CalJOBS Help Sheet #4

How to Create a WIOA Application in CalJOBS

Prepared by: Research and Statistics Division

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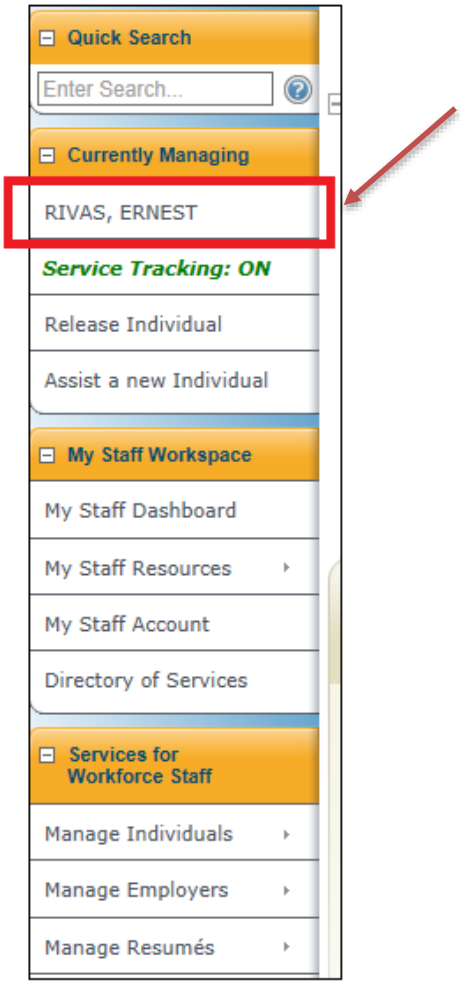
This section describes how to create a new WIOA Application in CalJOBS step by step.

For Staff Access and how to Register a Jobseeker, please refer to Help Sheets 1 (How to Access CalJOBS) and 2 (How to Register a Jobseeker in CalJOBs).

Creating a WIOA Application:

1. To find an individual, search for the participant using a unique identifier such as SSN or username by clicking “Assist a new Individual”, otherwise navigate towards the left navigation panel and click on the participant’s name located on the top portion of the bar under the Currently Managing yellow tab.



2. Once you click on the participant's name, you will notice that the system will show a series of folders containing links within the each folder. These folders will help the user access other parts of the system. To create a new WIOA application, navigate towards the Case Management Profile link under Staff Profiles. If the folder appears collapsed, you may expand it by clicking on the (+) icon located to the left of the folder name.

Expanded view of the system folders

Click on the (+) icon located to the left of the folder name

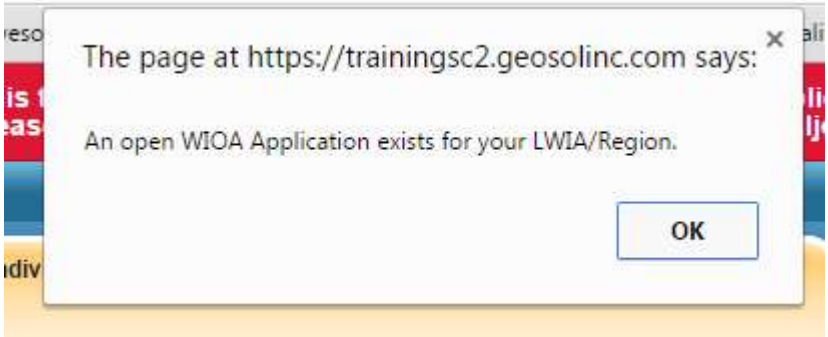
a. Once you expand the Case Management Profile folder, locate and click the Programs link (note that both the folder name and link are now in red font, this indicates that you are currently in that particular section of the system), the system will now show a container right under the system folders with links to the different Federal Programs that CalJOBs currently supports.

The links to all the available programs are shown above.

