

Additional Data needs in Youth records

Current participants – Application and Participation record changes

The application will have additional youth prompts necessary for setting youth eligibility, and the Participation record contains the School Status, a key indicator used to determine In-School youth/Out-of-School youth for funding.

Application Updates

- Records with Participation and Enrollments associated, for most sites, will **require staff with privileges of Local Admin to make appropriate changes**. There are some sites that require staff privileges of State Admin.
- The **following tabs have additional data prompts related to Youth**. We recommend staff make appropriate changes and verifications to document eligibility:
- Open WIA Wizard, click on:
 - Education tab:**
 - Note: School Status is a key indicator for determining In School/Out-of-school fund reporting, and is used in conjunction with Basic Skills deficiency.**

Additional prompts:

- School status and verification, based on eligibility date - used in the app for 'School Dropout' barrier in eligibility logic
- Youth who is in High School or less, and is below school grade for age
- Enrolled in Education leading to H.S. Diploma, GED or Certificate
- Click on **NEXT >>** to **Barriers Tab**

The screenshot displays the 'Education' tab within the WIA Wizard application. At the top, there are navigation tabs: Assistance, Youth Barriers, Income, Miscellaneous, Staff, Eligibility, Grants, General Information, Personal Information, Veteran, Employment, Education, and Barriers. The 'Education' tab is currently selected. Below the tabs, there is a legend: '* indicates required fields.' and a question mark icon with the text 'For help click the question mark.' The main content area is titled 'Educational Information' and contains several prompts and input fields:

- Current Highest School Grade Completed (from registration):** A dropdown menu showing '9th Grade Completed'.
- Federally Reported Highest School Grade Completed:** A dropdown menu showing '9 Elementary/Secondary school grades completed'.
- Verify Federally Reported Highest Grade Completed:** A '[Verify]' button and a checked checkbox for 'Self Certification - Core Only'.
- School Status:** A dropdown menu showing 'In-school, High School or less'.
- Verify School Status:** A '[Verify]' button and a checked checkbox for 'Applicant statement or attestation'.
- Youth who is in High School or less, and is below school grade for age? (for 5% window only):** A dropdown menu showing 'Not Applicable'.
- Verify Below School Grade:** A '[Verify]' button.
- Enrolled in Education leading to H.S. Diploma, GED or Certificate? (secondary, post-secondary, adult education or other organized program of study.):** Radio buttons for 'Yes' (selected) and 'No'.

At the bottom of the form, there are buttons for 'Exit Wizard', '<< Back', and 'Next >>'.

Additional Data needs in Youth records

o Barriers tab

- Additional prompts:**
- Runaway
 - Pregnant/Parenting youth
 - Foster Care Youth
 - Basic Skills Deficiency
 - Out-of-School Youth at time of application
 - **Click on NEXT >> to Assistance Tab**

* indicates required fields. ? For help click the question mark.

Barriers

* Are you a Displaced Homemaker? Yes - LWIA Program - Dislocated Worker No
 Verify Displaced Homemaker: [\[Verify \]](#)

* Do you have limited reading, speaking, writing or understanding of the English language AND is English a second language? Yes No

* Are you a single parent? Yes No

* Are you homeless? Yes No
 Verify Homeless: [\[Verify \]](#)

* Are you a runaway? Yes No
 Verify Runaway: [\[Verify \]](#)

* Are you an offender? Yes No
 Verify Offender: [\[Verify \]](#)
 Self-Certification

* Are you pregnant or parenting youth? Yes No
 Verify Pregnant / Parenting Youth: [\[Verify \]](#)

* Foster Care Youth? Yes No

* Basic Skills Deficiency? Yes No
 Verify Basic Skills Deficiency: [\[Verify \]](#)
 Copy of any generally accepted standardized test
 Add/View Basic Skills Scores: [Click Here](#)

Out of School Youth at time of application - Meets definition of WIA? No

Exit Wizard << Back Next >>

NOTE: Out of school youth indicator will not “update” system set display until staff save changes to the “Basic Skills” prompt when participant School Status = 3-In school, Post High School.

Additional Data needs in Youth records

o **Assistance tab** – additional prompt:

- Additional prompt:**
- Publically supported Foster Child
 - **Click on NEXT >> to Youth Barriers Tab**

* indicates required fields. ? For help click the question mark.

