





















## WIOA Enrollment Checklist




To Do	Where	Reason
<b>WIOA Application</b>	 Place in participant file along with documentation	All fields must be completed. Information on the application must be submitted to USDOL. The application is the documentation source for the information. - Documentation is required for the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Date of Birth</li> <li><input type="checkbox"/> Social Security Number</li> <li><input type="checkbox"/> Citizenship</li> <li><input type="checkbox"/> Pre-Program Employment Status</li> <li><input type="checkbox"/> Education Status (Youth)</li> <li><input type="checkbox"/> Selective Service (males)</li> <li><input type="checkbox"/> Layoff Date</li> <li><input type="checkbox"/> Basic Skills Deficient</li> <li><input type="checkbox"/> Foster Care</li> <li><input type="checkbox"/> Food Stamps</li> <li><input type="checkbox"/> TANF</li> <li><input type="checkbox"/> SSI/SSDI</li> <li><input type="checkbox"/> General/Refugee Assistance</li> </ul> <input type="checkbox"/> Review the application with the participant. Make changes as necessary and initial all changes.
<b>Seeker-Basic</b>	 MontanaWorks	Complete all items marked with a blue diamond.
<b>Seeker-Veteran</b>	 MontanaWorks	Complete Veteran information.
<b>Seeker-Educ/Cert.</b>	 MontanaWorks	Complete Education/Certification information.
<b>Seeker-Other</b>	 MontanaWorks	For new WIOA participants with an existing MontanaWorks record, complete LEP, Offender, Race, and Ethnicity using information from the WIOA Application. Race and Ethnicity are not required fields. Leave blank if not marked on the application.
<b>Assessment-Employment</b>	 MontanaWorks	Complete as necessary.
<b>Assessment-Education</b>	 MontanaWorks	Complete as necessary. <input type="checkbox"/> Enter PELL grant status (required field).
<b>Assessment-Support System</b>	 MontanaWorks	Complete as necessary. <input type="checkbox"/> Enter Support Contacts (required field).

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<b>Assessment-Tests</b>	 MontanaWorks	<p>Complete Testing information as necessary.</p> <ul style="list-style-type: none"> <li>- This tab is required for the Literacy/Numeracy performance measure. Youth participants who are out-of-school and basic skills deficient are included in this measure.</li> <li><input type="checkbox"/> Pretest data must be entered within 60 days of Youth enrollment.</li> <li><input type="checkbox"/> Posttest data must be administered within one year of the First Youth Service Date. If the participant does not gain at least one Grade Equivalent level on the first post-test, they must be post-tested again within two years of the First Youth Service Date. If the participant does not gain at least one Grade Equivalent level on the second post-test, they must be post-tested again within three years of the First Youth Service Date.</li> </ul>
<b>Eligibility-Application</b>	 MontanaWorks	<p>All items on the Application have to be completed.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A Completed Date has to be entered in order to continue with the Eligibility process. Entering this date will freeze the record.</li> <li>- If a mistake is made on the Application, create a new one. You can also copy an existing record if the old one is no more than 45 days old.</li> </ul>
<b>Eligibility-Eligibility</b>	 MontanaWorks	<p>Complete the Eligibility record fields.</p> <ul style="list-style-type: none"> <li>- To begin making a participant eligible for a program, the box by the program needs to be green. This is determined by participant data entered on the Eligibility tab.</li> <li>WIA Adult <input type="checkbox"/></li> <li><input type="checkbox"/> Complete the Check Verification tabs. There is a General tab and a Youth tab for youth participants. Save when done. The participant is eligible for programs if the box by the program is green and checked.</li> <li>WIA Adult <input checked="" type="checkbox"/></li> <li><input type="checkbox"/> An Eligibility Verif Date has to be entered in order to continue with the enrollment process. Entering this date will freeze the record.</li> <li>- If a mistake is made on the Eligibility, create a new one. You can also copy an existing record if the old one is no more than 45 days old.</li> </ul>
<b>Eligibility-Enrollment</b>	 MontanaWorks	<p>Enroll participants only in Eligible Enrollments that you have funding for.</p>

