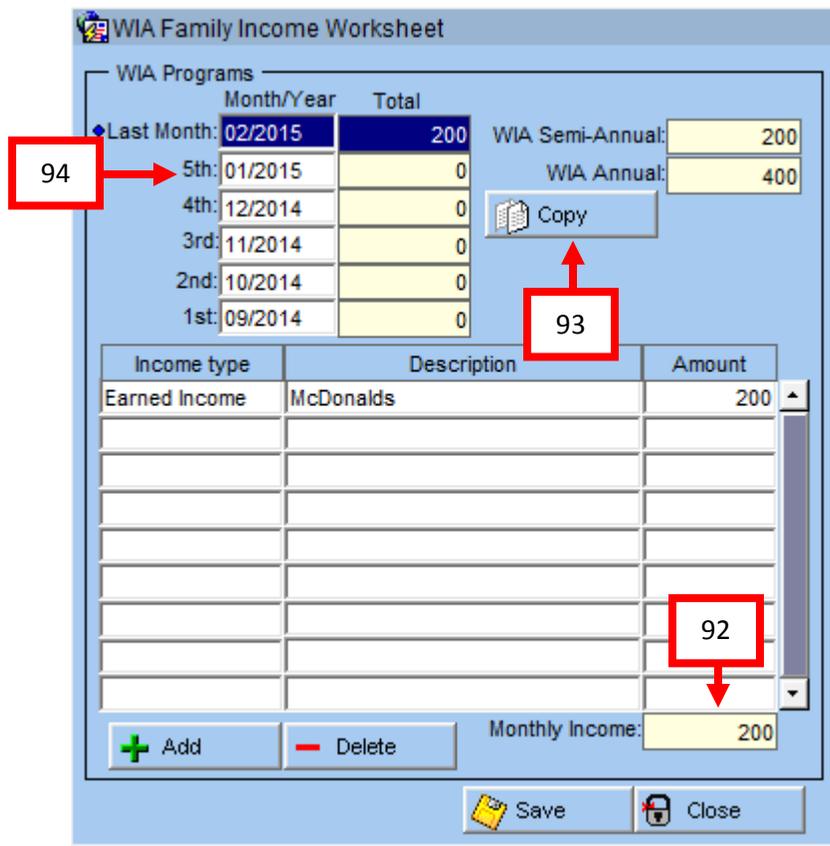
+ Add - Delete Monthly Income: 0

Save Close

92. Toolbox will total **Monthly Income**

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

94. If the monthly income varies, you will need to select the month you wish to enter and follow steps 88-90 to add the monthly income



- 95. Toolbox will total **WIA Semi-Annual** total
- 96. Toolbox will total **WIA Annual** total
- 97. Click **Save** button
- 98. Click **Close** button

The screenshot shows the 'WIA Family Income Worksheet' application window. It features a 'WIA Programs' section with a table of monthly data and summary totals. A 'Copy' button is located next to the summary totals. 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 callout boxes with numbers 95 through 98 point to the 'WIA Semi-Annual' and 'WIA Annual' fields, the 'Save' button, and the 'Close' button.

Month/Year	Total
Last Month: 02/2015	200
5th: 01/2015	200
4th: 12/2014	0
3rd: 11/2014	0
2nd: 10/2014	0
1st: 09/2014	0

Income type	Description	Amount
Earned Income	McDonalds	200

Summary Totals:
 WIA Semi-Annual: 400
 WIA Annual: 800
 Monthly Income: 200

- 99. Receiving TANF-Yes/NO
- 100. Receiving GA/RCA/Food Stamps/SSI-Yes/No
- 101. Enter Family Size
- 102. WIA Semi Annual Income- Calculated by Toolbox from Income button
- 103. WIA Annual Income- Calculated by Toolbox from Income button

NOTE: The SPYC, Summer Jobs, and SJL checkboxes 'now have a green halo around them. For a customer to be eligible for these programs they must be income eligible. Completing the income portion and determining the applicant to be low income triggered the green halo around these checkboxes.

The screenshot shows the 'Eligibility' form for 'I AM A EXAMPLE III(### ##-3144) | EDWARD GREENSLIT (573)522-3017'. The form is divided into several sections: Personal, Status, WIA, and WIA Youth. The 'WIA' section is highlighted with a green halo and contains the following fields:

- Receiving TANF: No (99)
- Receiving GA/RCA/FOOD STAMPS/SSI: No (100)
- Family Size: 2 (101)
- Semi-Annual Income: 400 (102)
- Annual Income: 800 (103)
- Low Income Adult/Youth:
- Registered - Selective Service: Yes
- Service #: 12-3456788-9
- Waiver: [Dropdown]
- Selective Service: [Icon]
- Show Me Hero:

The 'WIA Youth' section has the following checkboxes:

- SPYC: (Green halo)
- Summer Jobs: (Green halo)
- SJL: (Green halo)
- Out-of-School:
- Barriers: [Icon]
- Is the Youth:
 - A Parent?
 - A child living with the custodial parent or other adult caretaker/relative?

The 'Check Verification' button is highlighted with a green halo. The bottom of the window shows 'App Completed Date: 03/09/15', 'Eligibility Verif Date: [Blank]', 'Record 1 of 1', and buttons for '+ Add', 'Save', and 'Cancel'.

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

- a. Yes to TANF question
- b. Yes to GA/RCA/Food Stamps/SSI question
- c. Income meets the low income guidelines

NOTE: As stated earlier the income portion must be completed to trigger eligibility for the Summer Youth Programs

Eligibility-Eligibility Tab Barriers

105. Click **Barriers** button

The screenshot shows a software window titled "Toolbox 2 (Test) Powered by Oracle 11g - Eligibility". The "Eligibility" tab is active, showing a form for "I AM A EXAMPLE III(### ##-3144)" with user "EDWARD GREENSLIT (573)522-3017". The form is divided into several sections: "Personal", "Income", "WIA", "WIA DW", "WIA Youth", and "Status". In the "Income" section, the "Low Income Adult/Youth" checkbox is checked. A red box labeled "104" highlights the "Sing" dropdown menu in the "Personal" section. In the "WIA Youth" section, the "Barriers" button is highlighted with a red box labeled "105". The "Status" section includes fields for "Vet Status", "Employment Status", "UI Claim Status", "Current Education Status", "Highest Grade Comp", "Dislocated Worker", and "Homeless". The "WIA Youth" section includes "SPYC", "Summer Jobs", "SJL", and "Out-of-School" checkboxes, along with a "Select" dropdown and a "Barriers" button. The "Barriers" button is highlighted with a red box labeled "105". The "WIA Youth" section also includes a "Check Verification" button. The bottom of the window shows "App Completed Date: 03/09/15", "Eligibility Verif Date:", "Record 1 of 1", and buttons for "Add", "Save", and "Cancel".

NOTE: Information behind the Barriers button is populated from the Youth button on the application tab. Any barrier listed on this screen **must have** documentation. You only need one barrier to make the youth eligible for the program, so it is best that you select the barrier you wish to use to make them eligible.

106. Make changes to the **Youth Barriers** to reflect what barrier you will be using to make the youth eligible for the WIA Youth program.

NOTE: No barrier is required for the Summer Youth Programs

106

5% Over Income: .

Save Close

- 107. Pregnant or Parenting is the barrier being used to make this youth eligible for the WIA Youth program
- 108. Click Save button
- 109. Click Close button

The screenshot shows a software window titled "Youth Barriers" with a light blue background. It contains a grid of dropdown menus for various categories. The "Pregnant or Parenting" dropdown is set to "Yes" and is highlighted with a red box labeled "107". Other dropdowns are set to "No". At the bottom, there are "Save" and "Close" buttons. A red box labeled "108" points to the "Save" button, and another red box labeled "109" points to the "Close" button. A small text label "5% Over Inc" is visible near the bottom left of the form area.

Pregnant or Parenting:	Yes	Migrant Youth:	No
Foster Child:	No	Aged out of Foster Care at 18:	No
Homeless:	No	Incarcerated parent:	No
Dropout:	No	Behavior problems at School:	No
Runaway:	No	Family illiteracy problems:	No
Offender:	No	Domestic violence:	No
Basic Skill Deficient:	No	Substance abuse:	No
One or more grade levels below appropriate for age:	No	Limited English proficient:	No
Needs Additional Assistance:	No	Lacks occupational goals/skills:	No
		Disabled:	No
		Chronic Health Conditions including Disabilities:	No

WIA

110. **WIA**- This customer is potentially eligible

Show Me Hero Section

111. **Show Me Hero**-This customer is not eligible

WIA DW

112. **WIA Dislocated Worker**
This customer is not eligible

NEG

113. **NEG**- This customer is not eligible

WIA Youth

114. **WIA Youth**- This customer is potentially eligible.
Choose summer program you wish to enroll the customer in.

a. **SPYC**

b. **Summer Jobs**

c. **SJL** (Enrollment we will use)

The screenshot shows the 'Eligibility' application window for 'I AM A EXAMPLE III(###-##-3144)'. The window is titled 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility'. It has a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar. The main content area is divided into several sections:

- Personal:** Date of Birth: 12/01/1995, 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: Exhausted, Current Education Status: Not Attendin..., Highest Grade Comp: High School..., Dislocated Worker: No, Homeless: No.
- Income:** Receiving TANF: No, Receiving GA/RCA/FOOD STAMPS/SSI: No, Family Size: 2, Semi-Annual Income: 400, Annual Income: 800. A checkbox for 'Low Income Adult/Youth' is checked.
- WIA:** A checkbox labeled 'WIA' is checked. A red callout box '110' points to this checkbox.
- WIA DW:** A checkbox labeled 'WIA DW' is unchecked. A red callout box '112' points to this checkbox.
- WIA Youth:** A checkbox labeled 'WIA Youth' is checked. A red callout box '114' points to this checkbox. Below it, there are radio buttons for 'SPYC', 'Summer Jobs', and 'SJL'. A red callout box '114a' points to the 'SPYC' radio button, '114b' points to the 'Summer Jobs' radio button, and '114c' points to the 'SJL' radio button.
- Barriers:** A section with checkboxes for 'A Pa...', 'A child living with the custodial parent or other adult caretaker/relative?', and 'Out-of-School'.
- Show Me Hero:** A checkbox labeled 'Show Me Hero' is unchecked. A red callout box '111' points to this checkbox.
- NEG:** A checkbox labeled 'NEG' is unchecked. A red callout box '113' points to this checkbox.

At the bottom of the window, there is a 'Check Verification' button with a green checkmark. The footer shows 'App Completed Date: 03/09/15', 'Eligibility Verif Date: ', 'Record 1 of 1', and buttons for '+ Add', 'Save', and 'Cancel'.

115. Indicate if the customer is
A Parent or **A child living
with the custodial parent
or other adult
caretaker/relative.**

**Eligibility-Eligibility Tab Check
Verification**

116. Click **Check Verification**
button

NOTE: If you fail to select one of
the Summer Youth programs you
will receive a popup with a **Forms**
message

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: 12/01/1995
US Citizen: Yes
Alien Registration #: A
Disability Status: Not Disabled
Disability Type:
HH Have Dep Child(<18): Yes
Single Parent: Yes
Limited English: No

WIA **Income**
Receiving TANF: No
Receiving GA/RCA/
FOOD STAMPS/SS: No
Family Size: 2
Semi-Annual Income: 400
Annual Income: 800
 Low Income Adult/Youth
Registered - Selective Service: Yes
Service #: 12-3456788-9
Waiver:
Selective Service

WIA DW
Category:
Layoff Date:
Mass Layoff:

NEG
Employer:
Grant Number:

WIA Youth **Select** **Barriers**
SPYC
Summer Jobs
115 Is the Youth
 A Parent?
 A child living with the
custodial parent or other
adult caretaker/relative?
 Out-of-School

Check Verification **116**

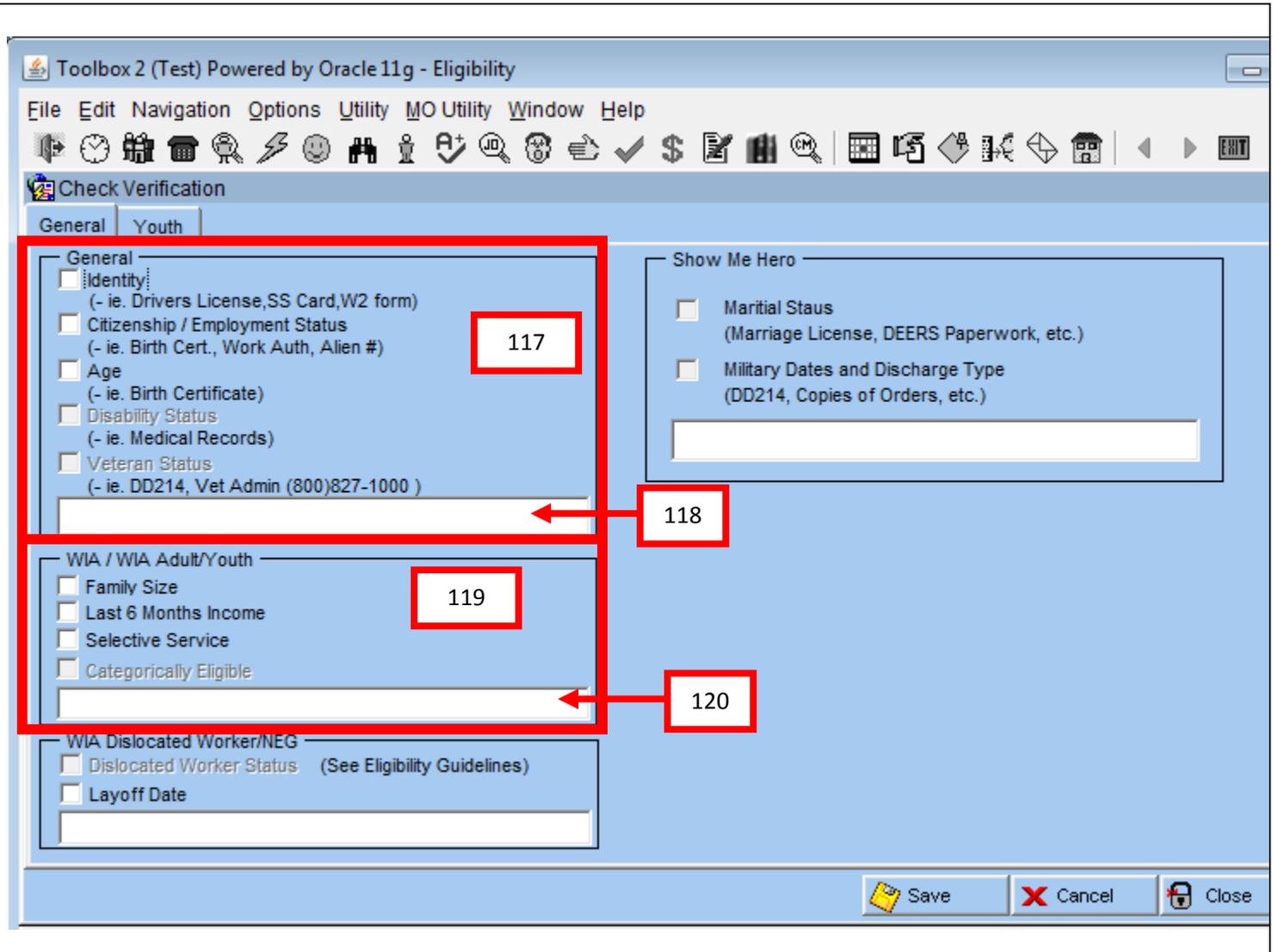
App Completed Date: 03/09/15 Eligibility Verif Date: Record 1 of 1 + Add Save X Cancel