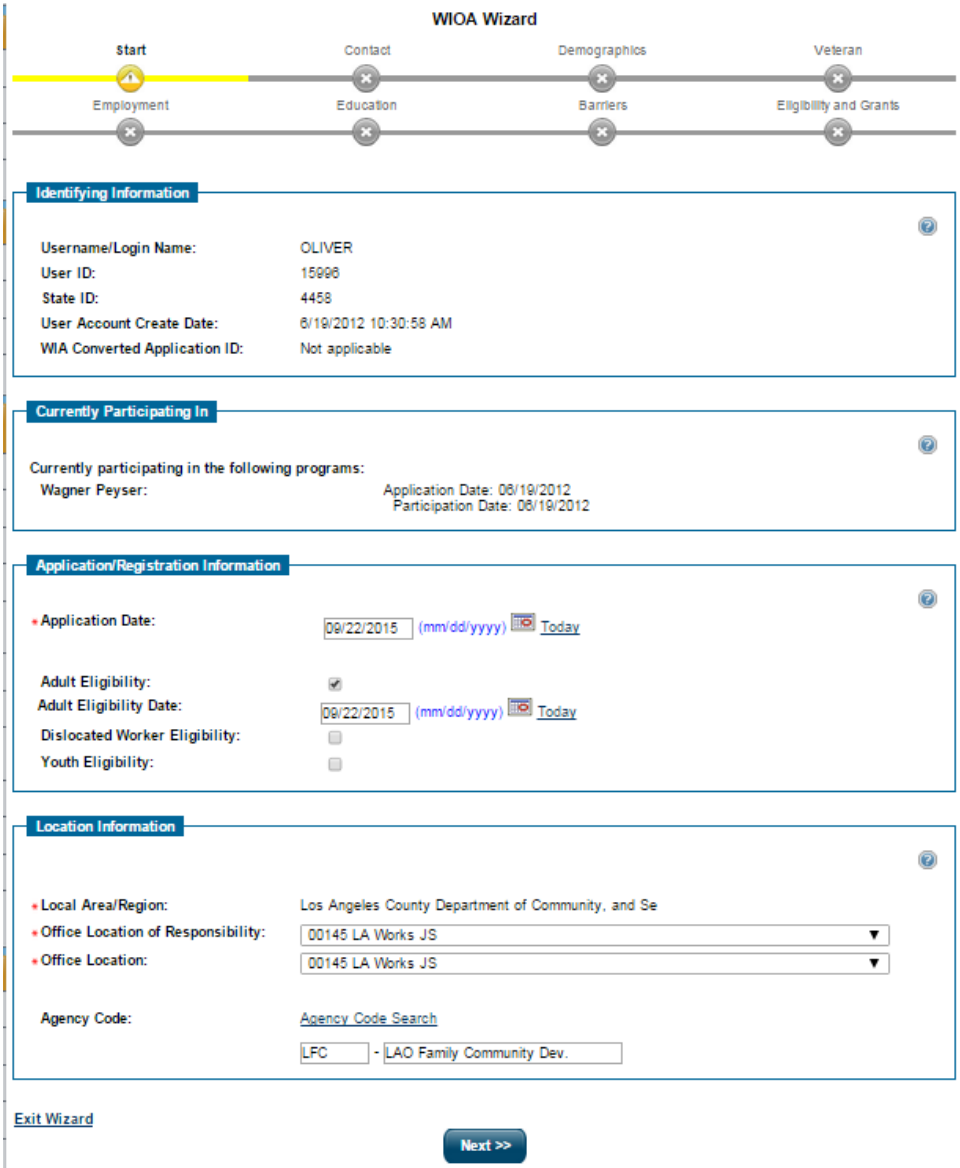
3. Next, locate the Workforce Innovation and Opportunity Act (WIOA) Program link, you can expand this link by either clicking the (+) located on the left side of the link, or by clicking directly on the link. The Create Workforce Innovation and Opportunity Act (WIOA) Program link appears.

4. Click on the Create Workforce Innovation and Opportunity Act (WIOA) Program link to open a new WIOA application.

Please note that if there is currently an open application from another agency under LA County or if an existing application has not yet been exited, you will get the following system error. If the individual has an open application under our LWIA, you must work under the existing application through co-enrollment with the agency.

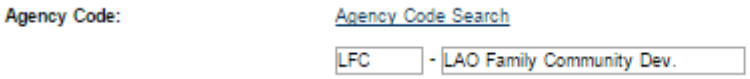


5. A new application opens. The WIOA application is an 8-tab process. In the Start Tab, you will need to enter the application information such as application date, Eligibility information (if the participant is applying for Intensive services), agency code and Office Location (*Note: Under WIOA, eligibility for each of the WIOA formula grants must be entered separately).*



a. Check the applicable Eligibility box if participant is applying for such service and enter the eligibility date.
(*Note: If you do not enter an application date and eligibility date, you will not be able to continue the application.)*

b. Select the agency code by clicking on the Agency Code Search link. In the search field, type "LAO" to bring up LA County agency codes.

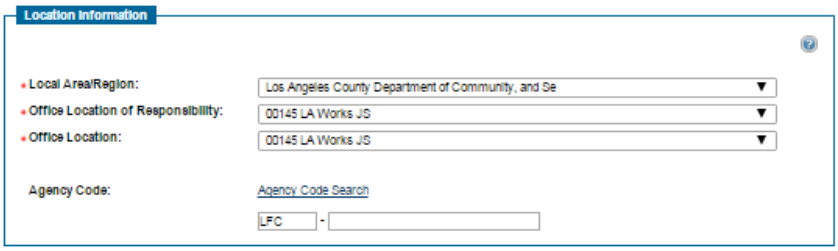


(Note: Although the system does not require to input the agency code, LA County requires all agencies to input agency codes.)

