


WIOA ELIGIBILITY: ENTERING ELIGIBLE ENROLLMENTS

Application:



An Application is required for new participants who will be enrolled in WIOA programs. In order to co-enroll an existing participant in a different program, you are required to create a new application if it has been more than 45 days since an application was entered in the system. Click on the Eligibility icon  on the toolbar to get to the Application tab. All items on the Application must be completed.

Application | Eligibility | Waiver | ATAAR/ATAA | Enrollment

Birth Date: 01/01/1996 UI Status: Created Dt: 01/16/13

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

Currently Employed? 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? No

Are you homeless? No If Yes, live in shelter?

Are you a Dislocated Worker? If Yes Letter from employer? Layoff Date Petition #: Cert. Date: Employer / Company name?

Are you receiving or have you received in the past 6 months: Food Stamps?

Are you currently receiving Public Assistance? (TANF,GA,SSI,RAC,etc.)

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

What is your employment objective? Looking for a rewarding, long-term opportunity with a progressive employer where my skills will be

What is your employment or training need? need training to get a good job

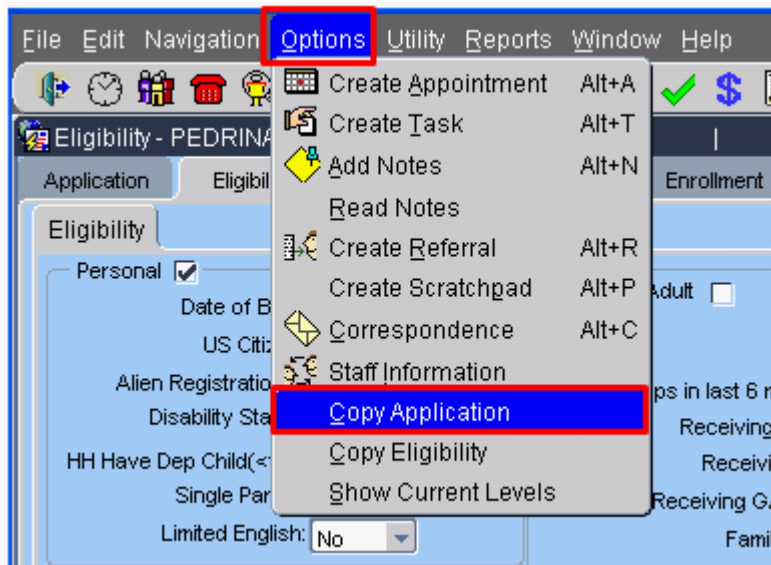
Print Completed Dt: Record 1 of 13 Add Save Cancel

To keep the application you created, double-click in the Completed Date box and save today's date. A message will pop up saying that the Application will be frozen. Check to ensure that data is correct. Then click OK. Freezing prevents changes to the Application record.

If there are mistakes on the Application after freezing it, recreate a new Application record by clicking on the Options dropdown menu.



Choose Copy Application.



This will make a copy of the latest Application. Correct the fields and save.

Eligibility:




An Eligibility record is required for new applicants who will be enrolled in WIOA programs. The participant can be enrolled in more than one program on the initial Eligibility record.

Existing participants may need to be co-enrolled in a different program at a later date, so a new Eligibility record must be created for them as well.

An Application record must be created prior to creation of an Eligibility record. The Eligibility record must be added within 45 days of the Application Completed Date. If not added within 45 days, a new Application must be created before an Eligibility record can be added.

Most fields on the Eligibility tab are automatically filled with data entered in prior screens. Complete any fields that are not populated. Please check the data to ensure it is correct.

If your participant is a Youth, click the  Barriers button.

There are two types of eligibility for Youth participants: Low Income and the 5% Window. Each has its own tab.

The first tab is Low Income, where low income status would be documented with an acceptable source.

Participants can be determined eligible under Low Income three different ways:

1. Select a low income barrier on the left side of the screen; or
2. Select the 6th Barrier's "Youth who require additional assistance to complete an education program" on the right side of the screen, PLUS choosing at least one of the Characteristics on the right side of the screen; or
3. Select the 6th Barrier's "Youth who require additional assistance to secure and hold employment" on the right side of the screen, PLUS at least one Characteristic also on the right side of the screen.