Public Assistance

* Are you receiving TANF? Yes No
Verify TANF: [[Verify](#)]

* Are you receiving Supplemental Security Income? Yes No
Verify SSI: [[Verify](#)]

* Are you receiving Refugee Cash Assistance? Yes No
Verify Refugee Cash: [[Verify](#)]

* Are you receiving General Assistance? Yes No
Verify General Assistance: [[Verify](#)]

* Are you in a household receiving Food Stamps? Yes No
Verify Food Stamps: [[Verify](#)]

* Are you a publicly supported Foster Child? Yes No
Verify Foster Child Support: [[Verify](#)]
 Other Applicable Documentation, (specify)

* Are you receiving or have you been notified you will be receiving Pell Grant monies? Yes No

Exit Wizard << Back Next >>

o **Youth Barriers tab**

- Additional prompt:**
- Youth Facing Serious Barriers
 - Youth requires additional assistance
 - **Click on NEXT >> to Income Tab**

* indicates required fields. ? For help click the question mark.

Special Youth Barriers

* Youth facing Serious Barriers to Employment? (5% Exception) Yes No

* Youth requires additional assistance? Yes No

Exit Wizard << Back Next >>

NOTE: the prompts on this screen are dependent on site configuration. Some sites will have questions present that will system-set one or both of the 2 additional youth barrier prompts

Additional Data needs in Youth records

- From Income Tab, click on Eligibility Tab
 - **Click on FINISH or GRANTS** to save eligibility changes

Additional ARRA Eligibility prompts will display:

* indicates required fields. For help click the question mark next to each section.

Formula Eligibility Information ?

* Applicant meets the LWIA Adult priority for Services definition? Yes No

Younger Youth (ages 14-18) - meets Youth Program eligibility? Yes Inactive

Older Youth (ages 19 - 21) meets Older Youth program eligibility? No Inactive

* Is not considered Self Sufficient based on LWIA definition? Not Applicable

Adult meets Adult program eligibility. No Override Inactive

Dislocated Worker - meets Dislocated Worker program eligibility? No Override Inactive

Statewide Program Eligibility Information ?

Statewide Youth meets eligibility for Statewide activity? Yes No Not Applicable Inactive

Statewide Displaced Homemaker Adult? Yes No Not Applicable Inactive

Verify Displaced Homemaker: [\[Verify \]](#)

Statewide Displaced Homemaker Dislocated Worker? Yes No Not Applicable Inactive

Statewide Activity Incumbent Worker? Yes No Not Applicable Inactive

Statewide Other Adult? Yes No Not Applicable Inactive

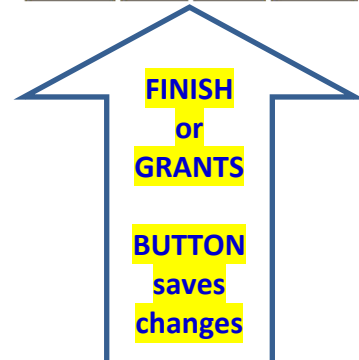
Statewide Other Dislocated Worker? Yes No Not Applicable Inactive

Statewide Rapid Response Additional Assistance? Yes No Not Applicable Inactive

TO PROCEED DIRECTLY TO ENROLLMENT CLICK THE NEXT BUTTON

TO NOT ENROLL AT THIS TIME CLICK THE FINISH BUTTON

Exit Wizard



Participation Update

- Records with Participation and Enrollments associated, for most sites, will **require staff with privileges of Local Admin to make appropriate changes**. There are some sites that require staff privileges of State Admin.

Additional Prompts:

- School status a time of Participation
- Out-of-School Youth at time of Participation
- **SAVE changes**

Participation Information ?

* Participation Date: Today MM/DD/YYYY Format

* Date of Birth:

* Participation Age:

* Employment Status at Time of Participation: 2 - Not Employed

* Verify Employment Status: [\[Verify \]](#)

* UC/UI Eligibility status at Participation: 4 - Neither claimant or exhaustee

Highest Grade Completed at Eligibility: 13 - 13 yrs of College or FT Technical or Vocational school yrs completed

* School status at time of Participation: 3 - In-school, Post-H.S.