Clicking the link of the Agency Code Search field will bring up this window. Click on the Search button.

Make sure to select the agency with the "LAO" preceding the name of the agency.

c. Select the appropriate Office Location from the dropdown list. Please note that the Local Area/Region will always be Los Angeles County Department of Community, and Senior Services.



**Please make sure to select the correct Office Location that contains "WIOA" preceding the agency name, i.e. WIOA – Antelope Valley – AJCC.*

d. Select the Case Manager for the participant. Click Next.

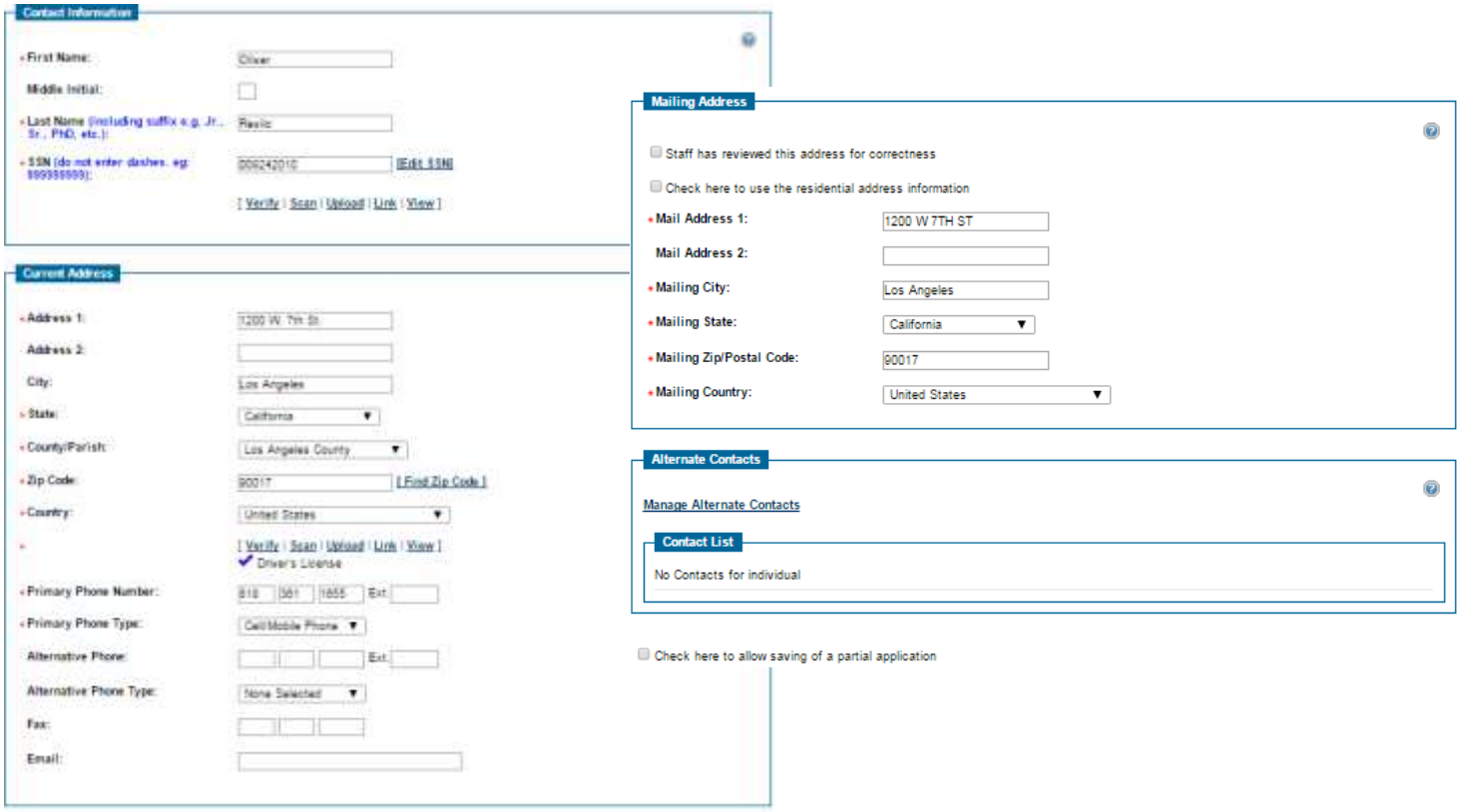
Click the Assign Case Manager link to assign a staff member.

Clicking Exit Wizard will exit out of the application form without saving changes.

Click Next to save entered information and continue to next page.

