

Workforce One (WF1) Adult/DW Enrollment Form Field Descriptions

Field #	Field Name	Description
11	Citizen/Right to Work	The person's work status in the United States. Select "Citizen" if the person is a citizen of the United States. Select "Right to Work" if the person possesses documented authorization to work in the United States. Select "No" if the person is not a citizen, nor do they have any authorization to work in the United States.
15	Alien Registration Card Number	A unique number which identifies an alien as being registered in the United States.
15a	Expiration Date	The date the Alien Registration Card expires.
15b	Permanent	Indicates that person's alien registration in the United States is considered permanent – i.e. no expiration date.
16	Veteran Status	Indicates whether the person is a veteran, a veteran who served for less than 180 days, a spouse of a veteran, not a veteran, or a transitioning service member.
17	Application Date	The date on which the initial application was created.
18	Program Type/Project	Indicates the specific program the person's enrollment.
19	Decision Date	The date on which staff made the determination of eligibility.

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20	<p>Meets Local Priority of Service:</p> <p>Individuals in the targeted groups are given priority to receive services funded by the WIOA Adult program over other individuals who may also meet eligibility requirements for the program. Veterans and eligible spouses within these groups receive priority over non-veterans. This priority of service is in place at all times, regardless of availability of funds. Priority of service must always be given to veterans and eligible spouses (including widows and widowers) for the state and federal DW programs. Under WIOA, the priority of service must be applied at all times, not just when funding is limited. This applies to the State DW Program as well. Priority of service should be determined on an individual basis.</p>	<p>Indicates whether or not the person meets priority of service. If YES, list 1, 2, 3, 4 or 5 for the Justification. Priorities of Service are:</p> <ul style="list-style-type: none"> • 1st Priority of Service - Veterans and eligible spouses (covered persons) who are: <ul style="list-style-type: none"> o Low income, or o Recipients of public assistance, or o Who are basic skills deficient <p>*Note: military earnings should not be included when calculating income for veterans or transitioning service members for this priority.</p> <ul style="list-style-type: none"> • 2nd Priority of Service - Individuals who are not Veterans and eligible spouses (non-covered persons) who are: <ul style="list-style-type: none"> o Low income, or o Recipients of public assistance, or o Who are basic skills deficient • 3rd Priority of Service - Veterans and eligible spouses who are: <ul style="list-style-type: none"> o Not low income, or o Not recipients of public assistance, and o Are not basic skills deficient • 4th Priority of Service – Any individuals identified in this category receive priority of service after priority has been given to individuals in Priority Categories 1, 2 and 3. Customers who are: <ul style="list-style-type: none"> o People of color, Native (self attest), or o Older individuals (55+), or o Justice impacted (criminal record) (self attest), or o Single parents (including pregnant women) (self attest), or o Long-term unemployed (over 26 weeks) (use W2) • 5th Priority of Service – All other eligible individuals who do not meet any of the Priority of Service categories. The vast majority of individuals enrolled in the WIOA Adult program should meet the criteria for Priority of Service Categories 1, 2, 3, and 4.
23	<p>Selective Service Registration and Number</p>	<p>The person's Selective Service status. Federal law requires men born on or after January 1, 1960 to register with Selective Service within 30 days of their 18th birthday. The only men not required to register are non-immigrant aliens, men on active duty in the Armed Forces, including students at the military service academies, and individuals incarcerated or otherwise institutionalized. Select "N/A" if the person is a female or a male that is not required to register. The number assigned to the person when he registered for Selective Service.</p>
24	<p>Trade Adjustment Assistance (TAA) Co-Enrollment</p>	<p>Indicates whether or not the person is co-enrolled in the Trade Adjustment Assistance (TAA) program.</p>

