

WIOA Youth Desk Aid

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

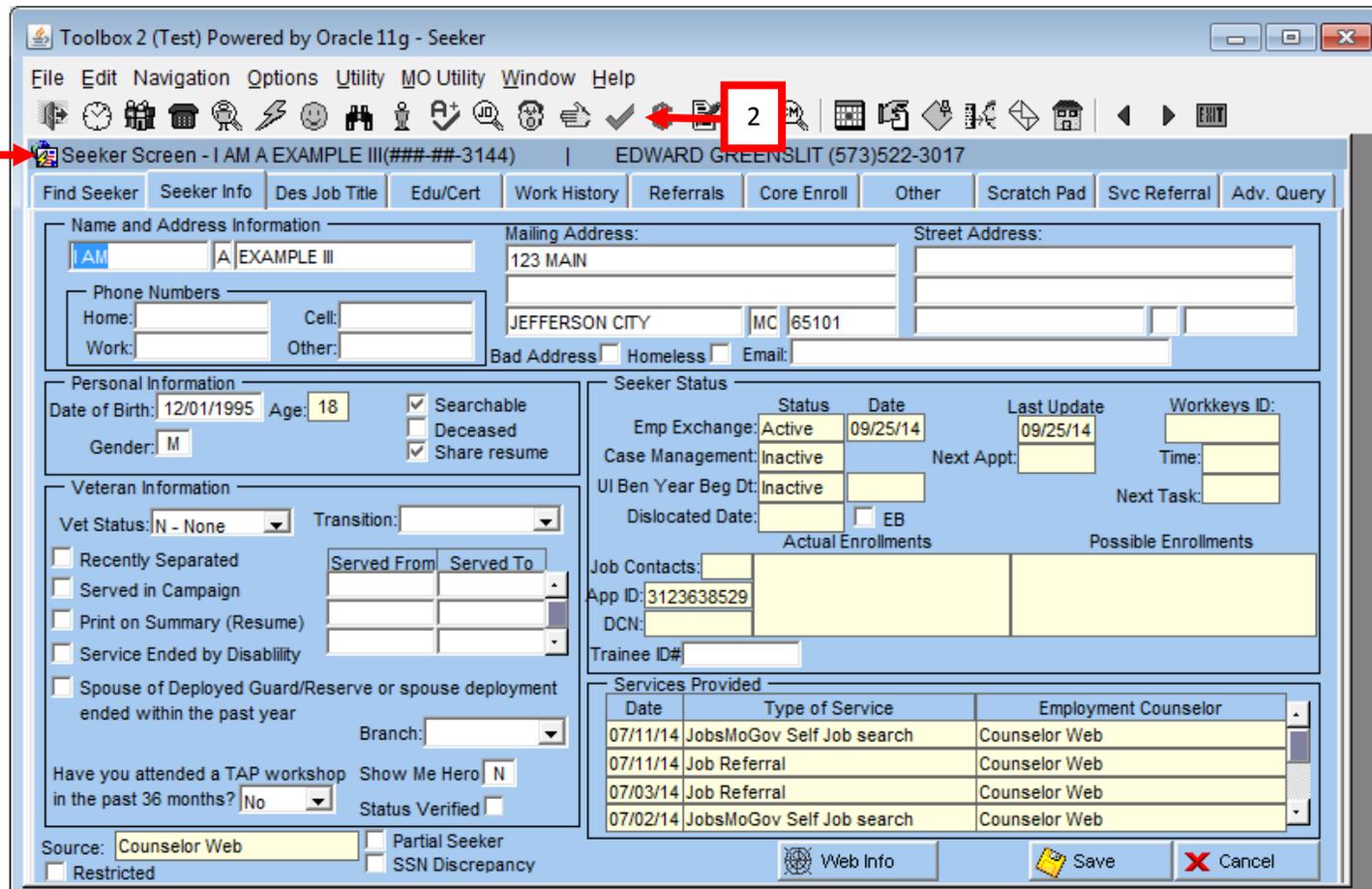
Note: While enrolling youth into the WIOA program if you would like more information regarding a particular field, click in the field and click F1. Many fields will produce additional information regarding that field.

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

Phone Numbers

Home: Cell: Work: Other:

Personal Information

Date of Birth: 12/01/1995 Age: 18

Gender: M

Searchable Deceased Share resume

Veteran Information

Vet Status: N - None Transition:

Recently Separated Served in Campaign Print on Summary (Resume) Service Ended by Disability Spouse of Deployed Guard/Reserve or spouse deployment ended within the past year

Served From Served To

Branch:

Have you attended a TAP workshop in the past 36 months? No

Show Me Hero N Status Verified

Source: Counselor Web Partial Seeker Restricted 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 divided into several sections:

- Employment History:** A table with columns for Employer, City, and St. The first entry is 'McDonalds' in 'Jefferson City' 'MO'. There are 'Add' and 'Delete' buttons. A red box with the number '4' is over the 'McDonalds' entry.
- Current Employment:** 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'.
- Job Seeking Skills:** Questions about having a resume, methods that worked best, and typical interview descriptions.
- Job Keeping Skills:** Questions about getting to work on time, working scheduled hours, and working relationships.

Red boxes and arrows highlight specific elements:

- A box with the number '5' is over the top toolbar.
- A box with the number '3' is over the user name 'EDWARD GREENSLIT (573)522-3017'.
- A box with the number '4' is over the 'McDonalds' entry in the 'Employment History' table.
- A box with the number '5' is over the 'Add' button in the 'Employment History' table.

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

+ Add
- 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

Save Cancel

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. **Double clicking in one of the white field boxes under Employment Skills** provides a List of Values (LOV) to choose from
10. Double click on a skill to move to the right side of the LOV. You may also use the single arrows (>) and (<) to add or remove skills in your list. The double arrows (>>) and (<<) will move all skills.

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

File Edit View Options Utility MO Utility Window Help

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

Employment Education Support System Financial N Basic Skills Tests

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

Education History

Highest grade completed? [] Currently in School: No []

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

Do you have a learning disability? []

What did you like about school? []

What did you dislike about school? []

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

Training Program	Reason for Leaving	Exit Date
[]	[]	[]

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

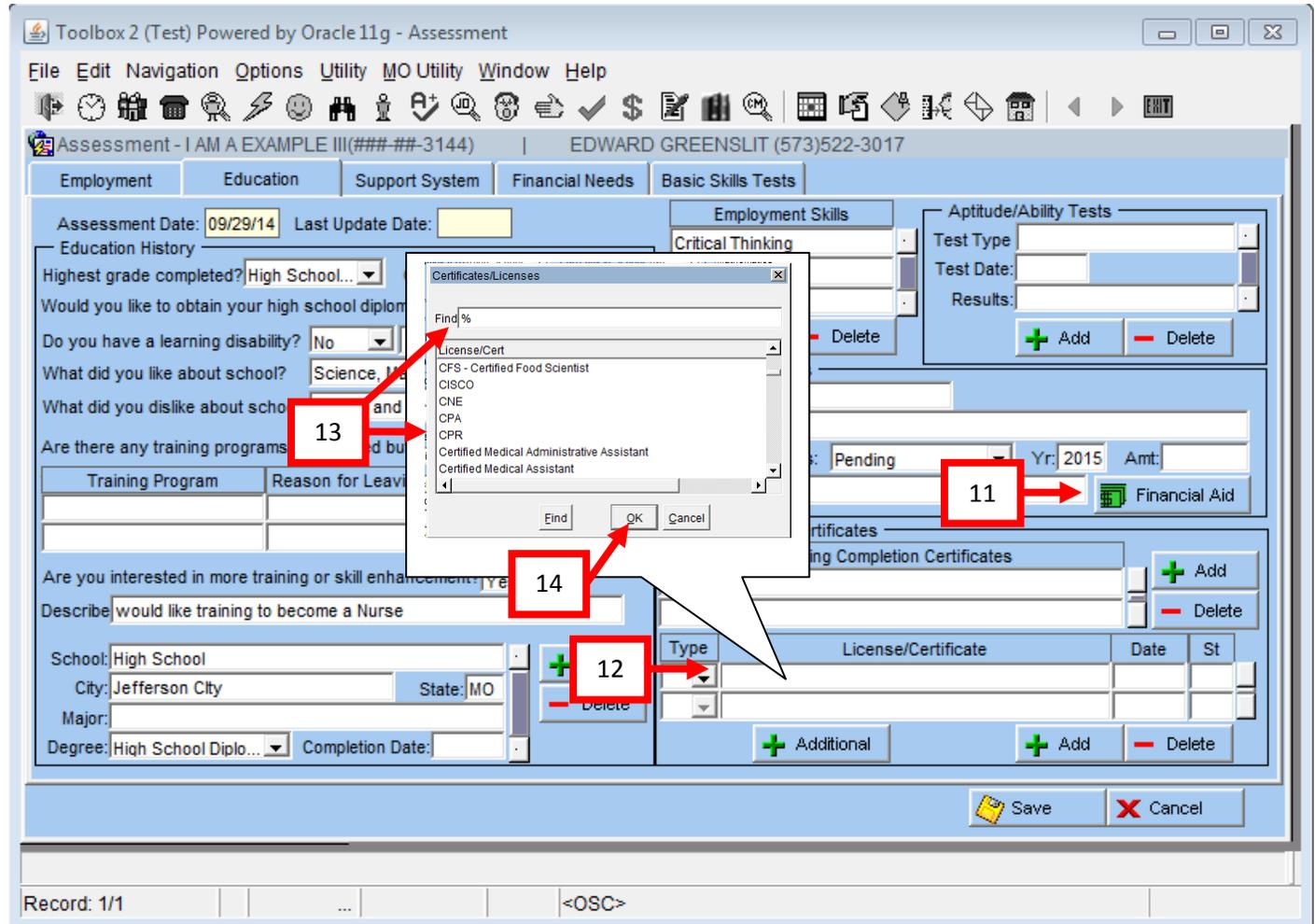
Test Type: [] Test Date: []

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
- ...

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. Double-clicking in the License/Certificate field provides a List of Values field (LOV) to choose from.
13. Choose the **License/Certificate** the customer possesses. You may also search for a particular license or certificate using the Find feature at the top.
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 and fields on the **Support System** tab and answer appropriately. Categories of entries are Childcare, Additional Support, Housing, Transportation, Additional Support Contacts, and Household Members.

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

File Edit Navigation Options Utility MO Utility 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?” Is located in the Transportation section on the right side of your screen. Clicking on the button provides explanations of why the customer does not have transportation.

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

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: []

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

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 []

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	

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, Navig...) and a toolbar. The main area is divided into several sections:

- Assessment Date:** A field for entering the month and year, with callout 19 pointing to it.
- Resource Types:** A dropdown menu for selecting resource types, with callout 20 pointing to it. A dialog box titled 'Resource Types' is open, showing a list of resources: Alimony, Disability Insurance Payments, Dividends, Earned Income (highlighted), Food Stamps, In-Kind, and Interest. Callout 21 points to 'Earned Income' and callout 22 points to the 'OK' button in the dialog.
- Monthly Household Resources:** 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' and '- Delete' buttons.
- Monthly Household Expenditure:** A table with columns 'Expenditure Type', 'Description', and 'Amount'. Below the table are 'Total Monthly Expenditures:' and '+ Add' and '- Delete' buttons.
- Assessment Month Net Difference:** A field showing '(Total Resources minus Expenditures):' with a value of 0.
- Buttons:** 'Copy', '+ Add', and '- Delete' buttons are visible above the net difference field. At the bottom, there are 'Print', 'Save', and 'Cancel' buttons.
- Footer:** 'Assessment Date (MM/YYYY)', 'Record: 1/1', and '<OSC>' are displayed at the bottom of the window.

- 25. Toolbox calculates **Total Monthly Resources**
- 26. Double-click in **Expenditure Type** field
- 27. Choose **Expenditure Type**
- 28. Click OK button

Repeat **Step 26-28** for each **Expenditure Type**.

- 29. Enter a **Description** for **Resource Type**
- 30. Enter **Amount** of **Resource Type**

34. Completing the **Assessment** provides a countable 9002 Seeker service that can be viewed in the Services Provided in the Seeker Screen.

Eligibility

35. Click on the **Eligibility** icon

35

34

Date	Type of Service	Employment Counselor
07/01/15	Assessment	EDWARD GREENSLIT
01/29/15	Workkeys Test	EDWARD GREENSLIT
01/29/15	Resume Assistance	EDWARD GREENSLIT
01/07/15	Referred to Other Services	EDWARD GREENSLIT

36. Auto Populated fields from
Seeker Info
a. **Date of Birth**

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

File Edit Navigation Options Utility MO Utility Window Help

Eligibility - I AM A EXAMPLE III(###-##-3144) | MICHAEL ADAMS (573)522-2745

Eligibility Waiver Enrollment

Eligibility

Personal Date of Birth: 12/01/1995
US Citizen: []
Alien Registration #: A []
Disability Status: []
Disability Type: []
HH Have Dep Child(<18): []
Single Parent: []
Limited English: []

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

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

WIOA DW Category: []
Layoff Date: []
Mass Layoff: []
NEG Employer: []
Grant Number: []

WIOA Youth SPYC
Summer Jobs SJL
Out of School []
Show Me Hero Show Me H...

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

Check Verification

Eligibility Verif Date: [] Record 1 of 0 + Add Save Cancel

Record: 1/1 ... <OSC>

Personal Section

- 37. **Date of Birth**-Populated from customers record
- 38. **US Citizen**- Click the arrow to choose “Yes” or “No”.
- 39. **Alien Registration #A**-If not a US Citizen enter Alien Registration number
- 40. **Disability Status**: Click the arrow to select the applicable choice.
- 41. **Disability Type**: If disabled click the arrow to select the applicable choice.
- 42. **HH Have Dependent (<18)**- Click the arrow to choose “Yes” or “No”.
- 43. **Single Parent**: Click the arrow to choose “Yes” or “No”.
- 44. **Limited English**: Click the arrow to choose “Yes” or “No”.

The screenshot shows the 'Eligibility' software interface for 'MICHAEL ADAMS (573)522-2745'. The interface is divided into several sections: 'Personal', 'Income', 'WIOA', and 'WIOA Youth'. Red boxes and arrows highlight specific fields:

- 37**: Points to the 'Date of Birth' field, which is populated with '12/01/1995'.
- 38**: Points to the 'US Citizen' dropdown menu.
- 39**: Points to the 'Alien Registration #A' field.
- 40**: Points to the 'Disability Status' dropdown menu.
- 41**: Points to the 'Disability Type' dropdown menu.
- 42**: Points to the 'HH Have Dep Child(<18):' dropdown menu.
- 43**: Points to the 'Single Parent' dropdown menu.
- 44**: Points to the 'Limited English' dropdown menu.

Other visible fields include 'Income' (Receiving TANF, GA/RCA, AMPS/SS, Food and Lunch), 'WIOA DW' (Category, Layoff Date, Mass Layoff), 'WIOA Youth' (SPYC, Summer Jobs, SJL, Out of School), and 'Barriers' (Is the Youth A Parent?, A child living with the custodial parent or other adult caretaker/relative?). The interface also features a 'Check Verification' button and a status bar at the bottom showing 'Record: 1 of 0'.

Status Section

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

The screenshot shows a software window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility'. The window contains a form for 'Eligibility - I AM A EXAMPLE III(###-##-3144) | MICHAEL ADAMS (573)522-2745'. The form is divided into several sections: 'Personal', 'WIOA', 'WIOA DW', and 'Status'. The 'Status' section contains several dropdown menus. Red boxes with numbers 45 through 51 are placed over these dropdown menus, with red arrows pointing to them from the left. The dropdown menus are: 'Vet Status' (45), 'Employment Status' (46), 'UI Claim Status' (47), 'Current Education Status' (48), 'Highest Grade Comp' (49), 'Dislocated Worker' (50), and 'Homeless' (51). The 'Personal' section includes fields for 'Date of Birth' (12/01/1995), 'US Citizen' (Yes), 'Disability Status' (Not Disabled), 'Disability Type', 'HH Have Dep Child(<18):' (Yes), 'Single Parent' (Yes), and 'Limited English' (No). The 'WIOA' section includes 'Income', 'Receiving TANF', 'Receiving GA/RCA/FOOD STAMPS/SSI', 'Free/ Reduced Lunch', 'Youth High Poverty Area', 'Family Size', 'Annual Income', and 'Low Income'. The 'WIOA DW' section includes 'Category', 'Layoff Date', 'Mass Layoff', 'Employer', 'Grant Number', 'WIOA Youth', 'SPYC', 'Summer Jobs', 'SJM', 'Out of School', and 'Show Me Hero'. The 'Status' section includes 'WIOA Youth', 'SPYC', 'Summer Jobs', 'SJM', 'Out of School', and 'Show Me Hero'. The bottom of the window has a footer with 'Eligibility Verif Date:', 'Record 1 of 1', and buttons for '+ Add', 'Save', and 'Cancel'.