General Section

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

WIA/WIA Adult/Youth Section

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



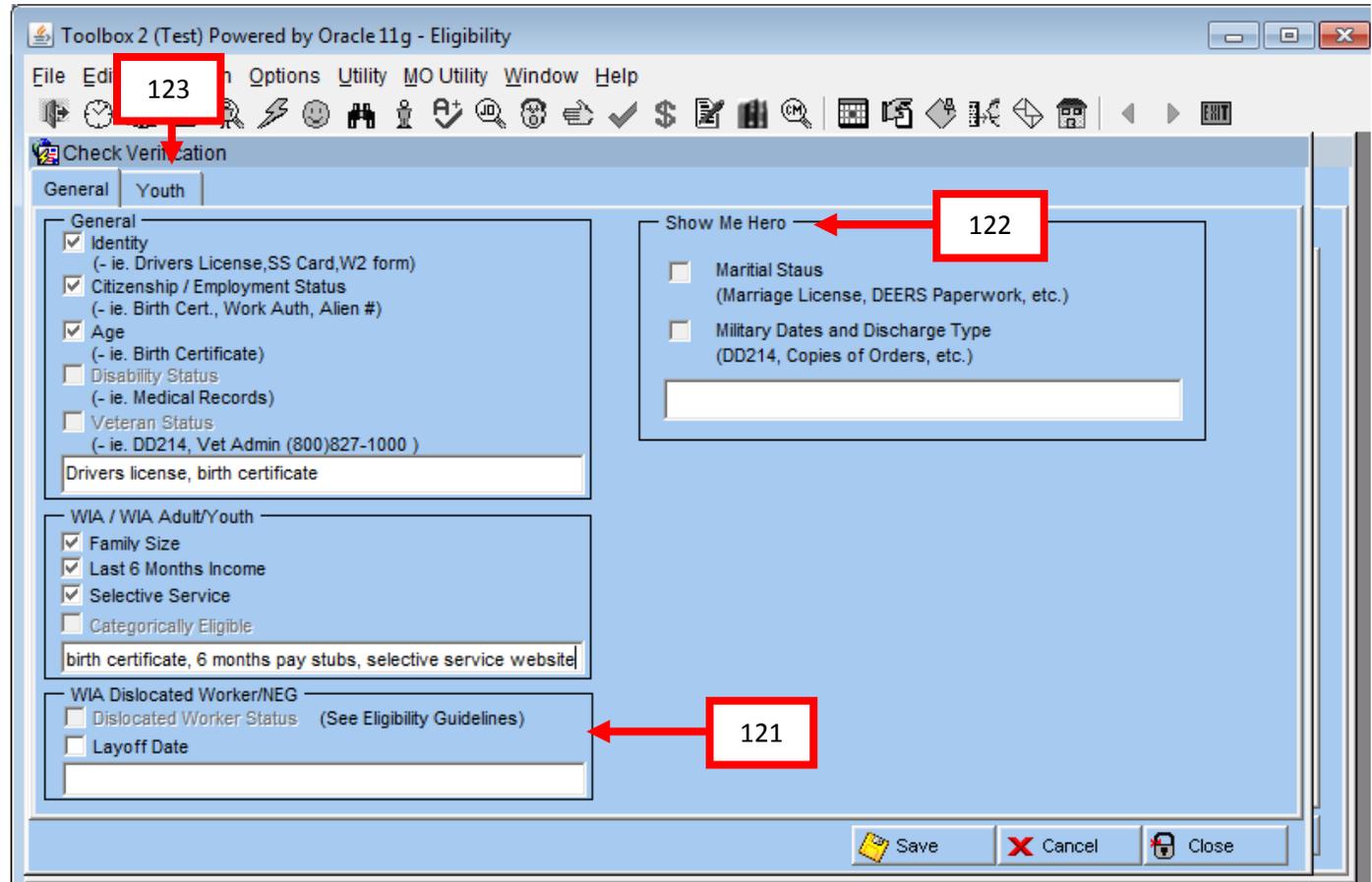
WIA Dislocated Worker/NEG

121. This does not need to be completed for WIA Youth

Show Me Hero

122. This does not need to be completed for WIA Youth

123. Click **Youth** tab



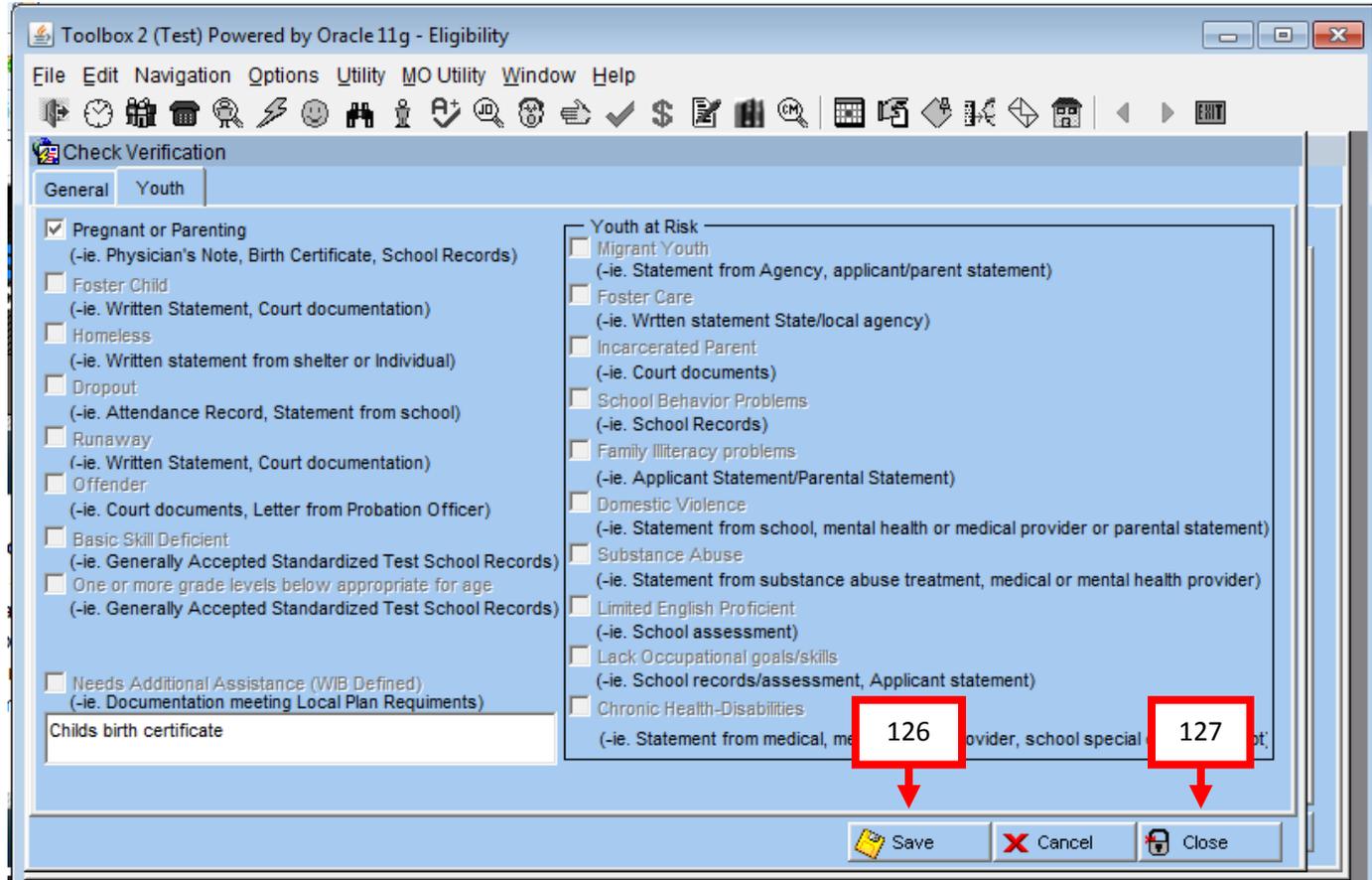
124. Check the Active check box(es) **Remember** anything listed as a barrier on the Eligibility must have documentation.
125. Enter the documentation type used to verify the information in the comment box below the checkboxes.

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 'Work Verification' and has two tabs: 'General' and 'Youth'. The 'General' tab is active. It contains a list of checkboxes with corresponding text and instructions in parentheses. A red box labeled '124' points to the 'Pregnant or Parenting' checkbox. Below the list is a text input field with a red arrow pointing to it from a red box labeled '125'. At the bottom right of the window are 'Save', 'Cancel', and 'Close' buttons.

124

125

- 126. Click Save button
- 127. Click Close button



128. Now that **Check Verification** is complete the **WIA** (youth is over 18), **WIA Youth**, & the **SJL** checkboxes are now checked.

NOTE: If you have gotten this far and the programs you wish to enroll the customer in do not have a check mark in them, **STOP** go back into the Check Verification and identify what was missed.

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: 12/01/1995
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: Exhausted
Current Education Status: Not Attendin...
Highest Grade Comp: High School...
Dislocated Worker: No
Homeless: No

WIA Income
Receiving TANF: No
Receiving GA/CA/FOOD STAMPS/S...: No
Family Size:
Semi-Annual Income:
Annual Income:
 Low Income Adult/Youth
Registered - Selective Service: Yes
Service #: 12-3456788-9
Waiver:
Selective Service

WIA DW Category:
Layoff Date:
Mass Layoff:
NEG Employer:
Grant Number:
WIA Youth Select Barriers
SPYC
Summer Jobs
SJL
Out-of-School
Is the Youth
 A Parent?
 A child living with the custodial parent or other adult caretaker/relative?

Check Verification

App Completed Date: 03/09/15 Eligibility Verif Date: Record 1 of 1 + Add Save Cancel

129. Double-click in the
Eligibility Verif Date field

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: 12/01/1995
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: Exhausted
Current Education Status: Not Attendin...
Highest Grade Comp: High School...
Dislocated Worker: No
Homeless: No

WIA Income: \$
Receiving TANF: No
Receiving GA/RCA/FOOD STAMPS/SSI: No
Family Size: 2
Semi-Annual Income: 400
Annual Income: 800
 Low Income Adult/Youth
Registered - Selective Service: Yes
Service #: 12-3456788-9
Waiver:
Selective Service

WIA DW Category:
Layoff Date:
Mass Layoff:
NEG Employer:
Grant Number:

WIA Youth Select Barriers
SPYC
Summer Jobs
SJL
 Out-of-School
Is the Youth
 A Parent?
 A child living with the custodial parent or other adult caretaker/relative?

Check Verification

App Completed Date: 03/09/15 Eligibility Verif Date: Record 1 of 1 + Add Save Cancel

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

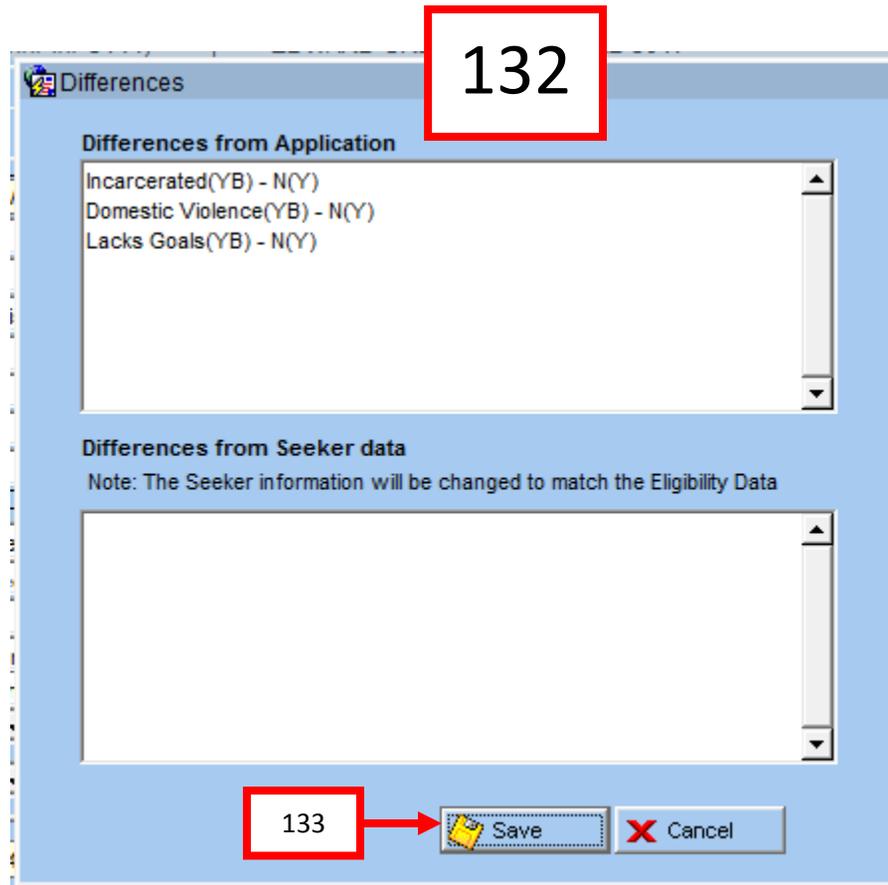
131. Click Yes

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' application window with a 'Forms' popup dialog. The dialog contains a warning icon and the text: 'This record will be frozen! Do you want to continue?'. Below the text are two buttons: 'Yes' and 'No'. A red box labeled '131' is positioned over the 'Yes' button. In the background application, a red box labeled '130' is positioned over the 'Save' button in the bottom right corner. The application window title is 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility'. The menu bar includes 'File', 'Edit', 'Navigation', 'Options', 'Utility', 'MO Utility', 'Window', and 'Help'. The toolbar contains various icons for navigation and actions. The main content area is divided into sections: 'Personal' (Date of Birth: 12/01/1995, US Citizen: Yes, Alien Registration #, Disability Status: Not Disabled, Disability Type, HH Have Dep Child(<18): Yes, Single Parent: Yes, Limited English: No), 'WIA' (Income, Receiving TANF: No, Receiving GA/RCA/FOOD STAMPS/SSI: No, Family Size: 2), 'WIA DW' (Category, Layoff Date, Mass Layoff), 'Status' (Vet Status: Not a Veteran, Employment Status: Unemployed, UI Claim Status: Exhausted, Current Education Status: Not Attendin..., Highest Grade Comp: High School..., Dislocated Worker: No, Homeless: No), and 'Summer Jobs' (Summer Jobs, SJL, Out-of-School). A 'Check Verification' button is visible at the bottom right of the main content area. The bottom status bar shows 'App Completed Date: 03/09/15', 'Eligibility Verif Date: 03/09/15', 'Record 1 of 1', and buttons for '+ Add', 'Save', and 'Cancel'.

132. After Save a popup may appear indicating that there is a difference between barriers on **Application** and barriers on **Eligibility**. This is **OK** REMEMBER on the application all barriers are identified, then on the eligibility one barrier is documented and used to make the customer eligible for WIA Youth.

133. Click **Save** button



134. 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 application 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 of the window is divided into several tabs: "Application", "Eligibility", "Waiver", and "Enrollment". A red box highlights the "Enrollment" tab, and a red arrow points to the number "134" in the top right corner of the window. The "Eligibility" tab is currently active, showing a form with various fields and sections. The form is organized into several panels: "Personal" (Date of Birth: 12/01/1995, 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: Exhausted, Current Education Status: Not Attendin..., Highest Grade Comp: High School..., Dislocated Worker: No, Homeless: No), "Income" (Receiving TANF: No, Receiving GA/RCA/FOOD STAMPS/SSI: No, Family Size: 2, Semi-Annual Income: 400, Annual Income: 800, Low Income Adult/Youth: checked), "WIA" (Registered - Selective Service: Yes, Service #: 12-3456788-9, Waiver, Selective Service), "WIA DW" (Category, Layoff Date, Mass Layoff), "NEG" (Employer, Grant Number), "WIA Youth" (SPYC, Summer Jobs, SJL, Out-of-School, Barriers, Is the Youth: A Parent?, A child living with the custodial parent or other adult caretaker/relative?), "Check Verification", and "Registration Details". At the bottom of the window, there is a status bar with "App Completed Date: 03/09/15", "Eligibility Verif Date: 03/09/15", "Record 1 of 1", and buttons for "Add", "Save", and "Cancel".

NOTE: All programs the customer is eligible for based off information entered into Toolbox is listed on the **Enrollment** tab. You are not required to dually enroll the customer into WIA Youth and a Summer Youth program, however it is highly encouraged. for that reason this desk aid will cover the dual enrollment.

- 135. Click in the **box** next to **WIA Youth** program & the **Summer Job League** enrollment
- 136. Click **Enroll** button.

The screenshot displays the 'Eligibility' tab in the 'Toolbox 2' application. The interface is divided into several sections. At the top, there is a menu bar with options like 'File', 'Edit', 'Navigation', 'Options', 'Utility', 'MO Utility', 'Window', and 'Help'. Below the menu bar, the application title and user information are shown: 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility' and 'Eligibility - I AM A EXAMPLE III(### ##-3144) | EDWARD GREENSLIT (573)522-3017'. The main area is titled 'Eligible Enrollments' and contains a list of programs with checkboxes. The programs listed are 'WIA Youth', 'WIA Adult', and 'Summer Job League (SJL)'. A red box labeled '135' highlights the checkboxes for 'WIA Youth' and 'Summer Job League (SJL)'. Below this list is an 'Enroll' button, which is also highlighted with a red box labeled '136'. The 'Actual Enrollments' section at the bottom shows a table with columns for Program, Start Dt, End Dt, Teen Two, Trade 2002, and Outcome. The application title bar reads 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility' and the user information is 'Eligibility - I AM A EXAMPLE III(### ##-3144) | EDWARD GREENSLIT (573)522-3017'.

Actual Enrollments

- 137. The **WIA Youth & Summer Job League** enrollments are now displayed in the **Actual Enrollments** section, along with a **Start Date**.
- 138. Click **Save** button.
- 139. Click on the **Employment Plan** speed button.

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 sections: 'Eligible Enrollments' and 'Actual Enrollments'. The 'Eligible Enrollments' section includes a 'DWD Eligibility' list with 'WIA Adult' and other items, a 'Referral System Programs' table, and an 'Other Potential DWD Programs' section. The 'Actual Enrollments' section contains a table with columns for Program, Start Dt, End Dt, Teen Two, Trade 2002, and Outcome. The 'WIA Youth' and 'Summer Job League (SJL)' rows are highlighted. A 'Verify Date' field is set to '03/09/15'. At the bottom, there are checkboxes for 'External Counselor' and 'Recalled by Trade Affected Employer', and 'Save' and 'Cancel' buttons. Red boxes and arrows highlight specific elements: '139' points to the 'Employment Plan' icon in the toolbar; '137' points to the 'WIA Youth' row in the 'Actual Enrollments' table; and '138' points to the 'Save' button.

Program	Start Dt	End Dt	Teen Two	Trade 2002	Outcome
WIA Youth	03/09/15		<input type="checkbox"/>	<input type="checkbox"/>	
Summer Job League (SJL)	03/09/15		<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

140. Click on **Employment Plan** tab

The screenshot shows a software window titled "Toolbox 2 (Test) Powered by Oracle" with a sub-title "Employment Plan". The window has a menu bar (File, Edit, Navigation, Options, Utility, MD Utility, Window, Help) and a toolbar. The main content area is divided into several sections:

- Eligible Enrollments:** This section contains three tables:
 - DWD Eligibility:** A table with one row containing "WIA Adult".
 - Referral System Programs:** A table with columns "Ref Dt" and "DCN ID".
 - Other Potential DWD Programs:** A table with one row.
- Actual Enrollments:** A table with columns "Program", "Start Dt", "End Dt", "Trade 2002", and "Outcome". It contains two rows:
 - WIA Youth (Start Dt: 03/09/15)
 - Summer Job League (SJL) (Start Dt: 03/09/15)

At the bottom of the window, there are checkboxes for "External Counselor" and "Recalled by Trade Affected Employer", and buttons for "Save" and "Cancel".

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

141. Select an **ONet** by double clicking in the ONet field.
142. 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.
143. 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.

The screenshot shows a software interface for training enrollment. A 'Desired ONETs for I AM A EXAMPLE III' dialog box is open, displaying a list of ONET codes and titles. The list includes:

ONET	Title
13201100	Accountants and Auditors
43303100	Bookkeeping, Accounting, and Auditing Clerks
51919800	Production Workers / Helpers

Callout 141 points to the 'ONet:' field in the main form. Callout 142 points to the 'OK' button in the 'Desired ONETs' dialog. Callout 143 points to the 'OK' button in the main form. A 'Forms' dialog box is also visible, asking 'Would you like to choose from all of the ONET codes?' with 'OK' and 'Cancel' buttons.

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

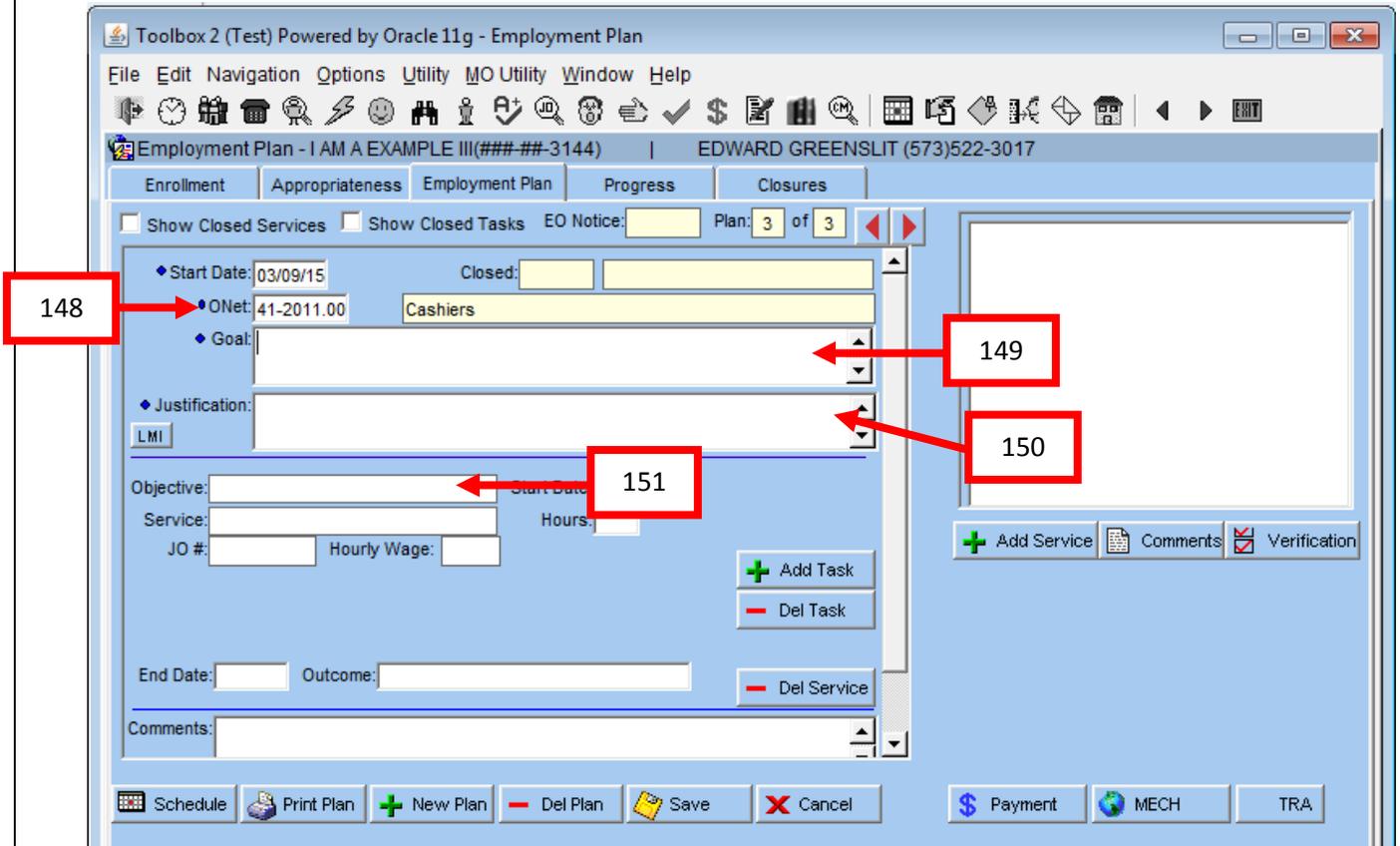
145. Click **Search** button.

