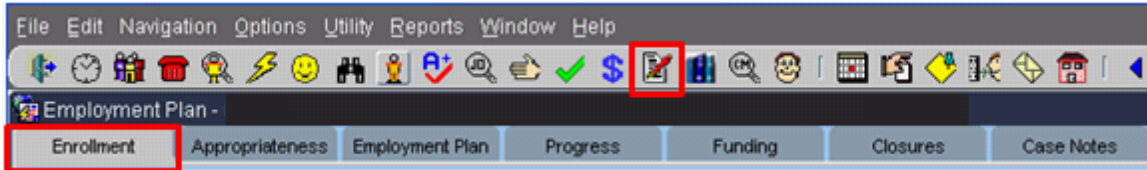# WIOA EMPLOYMENT PLAN, PART 1:
# ENROLLMENT AND EMPLOYMENT PLAN TABS

The Employment Plan section contains several different tabs used to record an applicant's progress toward completion of their enrollment.
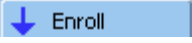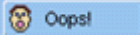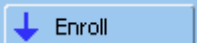
Enrollment:

The first tab in the Employment Plan section is the Enrollment tab. Program enrollments can be done in either this section or in the Eligibility Section.

Once the applicant has been determined eligible for a program or programs, you can enroll them. Click on the Enrollment tab under either the Eligibility screens or the Employment Plan screens (the screen is the same under both sections).
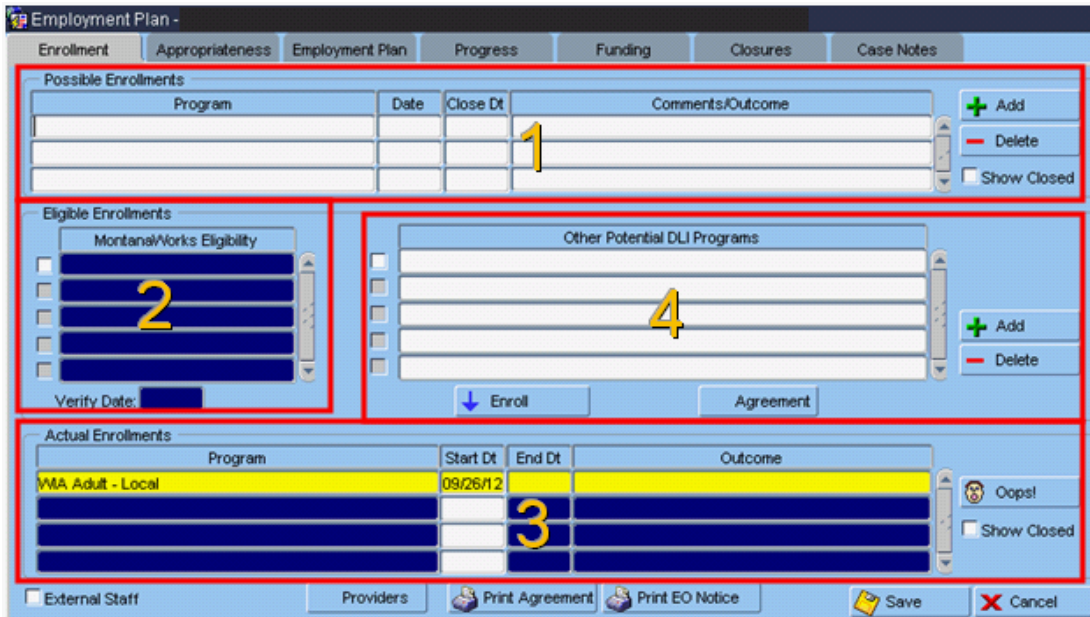

1. The Possible Enrollments section is only used for information purposes. You can refer participants to any of these programs, but pulling up a possible enrollment and entering it here does not enroll them in any program.

2. The Eligible Enrollments section shows programs that the participant is eligible for using the information entered on 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 are contracted to operate. An

example would be a participant who is 21 years old and eligible for the Youth program, and also as a low income Adult, but your funding is only for the Adult program.