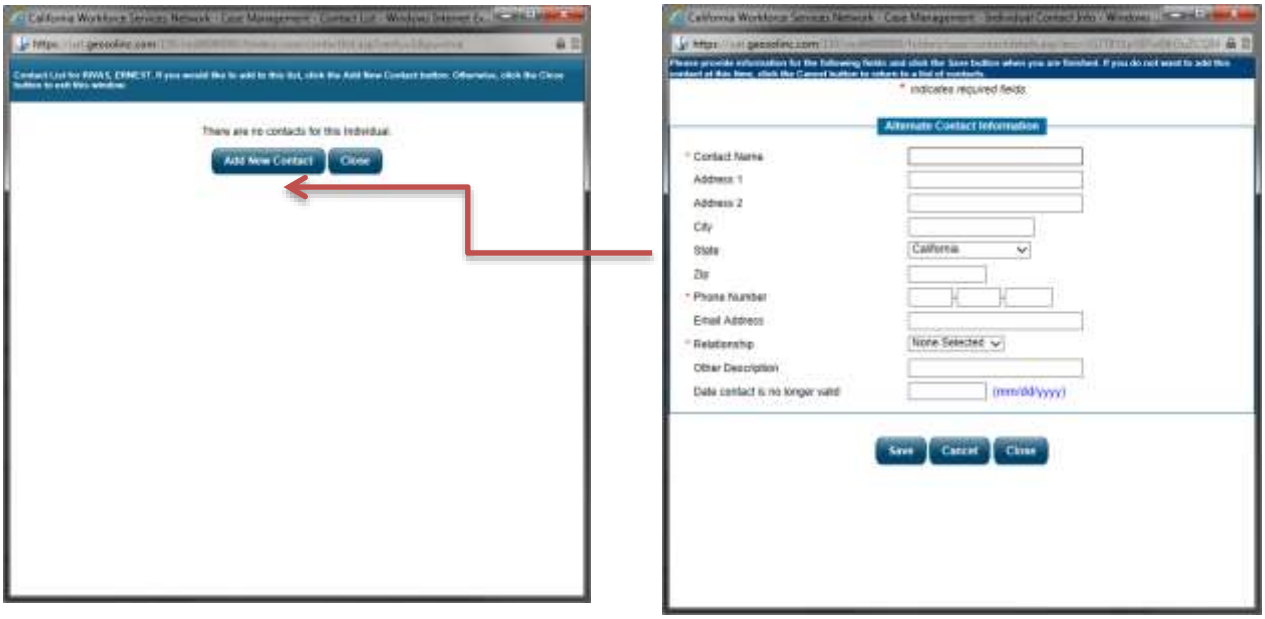
(Note: Although assigning a case manager is optional in the system, LA County requires all individuals to have a case manager.)

6. Complete the Contact Information tab for the individual. Click Next.



a. Verify that the Contact information is correct. Make certain that the SSN and Address are verified by clicking on the Verify link located under the SSN field and under the Country field respectively. Select the appropriate documentation for verification.

b. Verify that the mailing information is correct. Add Alternate Contacts if applicable. To create an Alternate Contact list, click on the Manage Alternate Contact(s) link located above the Contact List section.