WIOA Section

52. The WIOA Section must be completed.

NOTE: The income portion of the eligibility is now required to be accessed even if the customer is receiving TANF, GA/RCA/Food Stamps/SSI, Free Lunch, or Youth in High Poverty Area

Eligibility-Eligibility Tab Income

53. Click on the **Income** button

54. Enter **Last Month**
(Month/Year)

If the customer is receiving TANF, GA/RCA/Food Stamps/SSI, Free Lunch, or Youth in High Poverty Area simply enter the last month of income for the household and save the form. Income verification is not needed for a WIOA Youth only participant if the Youth is receiving TANF, GA, RCA, Food Stamps, SSI, Free Lunch or if residing in a High Poverty Area. However, this field does require an entry to move forward.

The screenshot displays the 'Eligibility - I AM A EXAMPLE III(### ##-3144)' window. The 'Income' tab is selected, and the 'WIOA' section is visible. A red box labeled '52' points to the 'Income' button. Another red box labeled '53' points to the 'Income' section. A third red box labeled '54' points to the 'WIA Family Income Worksheet' pop-up window.

The 'WIA Family Income Worksheet' window contains the following table:

WIA Programs	Month/Year	Total
• Last Month:		0
5th:		
4th:		
3rd:		
2nd:		
1st:		

Below the table is a grid for entering income data:

Income type	Description	Amount

Additional fields in the worksheet include: 'Add', 'Delete', 'Monthly Income', 'Save', and 'Close'.

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

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

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

58. Click **OK** button

The screenshot shows the 'WIA Family Income Worksheet' application. At the top, there is a table for 'WIOA Programs' with columns for 'Month/Year' and 'Total'. The 'Last Month' is set to 06/2015 with a total of 0. Below this are rows for the 5th, 4th, 3rd, 2nd, and 1st months of the year, all with a total of 0. To the right of this table are input fields for 'WIA Semi-Annual' (0) and 'WIA Annual' (0), along with a 'Copy' button.

Below the table is a larger table with columns for 'Income type', 'Description', and 'Amount'. A red box labeled '56' points to the 'Income type' column header.

An inset dialog box titled 'WIA Income Types' is open, showing a list of income types: Alimony, Dividends, Earned Income, Fellowships, assistantships, Government employee pensions, and Insurance or annuity payments. 'Earned Income' is selected. A red box labeled '57' points to this selection. At the bottom of the dialog are 'Find', 'OK', and 'Cancel' buttons. A red box labeled '58' points to the 'OK' button.

At the bottom of the main application window, there are 'Delete', 'Monthly Income:' (with an input field), 'Save', and 'Close' buttons.

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

60. Enter **Amount** of income

Repeat steps 56-60 to add additional income types

WIA Family Income Worksheet

WIDA Programs

Month/Year	Total
Last Month: 06/2015	0
5th: 05/2015	0
4th: 04/2015	0
3rd: 03/2015	0
2nd: 02/2015	0
1st: 01/2015	0

WIA Semi-Annual: 0
WIA Annual: 0

Copy

59

60

Income type	Description	Amount
Alimony		

+ Add - Delete Monthly Income:

Save Close

61. Toolbox will total **Monthly Income**

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

63. If the monthly income varies, you will need to select the month you wish to enter and follow steps 56-60 to add the monthly income

The screenshot shows the 'WIA Family Income Worksheet' application window. It features a 'WIOA Programs' section with a table of monthly income data and a 'Monthly Income' summary field. A 'Copy' button is visible next to the monthly data. The interface includes 'Add', 'Delete', 'Save', and 'Close' buttons at the bottom.

Month/Year	Total
Last Month: 06/2015	100
5th: 05/2015	0
4th: 04/2015	0
3rd: 03/2015	0
2nd: 02/2015	0
1st: 01/2015	0

Income type	Description	Amount
Alimony		100

WIA Semi-Annual: 100
WIA Annual: 200
Monthly Income: 100

- 64. Toolbox will total **WIOA Semi-Annual** total
- 65. Toolbox will total **WIOA Annual** total
- 66. Click **Save** button
- 67. Click Close button

The screenshot shows the 'WIA Family Income Worksheet' application window. It features a 'WIOA Programs' section with a table of monthly entries 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 boxes with numbers 64 through 67 point to specific elements: 64 points to the 'WIA Semi-Annual' total, 65 points to the 'WIA Annual' total, 66 points to the 'Save' button, and 67 points to the 'Close' button.

WIOA Programs		
Month/Year	Total	
◆ Last Month: 06/2015	100	WIA Semi-Annual: 600
5th: 05/2015	100	WIA Annual: 1,200
4th: 04/2015	100	Copy
3rd: 03/2015	100	
2nd: 02/2015	100	
1st: 01/2015	100	

Income type	Description	Amount
Alimony		100

Buttons: + Add, - Delete, Save, Close

Monthly Income: 100

- 68. **Receiving TANF**-Yes/No
- 69. **Receiving GA/RCA/Food Stamps/SSI**-“Yes” or “No”
- 70. **Free/Reduced Lunch**-Yes/No
- 71. **Youth Living in High Poverty Area**- “Yes” or “No” Clicking on the Youth High Poverty Area box will open a map to determine if the youth lives in a high poverty area.(
<https://ogi.ia.mo.gov/DED/povertyTract/index.html>)
- 72. Enter **Family Size**
- 73. **WIOA Semi Annual Income**-Calculated by Toolbox from Income button
- 74. **WIOA Annual Income**-Calculated by Toolbox from Income button
- 75. **Registered**-Selective Service. “Yes” or “No”
- 76. **Service #-**Enter Selective Service number
- 77. **Waiver**-If Male not registered with Selective Service enter Waiver reason

78. Notice the **Low Income** checkbox is checked for **Adult/Youth**. This occurs based off one of the below criteria
1. Yes to TANF question
 2. Yes to GA/RCA/Food Stamps/SSI question
 3. Free/Reduced Lunch
 4. Youth Living in a High Poverty Area
 5. Income meets the low income guidelines
79. Was the customer unable to achieve self-sufficiency after receiving core services? Although WIOA Youth eligibility is not contingent upon the answer to this question, it is required to move forward in Toolbox.

80. Click the Show Me Hero button

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

File Edit Navigation Options Utility MO Utility Window Help

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

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: Claimant
Current Education Status: Not Attending
Highest Grade Comp: High School
Dislocated Worker: No
Homeless: No

WIOA Income
Receiving TANF: No
Receiving GA/RCA/FOOD STAMPS/SSI: Yes
Free/ Reduced Lunch: No
Youth High Poverty Area: Yes
Family Size: 2
Semi-Annual Income: 600
Annual Income: 1,200
 Low Income Adult/Youth
Registered - Selective Service: Yes
Service #: 12-3456889-1
Selective Service Waiver:

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

WIOA Youth Select
SPYC
Summer Jobs
250% SJL
Out of School
Barriers
Is the Youth
80 with the
custodial parent or other
adult caretaker/relative?
Show Me Hero Show Me H...
Check Verification

Eligibility Verif Date: Record 1 of 1 Add Save Cancel

Record: 1/1 <OSC>

81. “Are you one of the following”

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

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

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

The screenshot shows a dialog box titled "Show Me Hero Questions" with a blue background. It contains three questions, each followed by a dropdown menu. Red boxes with numbers 81, 82, and 83 are placed to the right of each dropdown menu, with red arrows pointing to the dropdown arrows. At the bottom of the dialog are "Cancel" and "OK" buttons.

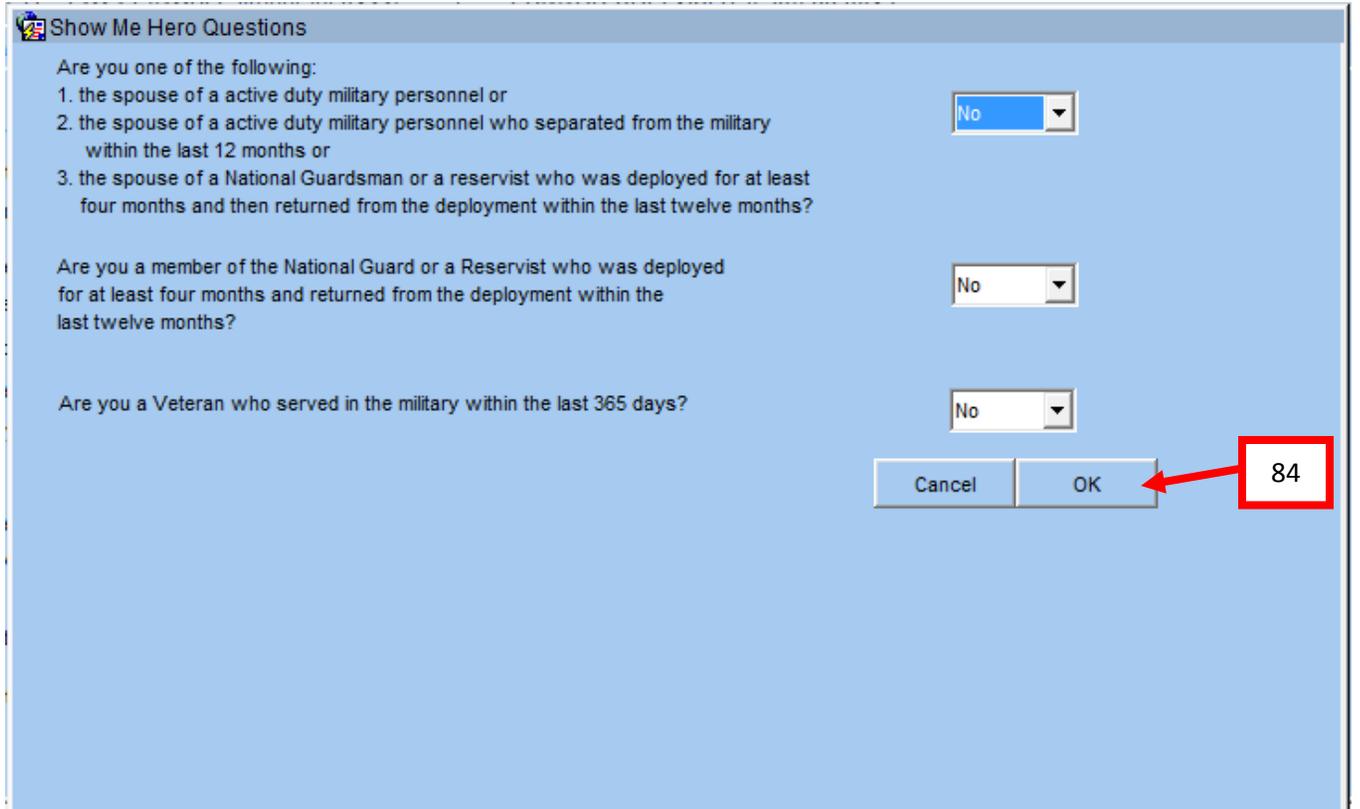
Are you one of the following:
1. the spouse of a active duty military personnel or
2. the spouse of a active duty military personnel who separated from the military within the last 12 months or
3. the spouse of a National Guardsman or a reservist who was deployed for at least four months and then returned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

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

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

Cancel OK

84. Click **OK** button

A dialog box titled "Show Me Hero Questions" with a blue background. It contains three questions, each with a "No" dropdown menu. The questions are: 1. "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?" 2. "Are you a member of the National Guard or a Reservist who was deployed for at least four months and returned from the deployment within the last twelve months?" 3. "Are you a Veteran who served in the military within the last 365 days?" At the bottom right, there are "Cancel" and "OK" buttons. A red box with the number "84" and an arrow points to the "OK" button.

Show Me Hero Questions

Are you one of the following:

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

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

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

Cancel OK

84

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

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

File Edit Navigation Options Utility MO Utility Window Help

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

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: Claimant
Current Education Status: Not Attendin...
Highest Grade Comp: High School...
Dislocated Worker: No
Homeless: No

WIOA Income
Receiving TANF: No
Receiving GA/RCA/FOOD STAMPS/SSI: Yes
Free/ Reduced Lunch: No
Youth High Poverty Area: Yes
Family Size: 2
Semi-Annual Income: 600
Annual Income: 1,200
 Low Income Adult/Youth
Registered - Selective Service
Service: 889-1
Selective Service Waiver

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

WIOA Youth Select
SPYC
Summer Jobs
250% SJL
Out of School: 85
Barriers
Is the Youth
 A Parent?
 A child living with the custodial parent or other adult caretaker/relative?

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

Show Me Hero
Show Me H...

Check Verification

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

Record: 1/1 ... <OSC>

Eligibility-Eligibility Tab Barriers

86. Click **Barriers** button

The screenshot shows a software application window titled "Toolbox 2 (Test) Powered by Oracle 11g - Eligibility". The window has a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar. The main 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.
- WIOA:** Income: \$, Receiving TANF: No, Receiving GA/RCA/FOOD STAMPS/SSI: Yes, Free/ Reduced Lunch: No, Youth High Poverty Area: Yes, Family Size: 2, Semi-Annual Income: 600, Annual Income: 1,200, Low Income Adult/Youth: checked, Registered - Selective Service: Yes, Service #: 12-3456889-1, Selective Service Waiver: .
- WIOA DW:** Category: , Layoff Date: , Mass Layoff: , NEG: , Employer: , Grant Number: .
- Status:** Vet Status: Not a Veteran, Employment Status: Unemployed, UI Claim Status: Claimant, Current Education Status: Not Attendin..., Highest Grade Comp: High School..., Dislocated Worker: No, Homeless: .
- WIO:** Summer Jobs: checked, 250% SJL: checked, Out of School: Yes.
- Barriers:** A button labeled "Barriers" is highlighted with a red box. A red arrow points to it from the number "86", which is also highlighted in a red box.
- Other:** "Was the customer unable to achieve self-sufficiency after receiving career services?" Yes, "Check Verification" button.

At the bottom, there is a footer with "Eligibility Verif Date: ", "Record 1 of 1", and buttons for "Add", "Save", and "Cancel".

87. Choose the barrier you wish to use to qualify the customer for the WIOA Youth Program.
REMEMBER you must have documentation of each barrier you use

The screenshot shows a software window titled 'Toolbox 2 (Test) Powered by Oracle 11g - Eligibility'. The interface includes a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. The main area is divided into tabs: 'Eligibility', 'Waiver', and 'Enrollment'. The 'Eligibility' tab is active, showing a form for 'Youth Barriers'. The form contains several sections:

- Dropout:** A dropdown menu.
- Truant Last Full Quarter:** A dropdown menu.
- Low Income HS Graduate and Basic Skills:** A dropdown menu.
- Deficient or Limited English Proficiency:** A dropdown menu.
- Offender:** A dropdown menu.
- Homeless:** A dropdown menu.
- Pregnant or Parenting:** A dropdown menu.
- Disabled:** A dropdown menu.
- Needs Additional Assistance:** A dropdown menu with the number '87' highlighted in a red box.

Other fields include:

- Income:** Receiving TANF (No), Receiving GA/RCA/ (Yes), DOD STAMPS/SS (Yes), / Reduced Lunch (No), In Poverty Area (Yes).
- Family Size:** 2
- Annual Income:** 600 (highlighted), 1,200
- Service:** Yes
- Service #:** 12-3456889-1
- Service Waiver:** (empty)
- Unable to achieve after receiving:** Yes

On the right side, there are sections for:

- WIOA DW:** Category, Layoff Date, Mass Layoff.
- NEG:** Employer, Grant Number.
- WIOA Youth:** Select, SPYC, Summer Jobs, 250% SJL, Out of School (Yes).
- Barriers:** A section with a 'Barriers' button and checkboxes for 'Is the Youth A Parent?' and 'A child living with the custodial parent or other adult caretaker/relative?'.
- Show Me Hero:** A button labeled 'Show Me H...'
- Check Verification:** A green checkmark button.