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. This only works until midnight of the day you enroll the participant in the incorrect program.

4. The Other Potential DLI Programs section contains additional programs that don't require the eligibility process. This is where follow-up enrollments are made when participants are done receiving regular program services. Find the program, place a check in the box to the left, and click on the [↓ Enroll] button.
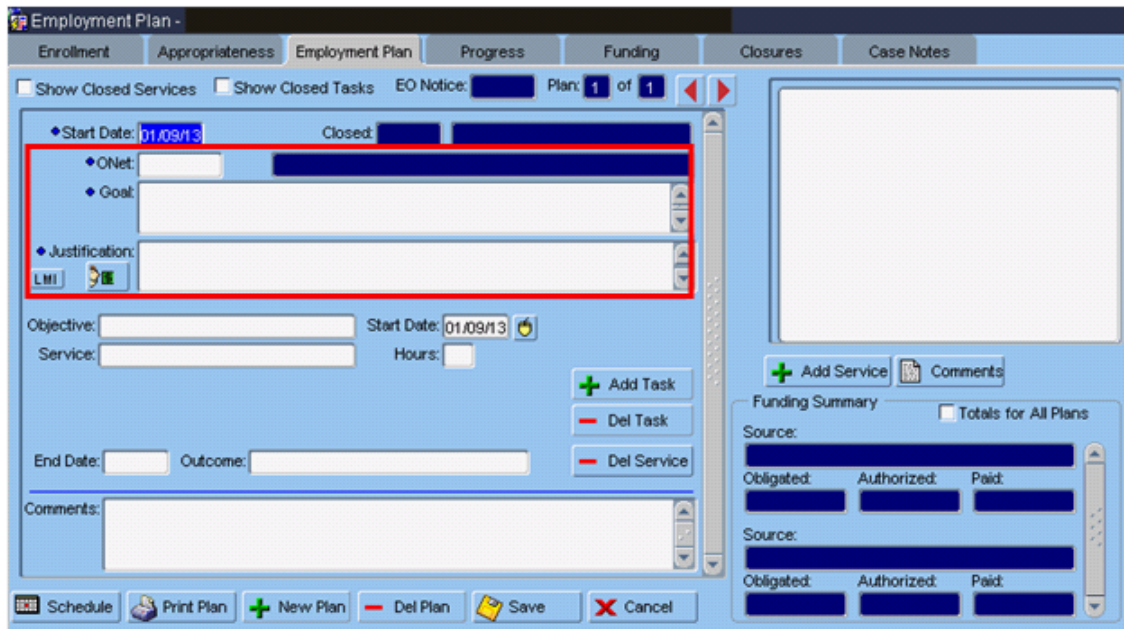
Employment Plan:
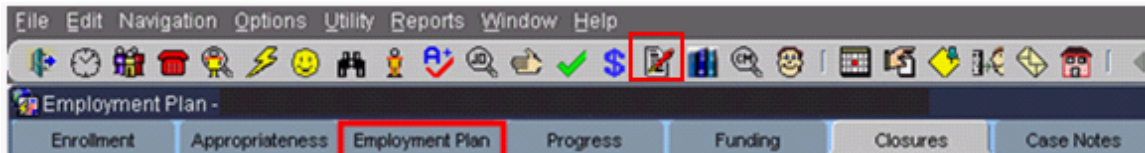
The next tab to complete is the Employment Plan. This tab captures information on the participant's goals and objectives, and services provided to the participant to meet their goals. Goals and objectives are identified on the WIA.16 Individual Employment Plan (IEP) for Adult and Dislocated Worker participants, or WIA.17 Individual Service Strategy (ISS) for Youth participants.

If the participant already has an open employment plan (co-enrolled in another program) don't create a new plan. Add services to the existing plan as necessary.

To create a new plan, click on the ✚ New Plan button. You are required to complete all fields that contain a blue diamond ♦.
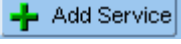

For Adult and Dislocated Worker participants, enter the ONet code for the goal occupation reflected in the plan that you and the participant have developed. The ONet code can be changed at any time to reflect any new interests or goals.