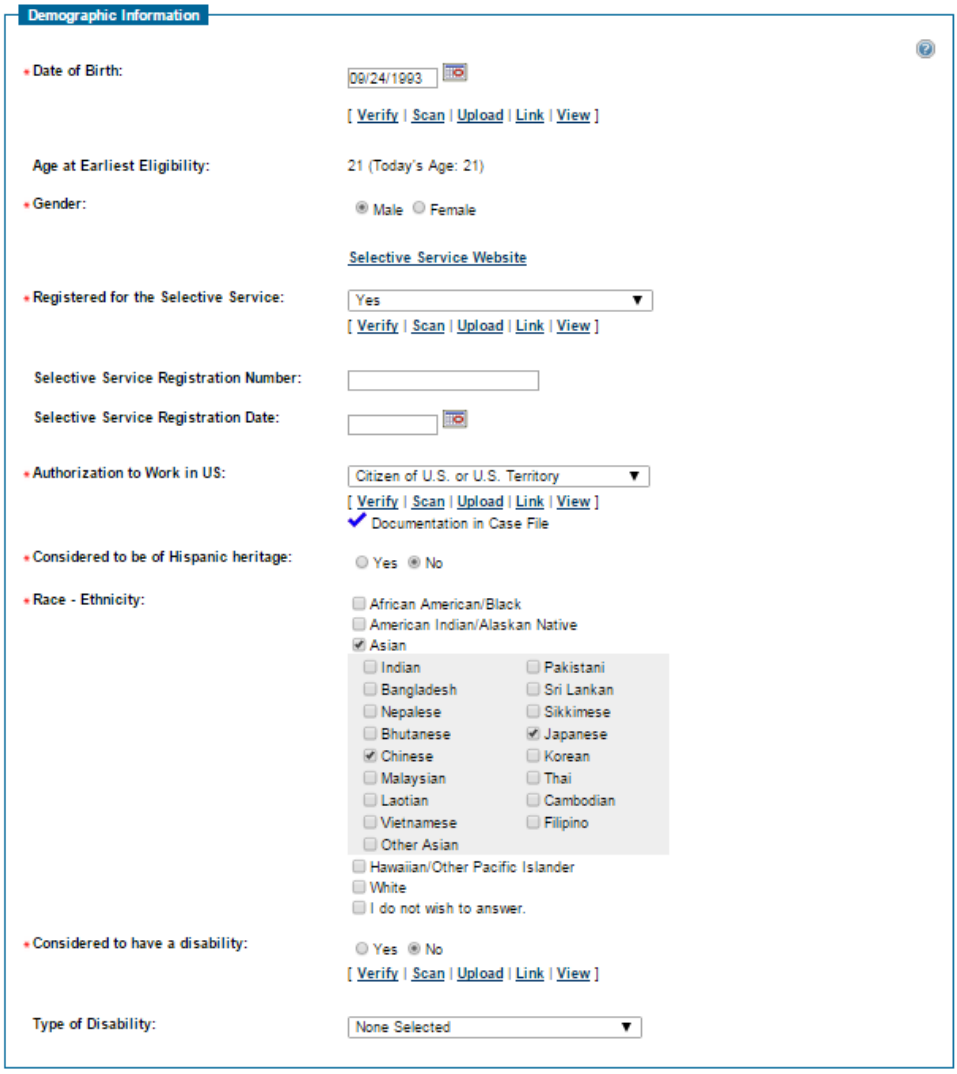
Click on the Add New Contact button to add a new contact. When done, click Save.

c. When done completing the second page of the WIOA application, click next to save the information and proceed to the next screen.

**If you must go back to the previous screen, use the* << Back *button located at the bottom of each page. Do not use the back button from the browser as the information that was just entered will not be saved.*

**Selecting the* ☐ Check here to allow saving of a partial application *box will save the information up to that particular point in the application if you need to work on it at a later time.*

7. Verify and enter any missing information on the Demographic Information page. Click Next.



8. Enter and verify the participant's Veteran Information. Click Next.

Transitioning Service Member

* Transitioning Service Member: Yes No

Type of Transitioning Service Member: None Selected

Estimated Discharge Date: (mm/dd/yyyy) Today

Veteran Information

* Eligible Veteran Status:
  - Yes <= 180 days
  - Yes, Eligible Veteran
  - Yes, Other Eligible Person
  - No

[Verify | Scan | Upload | Link | View]

Obtain DD214

* Served more than 1 tour of duty: Yes No

Military Service Entry Date: (mm/dd/yyyy)

Military Service Discharge Date: (mm/dd/yyyy)

* Campaign Veteran: Yes No

Campaign / Expedition link

* Disabled Veteran: No

Recently separated veteran (within the last 48 months): Yes No

Calculated Months from Eligibility Date not available.

Attended a Transition Assistance Program (TAP) workshop within the last 3 years: Yes No

9. Enter and verify any employment information in the Employment tab. Click Next.

Employment Information

- Employment Status: Not Employed
  [Verify | Scan | Upload | Link | View]
- If Employed, Individual is Under-Employed: Yes No Not Applicable
- Receiving Unemployment Compensation: None Selected
  [Verify | Scan | Upload | Link | View]
- Number of Weeks Unemployed: 0
- Meets Long Term Unemployment Definition: Yes No
- Current or Most Recent Hourly Rate of Pay:
- Search Onet
- Occupation of Most Recent Employment Prior to WIA/WIOA participation (if available): -
- Farmworker Status: No
- Type of Qualifying Farmwork: None Selected

Employment History

Company Name	City	Job Title (Occupation)	Start/End Dates	Action
No Employment History				

[Add Employment History]

Note: You will see the dislocated worker category when the individual is eligible for dislocated worker eligibility.