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

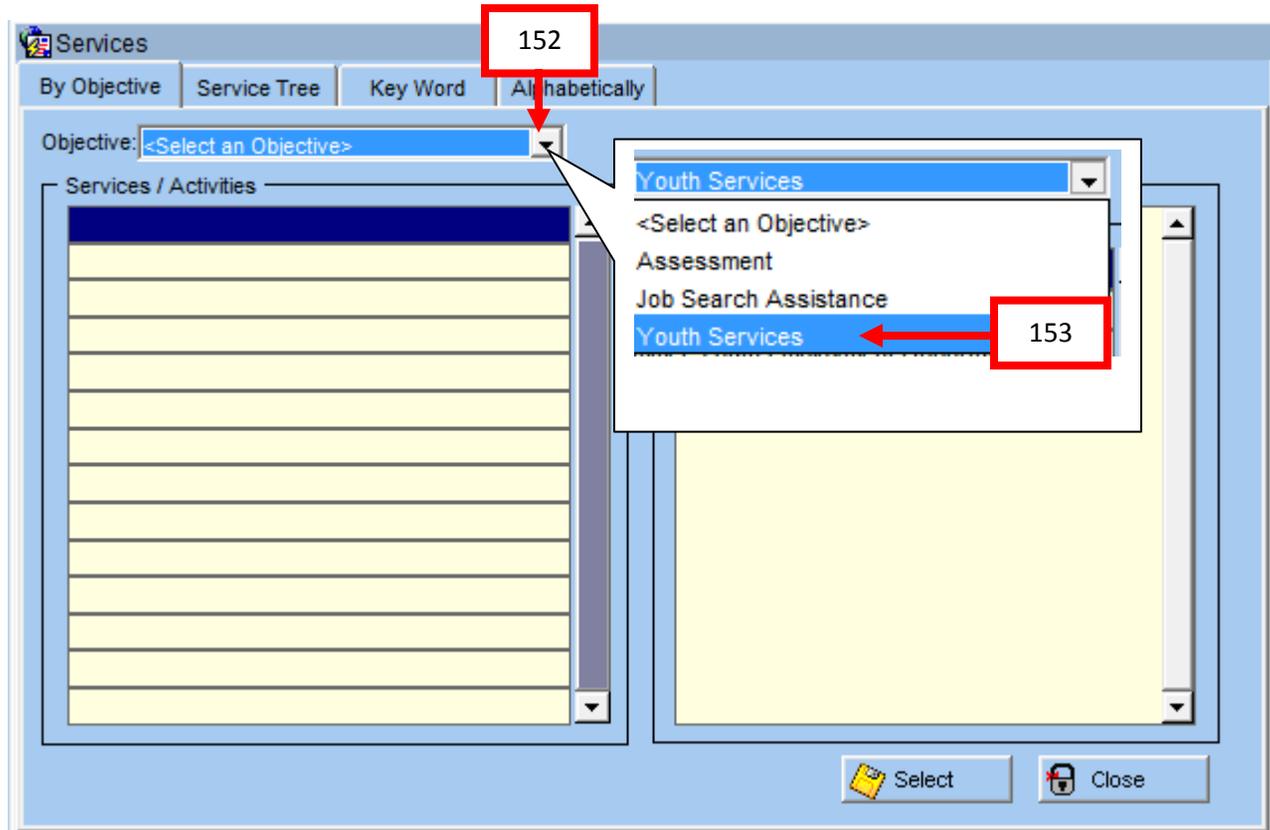
147. Click **Select** button

The screenshot shows the O*NET Search interface. At the top, there are three tabs: "Code Connector", "Keyword Search", and "Tree Search". The "Job Title" field contains the text "cashier". To the right of this field are two radio buttons: "Exists In" and "Contains All", with "Contains All" selected. A "Search" button is located to the right of the radio buttons. Below the search area, there are four main sections: "Occupation", "DOT", "Related Occupations", and "Lay Titles". The "Occupation" list includes "Cashiers (41-2011.00)", "Supervisor, Food Checkers and Cashie", "Cashier I", "Cashier II", "Check Cashier", "Cashier, Courtesy Booth", and "Parimutuel-Ticket Cashier". The "DOT" list includes "Supervisor, Cashier" (highlighted with callout 146), "Supervisor, Food Checkers and Cashie", "Cashier I", "Cashier II", "Check Cashier", "Cashier, Courtesy Booth", and "Parimutuel-Ticket Cashier". The "Related Occupations" list includes "Counter and Rental Clerks (41-2021.00)", "Billing, Cost, and Rate Clerks (43-3021.02)", "Combined Food Preparation and Serving Workers,", "Parts Salespersons (41-2022.00)", and "Receptionists and Information Clerks (43-4171.00)". The "Lay Titles" list includes "FAST FOOD CASHIER", "CASHIER,BANK", "BANK CASHIER", "CASHIER I", "CLERK CASHIER", "CASHIER", and "CASHIER AND SALESPERSON". On the right side, there is a "Select" button (callout 147) and a "Description" field containing the text: "Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks." At the bottom right, there is a "Cancel" button. Callout 144 points to the "Job Title" field, callout 145 points to the "Search" button, and callout 146 points to the "Supervisor, Cashier" entry in the "DOT" list.

- 148. **ONet** is now populated.
- 149. **Goal:** Type in a goal for the job seeker.
- 150. **Justification:** Type in the justification reason to explain the goal entered.
- 151. **Objective:** Double click in the Objective field

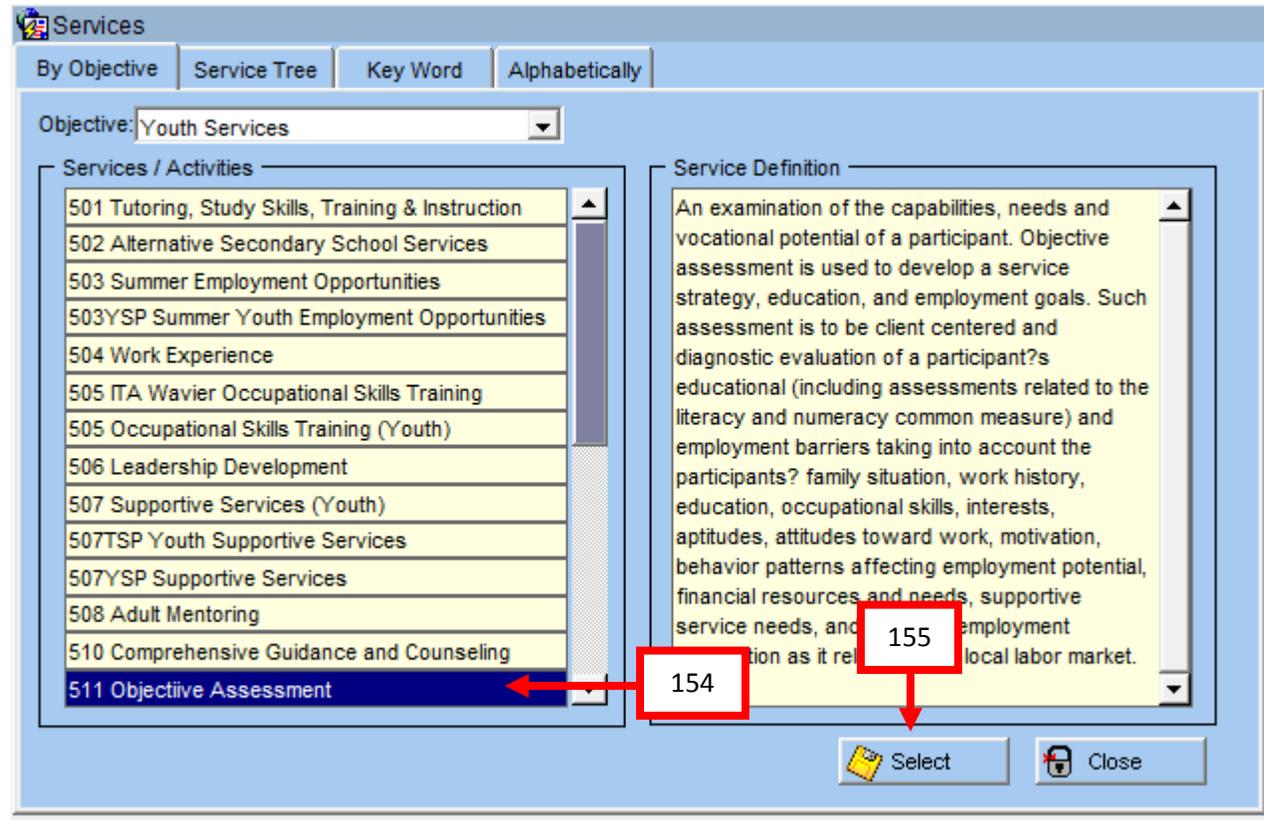


152. Click the **Objective** box
153. Highlight the **Objective**
needed by clicking on it.



Note: If you decide to dually enroll in WIA Youth the participant **must** be provided the 511 Youth Assessment & 512 Service WIA Youth Individual Service Strategies.

- 154. Highlight the **Service/Activity** needed by clicking on it.
- 155. Click **Select**



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

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

158. Click **Save** button

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 2

Start Date: 03/09/15 Closed: Onet: 41-2011.00 Cashiers

Goal: To obtain employment through the summer youth program

Justification: To obtain some income and work skills

LMI

Objective: Youth Services Start Date: 03/09/15

Service: 511 Objective Assessment Hours: Comp: + Add Task

Task 1: - Del Task

End Date: Outcome: - Del Service

Comments:

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

+ Add Service Comments Verification

\$ Payment MECH TRA

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

NOTE: The 511 Youth Assessment & 512 Service WIA Youth Individual Service Strategies service is only valid for 90 days in Toolbox. When the service is completed it **must** be closed, if the assessment or development of the participant's individual service strategy will go beyond 90 days close the open one and re-open a new one.

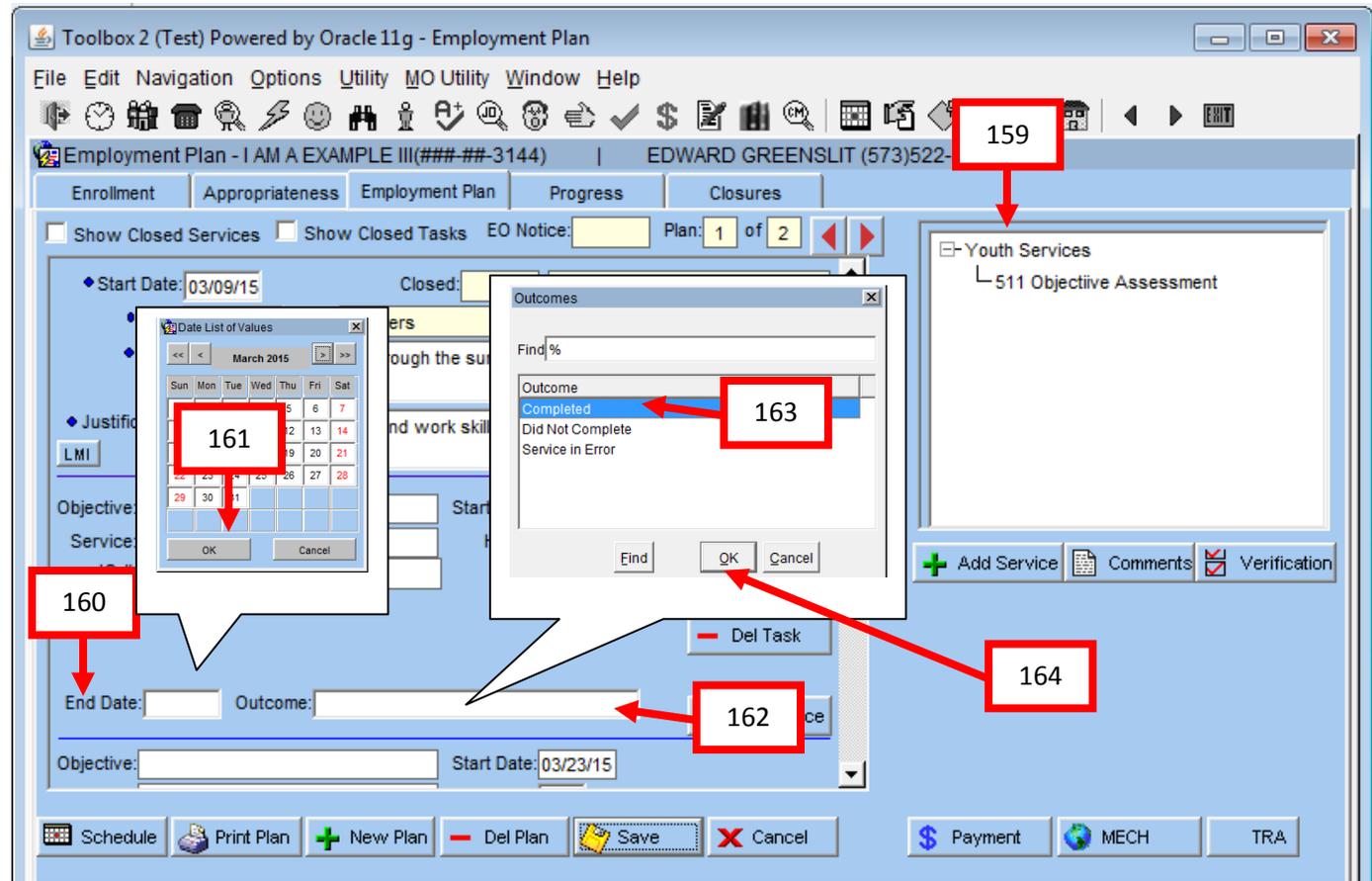
160. Double-Click in the **End Date** field. This will bring up a calendar.

161. Click the **OK** button.

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

163. Choose the outcome you wish to use.

164. Click **OK** button.



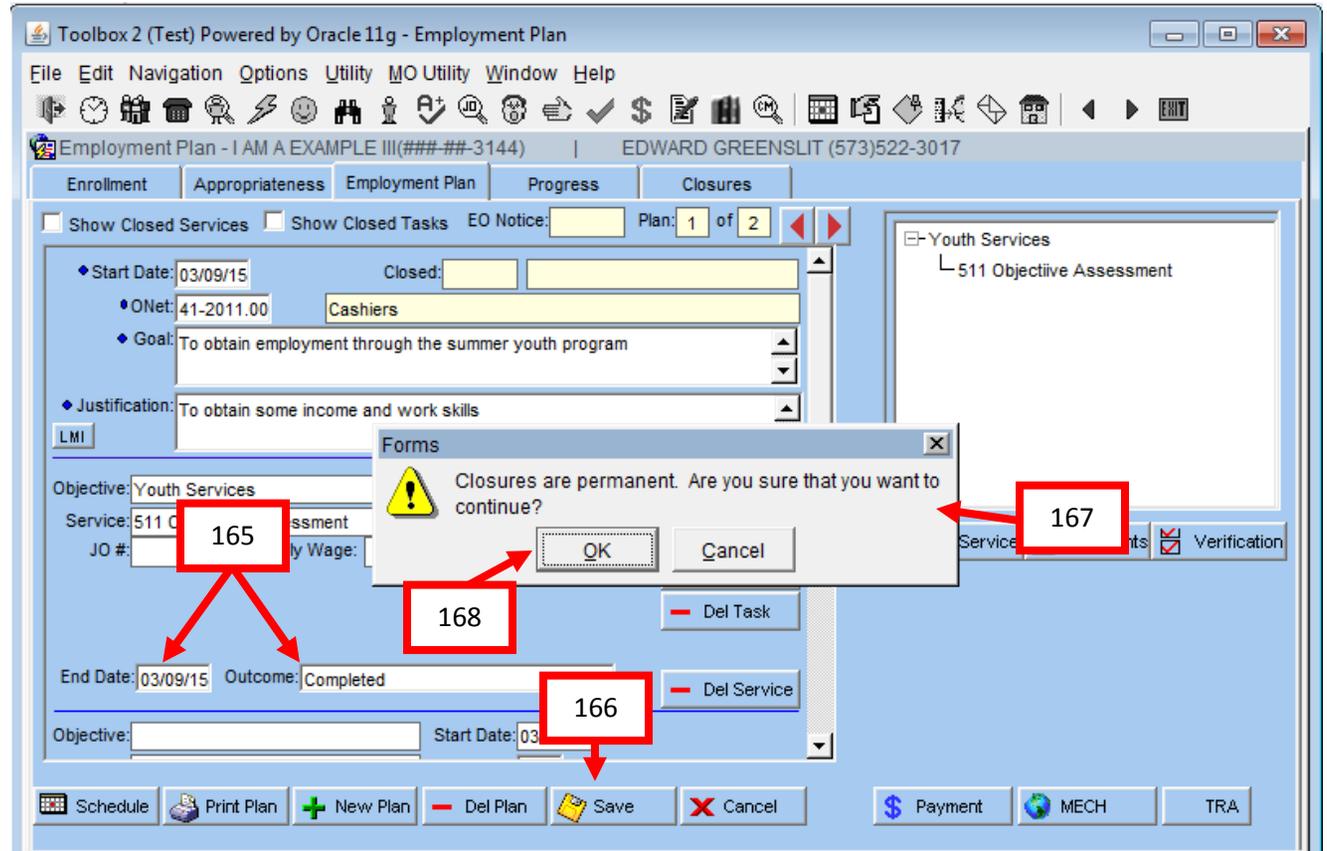
165. The **End Date** and **Outcome** fields are now populated.