At the bottom, there are buttons for 'Save', 'Close', 'Record 1 of 1', '+ Add', 'Save', and 'Cancel'.

- 88. Click **Save** button
- 89. Click **Close** button

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

- Youth Barriers:** A list of dropdown menus for "Dropout", "Truant Last Full Quarter", "Low Income HS Graduate and Basic Skills", "Deficient or Limited English Proficiency", "Offender", "Homeless", "Pregnant or Parenting", "Disabled", and "Needs Additional Assistance".
- Income:** Fields for "Receiving TANF", "Receiving GA/RCA", "DOD STAMPS/SSI", "Reduced Lunch", "In Poverty Area", "Family Size", "Bi-Annual Income", "Annual Income", and "Age Adult/Youth".
- WIOA DW:** Fields for "Category", "Layoff Date", "Mass Layoff", "NEG", "Employer", and "Grant Number".
- WIOA Youth:** A "Select" section with checkboxes for "SPYC", "Summer Jobs", "250% SJL", and "Out of School". A "Show Me Here" button is also present.
- Buttons:** "Save" and "Close" buttons are highlighted with red boxes and labeled "88" and "89" respectively. Other buttons include "Add", "Check Verification", and "Cancel".

90. Click **Check Verification** button

The screenshot shows a software 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", "WIDA", "WIDA DW", "Status", and "WIDA Youth". The "Personal" section includes fields for 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), and Limited English (No). The "Status" section includes Vet Status (Not a Veteran), Employment Status (Unemployed), UI Claim Status (Claimant), Current Education Status (Not Attendin...), Highest Grade Comp (High School...), Dislocated Worker (No), and Homeless. The "WIDA" section includes Income, Receiving TANF (No), Receiving GA/RCA/ FOOD STAMPS/SS (Yes), Free/ Reduced Lunch (No), Youth High Poverty Area (Yes), Family Size (2), Semi-Annual Income (600), Annual Income (1,200), Low Income Adult/Youth (checked), Registered - Selective Service (Yes), Service # (12-3456889-1), and Selective Service Waiver. The "WIDA DW" section includes Category, Layoff Date, Mass Layoff, NEG, Employer, and Grant Number. The "WIDA Youth" section includes SPYC, Summer Jobs, 250% SJL, Out of School (Yes), and a "Barriers" section with checkboxes for "Is the Youth A Parent?" and "A child living with the custodial parent or other adult caretaker/relative?". A red box highlights the number "90" in the "Out of School" dropdown menu, with a red arrow pointing to the "Check Verification" button. The "Check Verification" button is a green button with a checkmark icon. At the bottom of the window, there are fields for "Eligibility Verif Date", "Record 1 of 1", and buttons for "Add", "Save", and "Cancel".

91. Since the customer will **only** be enrolled in **WIOA Youth** Toolbox will display this popup
92. Click **Yes** button unless you would also like to enroll the Youth in one of the Special Programs. Enrollment in the special programs is not covered in this desk aide.

General Section

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

WIOA/WIOA Adult/Youth Section

- 95. Each of the active white boxes needs to be checked to attest to staff verification. (Family Size, Last 6 Months Income, Selective Service, Categorically Eligible)
- 96. 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 main area is a 'Check Verification' form with two tabs: 'General' and 'Youth'. The 'General' tab is active and contains several sections:

- General**: A group box containing five checkboxes: 'Identity' (with a sub-note: '- ie. Drivers License, SS Card, W2 form'), 'Citizenship / Employment Status' (with a sub-note: '- ie. Birth Cert., Work Auth, Alien #'), 'Age' (with a sub-note: '- ie. Birth Certificate'), 'Disability Status' (with a sub-note: '- ie. Medical Records'), and 'Veteran Status' (with a sub-note: '- ie. DD214, Vet Admin (800)827-1000'). Below these is a white text input box. A red box labeled '93' is around the checkboxes, and a red box labeled '94' is around the text input box, with an arrow pointing from '94' to the box.
- WIOA / WIOA Adult/Youth**: A group box containing four checkboxes: 'Family Size', 'Last 6 Months Income', 'Selective Service', and 'Categorically Eligible'. Below these is a white text input box. A red box labeled '95' is around the checkboxes, and a red box labeled '96' is around the text input box, with an arrow pointing from '96' to the box.
- WIOA Dislocated Worker/NEG**: A group box containing two checkboxes: 'Dislocated Worker Status (See Eligibility Guidelines)' and 'Layoff Date'. Below these is a white text input box.
- Show Me Hero**: A group box containing two checkboxes: 'Marital Staus (Marriage License, DEERS Paperwork, etc.)' and 'Military Dates and Discharge Type (DD214, Copies of Orders, etc.)'. Below these is a white text input box.

At the bottom of the window are 'Save', 'Cancel', and 'Close' buttons. The status bar at the very bottom shows 'Record: 1/1' and '<OSC>'. Red boxes and arrows are overlaid on the screenshot to highlight the areas mentioned in the instructions.

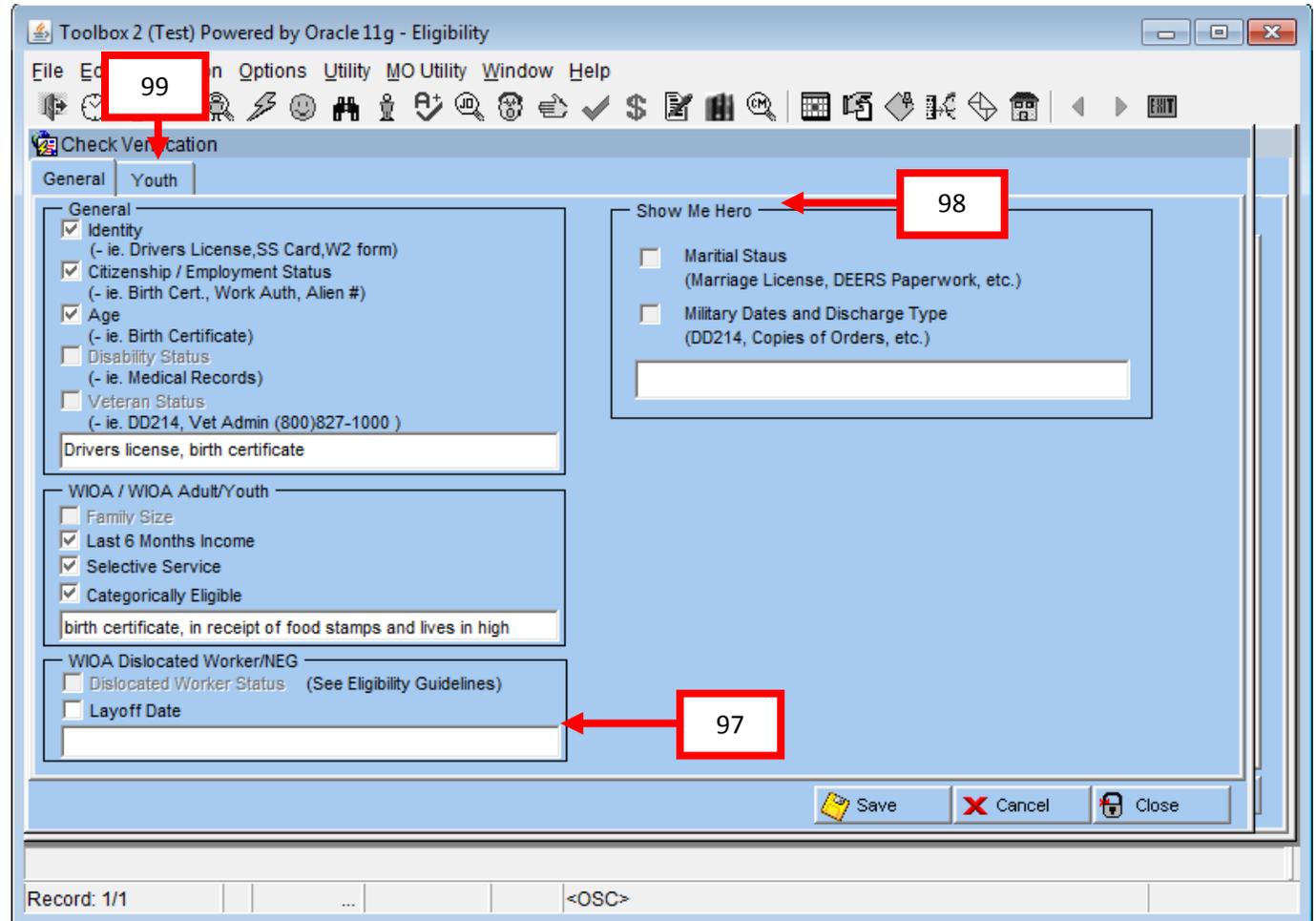
WIOA Dislocated Worker/NEG

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

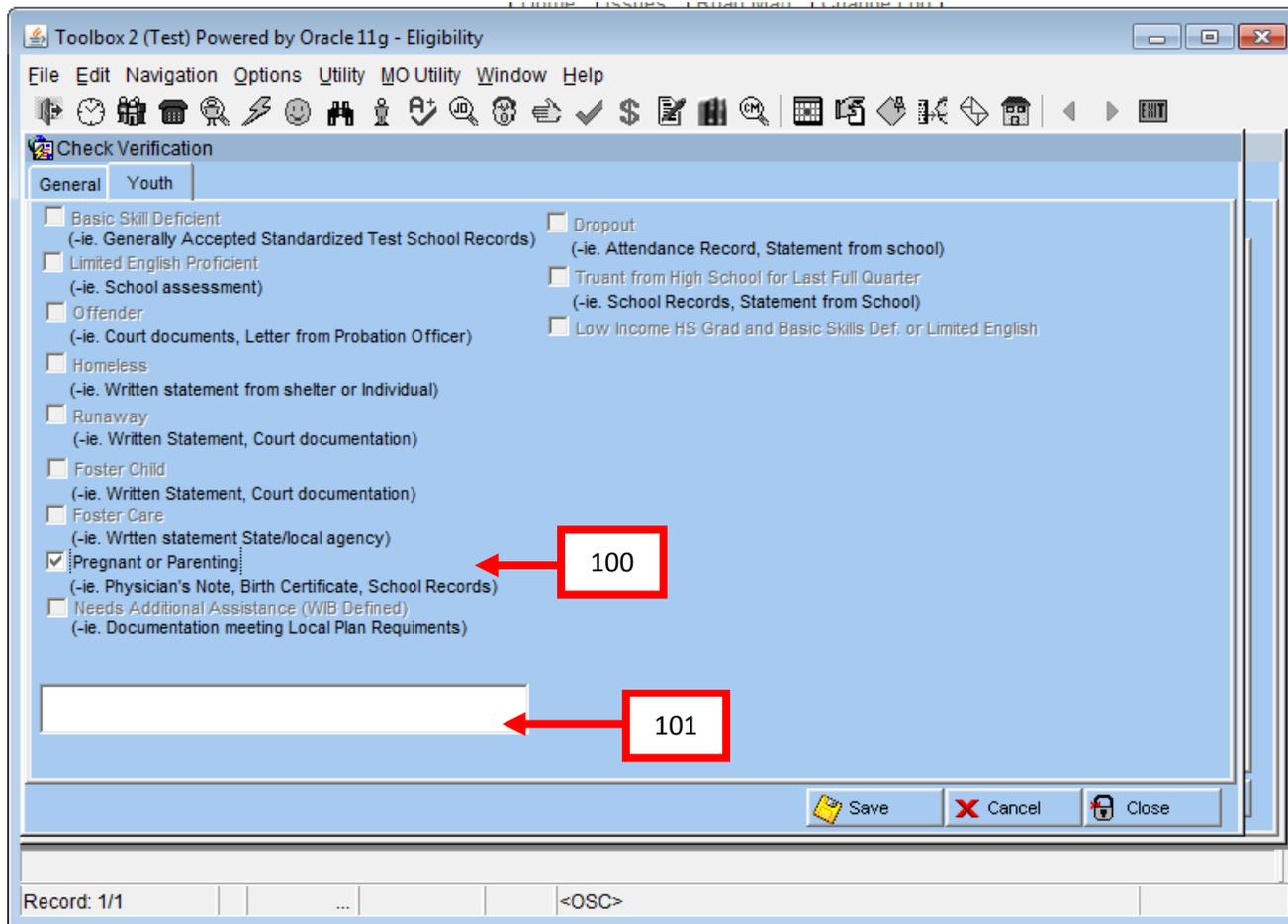
Show Me Hero

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

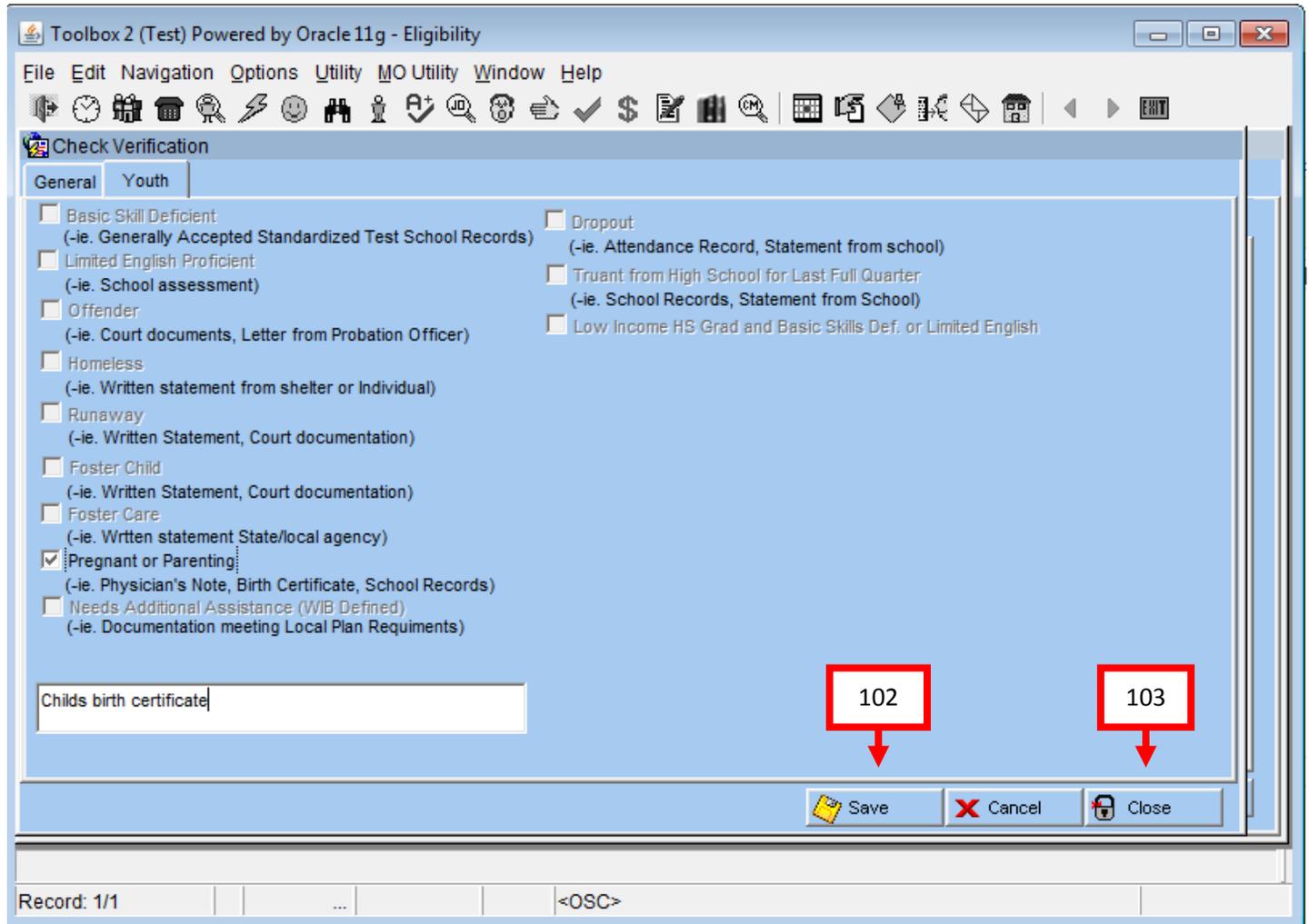
99. Click **Youth** tab



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



- 102. Click Save button
- 103. Click Close button



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

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

105. Double-click in the **Eligibility Verif Date** field

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

- Personal:** Includes fields for 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), and Limited English (No).
- Status:** Includes Vet Status (Not a Veteran), Employment Status (Unemployed), UI Claim Status (Claimant), Current Education Status (Not Attendin...), Highest Grade Comp (High School...), Dislocated Worker (No), and Homeless (No).
- Income:** Includes Income, Receiving TANF (No), Receiving GA/RCA/FOOD STAMPS/SSI (Yes), Free/Reduced Lunch (No), Youth High Poverty Area, Family Size, Semi-Annual Income (600), and Annual Income (1,200).
- WIOA:** Includes a checked 'WIOA' checkbox, 'Low Income Adult/Youth' (checked), and 'Registered - Selective Service' (Yes).
- WIOA DW:** Includes Category, Layoff Date, Mass Layoff, NEG, Employer, and Grant Number.
- WIOA Youth:** Includes a checked 'WIOA Youth' checkbox, 'SPYC', 'Summer Jobs', '25% SJL', and 'Out of School' (Yes).
- Barriers:** Includes a 'Barriers' button and checkboxes for 'Is the Youth A Parent?' and 'A child living with the custodial parent or other adult caretaker/relative?'.
- Bottom:** Includes 'Eligibility Verif Date' field, 'Record 1 of 1', '+ Add', 'Save', and 'Cancel' buttons.