Dislocated Worker

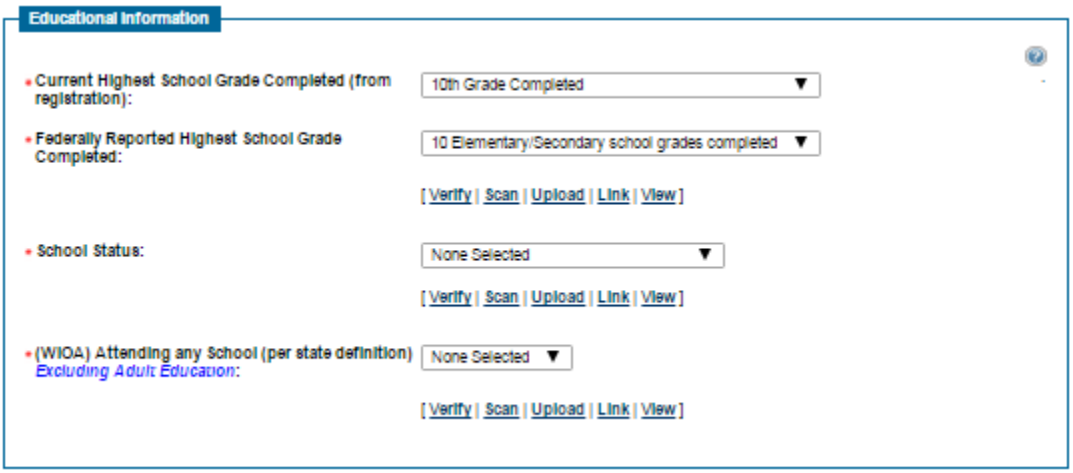
Dislocated Worker Category:

- **Category 1**: Terminated or laid off, or has received notice of termination or layoff, **and is eligible for or has exhausted entitlements to UC, and** is unlikely to return to previous industry or occupation.
- **Category 2**: Terminated or laid off, or has received notice of termination or layoff, **and** has been employed for sufficient duration (based on state policy) to demonstrate workforce attachment, but **is not eligible for UC due to insufficient earnings**, or **the employer is not covered under the state UC law, and** is unlikely to return to previous industry or occupation.
- **Category 3**: Individual is terminated or laid off, or has received notice of termination or layoff, from employment as a result of the **Permanent closure of** or **substantial layoff** at a plant, facility or enterprise.
- **Category 4**: Individual is **employed** at a facility at which the employer has made a **general announcement that the facility will close**. Enter the date the facility will close (if known) in the Projected Layoff Date below.
- **Category 5**: Individual was **previously self-employed** (including farmers, ranchers and fishermen), but **is unemployed** due to general **economic conditions** in the community of residence or because of **natural disaster**. Record the last date of self-employment in the Actual Layoff Date.
- **Category 6**: **Displaced Homemaker**: An individual who has been providing **unpaid services to family members** in the home **and** has been dependent on the income of another family member but is **no longer supported by that income**; or is the **dependent spouse** of a member of the Armed Forces on active duty and whose **family income is significantly reduced** because of a deployment, or a call or order to active duty, or a permanent change of station, or the service-connected death or disability of the member; **and** is **unemployed** or **underemployed** and is experiencing difficulty in obtaining or upgrading employment.
- Category 7: The **spouse of a member of the Armed Forces** on active duty, and who has experienced a **loss of employment as a direct result of relocation to accommodate a permanent change in duty station** of such member.
- Category 8: The **spouse of a member of the Armed Forces** on active duty and who is **unemployed** or **underemployed** and is experiencing difficulty in obtaining or upgrading employment.
- None of the above. Individual does not meet the definition of Dislocated Worker.

[Verify | Scan | Upload | Link | View]

- Projected Layoff Date: Today
- Actual Layoff Date (If date is in the future, please leave empty): Today
- Attended a Group Orientation (Rapid Response): Yes No
- Most Recent Date Attended Rapid Response Service: Today
- Event Search
- Dislocation Event #
- Search Individual Employment History
- Dislocation Employer:
- Employer Address 1:
- Employer Address 2:
- Employer City:
- Employer State: None Selected
- Employer Zip:
- Dislocation Hourly Wage

10. Enter and verify the participant's education information in the Education tab. Click Next.



11. Enter the public assistance information on the Public Assistance tab. Click Next.

12. Enter and verify the participant's barriers in the Barriers tab. Click Next.

Individual Barriers

- English language learner — Yes / No [Verify | Scan | Upload | Link | View]
- Basic skills deficient — Yes / No [Verify | Scan | Upload | Link | View]
- Add/View Basic skills scores: Click Here
- Homeless: — Yes / No [Verify | Scan | Upload | Link | View]
- Offender - individual has been arrested/convicted of a crime: — Yes / No [Verify | Scan | Upload | Link | View]