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25	Separated from Permanent Employment	Indicates whether or not the person has been laid off from an employer that does not plan to rehire the individual. Any non-seasonal layoff projected to last 180 or more days is a qualifying termination of employment. The following are NOT considered qualifying terminations of employment: a.) seasonal unemployment; b.) an end to an assignment through a temporary employment agency, unless the individual can demonstrate the temporary employment agency's inability to make subsequent placements in a similar industry or occupation; or c.) a notice of termination that includes a certain or tentative recall date within 180 days of the initial layoff date.
25a	Actual/Projected Separation Date	The date on which the person ended or expects to end employment at the job from which they are separated.
26	Received Notice of Pending Layoff	Indicates whether or not the person has received written notification from the employer indicating that his/her employment will cease on a specific date. If YES, #29 must be no.
26a	Date Received Layoff Notice	The date the person received notice of <u>projected</u> employment end date due to layoff.
27	Mass Layoff	Indicates whether or not the person was terminated from employment as a result of a substantial layoff at a plant, facility or enterprise.
28	Permanent Plant Closure	Indicates whether or not the person's separation from employment resulted from the actual or planned permanent closure of the plant, facility or enterprise (or a division of that plant, facility or enterprise) at which the person worked.
29	Public Announcement of Closure	Indicates whether or not the person's employer released an official communication stating intent to close the business at a planned future date.
30	Separated from Self Employment	Indicates whether or not the person's business circumstances put him/her in a position similar to a termination of employment. Such circumstances may include, but are not limited to: 1.) Failure of one or more businesses to which the self-employed individual supplied a substantial proportion of products or services; and/or 2.) Failure of one or more business from which the self-employed individual obtained a substantial proportion of products or services; and/or 3.) Substantial layoff(s) from, or permanent closure(s) of, one or more plants or facilities that support a significant portion of the relevant state or local economy; and/or 4.) Failure of the self-employed individual's farm or business due to general, relevant economic conditions.
31	Resident of MN at Employment Separation	Indicates whether or not the person was a resident of Minnesota at the time that employment ended.

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32	Working in MN at Employment Separation	Indicates whether or not the person was working in Minnesota at the time that employment ended.
33	Long Attachment to the Workforce	Indicates whether or not the person was employed, at twenty or more hours per week, for at least six of the most recent thirty-six months in a single occupation. The six months need not be consecutive.
34	Limited Reemployment Opportunities	Indicates whether or not the person has limited opportunities in his/her local labor market for reemployment in an occupation similar to the one from which s/he is separated.
35	Unlikely to Return to Previous Occupation	Indicates whether or not the person is unlikely to return to employment in his/her previous work industry or occupation.
36	Number of Weeks Unemployed Out of Last 52	The number of weeks the person has been out of work in the past 52 weeks.
36a	Unemployed for the Last 27 Consecutive Weeks	This field indicates whether or not the client was unemployed for the 27 weeks leading up to their enrollment in the program. If YES, then #36 Number of Weeks Unemployed out of the last 52 must be 27 or greater.
37	Ethnicity – Hispanic or Latino	Indicates whether or not the person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.
38	Race	<p>Check a box or boxes to indicate the racial community(ies) with which the person most closely identifies. Users may select one or multiples. Race values include:</p> <p>Black or African American: a person having origins in any of the black racial groups of Africa.</p> <p>White: A person having origins in any of the original peoples of Europe, the center East, or North Africa.</p> <p>Hawaiian Native or other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Island.</p> <p>American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.</p> <p>Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p>

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39	Referred from Wagner Peyser	This indicates that the person received 'basic services' funded by the federal Wagner-Peyser program prior to getting involved with a case managed program that includes more intensive staff services. These 'basic services' received from Wagner-Peyser may include the person putting his/her resume in Minnesota's job bank known as MinnesotaWorks.net or the person using the Resource Room at a Workforce Center.
40	Limited English Proficiency	Indicates whether or not the person has limited ability to communicate using the English language.
41a	Actual Military Separation Date	The date (month, day, year) on which the person ended active military service.
41b	Service Related Disability	Indicates whether or not the person has a disability which is connected to his/her military service.
41c	Vet Separated in Last 4 Yrs	Indicates whether or not the person was released from the active military service within the last four years. If activity duty dates exist for this person, this field is pre-populated based on activity duty end date.
41d	Campaign Veteran	Indicates whether or not the person served on active duty in the U.S. armed forces during a war or in a campaign for which a campaign badge or expeditionary medal has been authorized as identified by the Office of Personnel Management (OPM). Users can find the official campaign list by clicking the "Campaigns" link located to the right of this field.
41e	Campaign/Group	The war, campaign or expedition of which this person was a part and/or the veteran group with which the person identifies.
42	Highest Level of Education	The highest level of formal education completed by the person. Specify grade, if highest level is between 1st & 11th grade.
43	Pre-Enrollment Education Status	The person's school attendance status at the time of enrollment.
44	Participating in Registered Apprenticeship Program	This field indicates if the person is participating in an approved apprenticeship program. The corresponding "Apprenticeship" activity will identify the specific apprenticeship program.
45	Family Status	The relationship of the person to the rest of the household in which he/she lives. Values include: Not a family member: person not living with any members of his/her family. Other family member: person living with his/her family of two or more persons and who is not a parent in that family. Parent in one-parent family: person with sole custodial responsibility for one or more dependent children. Parent in two-parent family: person who shares responsibility with another person for dependent children.