To Do	Where	Reason
<b>Employment Plan-</b> Employment Plan	 MontanaWorks	<p>Open a plan for a participant who is not currently enrolled. <b>If the participant is already enrolled, just add appropriate services to the existing plan instead of creating a new plan. Add tasks to provide detail for services provided.</b></p> <p>- Open services only once in each plan and make a new task to enter all related information.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter an ONet code (this can be changed at any point during participation), Goal, and Justification.</li> <li><input type="checkbox"/> Enter appropriate services. Remember that Adult and Dislocated Worker participants need to be provided gateway services:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide core services <b>and</b></li> <li><input type="checkbox"/> Provide intensive services <b>before</b></li> <li><input type="checkbox"/> Providing training services.</li> </ul> </li> <li><input type="checkbox"/> Enter appropriate services for Youth. Remember that Youth participants need to be provided an Eligibility service, an Individual Service Strategy service, Case Management service, and at least one of the Youth component services.</li> <li><input type="checkbox"/> Enter appropriate services for Adults/Dislocated Workers/TAA/State Displaced Homemakers. Remember to open an Individual Employment Plan service and a Case Management service.</li> <li><input type="checkbox"/> Enter at least one countable service being provided (such as Individual Employment Plan or Individual Service Strategy), which will ensure that your participant is not exited due to no countable service.</li> </ul>
<b>Employment Plan-</b> Appropriateness	 MontanaWorks	<p>Complete the Appropriateness tab for any participant attending training that is more than short term in nature.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training services have to be added to the Employment Plan within 90 days of completing this tab.</li> </ul>

<b>To Do</b>	<b>Where</b>	<b>Reason</b>
<b>Employment Plan- Progress-Training</b>	 MontanaWorks	<p>Complete the Progress-Training tab for any participant attending training that is more than short term in nature.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter training provider name by double clicking in Name box. If On-the-Job Training (OJT), use NON APPROVED-MONTANA as the training provider. Then enter the OJT employer name in the next box.</li> <li><input type="checkbox"/> Enter Actual Start Date.</li> <li><input type="checkbox"/> Enter Projected Completion date.</li> <li><input type="checkbox"/> Enter Actual Completion date when training is complete or participant withdraws from training.</li> <li><input type="checkbox"/> Check the “Withdrew from training” box if participant did not finish training.</li> <li><input type="checkbox"/> Enter the training ONet code.</li> <li><input type="checkbox"/> Click on the “Show Completed” box to view closed training for the participant.</li> <li><input type="checkbox"/> Enter case notes to document actual training start and end dates.</li> </ul>
<b>Employment Plan- Case Notes/ Progress Notes</b>	 MontanaWorks	<p>Case notes and progress notes need to be added periodically to document communication with the participant.</p> <p>Case notes are used to capture general information about the participant’s progress in meeting their employment plan goals.</p> <p>Progress notes are used to capture information related to training that the participant is attending.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure that the first case note states whether the participant was employed or unemployed at participation.</li> <li><input type="checkbox"/> The first case note should describe the participant’s situation and why they are eligible and being enrolled in WIOA or other programs. Examples of some issues that must be described are as follows:             <ul style="list-style-type: none"> <li>✓ 5% Youth</li> <li>✓ 80% or 100% self-sufficiency</li> <li>✓ Youth in Foster Care</li> <li>✓ Homeless Youth</li> <li>✓ Underemployed Adult</li> <li>✓ State Displaced Homemaker working to care for the home with diminished marketable skills</li> </ul> </li> <li><input type="checkbox"/> Enter Progress notes periodically as required for training-related progress. Use the default note questions or enter other notes as appropriate.</li> </ul>