166. Click **Save** button.

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

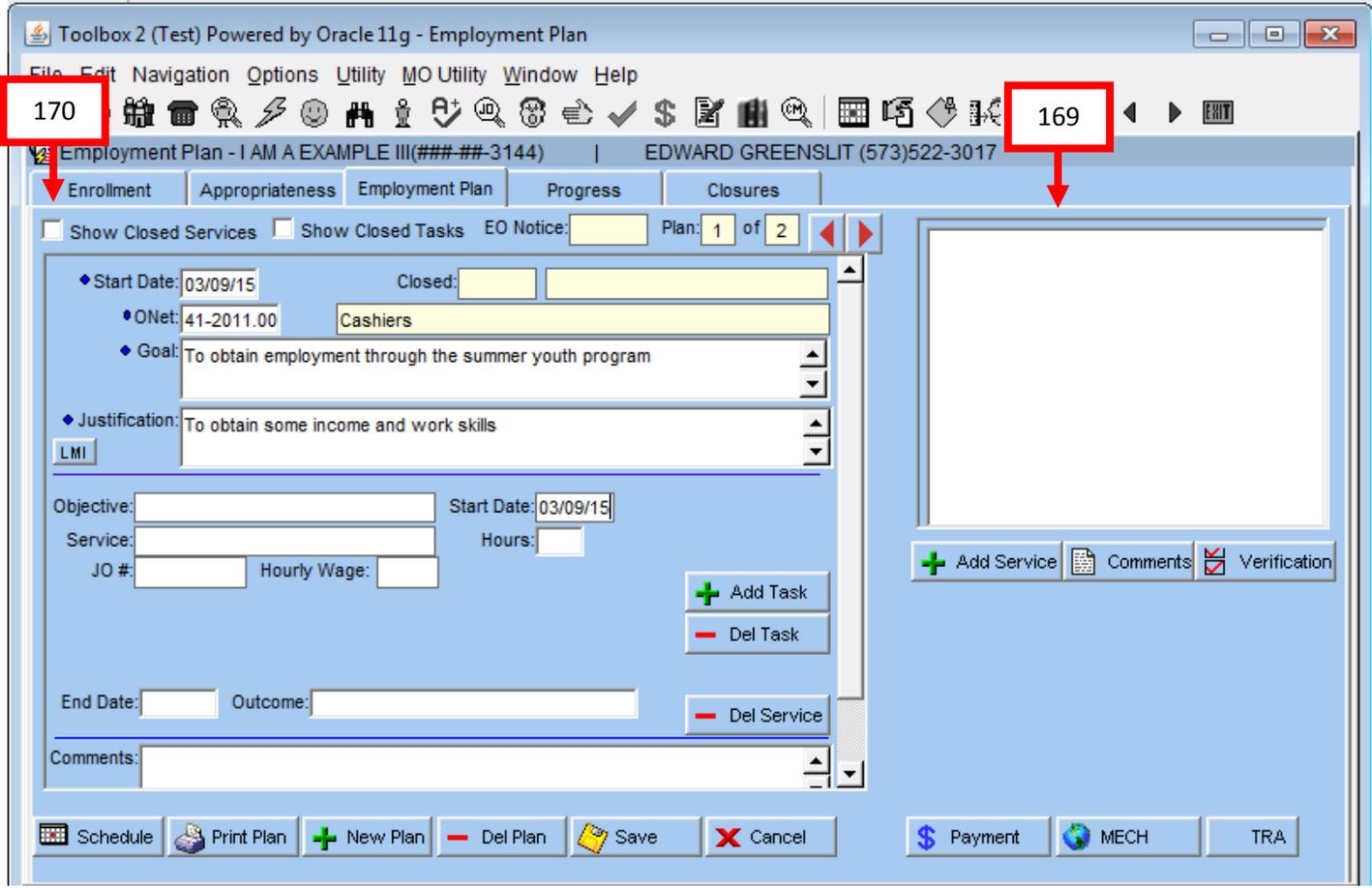
168. Click **OK** button

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



- 169. Service has been closed and no longer is shown in the Employment Plan tree
- 170. If you need to view closed services put a check in the **Show Closed Services** box.

NOTE: The 512 Service WIA Youth Individual Service Strategies service is opened and closed in the same way as the 511 Youth Assessment service was.

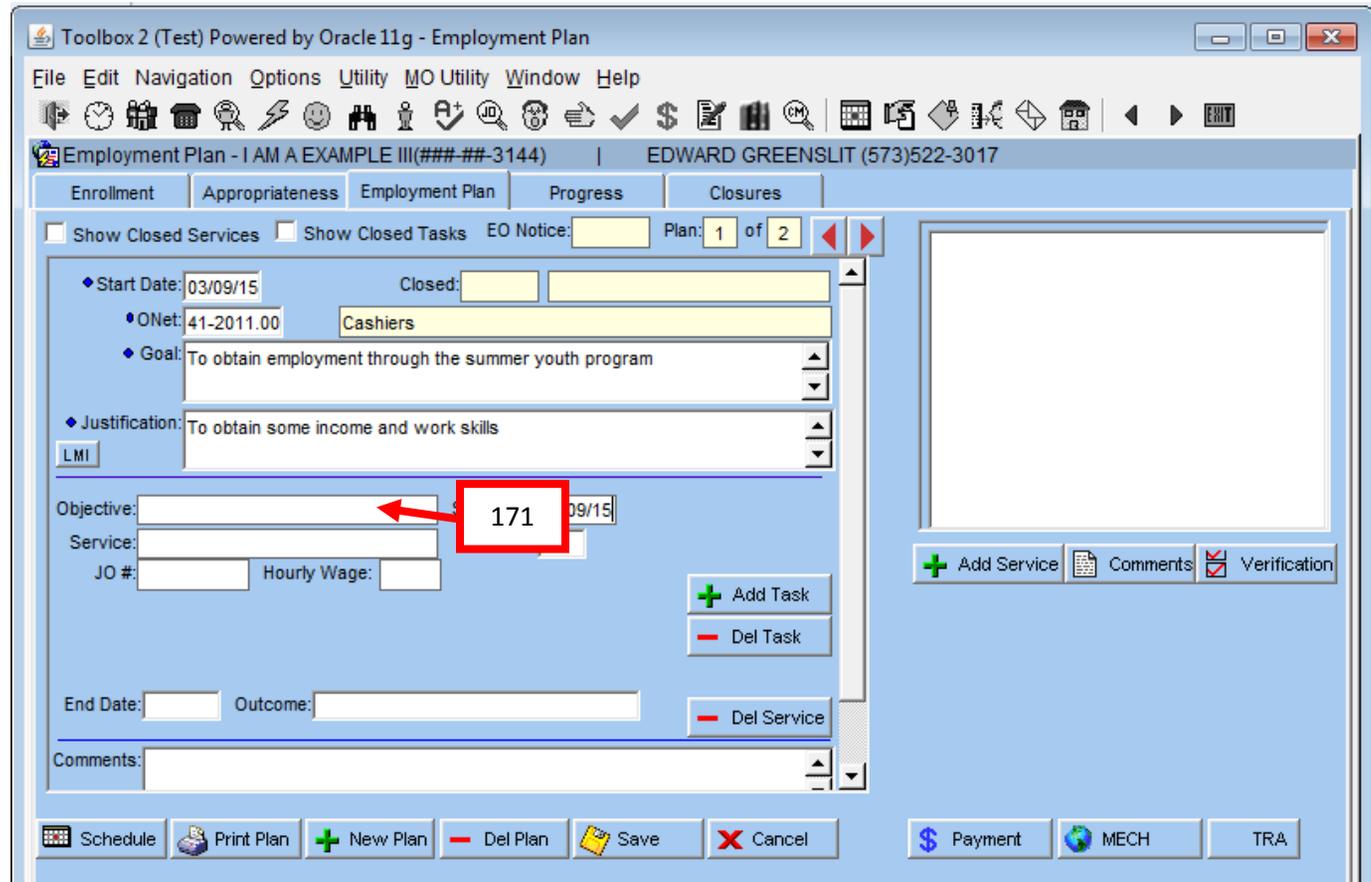


Adding Summer Youth Service

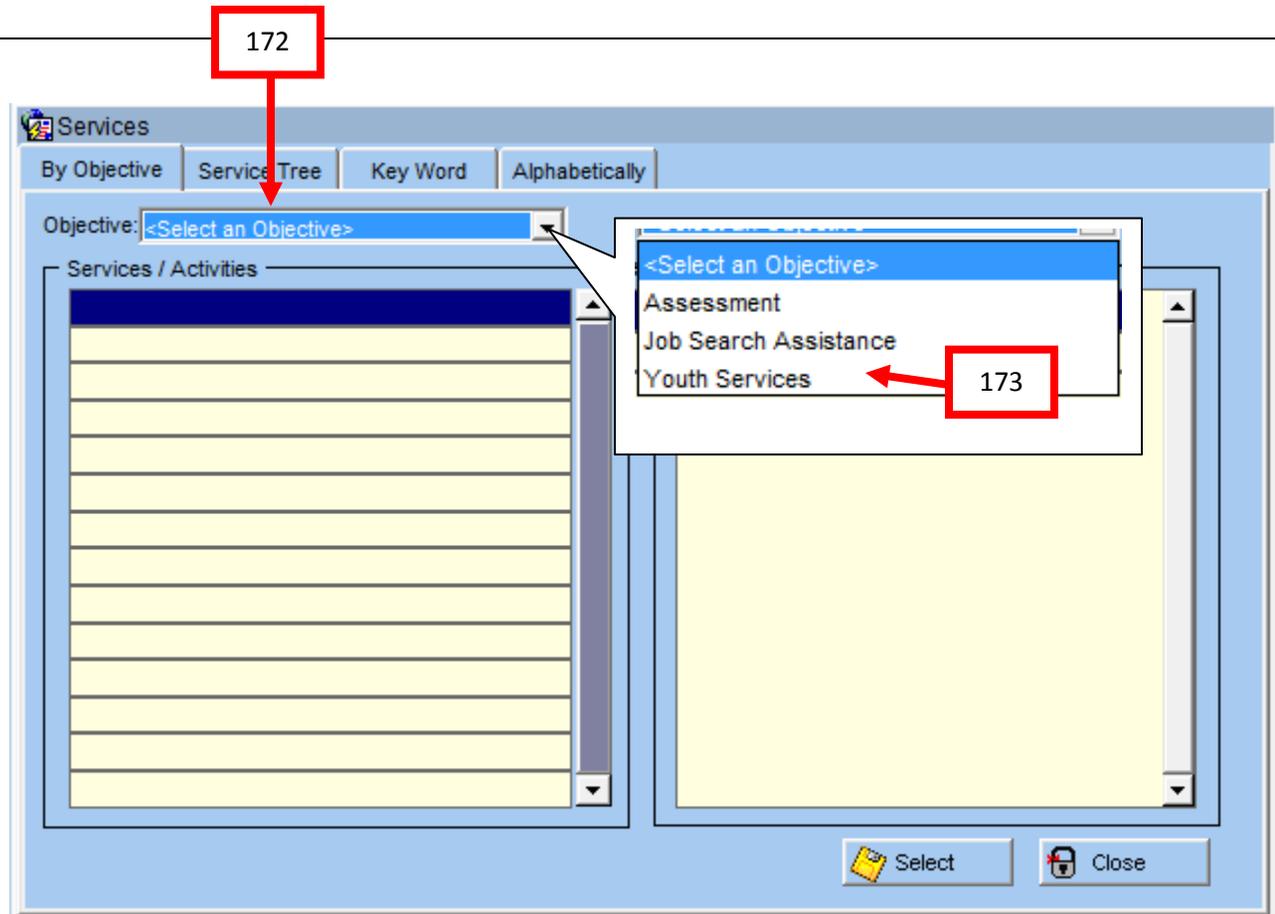
(Assessment Service)-If you dually enrolled the participant into WIA Youth and a Summer Youth Program you do not need to complete a separate assessment, however the appropriate Summer Youth Assessment must be posted to the participants Record.

NOTE: Toolbox has been set up to display only the services that are relevant to the program(s) a participant is enrolled in.