* Verify School Status: [\[Verify \]](#)

Out of School Youth at time of application: No

Don't forget to SAVE

Additional Data needs in Youth records

Applications with no Case Participation or Enrollments associated:

Application Updates

Create WIA Application

[\[-\] WIA Application youth # 72327 LWIA 02 Application Date 07/07/2008 Eligibility Date Intensive Eligibility Date 07/07/2008 \(Case Closed\) !\[\]\(e2376d476d06eb31946dc01a69a4403a_img.jpg\)](#)

Case Manager:

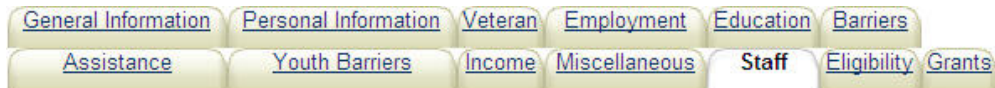
Temp Assign: None Assigned

Create Generic Programs

Case Closed and no records associated

- Some records may be set as “Closed never enrolled”, therefore staff with privileges will need to remove the indicator, in order to open prompts for editing, as follows:
 - Click on the **Staff Tab**, and remove “check” from the Close application, never enrolled prompt, AND
 - **Staff MUST use navigation buttons at the bottom of the screen to Save changes made:**
 - **<< BACK OR NEXT >> will save the record.**
 - **DO NOT use TAB links**

Additional Data needs in Youth records



* indicates required fields.

For help click the question mark.

Staff Information

De-select Close application, never enrolled:

Staff Created ID: OTTOLK
Date Created: 07/07/2008
Staff Last Edited: GSIKTHOMAS
Date Last Edited: 04/10/2009
* One Stop Location: Bismarck-Mandan Job Service
Current Case Manager Assigned: OTTOLK
[Reassign Case Manager](#)
[Assign Me](#)
Original Case Manager Assigned:
Eligibility Contractor Name: None Selected
Eligibility Contract #:
Add a case note: [\[Click Here\]](#)
Record Review Date: Today
Record Review Staff Id:
Met Quality Requirements: Yes No
Comments: Living at Charles Hall, has been arrested.
[\[Spell Check \]](#)

**Must use navigation
BUTTONS to save change**

<< Back Next >>

**Must use navigation
BUTTONS to save change**

- Depending on system configuration, some records **may need eligibility dates updated** to meet date requirements between Eligibility Date and Participation Date. Most sites require 90 days or less between the Eligibility date and the Participation date. This can be accomplished on the **General Information Tab** (first screen in application.)

Additional Data needs in Youth records

[Assistance](#) [Youth Barriers](#) [Income](#) [Miscellaneous](#) [Staff](#) [Eligibility](#) [Grants](#)
[General Information](#) [Personal Information](#) [Veteran](#) [Employment](#) [Education](#) [Barriers](#)

* indicates required fields.

For help click the question mark next to each section.

?

General Information

User Id: _____

State Id: 4236

User Account Created Date: 7/7/2008 9:46:09 AM

* Application Date: (mm/dd/yyyy) Today

* Local Workforce Investment Area:

* Office Location of Responsibility:

* SSN: (do not enter dashes. eg: 999999999) [\[Edit SSN\]](#)

* Verify SSN: [\[Verify \]](#)
 Social Security

* Date of Eligibility for Core/Dislocated Worker/Youth: (mm/dd/yyyy) Today

UPDATE date as appropriate

- **REMEMBER: Staff MUST use navigation buttons at the bottom of each screen to Save changes made:**
 - **<< BACK OR NEXT >> will save the record.**
 - **DO NOT use TAB links**

- Staff will need to review eligibility recorded in the application and insure verifications are up-to-date and in line with the new Eligibility Date.
- Recommend staff review the following prompts in the application data on the following tabs
 - **General Info tab**
 - Eligibility date, as mentioned, and as appropriate
 - Sites with address verifications, review address and verification document setting
 - **Personal Information tab**
 - Check age: age may have changed since app was completed and/or with change of eligibility date
 - Check selective service: age may have changed since app was completed and/or with change of eligibility date
 - Sites with Alien Reg info, check registration number and expiration dates
 - **Veteran tab**
 - Review Recently Separated Veteran -- If Yes, insure still Yes (within 48 months) based on eligibility date
 - **Employment tab**
 - Employment status and verification (performance indicator): status may have changed, and self sufficiency may be affected
 - Unemployment Comp status and verification: status may have changed
 - Optional: Review dislocation from employment -- may be newly dislocated
 - **Education tab**
 - There are **additional Youth prompts** on this screen to update and verify
 - **Barriers tab**
 - There are **additional youth prompts** to complete and verify

Additional Data needs in Youth records

- **Assistance tab**
 - There is an additional Public Assistance prompt for youth: Publically assisted Foster Care payments
 - Review verified public assistance items to insure within 6 month window requirement for eligibility based on new date
- Youth Barriers **tab**
 - There are **additional Youth Barriers** to complete
- Income **tab**
 - Review verified family size and income based on new eligibility date