If Youth participants have not identified their employment or training goals, ask what the participant is interested in and enter the appropriate ONet code.

Enter a goal explaining the plan for employment or training. The goal should be tied to the goals in Section 1 of the IEP or the Career Goal section of the ISS.

Enter a justification. The justification should provide information about whether the desired occupation is a high-demand, high-wage or high-growth occupation.

Click on [+ Add Service]. Double click on the Objective field. This provides a listing of objectives, which are broad categories of services. Refer to the most recent Objective and Service Definitions WIA.49 (find it in the Forms list on the WIA Home Page at http://wsd.dli.mt.gov/wia/default.asp) to determine services to provide to your participant. Don't enter services until you actually provide the service.
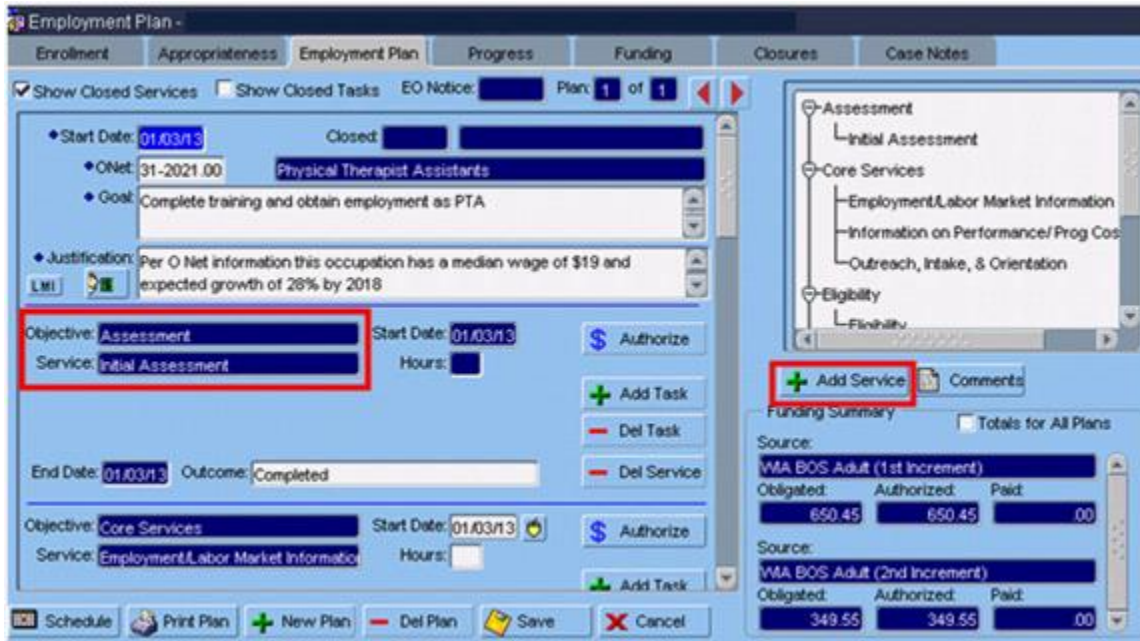