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

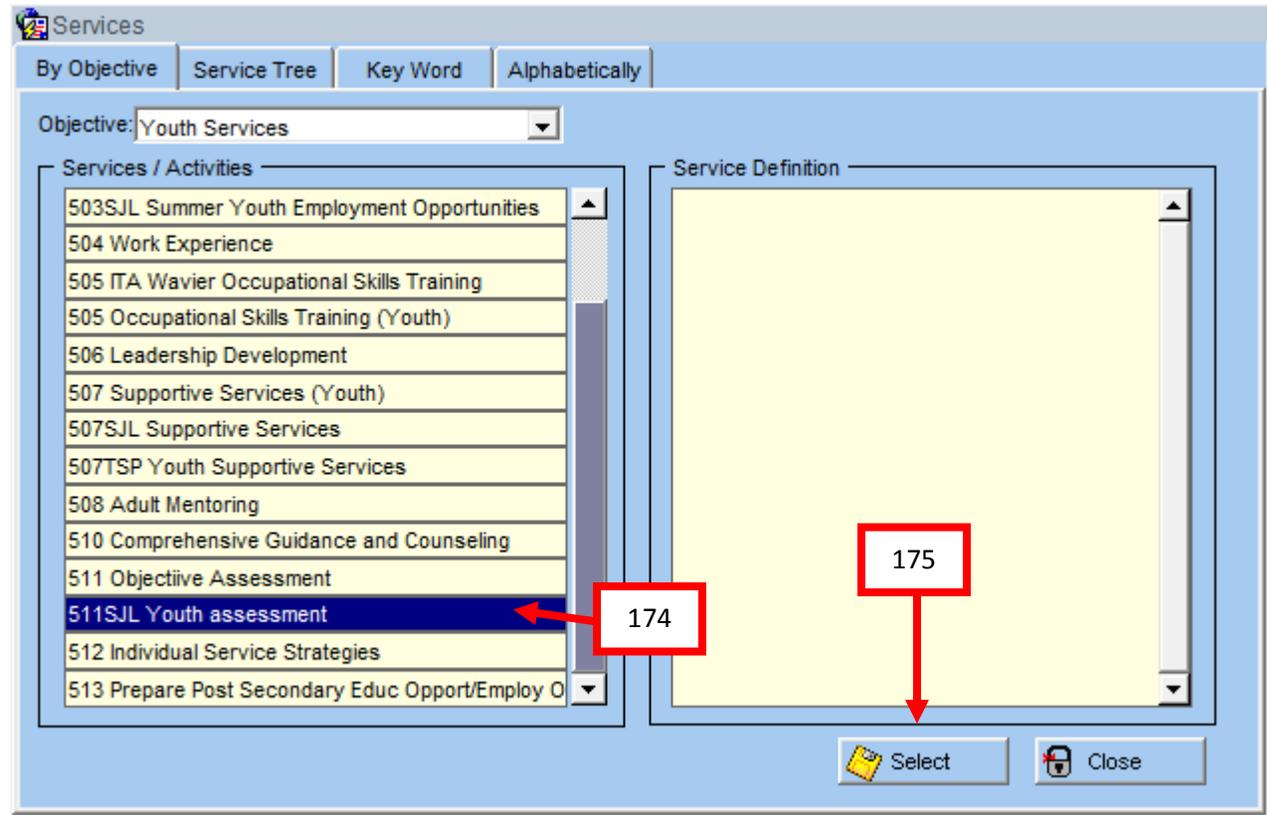


172. Click on the Objective box.
173. Highlight the **Objective** needed by clicking on it

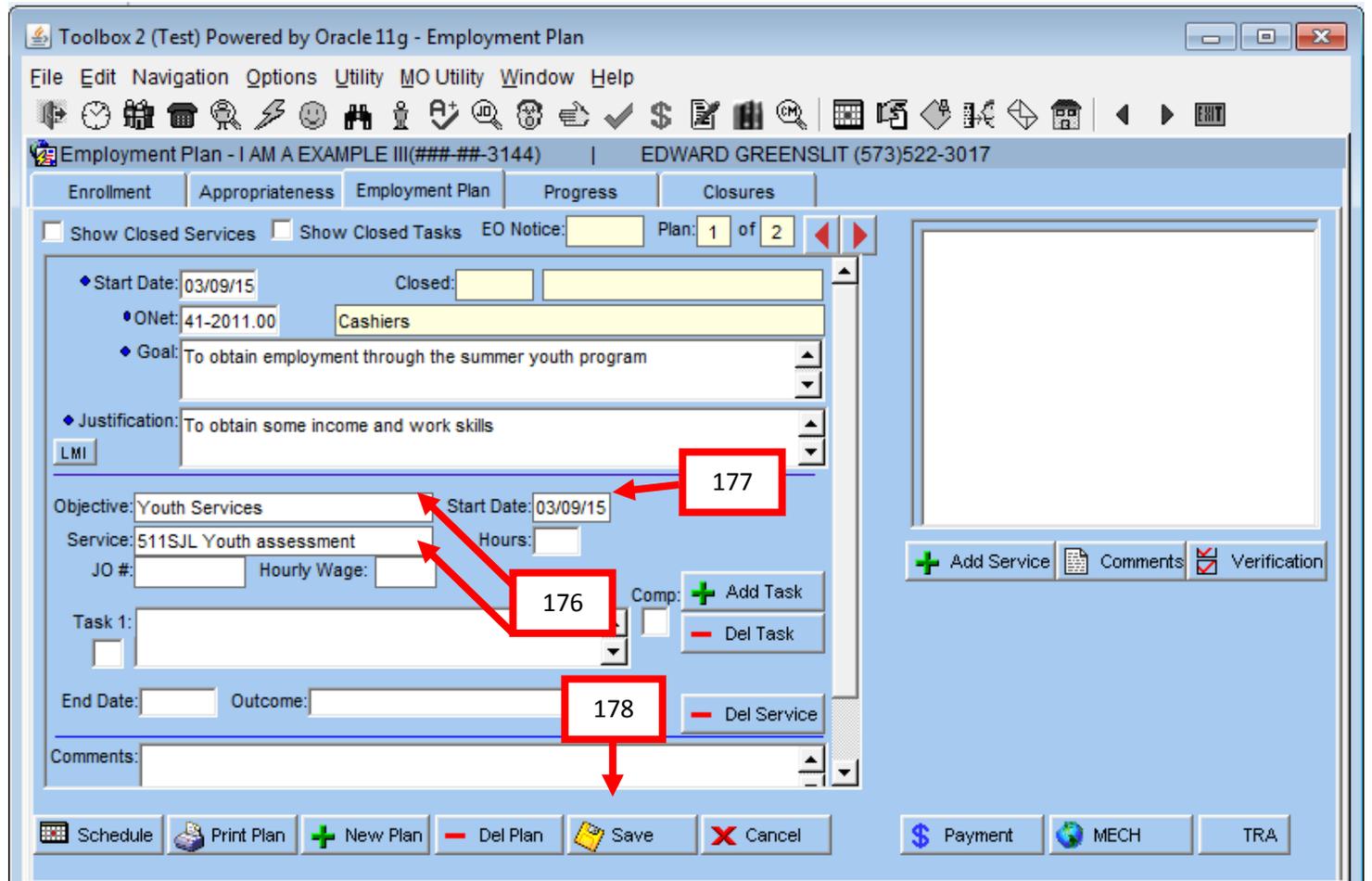


174. Highlight the **Service\Activity** needed by clicking on it.

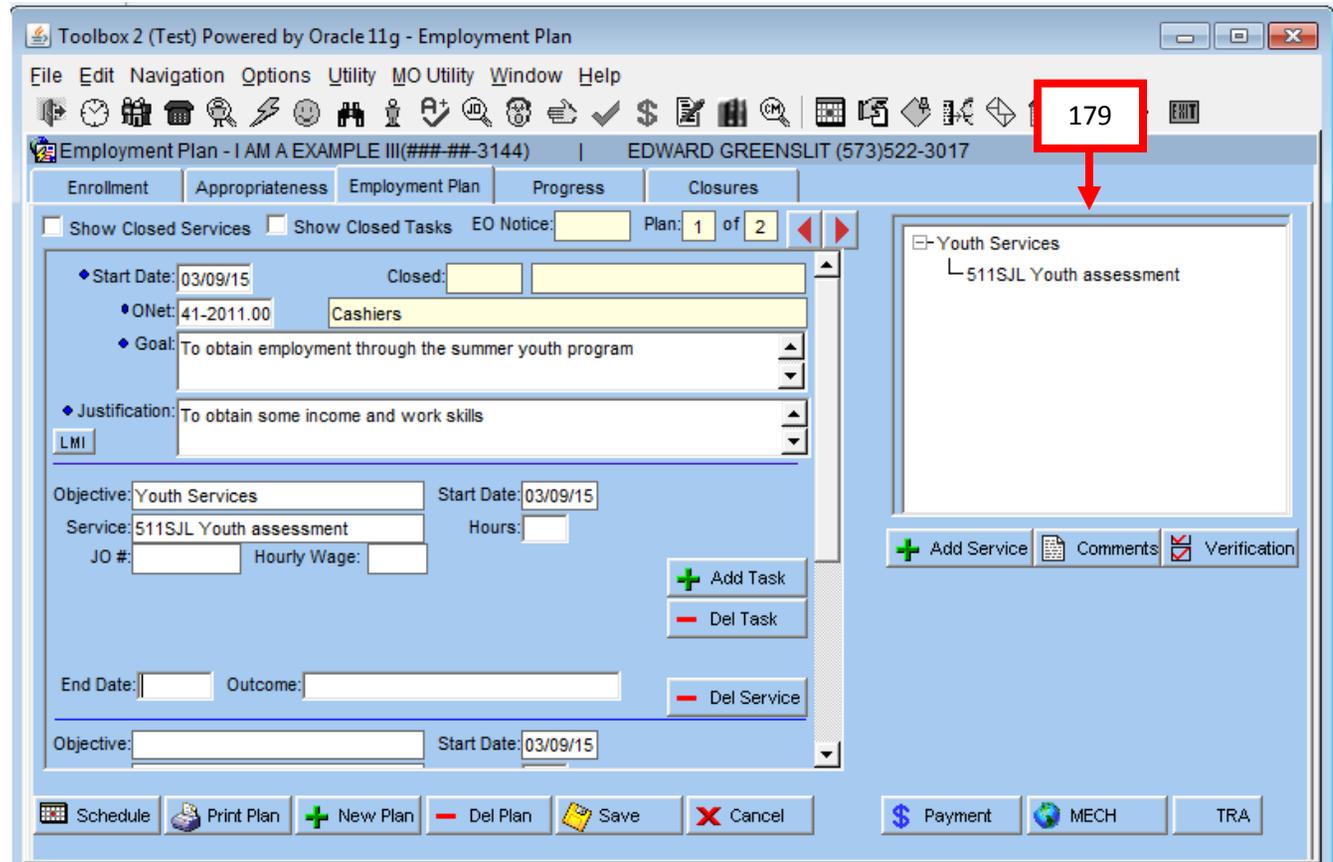
175. Click **Select** button



- 176. The **Objective** and **Service** now displays in the boxes.
- 177. **Start Date:** Automatically enters the current date.
- 178. Click **Save** button.

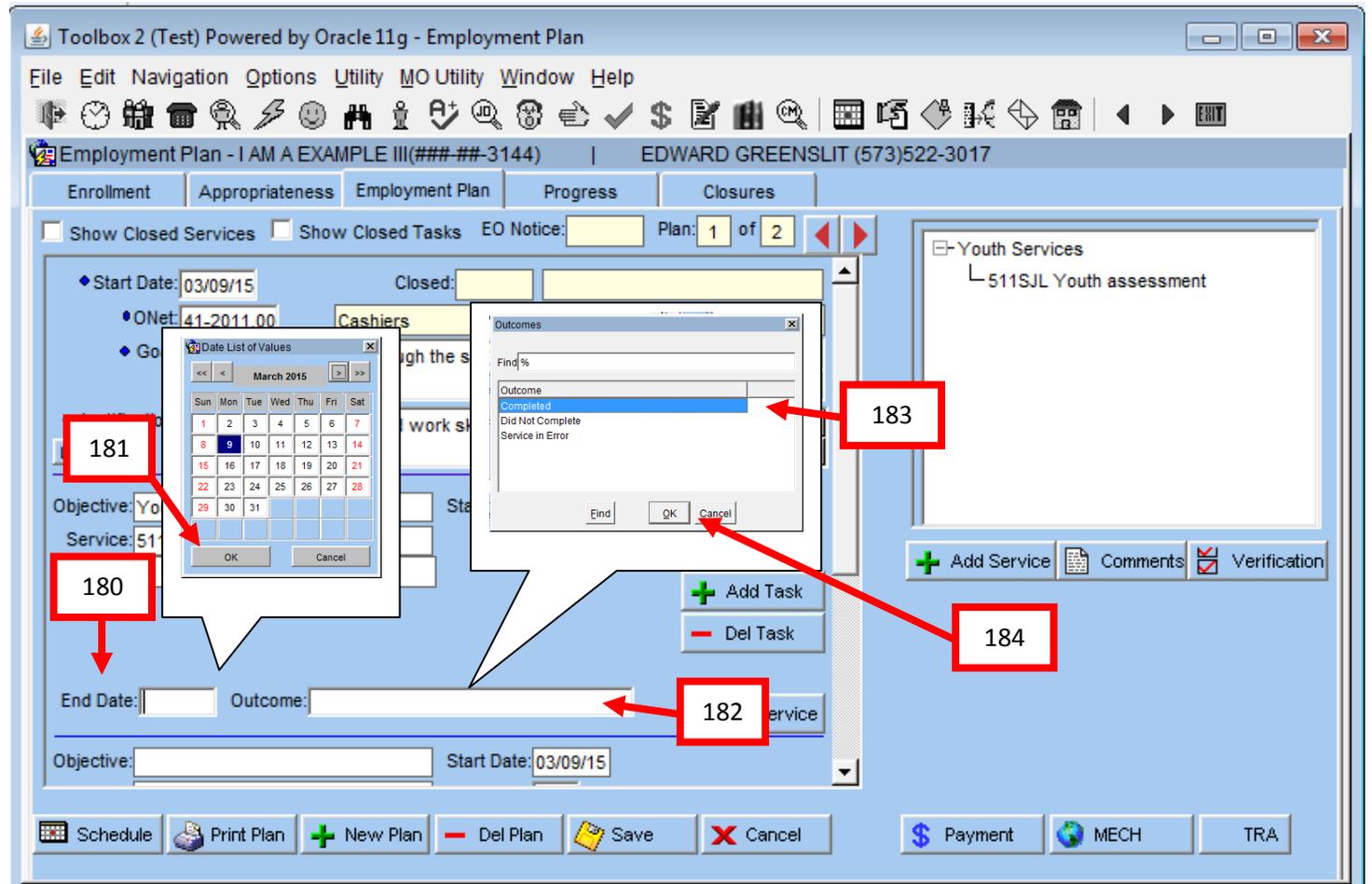


179. The service is now saved to the Employment Plan and now displays in the Employment Plan tree.



Closing a Service

180. Double-Click in the **End Date** field. This will bring up a calendar.
181. Click the **OK** button.
182. Double-click in the **Outcome** field. This will bring up a list of values containing the outcomes available.
183. Choose the outcome you wish to use.
184. Click **OK** button.

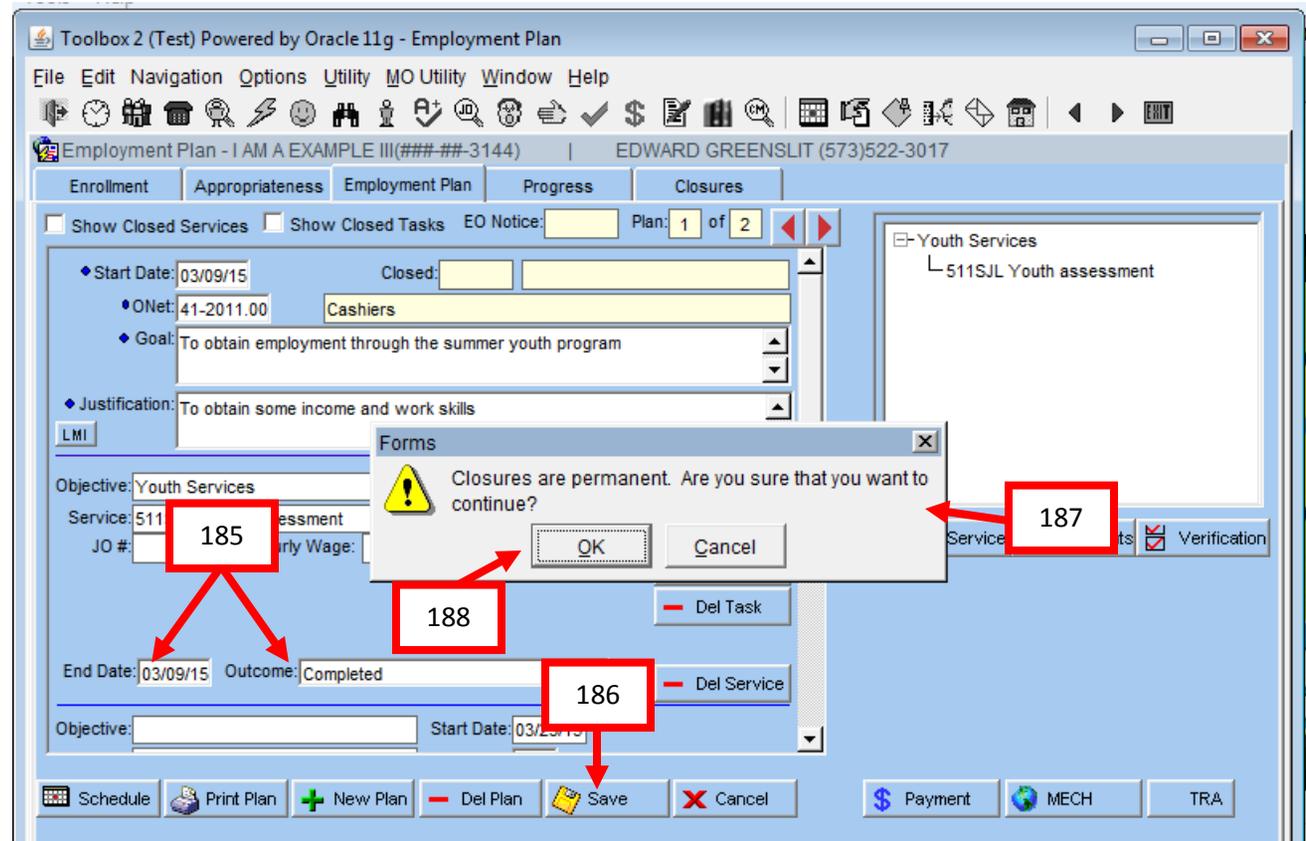


185. The **End Date** and **Outcome** fields are now populated.

186. Click **Save** button.

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

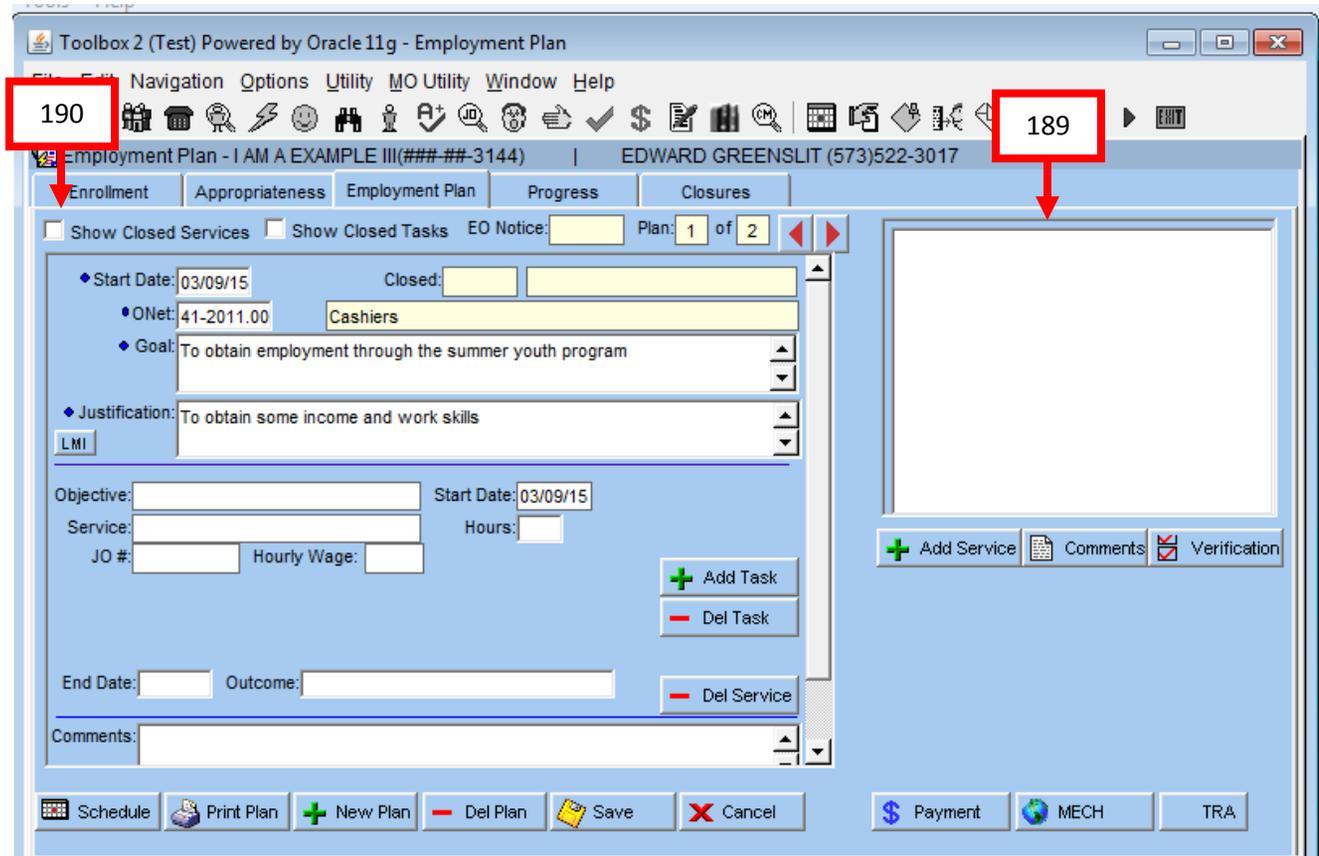
188. Click **OK** button



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

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

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

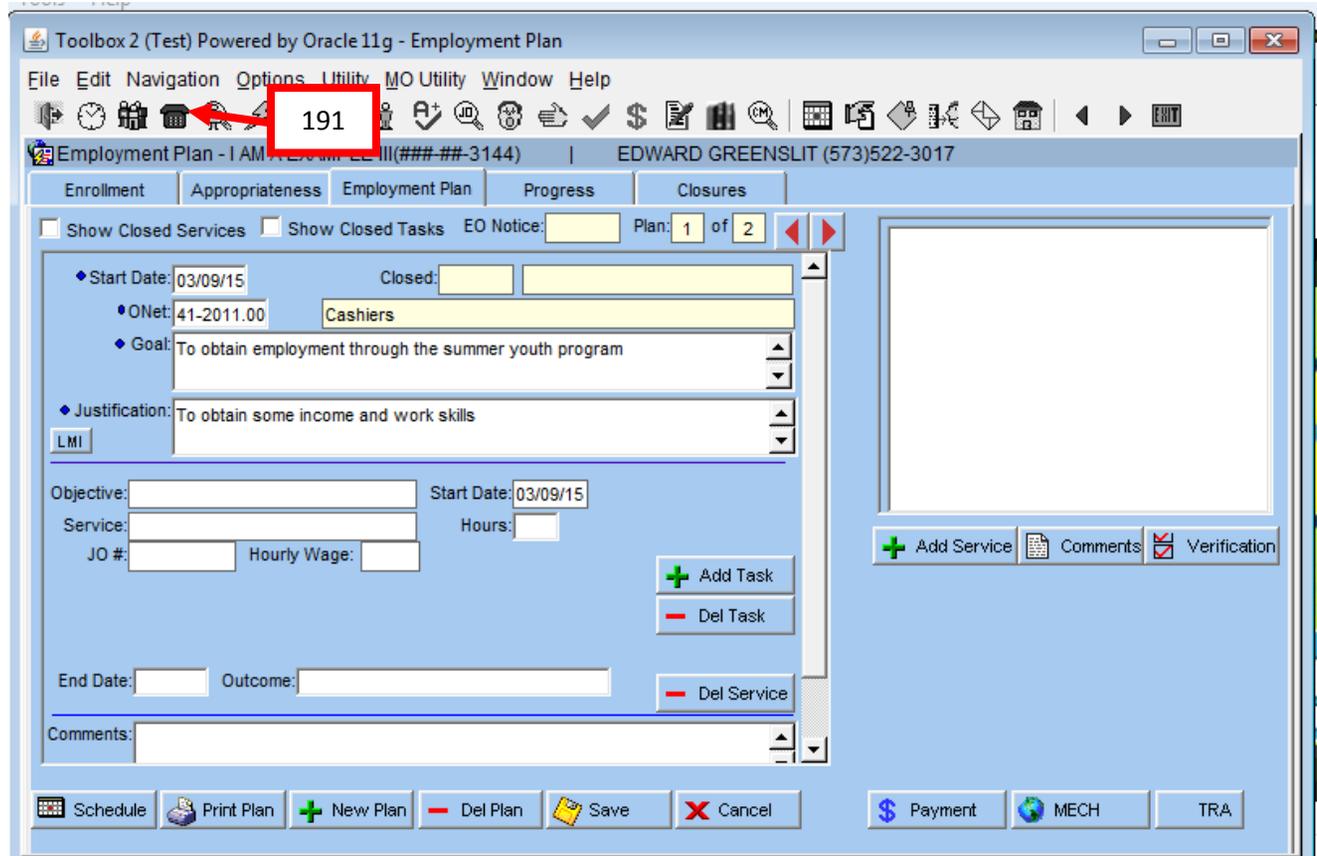


Adding the 503 Service-A 503 service is a service that will prevent the record from exiting until it is closed. For this reason it is critical that when the participant completes the 503 service

NOTE: The Participant must be referred to the appropriate job order to add the 503 service.