The second tab is the 5% window. Five percent (5%) of the local area (BOS or CEP) enrollments can be served under the Youth program even if their income is above low income guidelines. **Prior approval from the Youth program manager is required to use 5% eligibility.**

The screenshot shows a software window titled "Youth Barriers". At the top, there are two tabs: "Low Income" and "5%". The "5%" tab is selected and highlighted with a red box. Below the tabs, there are several dropdown menus for "Low Income" barriers: "Pregnant or Parenting: No", "Homeless: No", "Dropout: No", "Runaway: No", "Offender: No", "Basic Skill Deficient: No", "One or more grade levels below appropriate for age: No", and "Youth with disabilities, including learning disabilities: No". To the right, there is a section for the "6th Barrier" which is checked. Under "Barriers", there are two options: "Youth who requires additional assistance to complete an educational program" (unchecked) and "Youth who requires additional assistance to secure and hold employment" (checked). Below this is a "Characteristics" section with various dropdown menus: "Migrant Youth: No", "Aged out of Foster Care: No", "Child of incarcerated parent: No", "LEP: No", "Lack occupational goals/skills: No", "Disability: Yes", "At-risk of Court Involvement: No", "Native American: No", "Chronic behavior prob at school: No", "Victim/Witness domestic violence/abuse: No", "Out-of-school youth: Yes", "Family Lit: No", and "Refugee: No". At the bottom right, there are "Save" and "Close" buttons.

Participants can be determined eligible under the 5% Window three different ways:

1. Select a 5% barrier on the left side of the screen; or
2. Select the 6th Barrier's "Youth who require additional assistance to complete an education program" on the right side of the screen, PLUS choosing at least one of the Characteristics on the right side of the screen; or

3. Select the 6th Barrier's "Youth who require additional assistance to secure and hold employment" on the right side of the screen, PLUS at least one Characteristic also on the right side of the screen.

Income Button:

If a participant is on any type of public assistance, they are considered low income and there is no need to select the Income button and complete the WIOA Family Income Worksheet.

The screenshot shows the 'Eligibility' application form for PEDRINA MESSINGAROUND. The 'Income' button is highlighted with a red box. The form includes sections for Personal, WIA Adult, WIA Youth, and TANF WEX, with various dropdown menus and checkboxes.

For Dislocated Workers, click on the Income button. Enter the month and year in the Last Month field. Click Save and then Close. There is no income verification requirement for Dislocated Workers.

The screenshot shows the 'WIA Family Income Worksheet'. It features a table for 'WIA Programs' with columns for 'Month/Year' and 'Total'. Below this is a table for 'Income type', 'Description', and 'Amount'. There are also buttons for 'Add', 'Delete', 'Save', and 'Close'.

Month/Year	Total
Last Month: 03/2009	0
5th: 02/2009	0
4th: 01/2009	0
3rd: 12/2008	0
2nd: 11/2008	0
1st: 10/2008	0

Income type	Description	Amount

For other participants having income that needs to be verified, click on the Income button. Enter the month and year in the Last Month field. Click on the

Copy button and the 1st through 5th month fields will be automatically filled in. Double-click on the Income Type field and choose the appropriate income type. Type a description. Enter an amount. More than one Income Type may be chosen if appropriate. Then Save and Close.

WIA Family Income Worksheet

WIA Programs

Month/Year	Total
Last Month: 01/2008	4,752
5th: 12/2007	0
4th: 11/2007	0
3rd: 10/2007	0
2nd: 09/2007	0
1st: 08/2007	0

WMA Semi-Annual: 4,752
WMA Annual: 9,504

Copy

Income type	Description	Amount
Earned Income	Shopko	792
Earned Income	Shopko	792
Earned Income	Shopko	792
Earned Income	Shopko	792
Earned Income	Shopko	792
Earned Income	Shopko	792

Monthly Income: 4,752

+ Add - Delete Save Close

The participant will be marked Low Income on the Eligibility tab if indicated by data entered in the Income section.

Eligibility - PEDRINA MESSINGAROUND(000-XX-9999) | Jim Pierce (406)2

Application Eligibility Waiver ATAA/RTAA Enrollment

Eligibility

Personal

Date of Birth: 01/01/1989
US Citizen: Yes...
Alien Registration #:
Disability Status: Not Disabled
HH Have Dep Child(<18): No
Single Parent: Yes
Limited English: No

WMA
WMA Adult

Income

Food Stamps in last 6 months: No
Receiving TANF: No
Receiving SSI: No
Receiving GA/RCA: No
Family Size: 1

Semi-Annual Income: 0
Annual Income: 0

Low Income Adult/Youth

Status
Vet Status: N - None
Employment Status: Not Employed
HH Claim Status:
HH Claim Type:
HH Claim Reason:
HH Claim Status:
HH Claim Type:
HH Claim Reason:

When the Eligibility tab has been completed, click on the Check Verification button on the Eligibility tab to verify that appropriate documentation is in the participant's file.