Red annotations in the image:

- A red box labeled '104' points to the 'WIOA' checkbox.
- A red box labeled '105' points to the 'WIOA Youth' checkbox.
- A red box points to the 'Eligibility Verif Date' field.
- A red box at the bottom right contains the text: 'Do not check either of these boxes; they are for Summer Youth Enrollments only'.

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

107. 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' dialog box open. The dialog box 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 '106' is positioned over the 'Yes' button in the dialog. In the background application window, a red box labeled '107' is positioned over the 'Yes' button in the 'Forms' dialog. 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 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), 'WIDA' (Income, Receiving TANF: No, Receiving GA/RCA/FOOD STAMPS/SSI: Yes, Free/ Reduced Lunch: No), 'WIOA DW' (Category, Layoff Date, Mass Layoff, NEG, Employer), 'Status' (Vet Status: Not a Veteran, Employment Status: Unemployed, UI Claim Status: Claimant, Current Education Status: Not Attending, Highest Grade Comp: High School, Dislocated Worker: No, Homeless: No), 'Registered - Selective Service' (Yes, Service #: 12-3456889-1, Selective Service Waiver), 'Out of School' (Yes), and 'Show Me Hero' (Show Me H...). At the bottom of the application window, there is a 'Check Verification' button and a status bar showing 'Eligibility Verif Date: 070115', 'Record 1 of 1', and buttons for '+ Add', 'Save', and 'Cancel'.

108. 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 web-based 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 is a toolbar with various icons. The main content area is divided into several sections:

- Eligibility** (selected tab):
 - 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 (Claimant), Current Education Status (Not Attending), Highest Grade Completed (High School), Dislocated Worker (No), Homeless (No).
 - WIDA**: Income, Receiving TANF (No), Receiving GA/RCA/FOOD STAMPS/SSI (Yes), Free/Reduced Lunch (No), Youth High Poverty Area (Yes), Family Size (2), Semi-Annual Income (600), Annual Income (1,200), Low Income Adult/Youth (checked), Registered - Selective Service (Yes), Service # (12-3456889-1), Selective Service Waiver.
 - WIOA DW**: Category, Layoff Date, Mass Layoff, NEG, Employer, Grant Number.
 - WIOA Youth**: SPYC, Summer Jobs, 250% SJL, Out of School, Barriers, Is the Youth A Parent?, A child living with the custodial parent or other adult caretaker/relative?.
 - Buttons**: Check Verification, Registration Details.
- Enrollment** (highlighted tab with a red box and the number "108")

At the bottom of the window, there is a status bar with "Eligibility Verif Date: 07/01/15", "Record 1 of 1", and buttons for "Add", "Save", and "Cancel". Below the status bar, a message reads "Transaction complete: 1 records applied and saved." and "Record: 1/1" is displayed.

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

- 109. Click in the **box** next to **WIOA Youth** program
- 110. Click **Enroll** button.

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

Application Eligibility Waiver Enrollment

Eligible Enrollments

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

Verify Date: 07/01/15

Other Potential DWD Programs

Enroll

Actual Enrollments

Program	Start Dt	End Dt	Teen Two	Trade 2002	Outcome

External Counselor Recalled by Trade Affected Employer Save Cancel

Record: 1/1 <OSC>

Actual Enrollments

- 111. The **WIOA Youth** is now displayed in the **Actual Enrollments** section, along with a **Start Date**.
- 112. Click **Save** button.
- 113. Click on the **Employment Plan** speed button.

The screenshot shows the 'Eligibility' application window. The title bar reads '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, including a speed button for 'Employment Plan' (callout 113). The main content area is divided into two sections: 'Eligible Enrollments' and 'Actual Enrollments'. The 'Eligible Enrollments' section includes a 'DWD Eligibility' table with 'WIA Adult' listed, a 'Verify Date' field set to '07/01/15' (callout 111), and an 'Enroll' button. The 'Actual Enrollments' section features a table with columns: Program, Start Dt, End Dt, Teen Two, Trade 2002, and Outcome. The 'WIOA Youth' program is listed with a 'Start Dt' of '07/01/15'. A 'Save' button (callout 112) and a 'Cancel' button are located at the bottom right of the 'Actual Enrollments' section. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

114. 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, JO Utility, Window, Help) and a toolbar with various icons. The main area is divided into tabs: Enrollment, Appropriateness, **Employment Plan**, Progress, and Closures. The "Employment Plan" tab is active, showing a "Verify Date" of 04/24/15. Below this are two main sections: "Eligible Enrollments" and "Actual Enrollments".

Eligible Enrollments

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

Other Potential DWD Programs

Buttons: + Add, - Delete, Enroll, Agreement

Actual Enrollments

Program	Start Dt	End Dt	Trade 2002	Outcome
WIOA Youth	04/27/15		<input type="checkbox"/>	
			<input type="checkbox"/>	

Buttons: Oops!, Show Clos..., Save, Cancel

Record: 1/1 | ... | <OSC>

119. If searching for the correct ONet, enter the title of the ONet you need into the **Job Title** field.

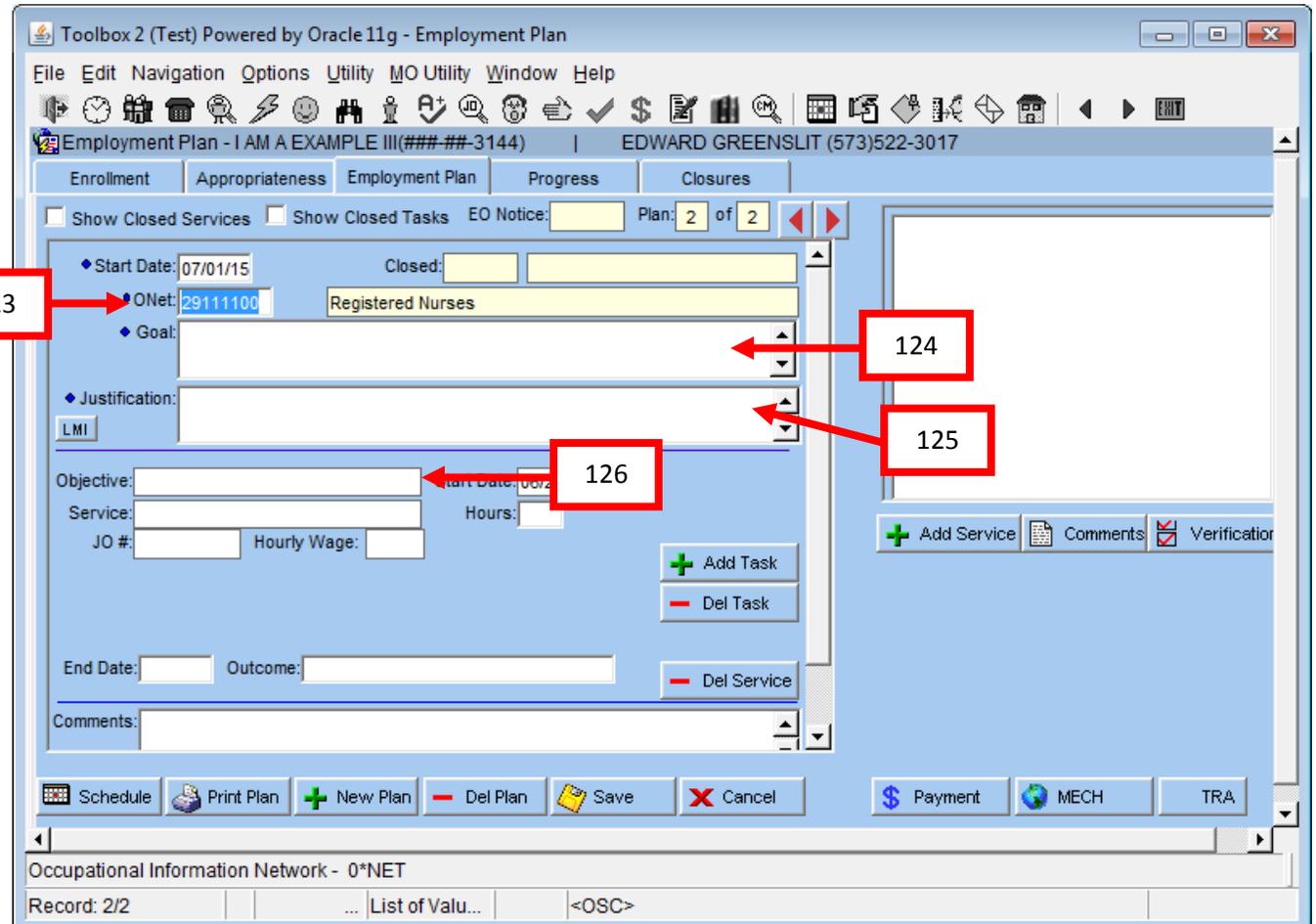
120. Click **Search** button.

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

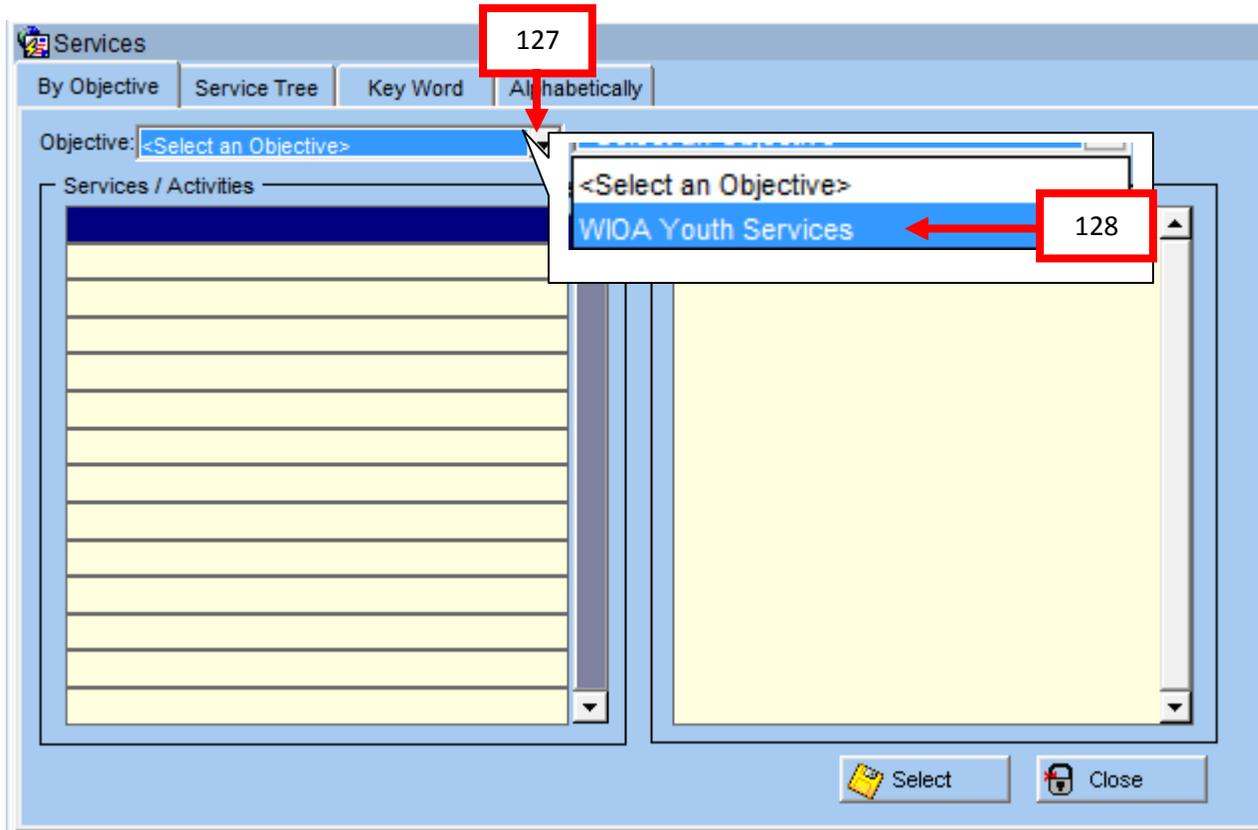
122. Click **Select** button

The screenshot shows the O*NET Search interface. At the top, there are tabs for 'Code Connector', 'Keyword Search', and 'Tree Search'. The 'Job Title' field contains the text 'nurse'. To the right of this field are radio buttons for 'Exists In' and 'Contains All', and a 'Search' button. Below the search field are four lists: 'Occupation', 'DOT Titles', 'Related Occupations', and 'Lay Titles'. The 'Occupation' list has 'Registered Nurses (29-1111.00)' selected. The 'DOT Titles' list has 'Nurse, In...' selected. The 'Related Occupations' list has 'Registered Nurses (29-1111.00)' selected. The 'Lay Titles' list has 'TEACHER,NURSING ASSISTANTS' selected. On the right side, there is a 'Description' field for 'Registered Nurses (29-1111.00)' and a 'Select' button. At the bottom right, there is a 'Cancel' button. Red callout boxes with numbers 119, 120, 121, and 122 point to the 'Job Title' field, the 'Search' button, the 'Registered Nurses (29-1111.00)' entry in the 'Occupation' list, and the 'Select' button, respectively.