Refer Participant to a Job Order

191. Click on **Job Order** icon



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

193. Click **Search** button

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

File Edit Navigation Options Utility MO Utility Window Help

Job Order

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

Phone Number: 573 Job Order: 192

Employer Name: Key Words: Contains All Status: Active

Search 193 Web Account: Search Area: Office Statewide Region

Return: Legal Worksite Both

Status	Name	Address	City	Last Job	UID	FEIN

Select All Deselect All Export to Excel Total Selected: 0

194. Click **Quick Referral** icon

The screenshot shows a software application window titled "Toolbox 2 (Test) Powered by Oracle 11g - Job Order". The window has a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. A red box highlights the number "194" in the toolbar, with a red arrow pointing to it. Below the toolbar is a tabbed interface with tabs for "Employer Query", "Emp Summary", "Job Main", "Job Misc", "Job Verification", "Job Scratch Pad", "Call In Info", and "Job Query". The "Job Main" tab is active, showing a job order form for a "Cashier" position. The form includes fields for job ID (11063695), date (02/19/15), location (ST. LOUIS CITY - SLA), counselor (TRACI ALBERTSON), and other details. A "Job Description" section contains text about a Summer Job Opportunity. Below that is a "Job Requirements" section with fields for salary, hours, duration, shifts, and education. At the bottom, there is a "Referral Instructions / Self Assisted Contact Methods" section with checkboxes for "Go Dir...", "Email", "Phone", "Fax", "Mail", "URL", "Ref Inst", and "Offi...". The "Offi..." checkbox is checked. There are also fields for "Ref. Contact:", "Phone:", "Fax:", "Email:", and "Job Order URL:". At the bottom right, there are buttons for "Clone", "Save", and "Cancel", along with statistics for "No. Open:", "No. to Refer:", and "Referred:". The "Referred:" field shows the number 37.

195. 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: G Car Access: Y Work: FPST Dr. License: F CM: A Active: 03/23/15
I AM A EXAMPLE III Age: 19 Updated: 03/23/15 Citizen: Y Lifting: 20 to 50 lbs Claimant: N Inactive: 10/10/14
123 MAIN ONet Cod ONet Title Exp Last Wor Typing
51-9198.00 duction Workers / Helpers 24 2013 Net: 38
SAINT LOUIS MC 63103 41-2011.00 hiers Gross: 40
Home: Cell: 43-3031.00 kkeeping, Accounting, and Auditing Clerks 99 2001 Accuracy: 95

Cancel Save Compare Email:

JO#: 11063689 Cashier Exp: Dr. License: N Car Access: N Typing Status: O 02/19/15
Work: P Salary: 8.00 8.00 Hourly Net: # to Refer: 500
Degree: G Hours: 16-25 Gross: # Referd: 38
Min Age: 18 Lifting: Up to 20 lbs Accuracy: # Open: 3
Job Order Counselor: TRACI ALBERTSON # Hired: 0

Job Description
Summer Job Opportunity. These positions come with flexible scheduling based on the needs of the business and include weekends and holidays. We have one mostly day position Wednesday- Sunday. We have possibly 2 other positions which require a little more flexibility. Applicants must be able to: communicate clearly, multi-task, cross sell products, and be able to stand for extended periods. We offer free training and mentoring to the right candidates. Any knowledge of hardware, key cutting, paint mixing, or H. Mail will be a bonus.

Counselor Instructions
Office staff must determine eligibility for the Summer Jobs League Program and enroll customer if qualified

Referral Instructions

Go Direct Email Phone Fax Mail URL 195 Office Refer

196. 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

197. Click on **Job Order** icon

The screenshot shows the Oracle 11g Quick Referral application window. The title bar reads "Toolbox Oracle 11g - Quick Referral". The menu bar includes "File", "Edit", "Navigation", "Options", "Utility", "MO Utility", "Window", and "Help". The toolbar contains various icons, including a "Job Order" icon highlighted by a red box labeled "197".

The main form displays a job order for "I AM A EXAMPLE III" with SSN "*****", address "123 MAIN", and phone "63103". The job title is "Cashier" (JO#: 11063695). A pop-up dialog box titled "Print referral letter" is open, with a red box labeled "196" pointing to it. The dialog has "Yes" and "No" buttons.

The background form also shows a "Job Description" section with text: "Summer Job Opportunity. These positions come with flexible scheduling based on the needs of the business and include weekends and holidays. We have one mostly day position Wednesday- Sunday. We have possibly 2 other positions which require a little more flexibility. Applicants must be able to: communicate clearly, multi-task, cross sell products, and be able to stand for extended periods. We offer free training and mentoring to the right candidates. Any knowledge of hardware, box cutting, paint mixing, or Haul will be a bonus." Below this is a "Counselor Instructions" section with text: "Office staff must determine eligibility for the Summer Jobs League Program and enroll customer if qualified". At the bottom, there are checkboxes for "Go Direct", "Email", "Phone", "Fax", "Mail", "URL", "Ref Inst", and "Office" (checked), along with a "Refer" button.

198. Click **Job Verification** tab

The screenshot shows the 'Job Order' application window with the following details:

- Toolbar:** A red box highlights the number '198' in the toolbar.
- Navigation Tabs:** Employer Query, Emp Summary, Job Main, Job Misc, Job Verification (selected), Job Scratch Pad, Call In Info, Job Query.
- Job Details:**
 - Job ID: 11063695
 - Date: 02/19/15
 - Location: ST. LOUIS CITY - SLA
 - Counselor: TRACI ALBERTSON
 - EJB: Y
 - Supr: A
 - DWD: N
 - Status: O
 - Effective Date: 02/19/15
- Job Description:** Summer Job Opportunity. These positions come with flexible scheduling based on the needs of the business and include weekends and holidays. We have one mostly day position Wednesday- Sunday. We have possibly 2 other positions which require a little more flexibility. Applicants must be able to communicate clearly, multi-task, cross sell products, and be able to stand for extended periods. We offer free training and mentoring to the right.
- Job Requirements:**
 - Salary: Hourly, 8.00 To: 8.00
 - Hours: 16-25
 - Duration: Over 150 Days
 - Shifts: DER
 - Comm: N
 - Work: P
 - Age: 18
 - Car: N
 - Lifting: 1
 - Dr Lic: N
 - Education: Degree: G
 - Skills: Cashier, Cash Handling, Customer Service, Retail Sales
- Referral Instructions / Self Assisted Contact Methods:**
 - Ref. Contact: [Empty]
 - Phone: [Empty]
 - Fax: [Empty]
 - Email: [Empty]
 - Job Order URL: [Empty]
 - Options: Go Dir... [], Email [], Phone [], Fax [], Mail [], URL [], Ref Inst [], Offi... [x]
- Employment Counselor Instructions:**
 - No. Open: 3
 - No. to Refer: 500
 - Referred: 37
 - Close Date: 03/19/15
 - FLC: [Empty]
 - Instructions: Office staff must determine eligibility for the Summer Jobs League Program and enroll customer if qualified
- Buttons:** Clone, Save, Cancel

- 199. Enter a **H** in the result field
- 200. Click **Save** button
- 201. Click **Employment Plan** icon

The screenshot shows a software application window titled "Toolbox 2 (Test) Powered by Oracle 11g - Job Order". 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: Employer Query, Emp Summary, Job Main, Job Misc, Job Verification, Job Scratch Pad, Call In Info, and Job Query. The "Job Verification" tab is active, showing a form with fields for Employer ID (10639522), Date (06/18/14), Employer Name, Title (State Park Youth Corps II, III, Interpretive), Status (O), and Date (06/18/14). Below this is a "Verification Contacts" table and a "Referrals" table. The "Referrals" table has columns: App Id, Seeker Name, Referred By, Date, Src, CM, Vet, UI, ResDate, and Result. The last row in the table is highlighted in blue and has a red box labeled "199" pointing to the "Result" column. At the bottom of the window, there are statistics for Openings (8), Hires (5), # to Refer (250), Referred (8), Searches (0), Scr Pads (16), and Next Verification Date. There are also buttons for "Mass NH", "Projected Close Date: 09/16/14", "Web Viewed: 0", "Save", and "Cancel". A red box labeled "200" points to the "Save" button. A red box labeled "201" points to the "Employment Plan" icon in the toolbar.

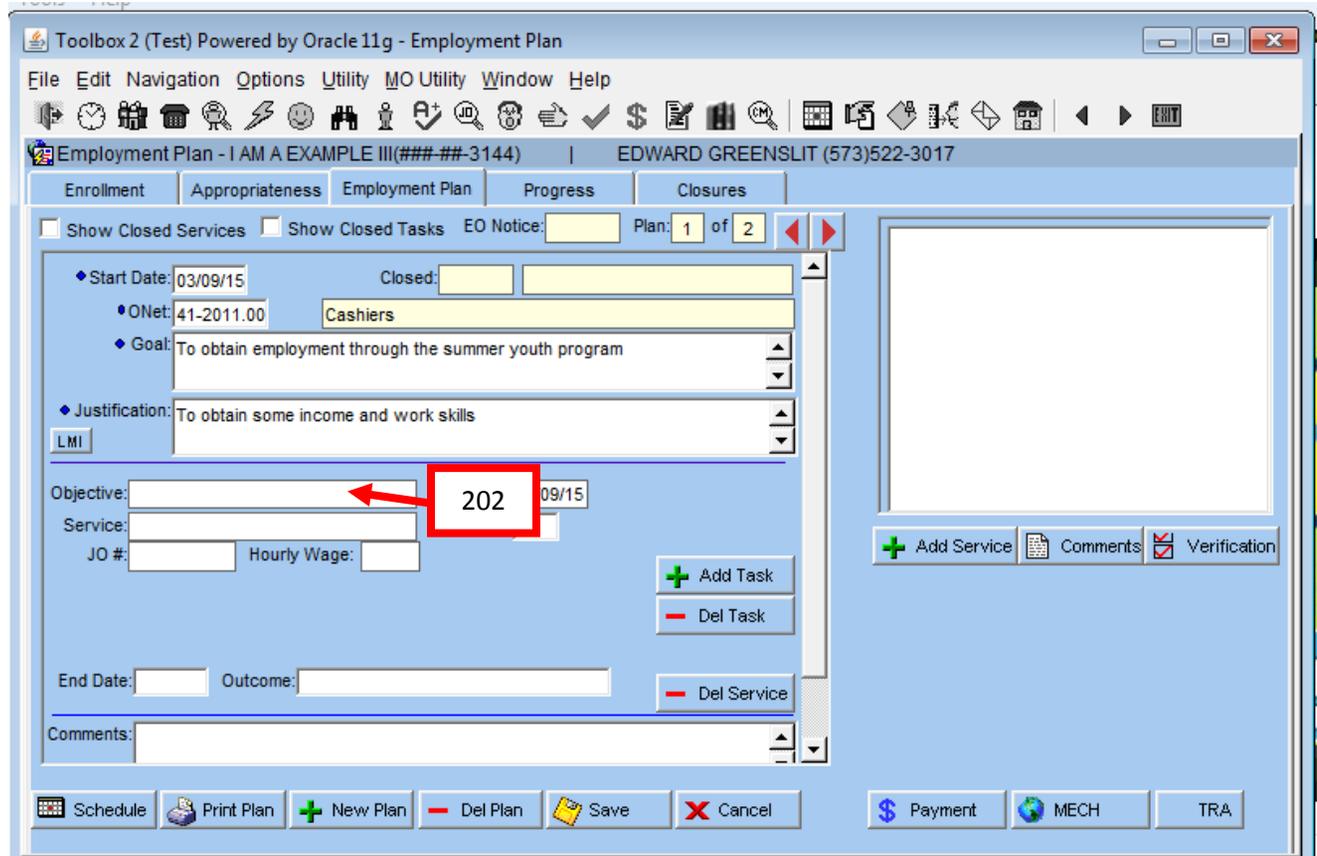
Date	Counselor	Notation

App Id	Seeker Name	Referred By	Date	Src	CM	Vet	UI	ResDate	Result
3123851453	GUILLEN, TORREY	DEANCE LA DUNCAN	06/20/14	M	A	N		06/20/14	H
3123768202	MARSHALL, TORRENCE	EDWARD GREENSLIT	06/20/14	M	A	N		06/20/14	H
3123884413	GIBLIN, CAMERON	COURTNEY LENT	10/30/14	M	A	N		11/05/14	H
3123793935	BREHAREYSON, TORRENCE	COURTNEY LENT	08/21/14	M	A	N		08/22/14	H
3123867928	WILLIAMS, TRAVIS	PAUL DIBELLO	09/15/14	M	A	N		09/17/14	H
11165914	WASHINGTON, BRENT	TOUZANN LEE	07/08/14	M	I	N			
3123811404	EXAMPLE I, I AM	MICHAEL ADAMS	03/15/15	M	A	N			
3123638529	EXAMPLE III, I AM	EDWARD GREENSLIT	03/20/15	M	A	N			

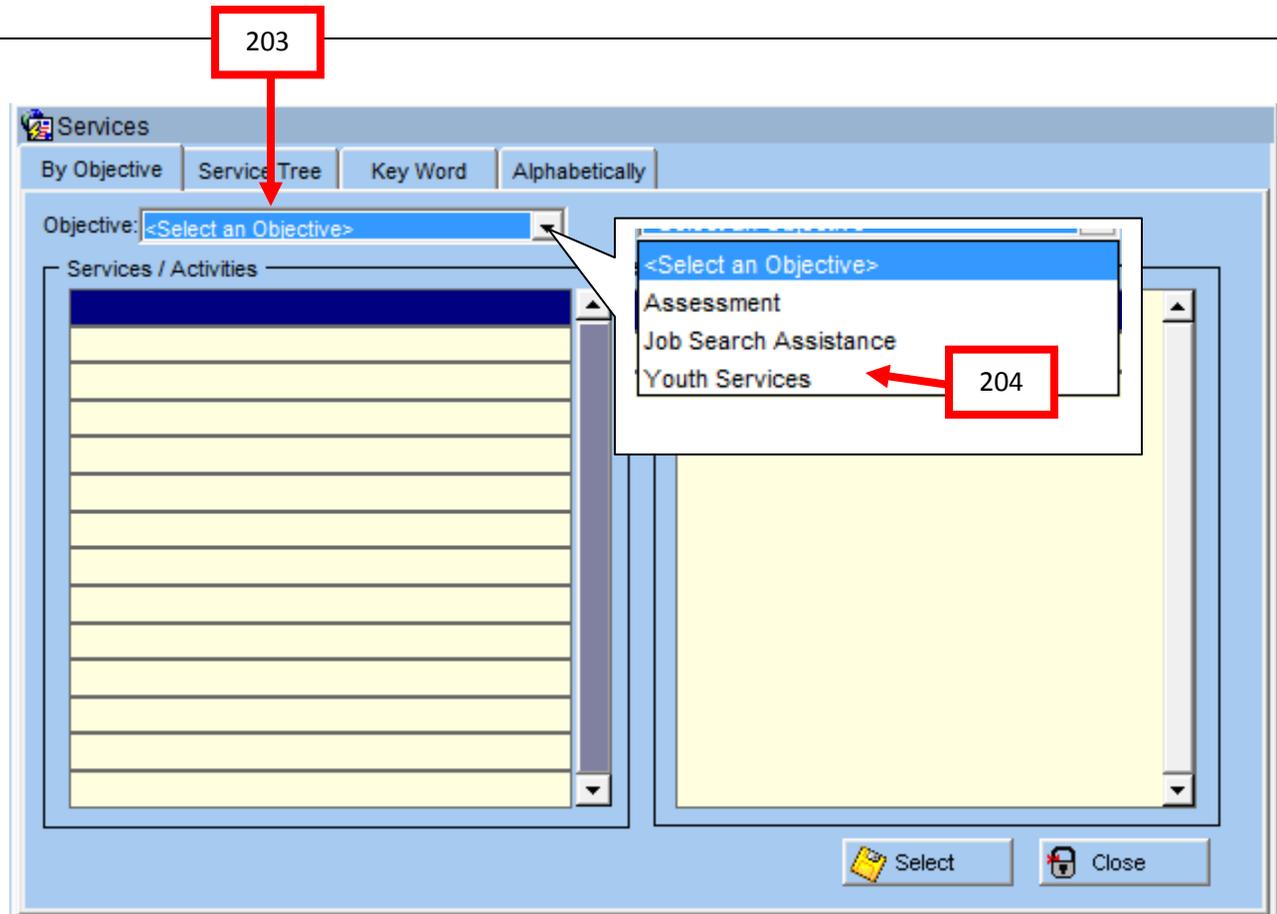
Openings: 8 Hires: 5 # to Refer: 250 Referred: 8 Searches: 0 Scr Pads: 16 Next Verification Date:
 Projected Close Date: 09/16/14 Web Viewed: 0
 Save Cancel

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

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

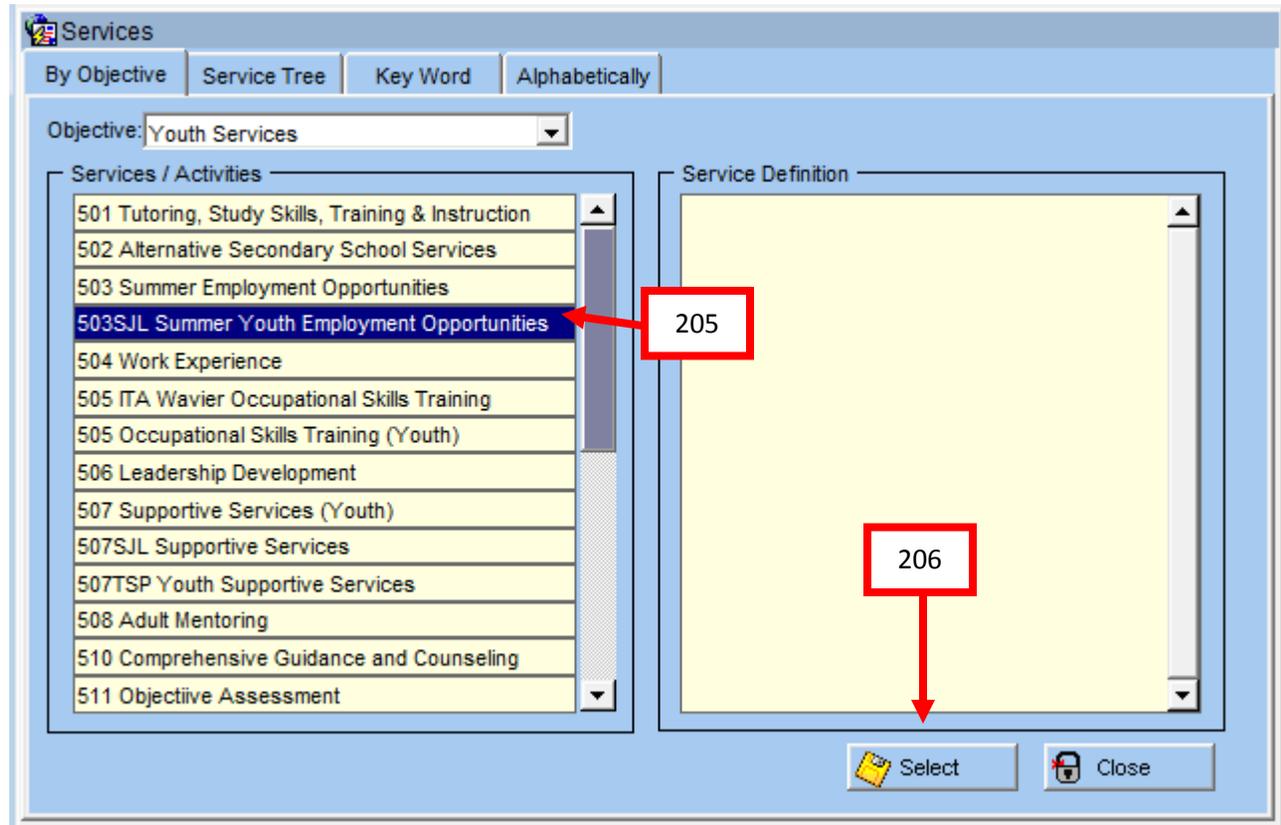


- 203. Click on the Objective box.
- 204. Highlight the **Objective** needed by clicking on it