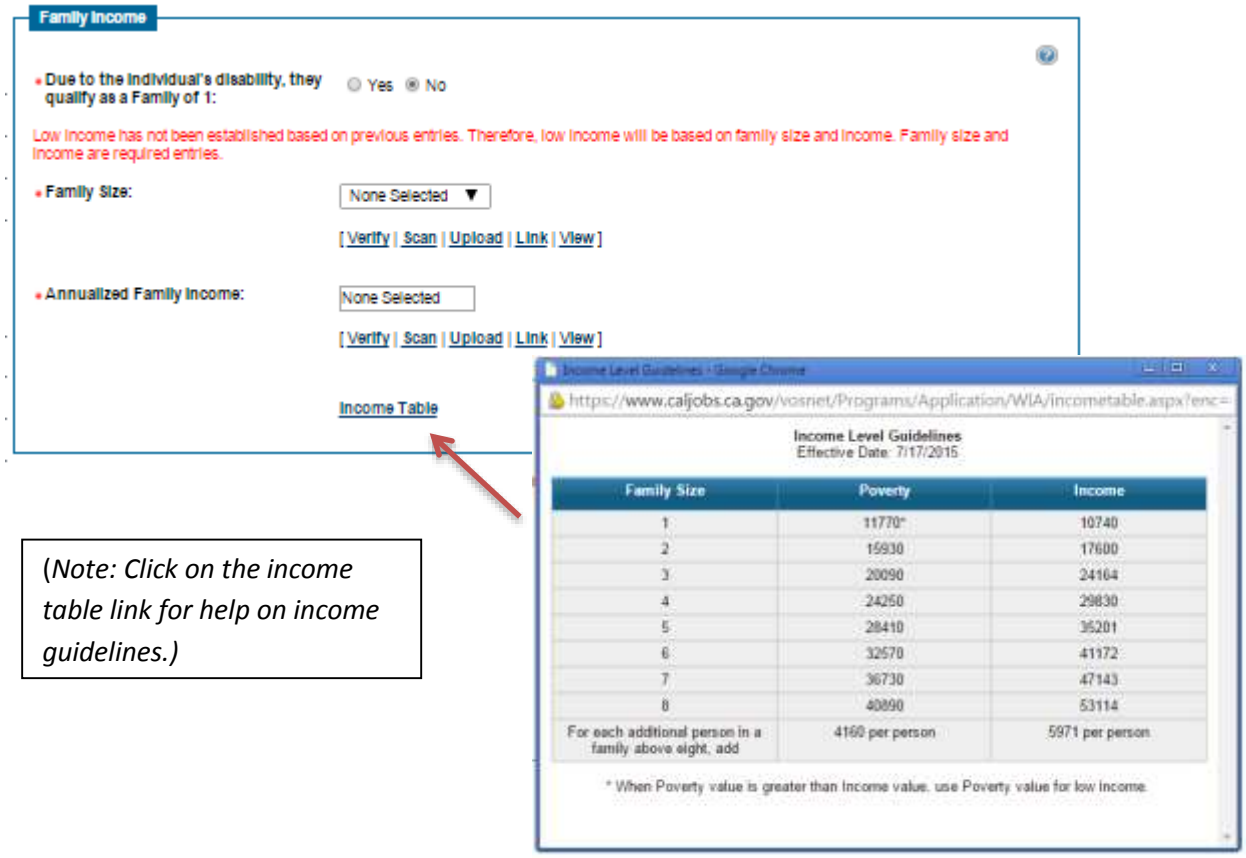
Barriers to Employment

- Considered to have a disability: No
- Displaced Homemaker — No [Verify | Scan | Upload | Link | View]
- Meets long term unemployment definition: No
- Within 2 years of exhausting TANF lifetime eligibility: — Yes / No
- Older individual (age 55 and older): No
- Hawaiian Native: — Yes / No

Hawaiian or Pacific Islander is not selected as a Race for this individual. Please update the Demographics section if this is not accurate.