- 123. **ONet** is now populated.
- 124. **Goal:** Type in a goal for the job seeker.
- 125. **Justification:** Type in the justification reason to explain the goal entered.
- 126. **Objective:** Double click in the Objective field

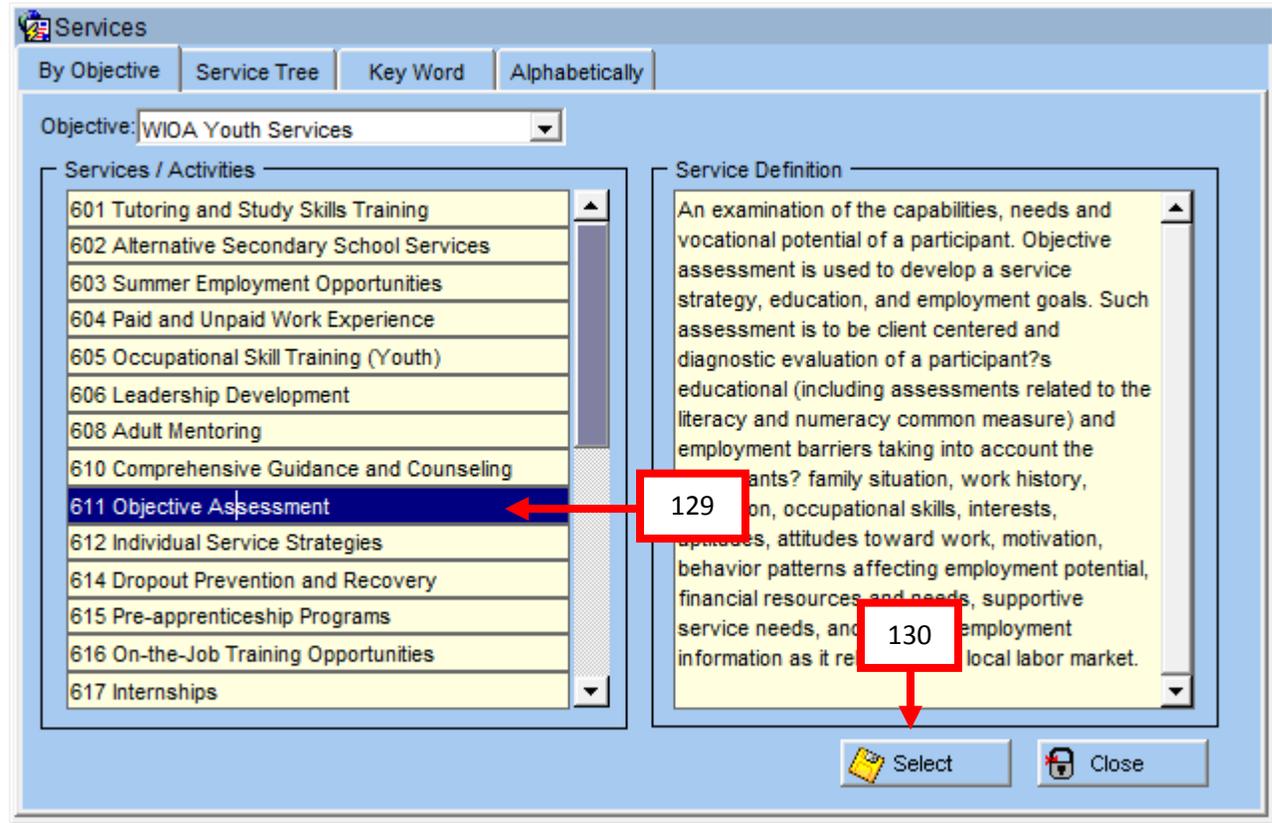


- 127. Click the **Objective** box
- 128. Highlight the **Objective** needed by clicking on it.



Note: All Youth **must** be provided the 611 Comprehensive Assessment & 612 Individual Service Strategies

- 129. Highlight the **Service/Activity** needed by clicking on it.
- 130. Click **Select**



- 131. The **Objective** and **Service** now display in the boxes.
- 132. **Start Date:** Automatically enters the current date.
- 133. Click **Save** button

The screenshot shows the 'Employment Plan' form in the 'Toolbox 2 (Test)' application. The form is titled 'Employment Plan - I AM A EXAMPLE III(###-##-3144)' and is for 'EDWARD GREENSLIT (573)522-3017'. The form is divided into several sections: 'Enrollment', 'Appropriateness', 'Employment Plan', 'Progress', and 'Closures'. The 'Employment Plan' section is active and contains the following information:

- Start Date:** 07/01/15
- ONet:** 29-1111.00 Registered Nurses
- Goal:** To obtain employment as a registered nurse
- Justification:** To be able to provide for my family and become self sufficient. Registered Nursing field is increasing in demand by 17%
- Objective:** WIDA Youth Services
- Service:** 611 Objective Assessment
- Start Date:** 07/01/15
- Hours:** [Empty]
- Task 1:** [Empty]
- End Date:** [Empty]
- Outcome:** [Empty]
- Comments:** [Empty]

Red boxes and arrows highlight the following elements:

- 131:** Red boxes around the 'Objective' and 'Service' fields, with an arrow pointing to the 'Objective' field.
- 132:** A red box around the 'Start Date' field (07/01/15), with an arrow pointing to it.
- 133:** A red box around the 'Save' button at the bottom of the form.

The bottom of the form has a status bar with the text 'Enter service start date' and 'Record: 1/1'. The bottom right corner has buttons for 'Payment', 'MECH', and 'TRA'.

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

NOTE: The 611 Comprehensive Assessment & 612 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.

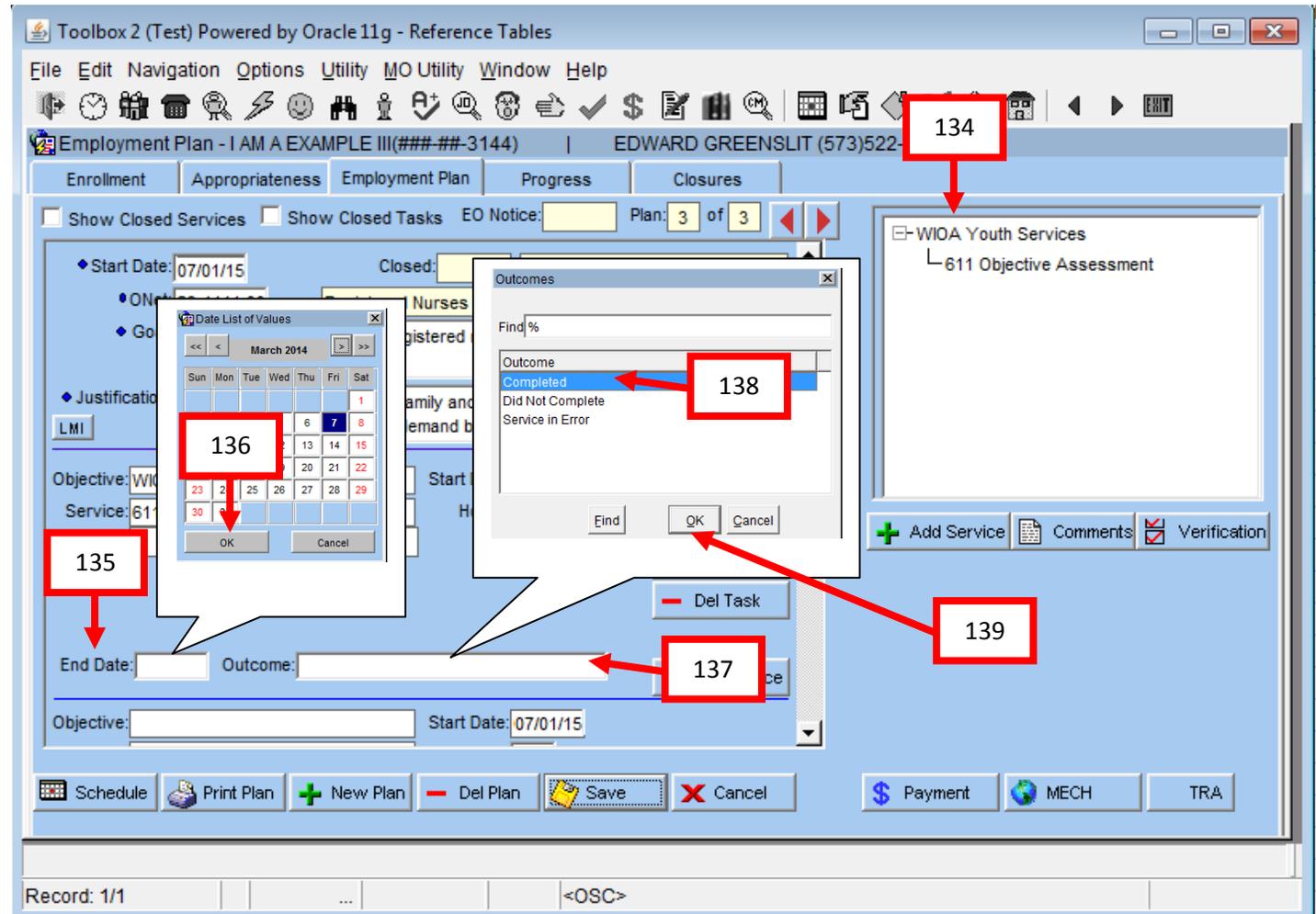
135. To close a service, double-click in the **End Date** field. This will bring up a calendar.

136. Select the closing date and click the **OK** button.

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

138. Choose the outcome you wish to use.

139. Click **OK** button.



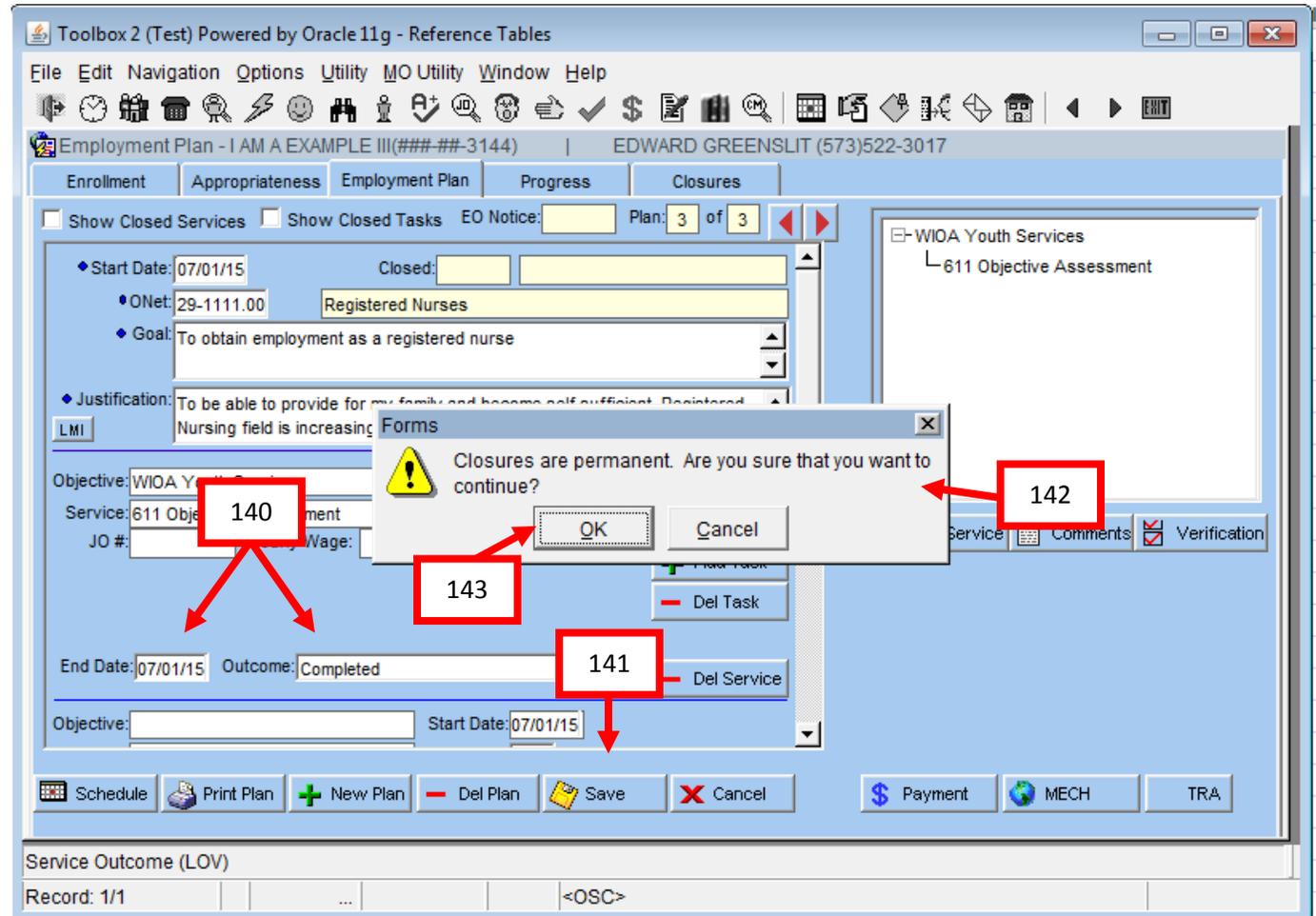
140. The **End Date** and **Outcome** fields are now populated.

141. Click **Save** button.

142. After saving, a popup will appear informing you that Closures are permanent.

143. Click **OK** button

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



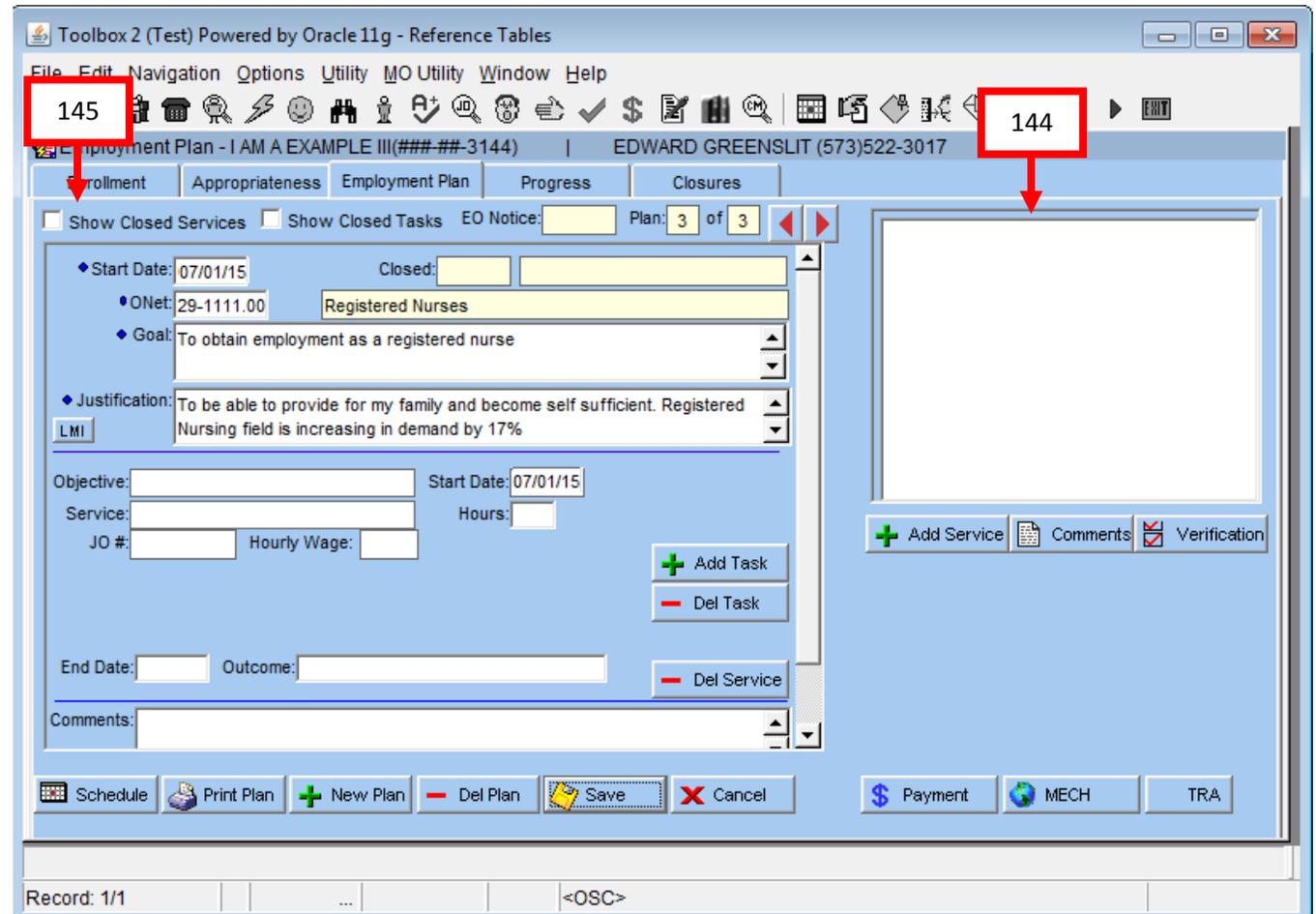
144. Service has been closed and no longer is shown in the Employment Plan tree