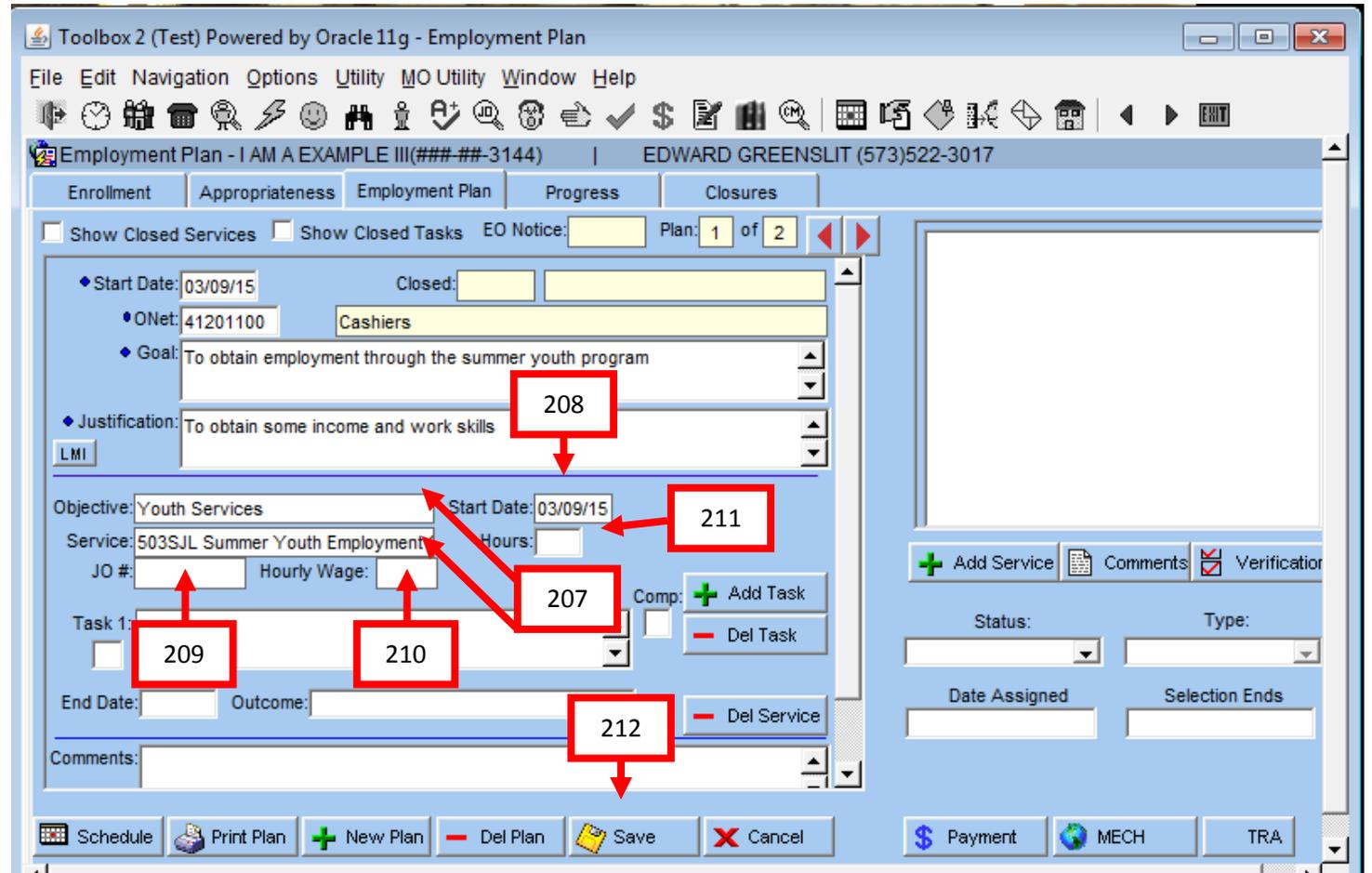


205. Highlight the **Service\Activity** needed by clicking on it.

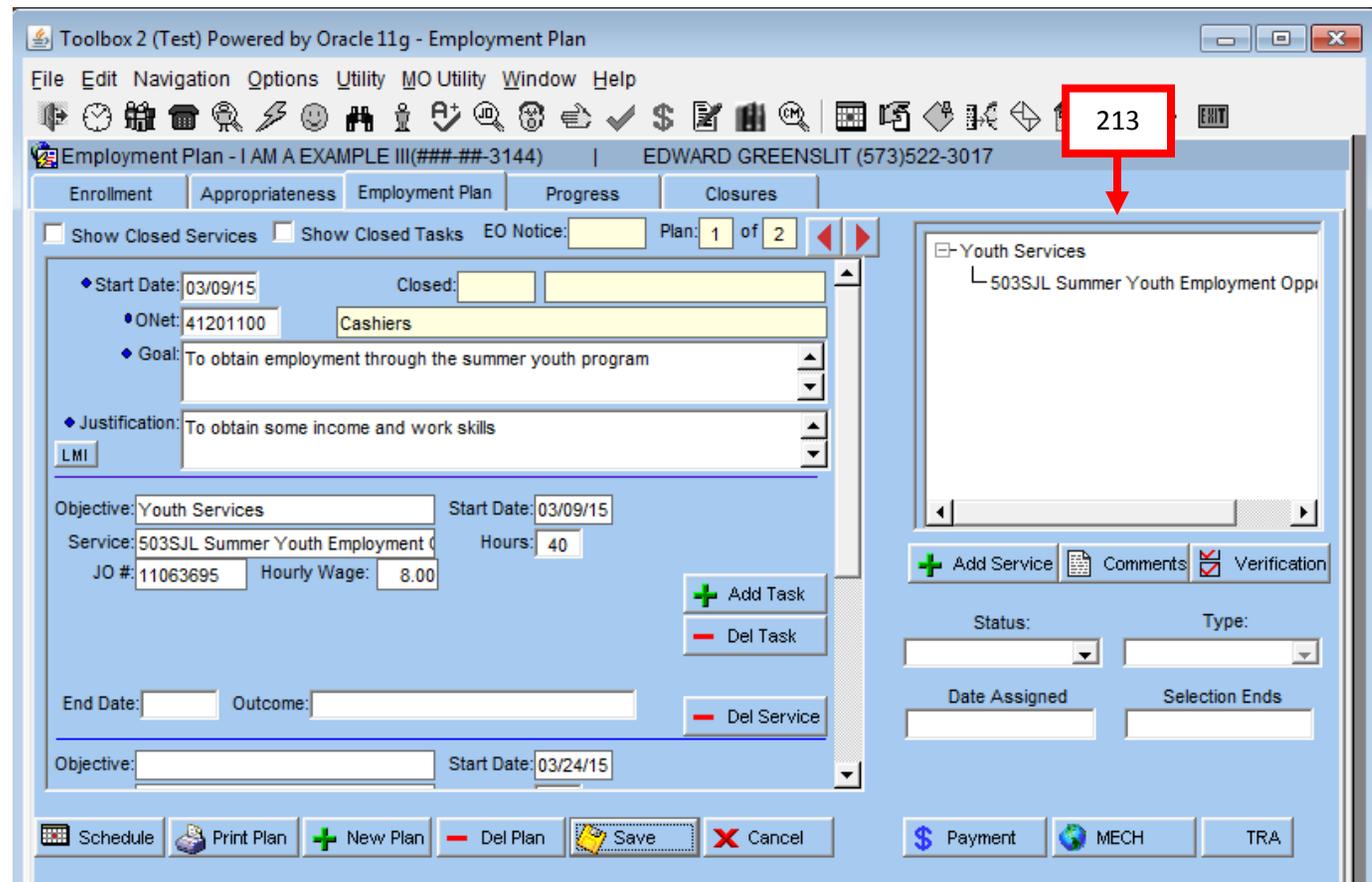
206. Click **Select** button



- 207. The **Objective** and **Service** now displays in the boxes.
- 208. **Start Date:** Automatically enters the current date.
- 209. Enter **Job Order** number participant was referred to
- 210. Enter **Wage**
- 211. Enter **Hours**
- 212. Click **Save** button.



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



Progress Tab

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

214. Select the **Progress** tab

214

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

File Edit Navigation Options Utility MO Utility Window

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 2

Start Date: 03/09/15 Closed: ONet: 41201100 Cashiers Goal: To obtain employment through the summer youth program

Justification: To obtain some income and work skills

LMI

Objective: Youth Services Start Date: 03/09/15 Service: 503SJL Summer Youth Employment Opp Hours: 40 JO #: 11063695 Hourly Wage: 8.00

+ Add Task - Del Task

End Date: Outcome: - Del Service

Objective: Start Date: 03/24/15

Schedule Print Plan + New Plan - Del Plan Save Cancel

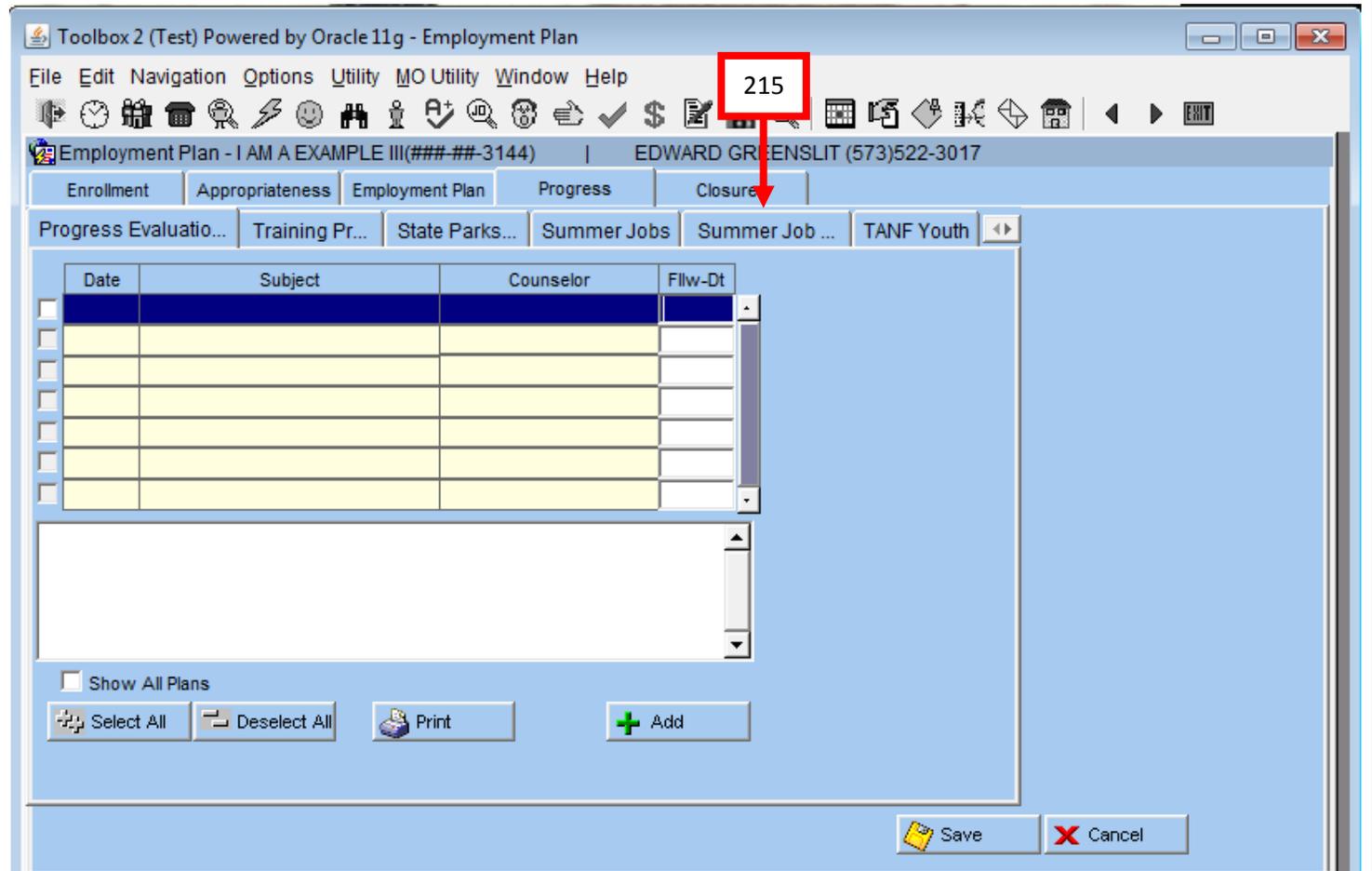
+ Add Service Comments Verification

Status: Type:

Date Assigned Selection Ends

\$ Payment MECH TRA

215. Choose the correct tab that must be completed. (In this example it is the State Parks)



216. **Total Hours Worked-**
Enter total number of hours the participant worked. Not to exceed

a. **SPYC 300 Hours**

b. **Summer Job League 240 hours**

217. **Work Readiness Achieved-**Yes or No

218. **Was the participant hired by the employer-**Yes or No

219. **Job Order Number-**Entered from the JO the participant was referred to.

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

221. **Outcome-**Enter the outcome of the participation

222. Click **Save** button

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

Progress Evaluati... Training Pr... State Parks... Summer Jobs Summer Job L... TANF Youth

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: 11063695
- End Date: 04/30/15
- Outcome: Completed

Record 1 of 2

222

Save Cancel

223. Click **Print SJL Cert** button. (For SPYC you would click **Print SPYC Cert**)

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

Progress Evaluati... Training Pr... State Parks... Summer Jobs Summer Job L... TANF Youth

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: 11063695
- End Date: 04/30/15
- Outcome: Completed

Record 1 of 2

Print SJL Cert

Save Cancel

224. Click **Print** button

225

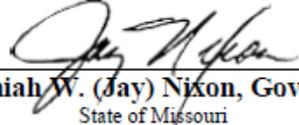
This hereby certifies that

I Am Example Iii

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

Cotton's Ace Hardware

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


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

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

226. Close the browser (not shown)

Once Progress tab has been completed the 503 service must be closed

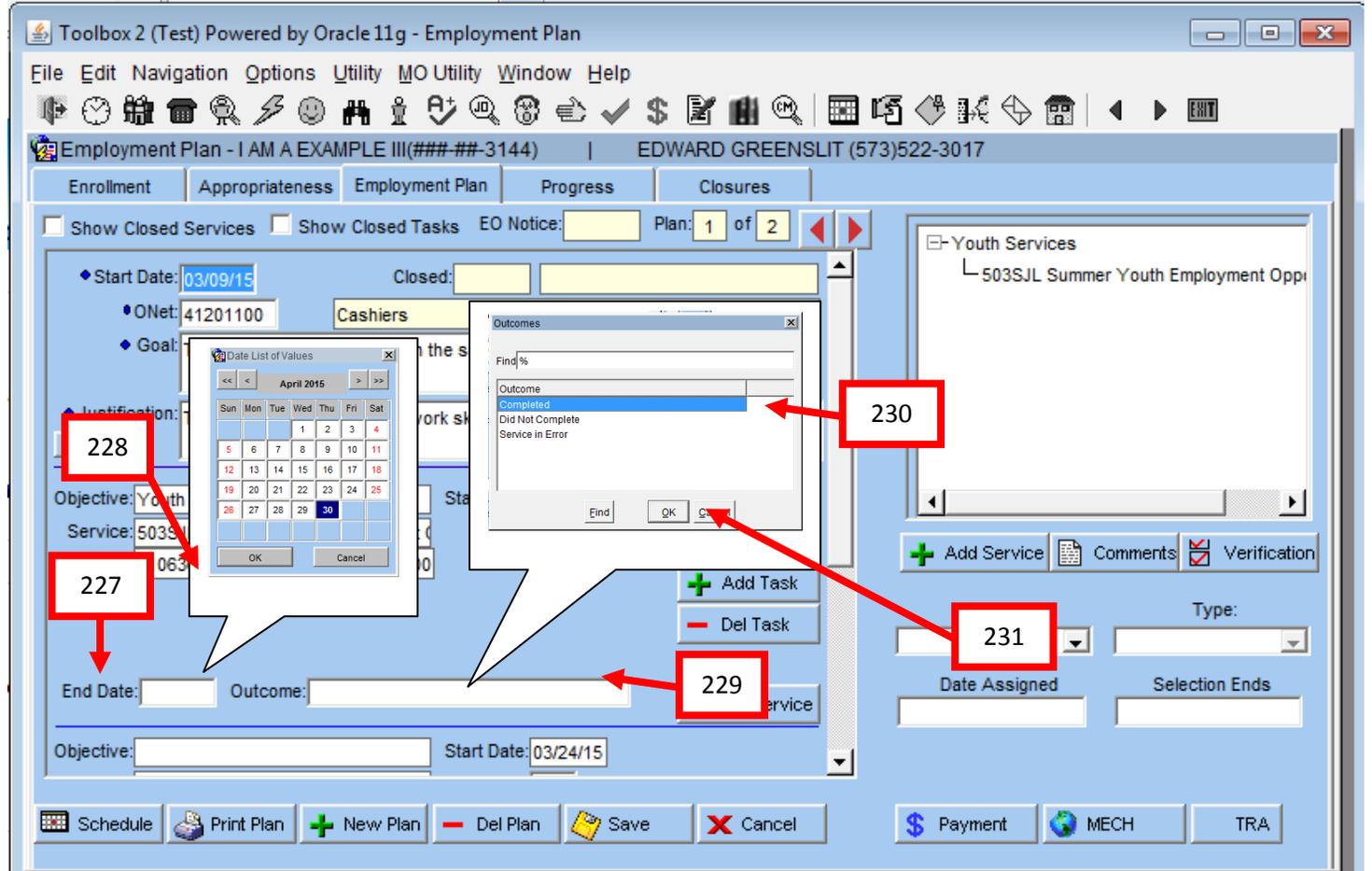
227. Double-Click in the **End Date** field. This will bring up a calendar.