Double click on the Objective field, choose an objective, then click on desired service.
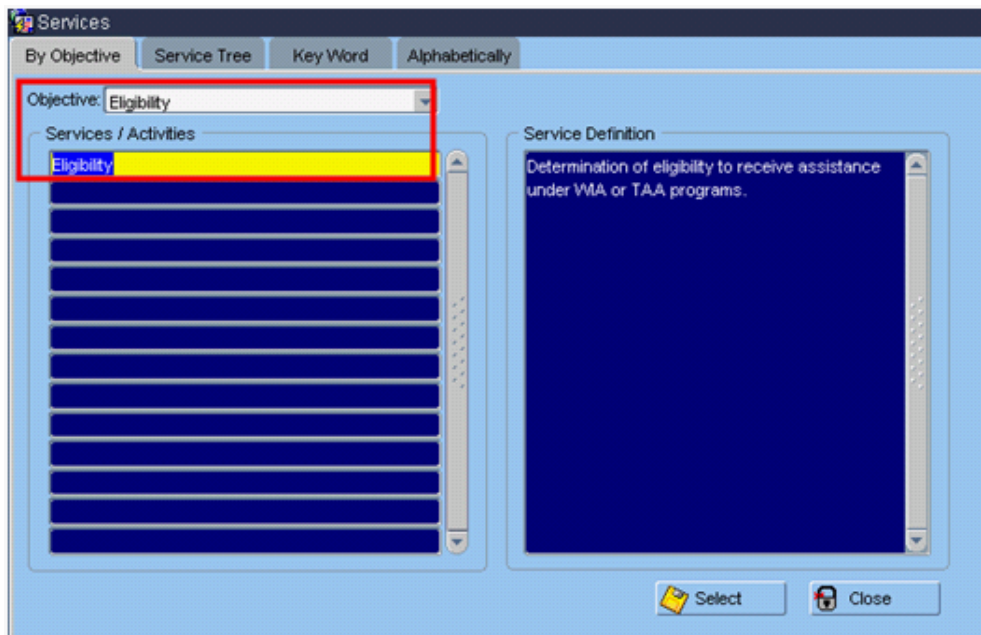
An Eligibility service should be entered on each plan. This service should be closed immediately when eligibility is determined. In addition, a core service

should be provided to and recorded for Adult and Dislocated Worker participants prior to providing intensive services. These services should be closed immediately after providing the service.

Youth participants must be provided at least one of the Youth Component services found in the Youth Services objective.
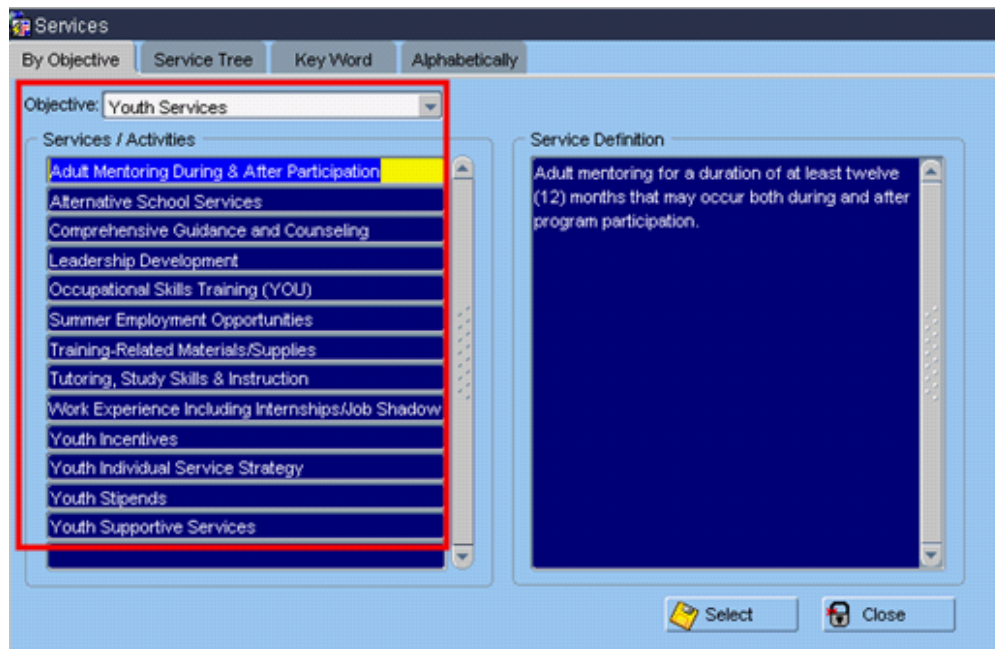
The following are required services:

- For Adult and Dislocated Worker participants, open the Intensive Services objective and choose the Individual Employment Plan (IEP) service.
- For Youth participants, open the Youth Services objective and choose the Individual Service Strategy Development (ISS) service.
- The IEP and ISS services should remain open for the participant's entire enrollment. These services should be closed when the participant is placed in follow-up.
- A Case Management service should be entered on every plan and should remain open through follow-up.