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

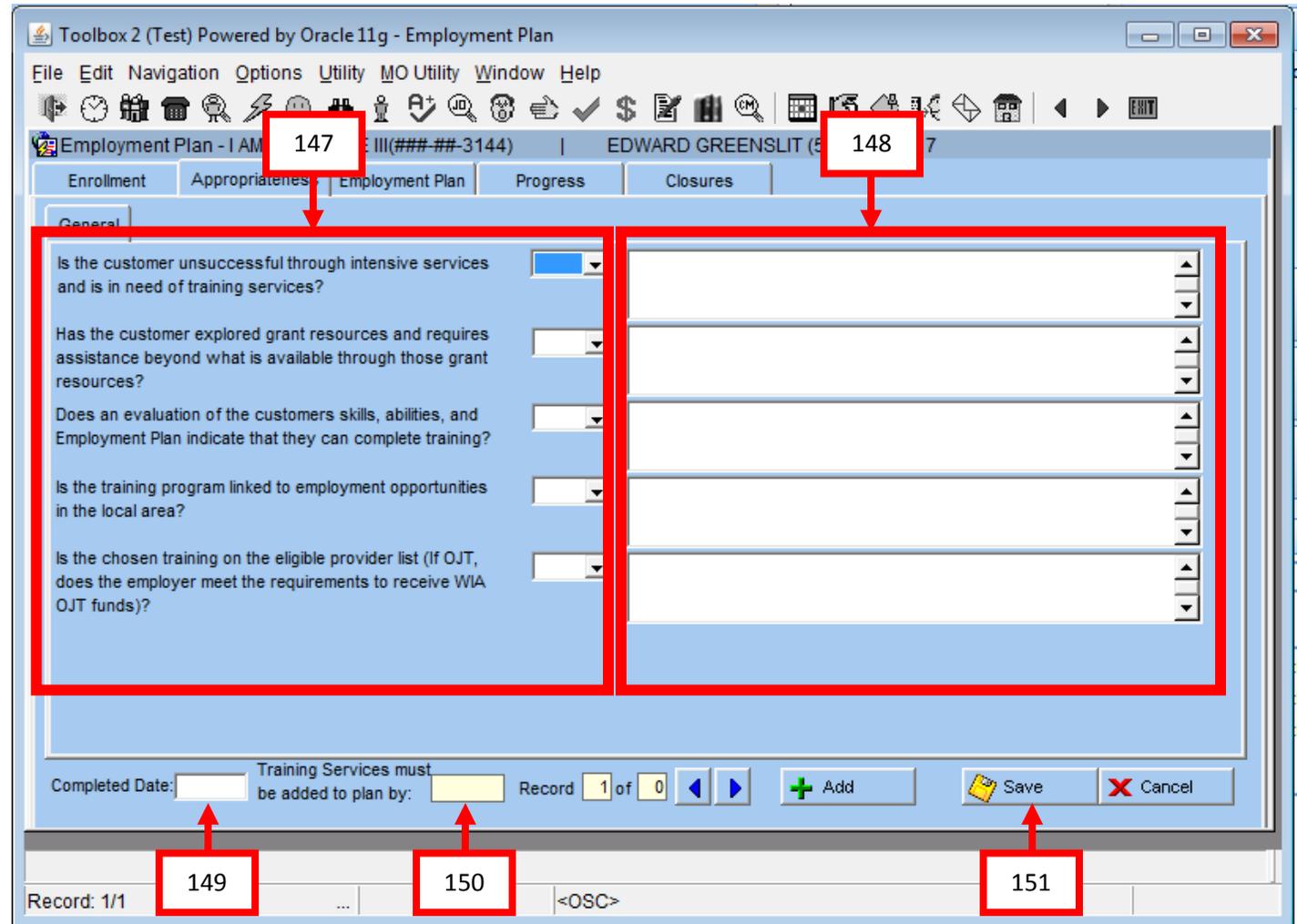
NOTE: The 612 Individual Service Strategies service is opened and closed in the same way the 611 Objective Assessment service was.

NOTE: Appropriateness Tab is **required** for all WIOA Adult and WIOA Dislocated Worker participants where WIOA is paying for the training. Appropriateness Tab may be used by the WIOA Youth counselor as a means of documenting the need for and eligibility of Youth in need of training funded by WIOA Youth Program. Skip to Step 179 if you will not use the Appropriateness Tab to document training need.

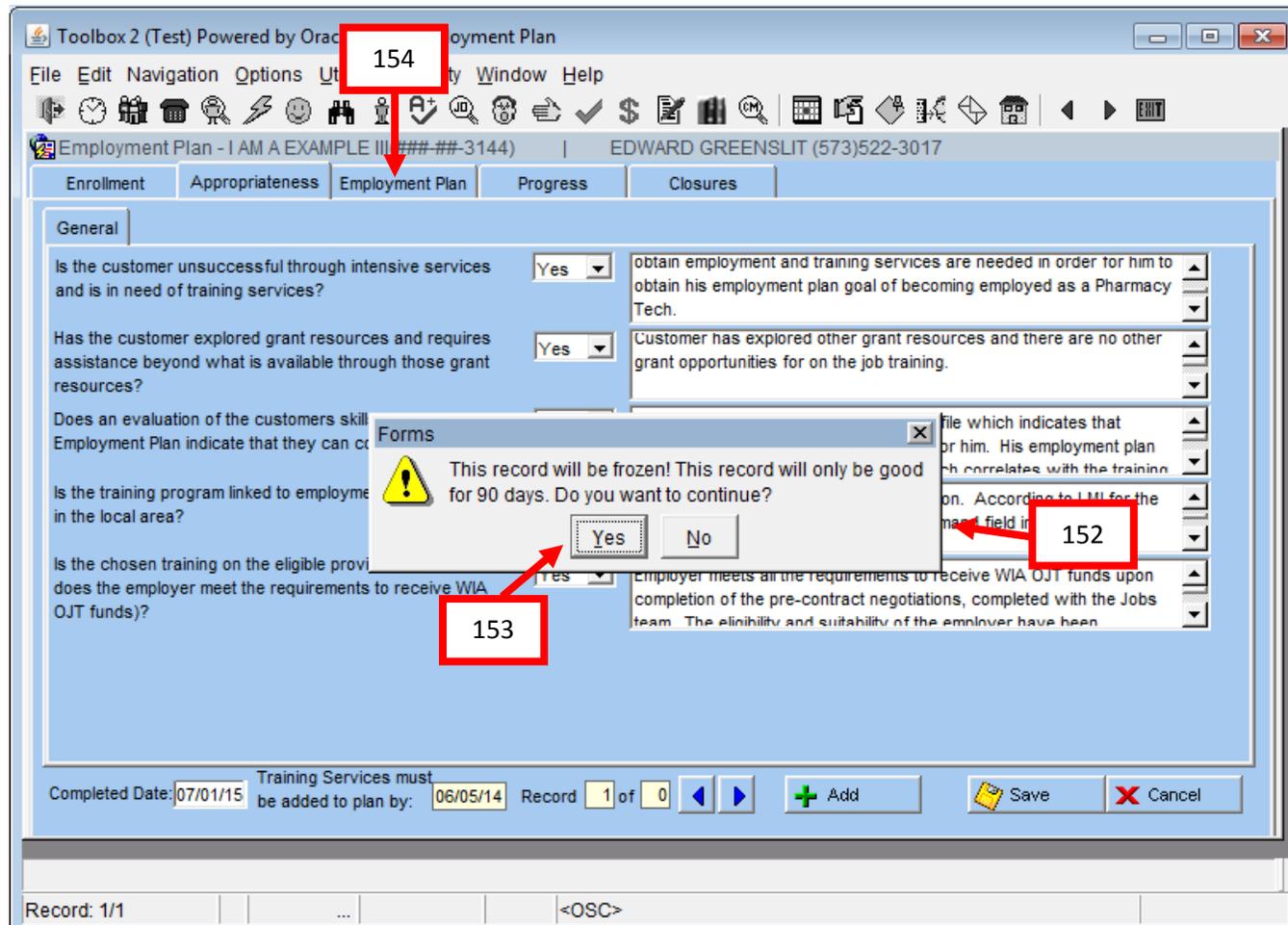
146. Click on the **Appropriateness** tab



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



- 152. After Save popup will appear informing you that the record will be frozen.
- 153. Click **Yes** button
- 154. Click **Employment Plan** tab

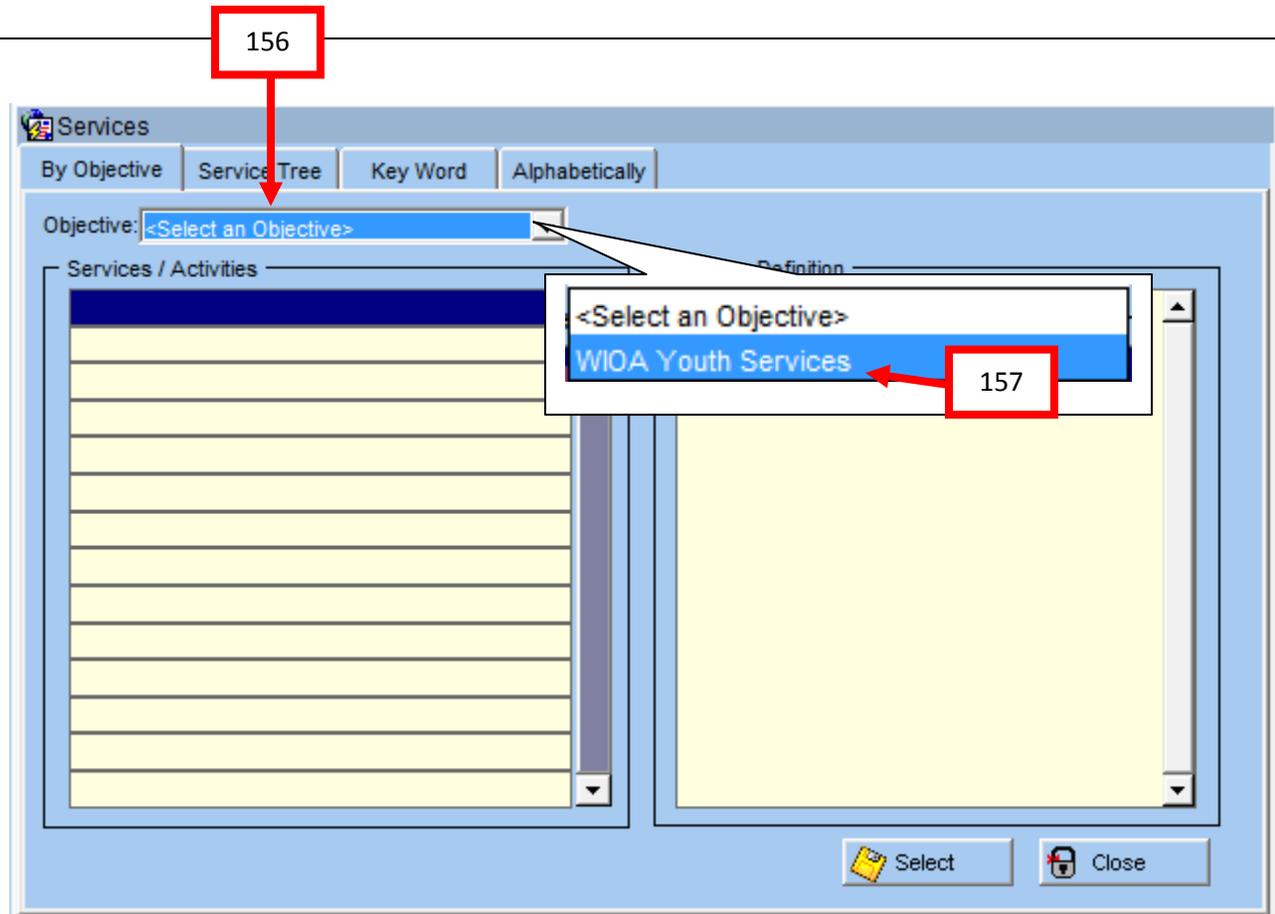


Adding Training Service

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

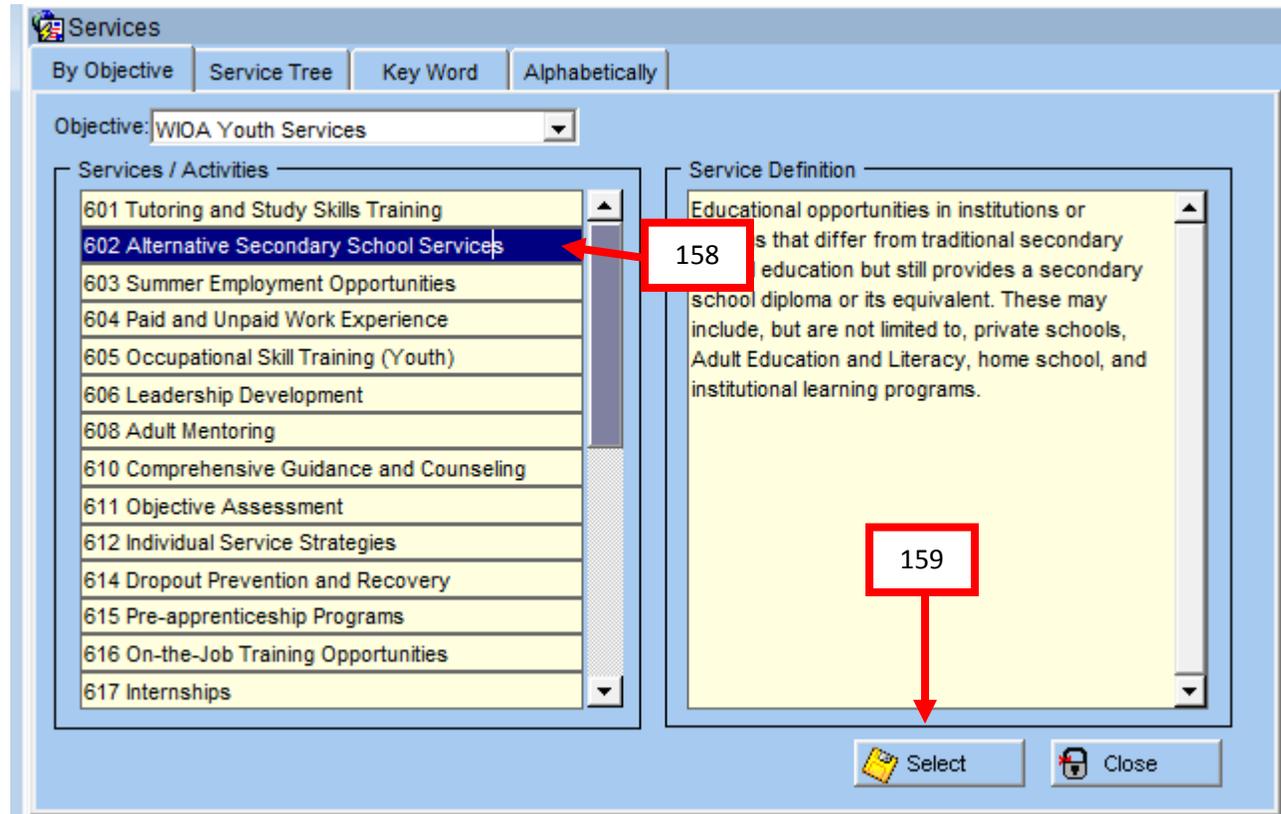
The screenshot displays the 'Toolbox 2 (Test)' application window, titled 'Employment Plan - I AM A EXAMPLE III(###-##-3144) | EDWARD GREENSLIT (573)522-3017'. The interface features a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. The main area is divided into tabs: Enrollment, Appropriateness, Employment Plan (selected), Progress, and Closures. Below the tabs, there are checkboxes for 'Show Closed Services' and 'Show Closed Tasks', and an 'EO Notice' field. The 'Start Date' is set to 07/01/15, and the 'Closed' field is empty. The 'ONet' field is 29-1111.00, and the 'Registered Nurses' field is highlighted. The 'Goal' is 'To obtain employment as a registered nurse'. The 'Justification' is 'To be able to provide for my family and become self sufficient. Registered Nursing field is increasing in demand by 17%'. The 'Objective' field contains '155', which is highlighted with a red box and a red arrow pointing to it. The 'Service' field is empty, and the 'Hourly Wage' field is empty. The 'End Date' and 'Outcome' fields are empty. The 'Comments' field is empty. The interface includes several action buttons: '+ Add Service', 'Comments', 'Verification', '+ Add Task', 'Del Task', 'Del Service', 'Schedule', 'Print Plan', '+ New Plan', 'Del Plan', 'Save', 'Cancel', 'Payment', 'MECH', and 'TRA'. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'. The 'Objective' field is highlighted with a red box, and a red arrow points to it from the left.