228. Click the **OK** button.

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

230. Choose the outcome you wish to use.

231. Click **OK** button.

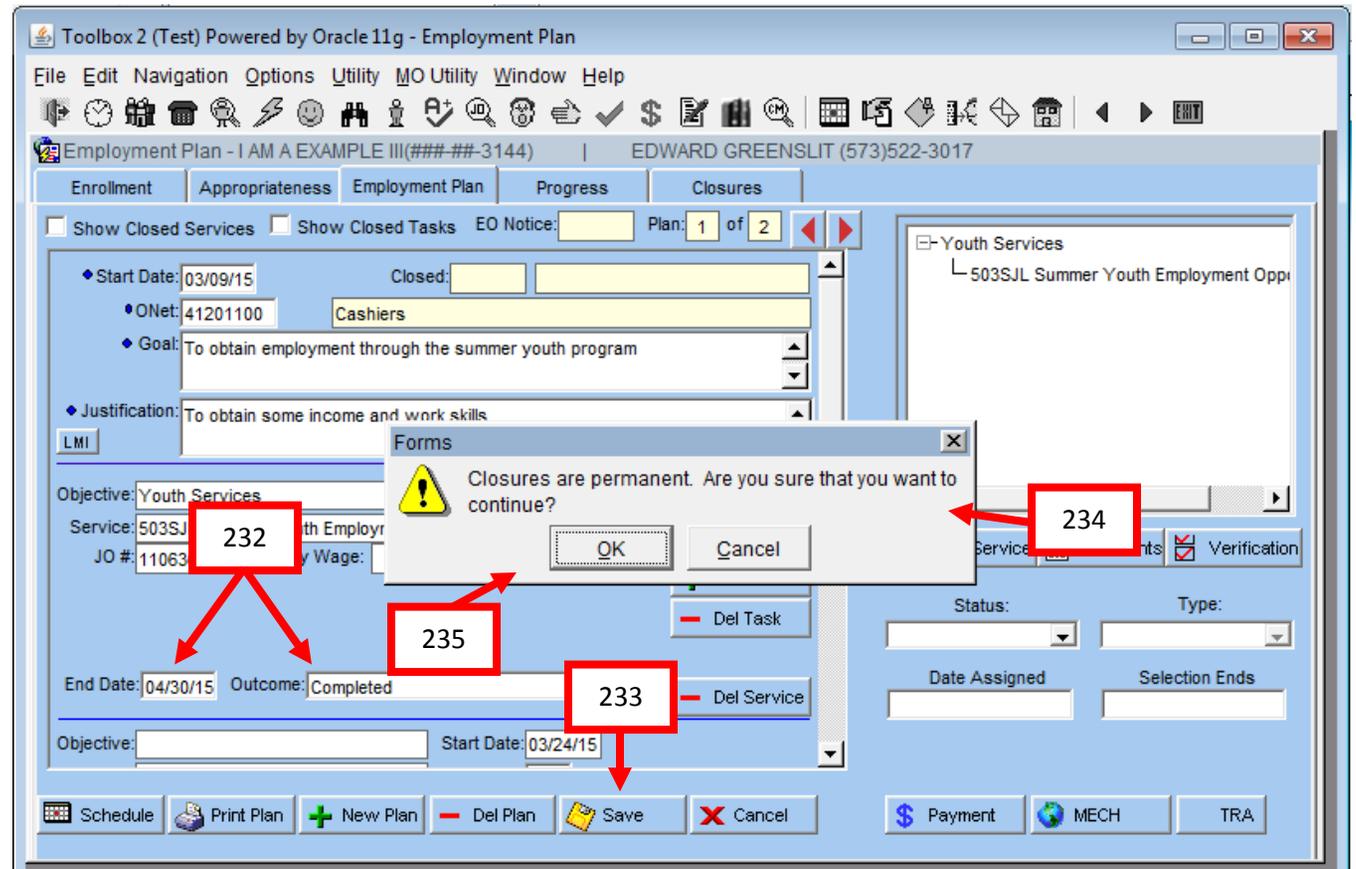


232. The **End Date** and **Outcome** fields are now populated.

233. Click **Save** button.

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

235. Click **OK** button



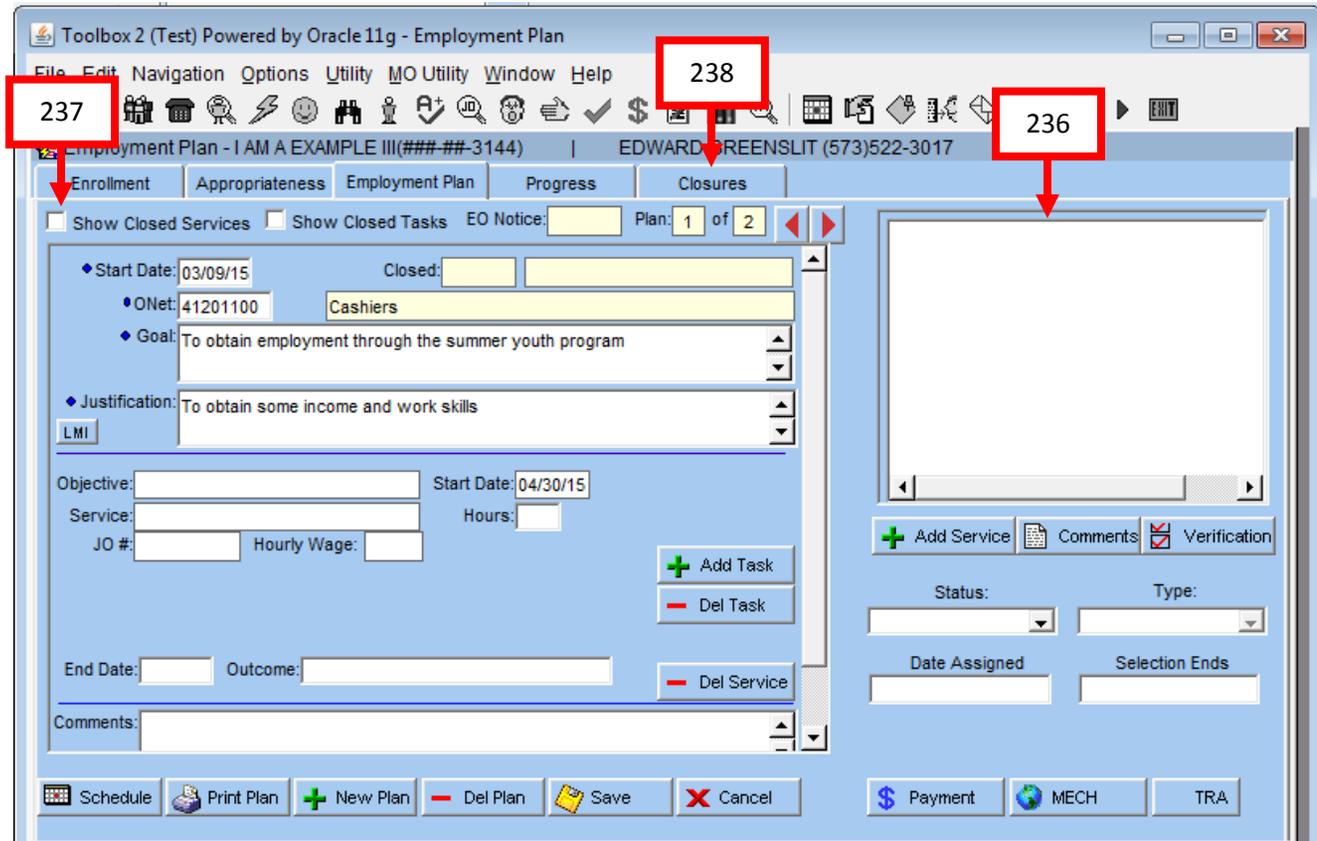
236. Service has been closed and no longer is shown in the Employment Plan tree

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

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

Closing the Summer Job League Enrollment

238. Click on the **Closures** tab



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

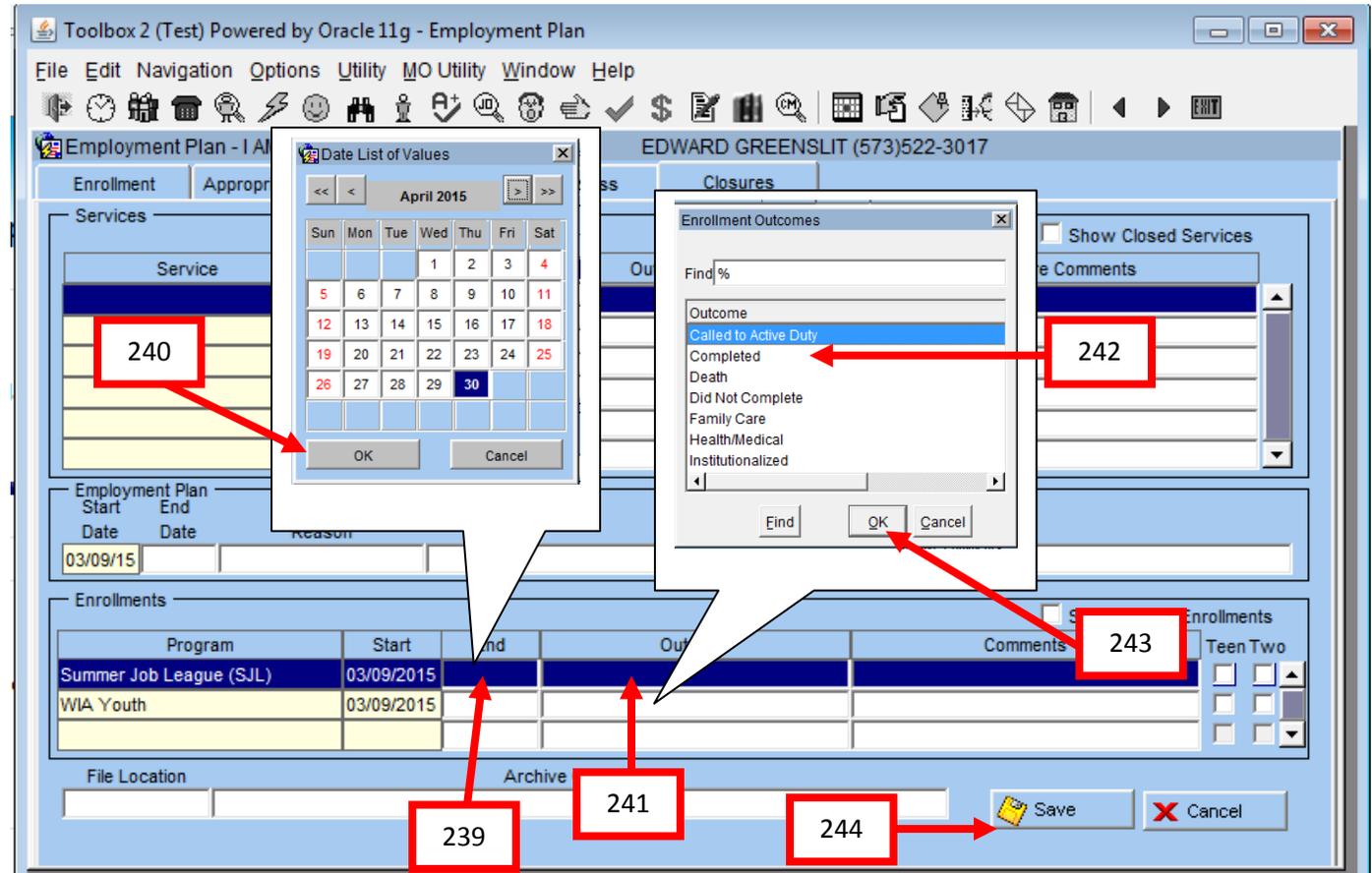
240. Click **OK** button

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

242. Choose the outcome you wish to use.

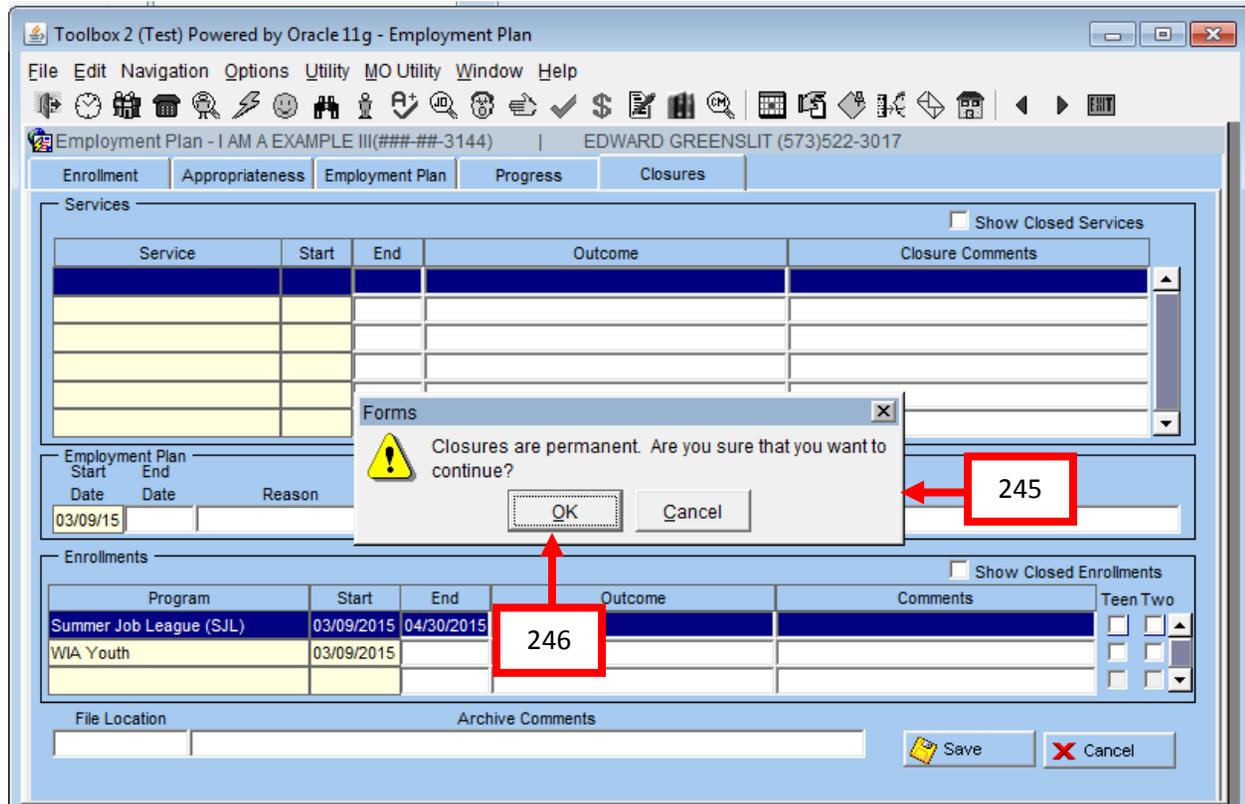
243. Click **OK** button.

244. Click **Save** button.



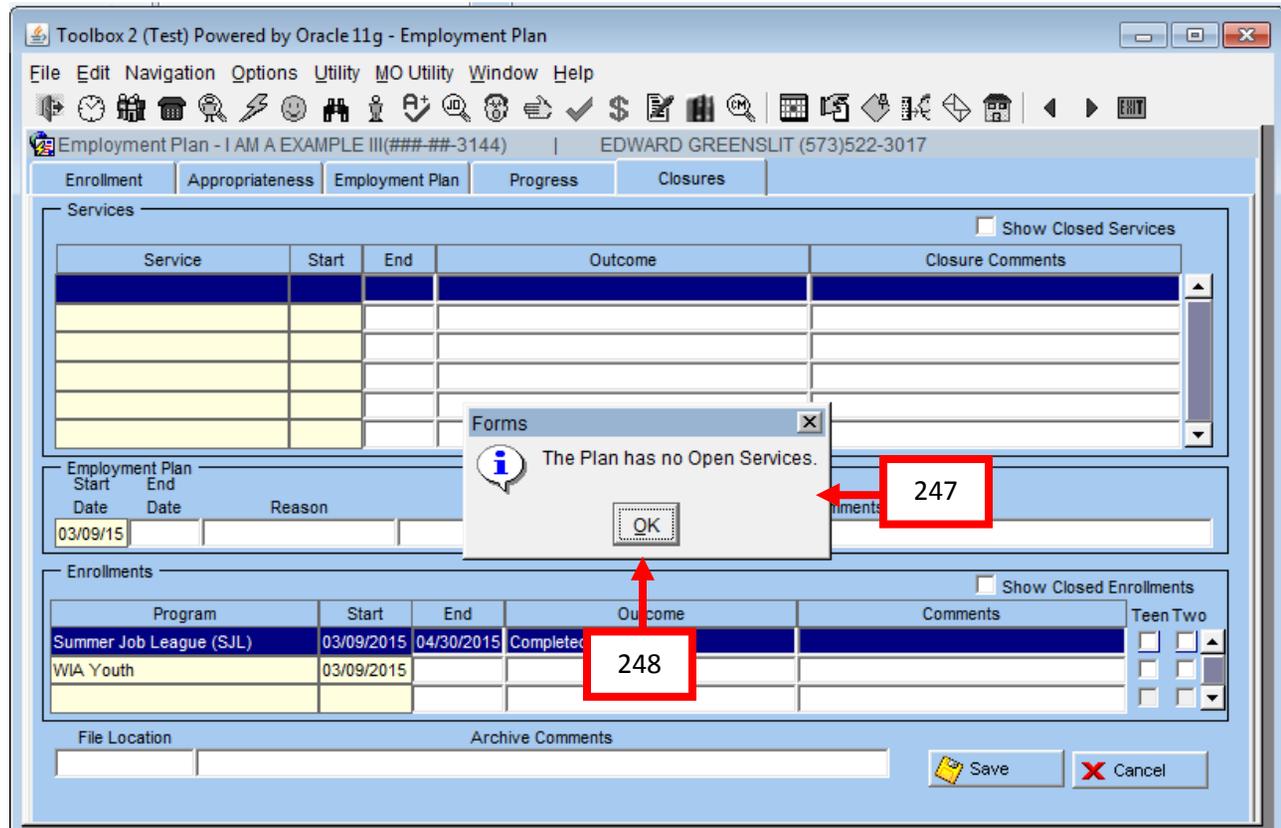
245. After Save a popup will appear informing you that Closures are permanent.

246. Click **OK** button



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

248. Click **OK** button



249. **Summer Job League** enrollment is now closed.

250. Click the **Show Closed Enrollments** if you need to view closed enrollments.

251. You can allow the **WIA Youth** enrollment to soft exit

The screenshot shows the 'Employment Plan' software interface. The window title is 'Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan'. The menu bar includes File, Edit, Navigation, Options, Utility, MO Utility, Window, and Help. The toolbar contains various icons for navigation and actions. The main window displays the 'Employment Plan' tab, which is divided into several sections:

- Services:** A table with columns for Service, Start, End, Outcome, and Closure Comments. A checkbox labeled 'Show Closed Services' is located in the top right of this section.
- Employment Start:** A section with a 'Date' field containing '03/09/15' and a 'Reason' field. A red box labeled '249' is positioned over the 'Date' field, with an arrow pointing to it.
- Enrollments:** A table with columns for Program, Start, End, Name, Comments, and Teen Two. The first row is 'WIA Youth' with a start date of '03/09/2015'. A red box labeled '249' is positioned over the 'End' column of this row, with an arrow pointing to it. To the right of this table is a checkbox labeled 'Show Closed Enrollments', with a red box labeled '250' positioned over it and an arrow pointing to it.
- File Location:** A text field for entering a file location.
- Archive Comments:** A text field for entering archive comments.
- Buttons:** 'Save' and 'Cancel' buttons are located at the bottom right.