On the **General** tab, check the applicable fields showing that you have appropriate documentation for the items. Remember to place the documentation in the participant's hard file.

If the participant is a Youth, click on the **Youth** tab and check the applicable fields showing that you have appropriate documentation for the items. Remember to place the documentation in the participant's hard file.

Then Save and Close.

On the Eligibility Tab, the eligible program enrollments will be highlighted in green and checked. If the enrollment is not highlighted in green and checked, ensure that the Eligibility tab is complete and appropriate Check Verification items have been checked.

Freeze the Eligibility record by double-clicking in the Eligibility Verif Date: 07/19/12 box and choosing today's date. You will receive a warning that the record will be frozen. Click OK to continue **IF** the program you expect to enroll your participant in is shown as an eligible program. This will freeze the record which will prohibit any changes being made to the record.

There is a Print button on the lower right hand side of the Eligibility screen. This allows you to print a hardcopy of the Participation Record which contains Eligibility, Closures, Case Note, Services, and Follow-Up information.

Application - PEDRINA MESSINGAROUND(000-XX-9999) | Jim Pierce (406)202-1181

Application Eligibility Waiver **ATPARTA** Enrollment

Eligibility

Personal WMA WMA Adult WMA Youth TANF WEX

Date of Birth: 01/01/1989
 US Citizen: Yes
 Alien Registration #:
 Disability Status: Not Disabled
 HH Have Dep Child(<18): No
 Single Parent: Yes
 Limited English: No

Status Vet Status: N - None
 Employment Status: Not Employed
 UI Claim Status: Neither Clai...
 Current Education Status: Not Attendin...
 Highest Grade Comp: 10
 Dislocated Worker: No
 ST Displaced Homemaker: No
 Homeless: No

Income
 Food Stamps in last 6 months: No
 Receiving TANF: No
 Receiving SSI: No
 Receiving GA/RCA: No
 Family Size: 1
 Semi-Annual Income: 0
 Annual Income: 0

Barriers Youth Needs Assist
 5% Youth
 Out-of-School

WMA Dislocated Worker
 Category:
 Layoff Date:
 State Displaced Homemaker
 Current Month/Year:
 Income:
 Meets All Definitions:
 Trade
 Petition #:
 Impact Date:
 Layoff Date:
 Tenure Months:
 Trade Waiver: No Petition
 App Date:
 Check Verification

This is an example of the beginning of the report:

WIA Participation Record

04/07/2009 08:02

Last Name: MESSINGAROUND	Social Sec No: XXX-XX-9999	Office: jpierce@mt.gov
First Name: PEDRINA S	Home Phone: (406)444-4444	Email: jpierce@mt.gov
Street Addr: 1221 MESSINGAROUND LANE R	Contact Phone: 1231231234	Contact2 Phone: 2342342345
City,State: POLSON,MT 59860	Contact Name: Really	Contact2 Name: Kinda
County: LAKE	Relationship: brother	Relationship: sister

Date of Birth: 06/03/1942	Age 66	Displ Homemaker: No
Hispanic/Latino: N-No		Runaway Youth:
Race: Unknown		Lack Work History:
Gender: Male		Preg/Parent Yth:
Citizen Status: Yes		Unemployment Ins: Claimant not Referred by WPRS
Education Status: Not Attending School or H.S.		Pre Labor Force: Not Employed
Last Grade Completed: Dropout		27) Pre Prg/Disl. Wage: ??
Basic Skill Deficient: 11		28) Pre Program Employer: ??
Family Size: 7		Layoff Date: 02/14/2009
Dependents<18: Yes		Economic Factors:
Single Parent: Yes		TANF: No
Selective Services:		FoodStamps: No
Veteran Status: V - Regular		SSI/SSDI: No
Campaign Veteran: No		GA/RA/SSI: No
Disabled Veteran: No		Foster Child:
		Homeless: No
		Low Income: Yes
		5% Window: No

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 Part 1.'