156. Click on the Objective box.
157. Highlight the **Objective** needed by clicking on it

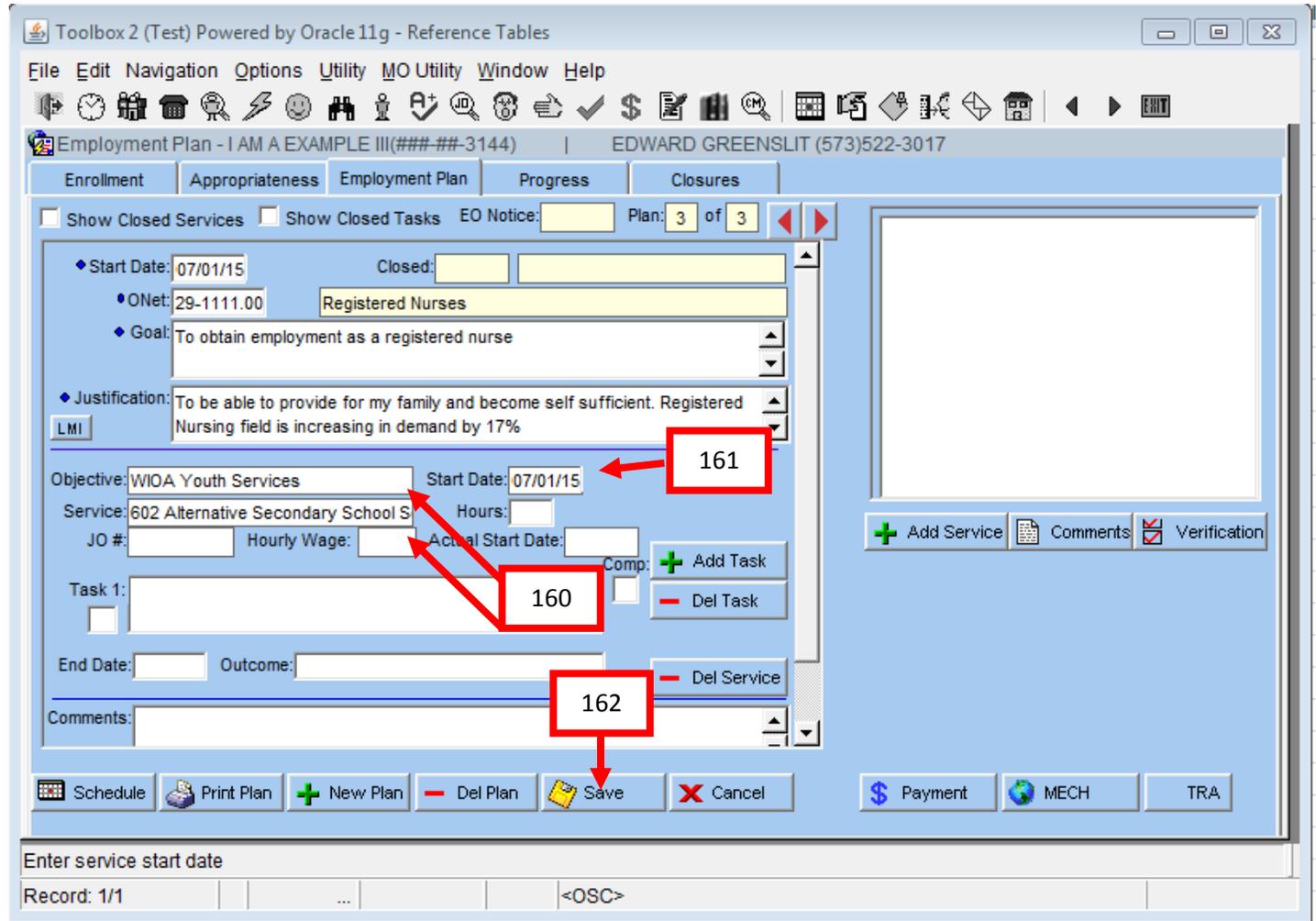


158.Highlight the **Service\Activity** needed by clicking on it.

159.Click **Select** button

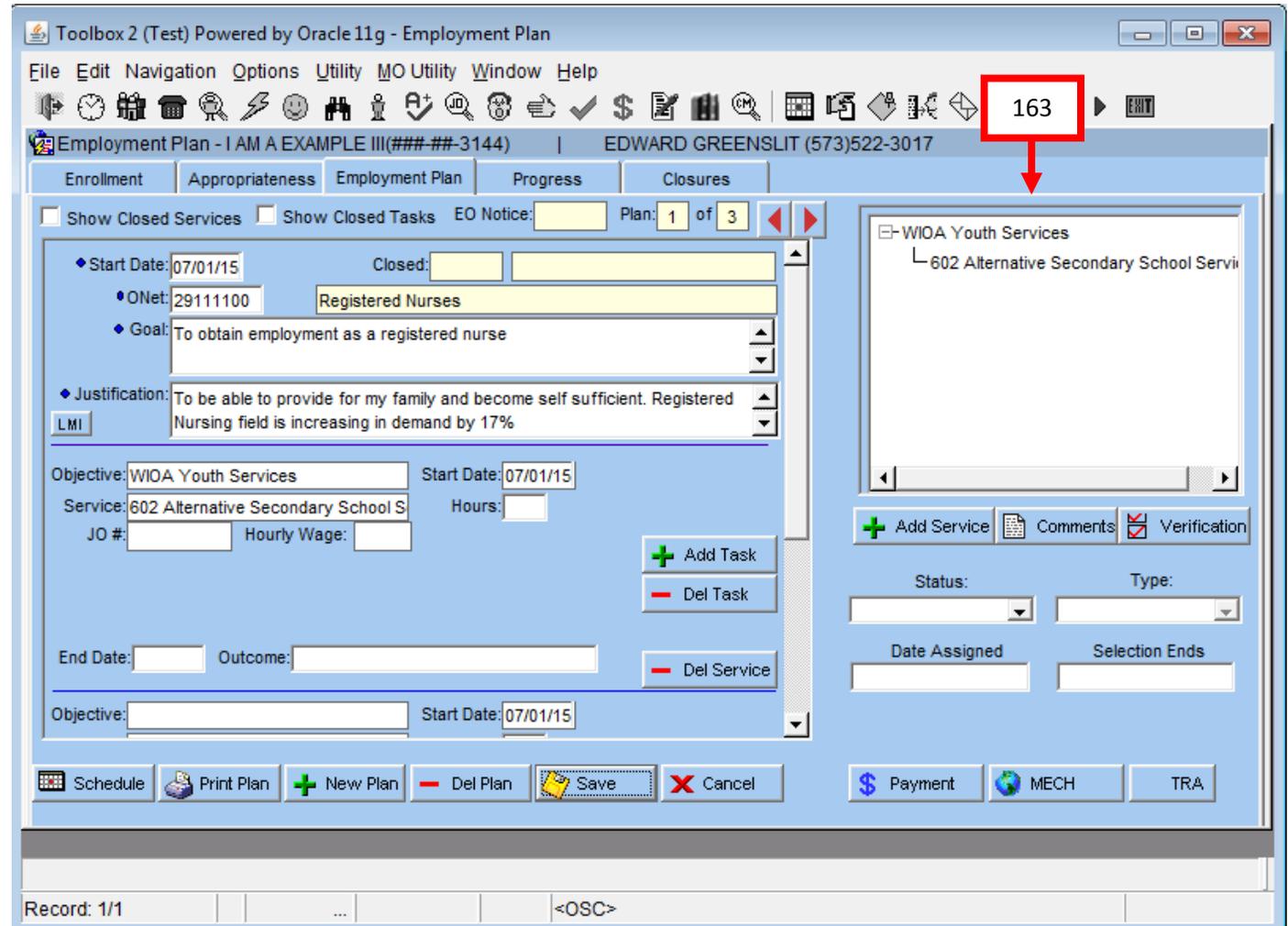


- 160. The **Objective** and **Service** now displays in the boxes.
- 161. **Start Date:** Automatically enters the current date.
- 162. Click **Save** button.



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

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



Once the participant has completed training, the training service must be closed.

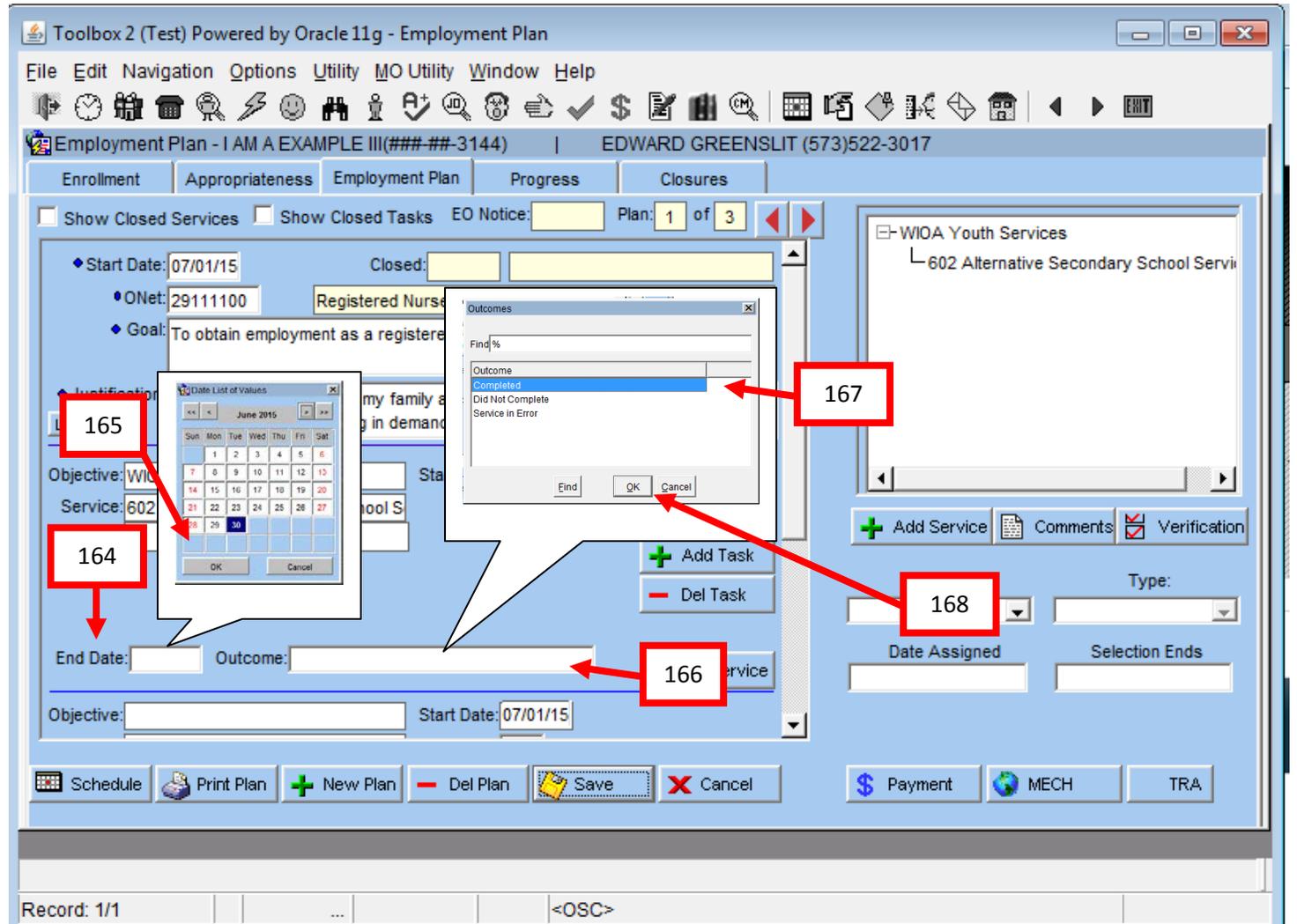
164. Double-Click in the **End Date** field. This will bring up a calendar.

