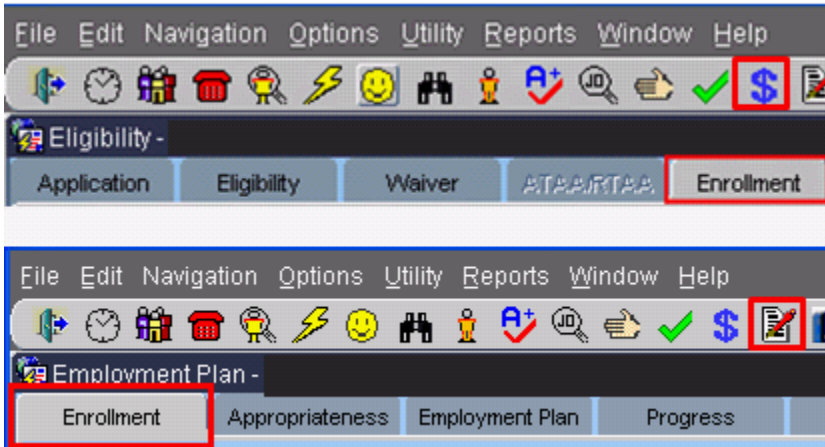


WIOA ENROLLMENT:

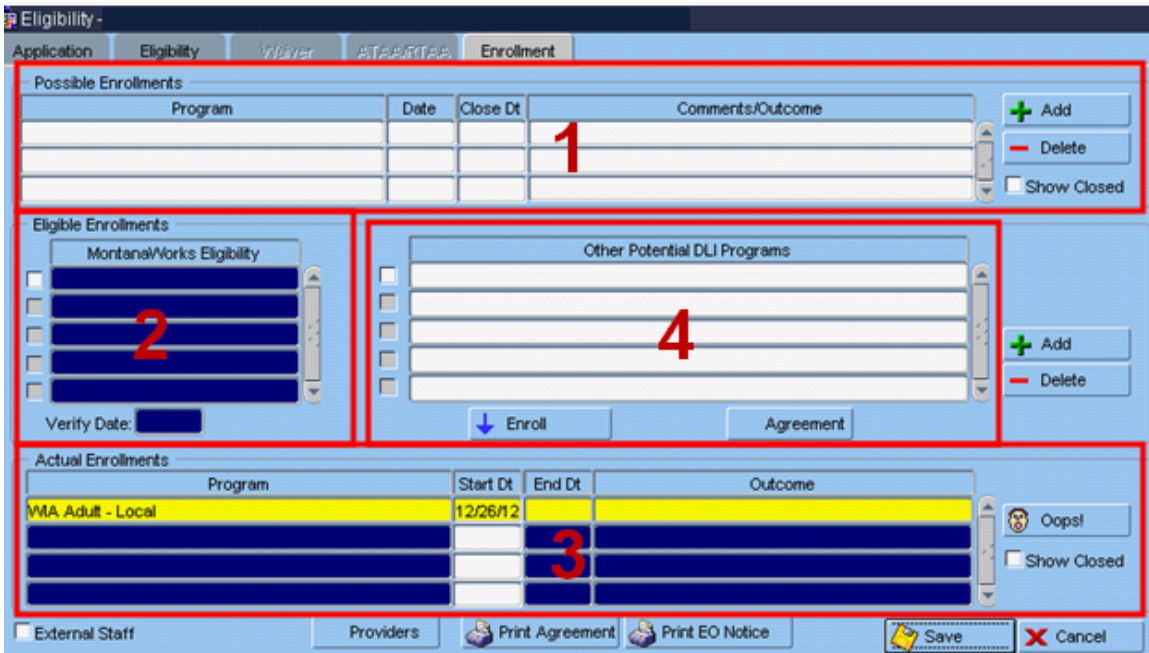
Once the applicant has been determined eligible for a program or programs, you can enroll them.

Enrollment:

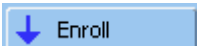
Click on the Enrollment tab under either the Eligibility screens or the Employment Plan screens.



The tabs are identical.



1. The Possible Enrollments section is only used for information purposes. You can refer participants to any of these programs, but pulling up a possible enrollment and entering it here does not enroll them in any program.

2. The Eligible Enrollments section shows programs that the applicant was made eligible for under the Eligibility tab. To enroll in one of these programs, place a checkmark in front of the program. Then click on the Enroll button. More than one eligible enrollment may show. Only enroll in programs that you have funding for. An example would be a participant who is 21 years old and eligible for the Youth program, and also as a low income Adult.
3. The Actual Enrollments section shows the programs the participant is actually enrolled in. If an enrollment has been made in error, you can hit the OOPS button to remove the enrollment. The OOPS button only works until midnight of the day you enroll the participant in the incorrect program. If you miss the opportunity to back out the enrollment, please contact Oversight program staff.
4. The Other Potential DLI Programs section has additional programs that don't require the eligibility process. Participants can be enrolled in other DLI Programs or follow up once they have finished receiving regular program services. Find the program, check the box by the enrollment, and click on the  button.

Don't forget to Save!

If you have any difficulties, or receive a message in the lower left-hand corner that says, "Field protected against update," email the WIOA Mworks Help Desk at DDLWSDMWorksWIOAHelp@mt.gov or email/call one of the WIOA staff.

Continue with 'WIOA Employment Plan.'