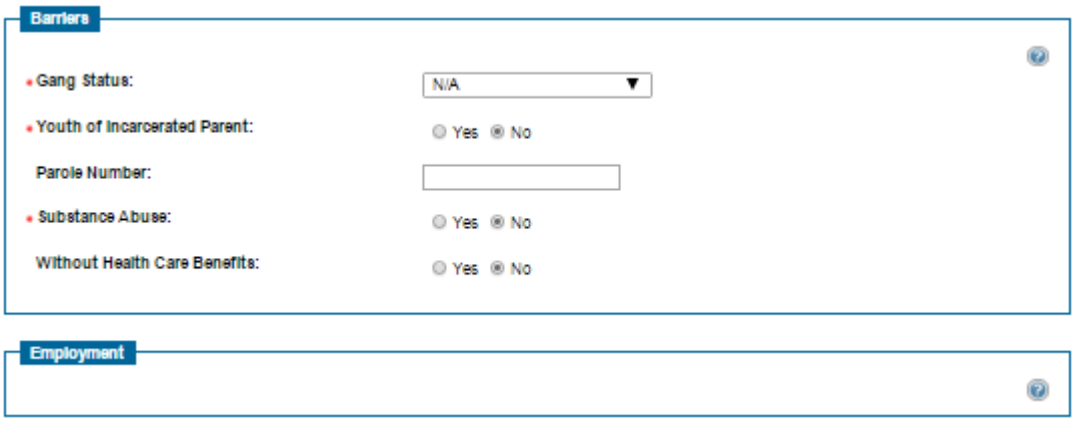
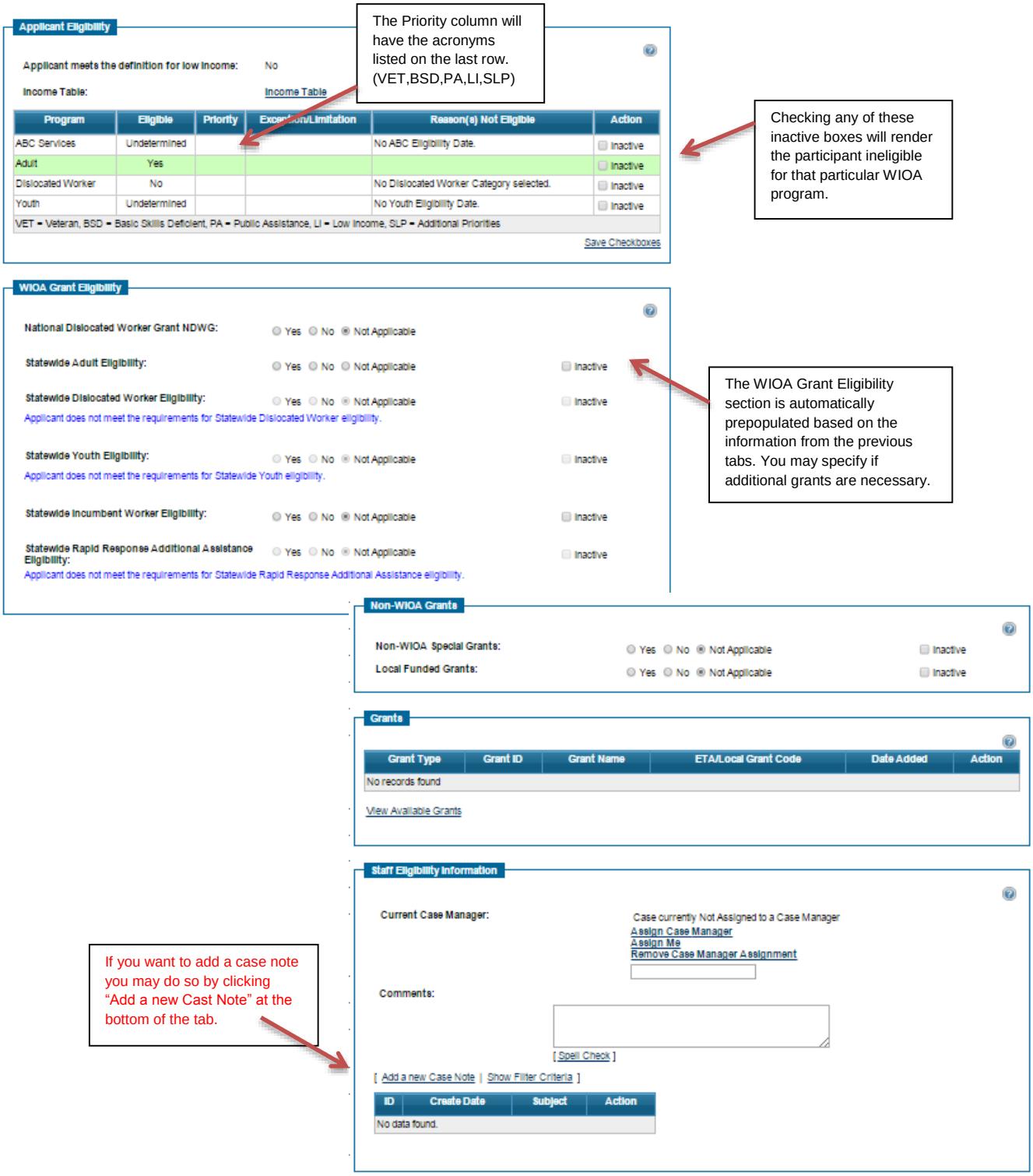
- American Indian/Alaskan Native: No
- Single Parent (including single pregnant women): — Yes / No
- Individual facing substantial cultural barriers: — Yes / No
- Eligible Migrant Season Farmworker as defined in WIOA Sec 167(i): — Yes / No
- Meets Governor's special barriers to employment: — Yes / No

13. Enter and verify the participant's family income information in the Family Income tab. Click Next.



(*Note: Click on the income table link for help on income guidelines.)*

14. Complete the Miscellaneous tab. Click Next.



15. In the Eligibility and Grants tab, you will have the opportunity to see the eligibility status for your participant. Also, here's where you specify if the participant is to be enrolled for locally funded grants or other special grants. Click Finish when done.