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46	Eligible Family Size	The number of family members that are included for the purposes of determining income eligibility. The maximum number of family members during the income determination period. For a separated or divorced person, income shall be prorated depending on the length of time during the last six months the person lived with the other wage earner.
47	Actual Family Size	<p>A family is defined as two or more people related by blood, marriage, or degree of court who are living in a single residence and are included in one or more of the following categories:</p> <ul style="list-style-type: none"> • A husband, wife and dependent children • A parent(s) or guardian(s) and dependent children • A husband and wife <p>Note: Although the terms "husband" and "wife" are used in the policy, USDOL interprets these terms as gender neutral, based on the U.S. Supreme Court's decision in United States v. Windsor. Therefore, same-sex spouses are included within this definition of "family".</p>
48	Annual Family Income	Family income includes all income actually received by the member of the program participant's family during the income determination period, which is 6 months prior to the application for services. Only the income for the individuals included in the participant's family is considered when determining family income (for example, an adult child living outside of the home would not count towards the family's income).
49	SSI Recipient	Indicates whether or not the person is receiving benefits from a state plan approved under the Social Security Act, Title XVI (Supplemental Security Income).
50	SSDI Recipient	Indicates whether or not the person receives SSDI (Social Security Disability Insurance).
51	TANF/MFIP Recipient	Indicates whether or not the person is receiving benefits from Temporary Assistance to Needy Families (TANF) or Minnesota Family Investment Program (MFIP).
51a	Exhausting TANF within 2 Years	<p>This field indicates whether or not the person, at program entry, is within 2 years of exhausting lifetime eligibility for TANF under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether the person is or is not receiving these benefits at program entry.</p> <p>NOTE: This could be YES, even if the person is not currently receiving TANF/MFIP.</p>

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52	Food Support Recipient (SNAP)	Indicates whether or not the person is currently receiving food support through the Supplemental Nutrition Assistance Program (SNAP).
53	General Assistance Recipient	Indicates whether or not the person is receiving General Assistance.
54	Refugee Assistance Recipient	Indicates whether or not the person is receiving Refugee Assistance under the Refugee Assistance Act of 1980.
55	Individualized Education Plan (IEP)	Students can have an IEP (non-504) OR students can be served under section 504 of the Rehab Act. Students cannot have an IEP (non-504) <u>and</u> a 504 - it is one or the other. A student with a 504 plan usually spends the entire school day in a general education classroom. And typically, students who need modifications would have an IEP, not a 504 plan.
56	Disability Status	Indicates whether person has a disability and if so, whether it is a barrier to employment.
56a	Category of Disability	The person's disability type.
56b	Employment Work Setting	For those persons who are working and indicated a disability, this field indicates the type of employment setting in which they work.
56c	Benefit and Financial Services	This field indicates whether the person has received benefit planning services, financial capability/asset development services, all of these services, or none of these services, when the person has identified a disability.
56d	Ticket to Work	This field indicates whether or not the person is in the Ticket to Work program. A description was not provided at this time, however, the following info is on the DEED website: Ticket to Work is a Social Security Administration program that helps people receiving Social Security Disability Insurance or Supplemental Security Income benefits based on disability to obtain employment and earn enough money to end the need for cash benefits.