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<b>Employment Plan-Closures</b>	 MontanaWorks	Closures of services can be completed either on the Employment Plan tab or in the Closures tab. To close a participant's program participation, complete the following: <input type="checkbox"/> Close the participant's Employment Plan and enter an outcome for the closed plan. <input type="checkbox"/> Close the participant's enrollments and enter an outcome for the closed enrollments. <input type="checkbox"/> De-obligate any funds obligated in the original plan. <input type="checkbox"/> Enter Placement data if the participant is exited to unsubsidized employment. <input type="checkbox"/> Keep the participant's case management status active if the participant is exited to unsubsidized employment.
<b>Employment Plan-Employment Plan for Follow-up</b>	 MontanaWorks	<input type="checkbox"/> Close all open services EXCEPT Case Management, and enter an outcome for each closed service. <input type="checkbox"/> Add the objective Follow-up Services, Follow-up Services service. <input type="checkbox"/> If paying supportive services while the participant is in Follow-up, add appropriate supportive services to the Follow-up Employment Plan.
<b>Employment Plan-Enrollment</b>	 MontanaWorks	<input type="checkbox"/> Enroll all Youth participants in Follow-up. <input type="checkbox"/> Enroll Adult/Dislocated Worker participants in Follow-up if they were exited to unsubsidized employment.
To Do	Where	Reason
<b>Employment Plan-Progress-Follow-up</b>	 MontanaWorks	<input type="checkbox"/> Enter Follow-up contact information for all Youth participants or any Adult or Dislocated Worker participants exited to unsubsidized employment. <input type="checkbox"/> Enter information about the participant's employment in the Comments section, providing information such as employer name, telephone number, address, and occupation. <input type="checkbox"/> Enter credential information for diplomas/certificates earned while the participant was enrolled in the Credential area of the Progress-Follow-up tab. This information can be entered at any time during participation, or up to three quarters after exit. <input type="checkbox"/> <b>For Youth participants</b> , enter School Status at Exit in the Youth section of the Progress-Follow-up tab, or using the Scheduler for these Tasks: <ul style="list-style-type: none"> <li>• Customer has exited a program due to a 90 day gap with no reportable services provided.</li> </ul> <input type="checkbox"/> <b>For Youth participants</b> , enter Enrolled in Education in the Youth section of the Progress-Follow-up tab.

To Do	Where	Reason
<b>Release of Information</b>	 Place in participant file	<input type="checkbox"/> Have participants sign Release of Information for specific purposes. - <b>PLEASE DO NOT</b> keep a signed release that has no stated purpose in participant files.
<b>Getting help from Statewide Programs and Oversight Bureau</b>	 Phone or  Email state staff	<input type="checkbox"/> Email problems to <a href="mailto:DDLWSDMWorksWIOAHelp@mt.gov">DDLWSDMWorksWIOAHelp@mt.gov</a> <input type="checkbox"/> If emailing problems, <b>PLEASE DO NOT</b> include entire Social Security numbers in your email. Provide the name and last four digits of the Social Security number. <input type="checkbox"/> Call the following for help with MontanaWorks: <ul style="list-style-type: none"> <li>✓ Kate Kahle 444-9043 <a href="mailto:kakahle@mt.gov">kakahle@mt.gov</a></li> <li>✓ Carol Hanel 444-9056 <a href="mailto:chanel@mt.gov">chanel@mt.gov</a></li> <li>✓ Sharon Smith 444-2958 <a href="mailto:sharsmith@mt.gov">sharsmith@mt.gov</a></li> <li>✓</li> </ul> <input type="checkbox"/> Call the following for Program questions: <ul style="list-style-type: none"> <li><input type="checkbox"/> Connie Kinsey 444-4571 <a href="mailto:ckinsey@mt.gov">ckinsey@mt.gov</a> <ul style="list-style-type: none"> <li>✓ Youth</li> <li>✓ State Displaced Homemaker</li> </ul> </li> <li><input type="checkbox"/> Kathy Yankoff 461-7102 <a href="mailto:kyankoff@mt.gov">kyankoff@mt.gov</a> <ul style="list-style-type: none"> <li>✓ Adult-CEP</li> <li>✓ Dislocated Worker</li> <li>✓ National Emergency Grant</li> </ul> </li> <li><input type="checkbox"/> Rhonda Huseby 444-1490 <a href="mailto:rhuseby@mt.gov">rhuseby@mt.gov</a> <ul style="list-style-type: none"> <li>✓ Adult-BOS</li> </ul> </li> <li><input type="checkbox"/> Carol Hanel 444-9056 <a href="mailto:chanel@mt.gov">chanel@mt.gov</a> <ul style="list-style-type: none"> <li>✓ Adult-CEP</li> </ul> </li> </ul>