Recording Participant as a Foster Child

The following are step-by-step instructions for recording data in EFM for youth who are in foster care.

- Go to the Case Management Tab and click on Create WIA Program Application.
- Complete sections in sequence starting with General Information. The first foster care question is located in the Barriers section. See Figure 1-1 below.

**Figure 1-1**

- Click Yes for Foster Care Youth.
- Complete Barrier section and click on Next.
- Public Assistance is the next area. See figure 1-2. Notice additional Foster Care question and the Verification Link.
- Click Yes for "Are you a publicly supported Foster Child?"
- Click on the corresponding Verify link. Select source documentation in the dropdown box. See Figure 1-3.
Recording DJJ Youth as a Partner Program

Youth who are being served by DJJ should be entered in EFM as a Partner Program. The following are step-by-step instructions on how to proceed.

- Go to **Create a WIA Activity Record**. This will take you to the enrollment tabs.
- Complete the **Enrollment General** tab. This tab consists of two sections; **General Information** and **Enrollment Information**. Partner Program information is located in the Enrollment Information section. See figure 2-1 below.

![Figure 1-3](image-url)
In the Enrollment section, select Yes for WIA Title II- Partner Program.
Click on the “Select WIA Title II - Partner Program” link.
Select “Department of Juvenile Justice” from dropdown box. See Figure 2-2.
Complete Enrollment section in sequence and click on Finish.
Figure 2-2