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57	Homeless	Indicates whether or not the person lacks a fixed, regular and adequate nighttime residence, or has a primary nighttime residence that is 1) a supervised publicly or privately operated shelter designed to provide a temporary living accommodation (including welfare hotels, congregate shelter, and transitional housing for the mentally ill); or 2) an institution that provides a temporary residence for individuals intended to be institutionalized; or 3) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. The term Homeless does not include any individual imprisoned or otherwise detained pursuant to an Act of Congress or a state law.
58	Offender	Indicates whether or not the person is an adult or juvenile who is or has been subject to any stage of the criminal justice process.
59	WSA Barrier to Employment	Indicates whether or not a person meets the criteria for a locally defined barrier to employment. Ramsey County does not have a locally defined barrier to employment at this time.
60	Labor Force Status	The person's employment status at the time of enrollment. 'Not in the Labor Force' is someone not actively seeking employment.
61	Migrant Status	The person's migrant status at the time of enrollment.
62	UI Benefit Status	Indicates the person's Unemployment Insurance benefit status. Select Claimant Not Referred by RESEA or WPRS if: UI compensation has not ended and has not been exhausted, and claimant was <u>not referred</u> to service through the state's WPRS system or the RESEA program. Select Claimant Referred by RESEA if: UI compensation has not ended and has not been exhausted, and claimant <u>was</u> referred based on participation in the Reemployment Services and Eligibility Assessment (RESEA) program. Select Claimant Referred by WPRS if: UI compensation has not ended and has not been exhausted, and claimant <u>was</u> referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system. Select Claimant Exempt from Work Search if: UI compensation has not ended and has not been exhausted, and claimant is exempt from normal work search. Select Exhaustee if: Claimant has exhausted all UC benefit rights for which he/she has been determined monetarily eligible, including extended supplemental benefit rights. Select Neither Claimant Nor Exhaustee if: Participant was neither a UC claimant nor an exhaustee.

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63	Received Workforce Information Services	Indicates whether or not the individual received information about one or more of the following items: state and local labor market conditions, industries/occupations/characteristics of the workforce, area business identified skills needs, employer wage and benefit trends, short- and long-term industry and occupational projections, worker supply and demand, job vacancies survey results, local employment dynamics information such as workforce availability, business turnover rates, job creation, job destruction, new hire rates, worker residency, commuting patterns, or high growth and high demand industries.
64	Received Letter from WPRS (Workforce Profiling Reemp Serv)	Indicates whether or not the person is an Unemployment Insurance claimant who has been referred to workforce programs by Worker Profiling and Reemployment Services.
65	Received Rapid Response Services	Indicates whether or not the person received state funded Rapid Response services after a permanent closure, mass layoff or natural disaster resulting in mass job dislocation. Rapid Response Services include but are not limited to 1.) onsite Rapid Response staff contact with employers and employee representatives immediately after the state is notified of a current or projected permanent closure, mass layoff, or mass job dislocation due to a disaster; 2.) information about available employment and training services 3.) assistance in establishing an employee management committee; 4.) emergency assistance adapted to the particular closure, layoff or disaster; 5.) assistance to the local community in developing a coordinated response and obtaining access to state economic development assistance.
66	Actual Separation Date	The date on which the person ended employment at the job from which they are separated. This date would be the same as entered in #25a "Actual/Projected Separation Date". Unless the separation date changed <u>after</u> eligibility determination, then enter the new date in this field.
67	Employer at Separation	The employer from which the person was separated.
68	Months Employed in Separated Occupation	The total number of months the person worked in the occupation from which he/she is separated.
69	Hourly Wage Of Separated Job	The hourly wage, in dollars and cents, of the job from which the person is separated.
70	Separated Job Title	The type/name of the job from which the person was separated.
71	Separated NAICS (Job Industry) Code	The North American Industry Classification System (NAICS) code of the person's employer.

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72	Wage Detail Consent Given	Indicates whether or not the person has signed a Wage Detail consent form. If this field is set to yes, the person will be included in wage related reports such as the Participant Wage Information Report and the Candidates for Supplemental Wage Information Report. If this field is set to no, the person will be excluded from such reports, but will still be included in official federal and state performance measures.
73	Enrollment Date	The date on which the person enrolled into the program.
74	Estimated End Date	<p>The expected activity completion date. This date cannot be prior to the Start Date of the activity. A Tickler will be received on this date.</p> <p>The Staff Assisted Assessment activity's Estimated End Date should be a date <u>within 80 calendar days</u> of the activity start date. This will allow the possibility of deleting an enrollment, if no support services have been provided.</p> <p>Refer to the WF1 User Guide-Applicaition & Enrollment for additional information on deleting an enrollment.</p>
76	Level <9, ERS (English Reading Skills Level), MS (Math Skills Level)	<p>Level <9: Indicates whether or not the person computes, solves problems, reads, writes, or speaks English at or below the eighth grade level or is unable to perform these tasks at a level necessary to function on the job, in the person's family, or in society.</p> <p>ERS: Indicates the person's english reading skills grade level.</p> <p>MS: Indicates the person's math skills grade level.</p>