A participant will automatically be exited and fall into performance measures when 90 days have gone by without receiving a service that extends exit. The services that extend exit are identified on the Objective and Service Definitions list.
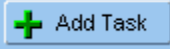
For any service that is recorded on the plan, the end date must be the last time the participant received that service. It is possible to provide the same service multiple times during the course of enrollment. You may need to contact the MIS program manager if you are not able to enter the correct end date in MontanaWorks.

Adult and Dislocated Worker participants are required to be placed in Core and Intensive Services before they can be entered in a training service.

After entering services, you can keep individual services open that will continue to be provided instead of closing and reopening them. For example, a participant may be entered in Occupational Skills Training for a period of two years. Instead of opening an Occupational Skills Training service for one semester, then closing the service, then opening it again, use Tasks in the services to identify steps taken to complete the plan, and ongoing payments for each semester. Leave the service open until the participant is totally done receiving the service.

See the screenshot below for information about the Task function.

1. You can add as many tasks as necessary for any service. Click on the button to add a task.

2. You can order tasks by placing a number in the box by the task text.

3. You can close tasks by placing a **Y** in the box.

4. Enter the date the task was created.
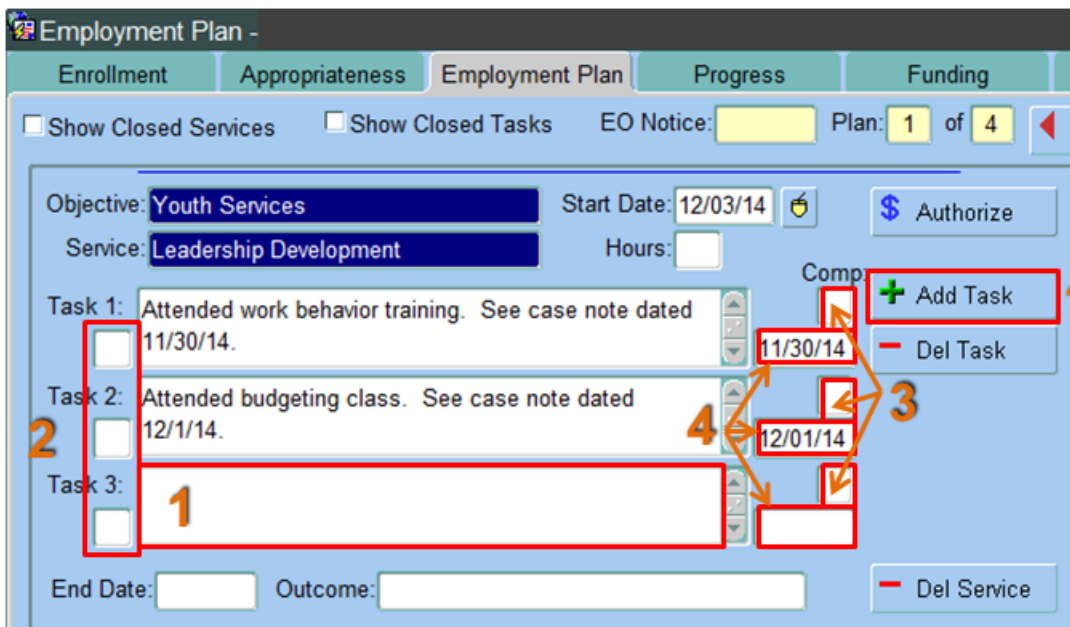
Tasks are required for any of the following Youth Component services:

1. Adult Mentoring
2. Alternative School Services
3. Comprehensive Guidance and Counseling
4. Leadership Development Opportunities
5. Occupational Skills Training
6. Summer Employment Opportunities
7. Supportive Services
8. Tutoring, Study Skills, & Instruction Leading to Completion
9. Work Experiences Including Internships and Job Shadowing
10. Youth Follow-Up Services

Enter a short description of the type of activities being provided for the youth service. Each task should have a corresponding case note. Enter a detailed case note about the activities described in the task for the service on the Case Notes tab.

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

Continue with 'WIA Employment Plan Part 2.'