165. Click the **OK** button.

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

167. Choose the outcome you wish to use.

168. Click **OK** button.

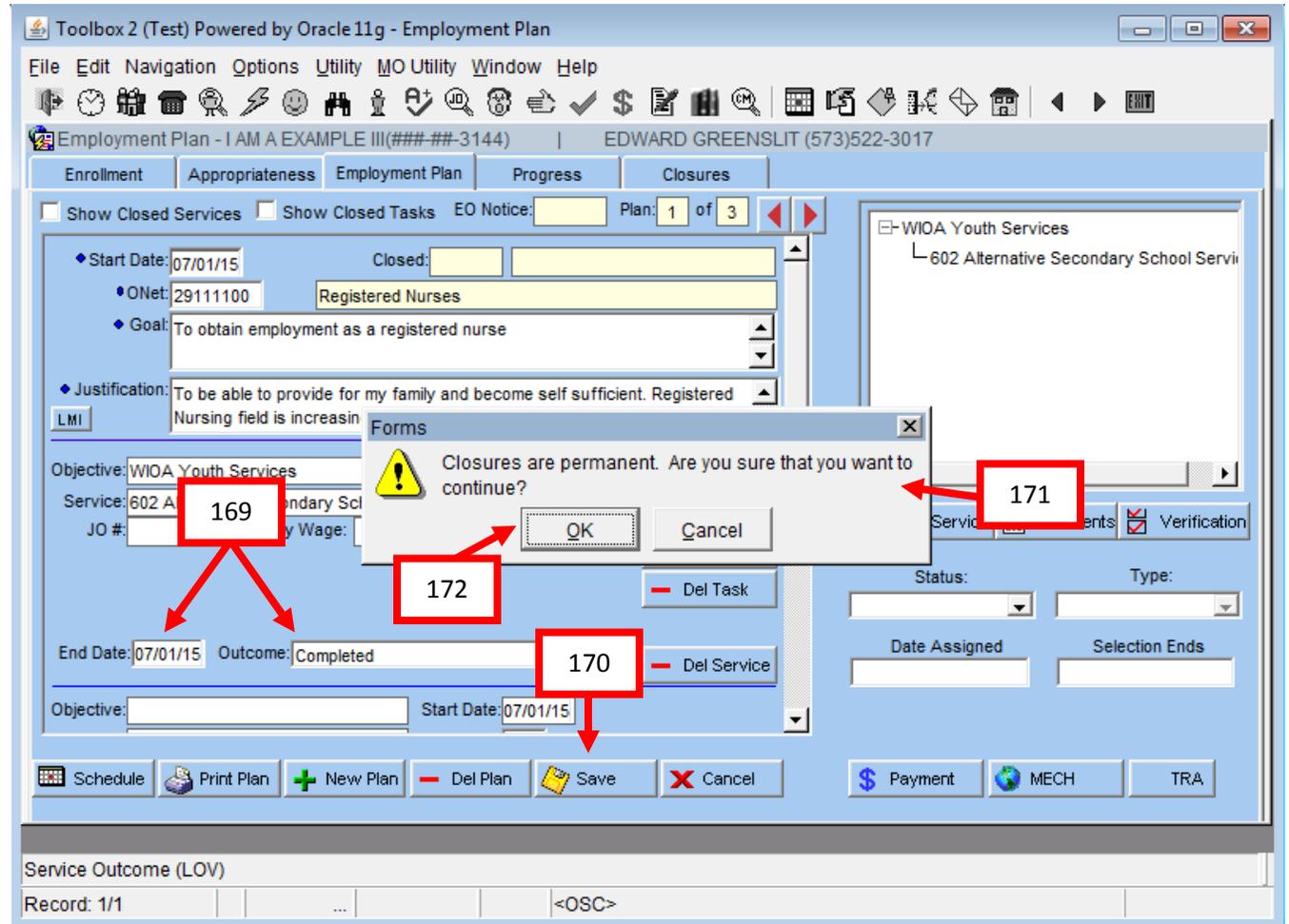


169. The **End Date** and **Outcome** fields are now populated.

170. Click **Save** button.

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

172. Click **OK** button



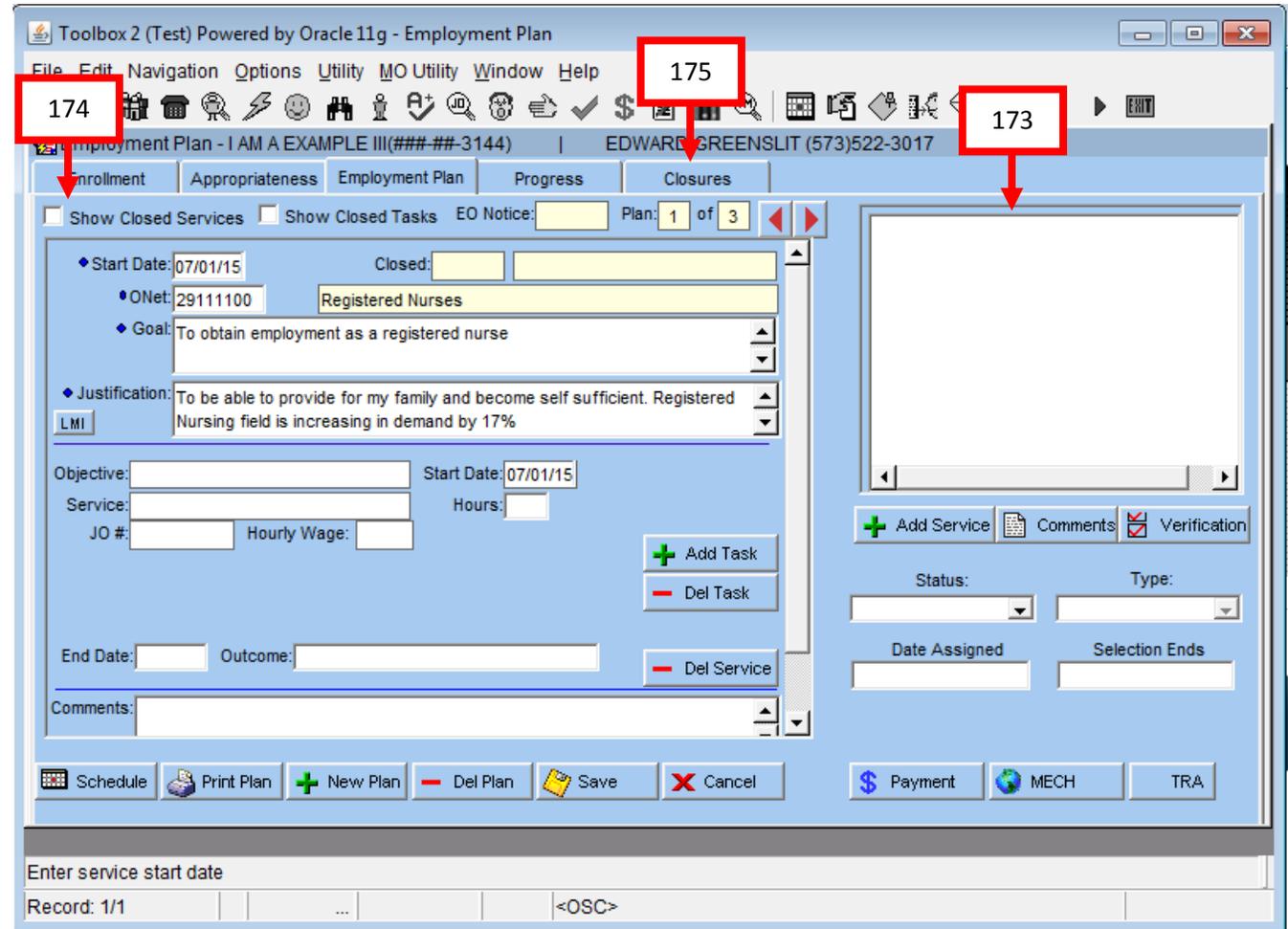
173. Service has been closed and no longer is shown in the Employment Plan tree

174. 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 WIOA Youth Enrollment

175. Click on the **Closures** tab



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

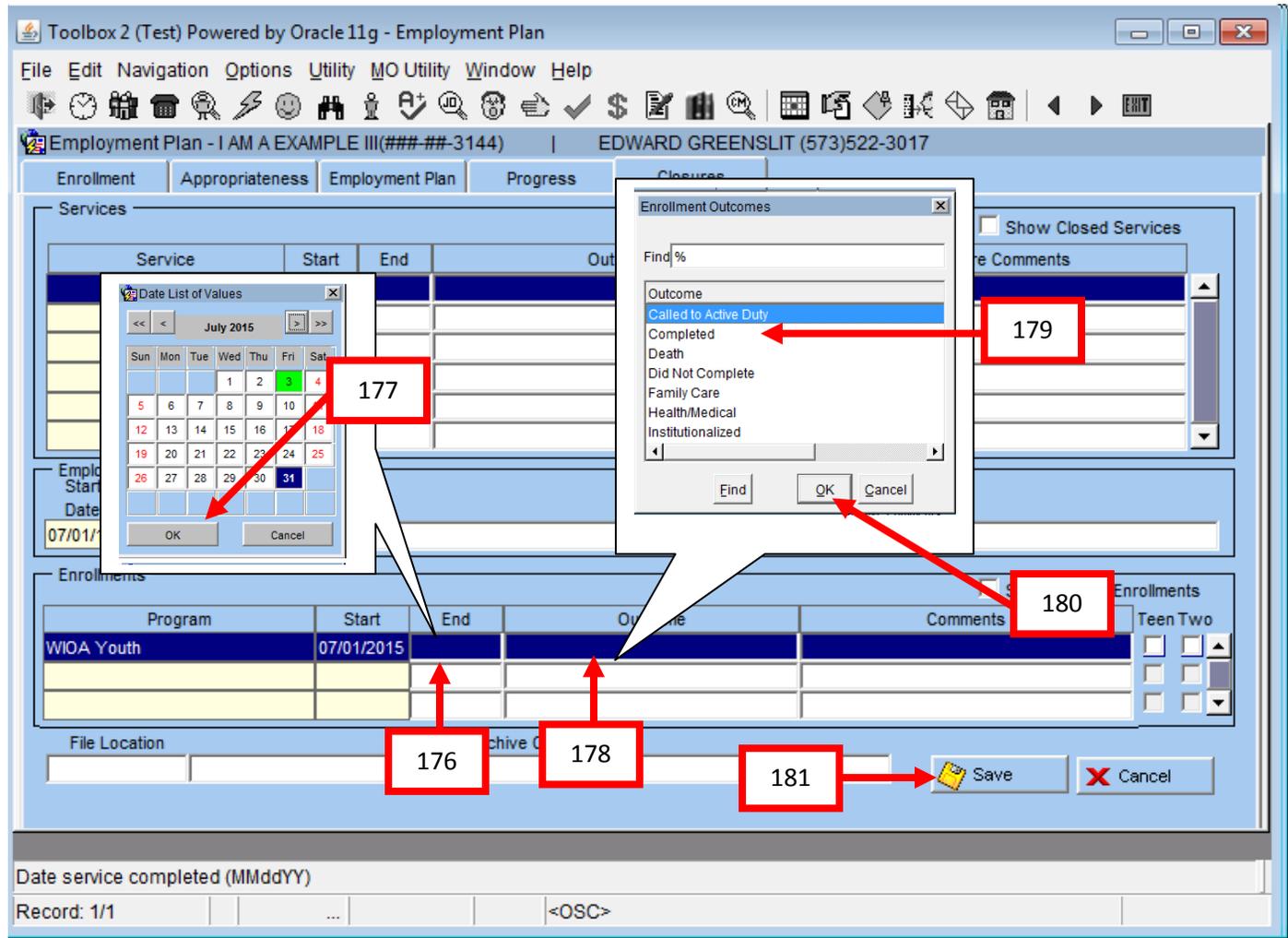
177. Click **OK** button

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

179. Choose the outcome you wish to use.

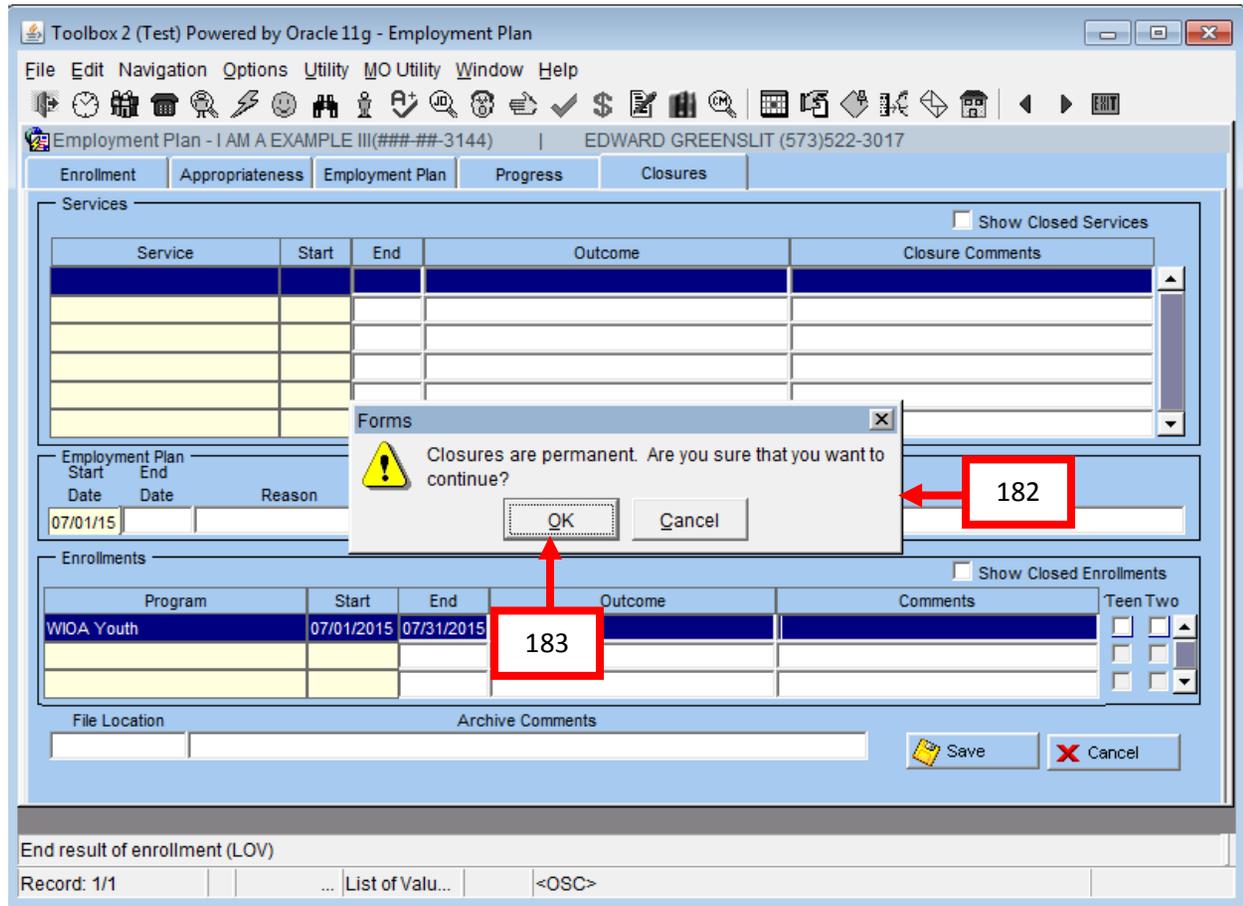
180. Click **OK** button.

181. Click **Save** button.



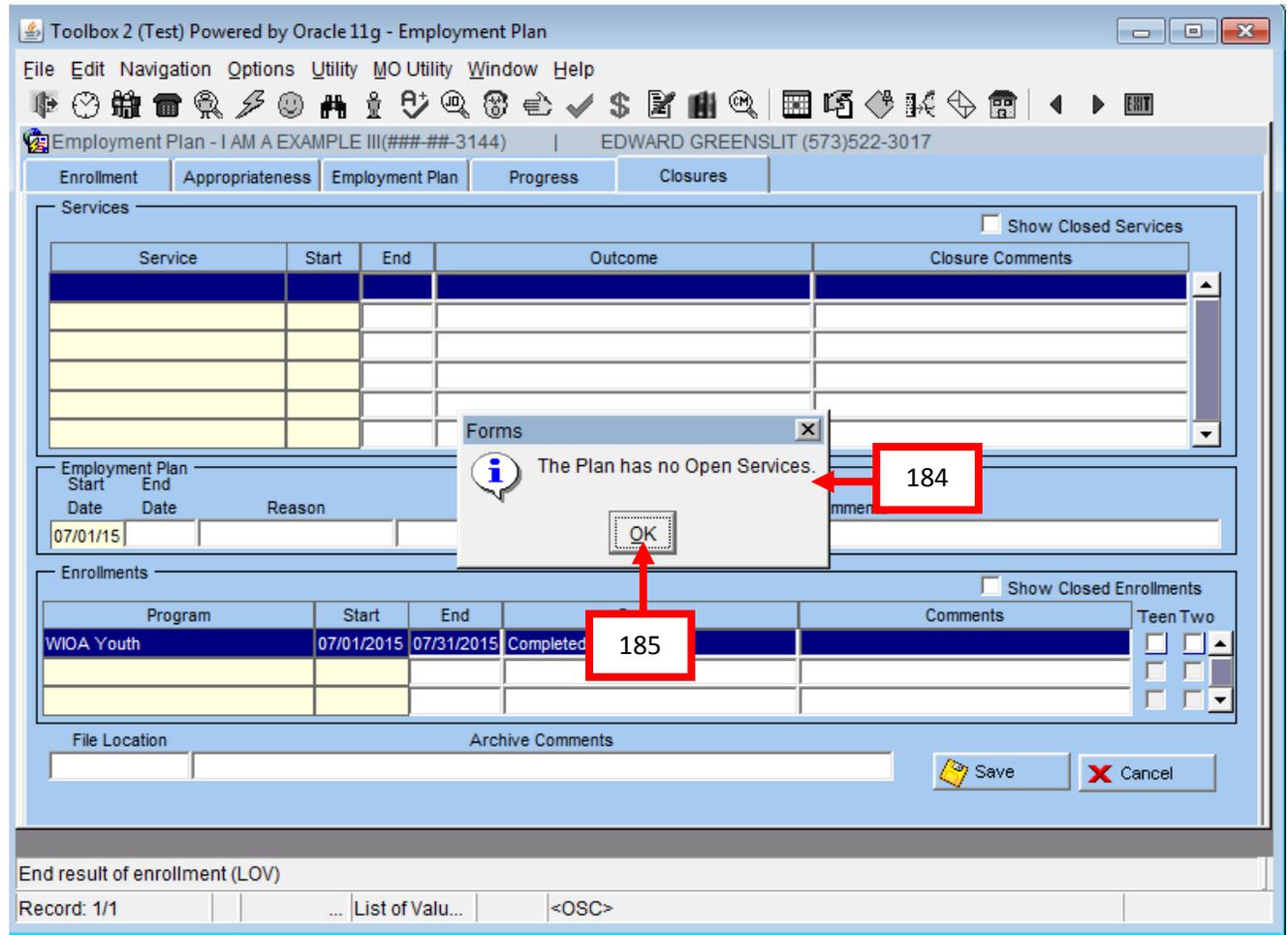
182. After Save a popup will appear informing you that Closures are permanent.

183. Click **OK** button



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

185. Click **OK** button



186. WIOA Youth enrollment is now closed.

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

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

Enrollment | Appropriateness | Employment Plan | Progress | Closures

Services Show Closed Services

Service	Start	End	Outcome	Closure Comments

Employment Start Date: 07/01/15 Reason: Plan Close Comments

Enrollments Show Closed Enrollments

Program	Start	End	Outcome	Comments	Teen Two

File Location: Archive Comments

Save Cancel

Date service completed (MMddYY)

Record: 1/1 <OSC>