# Workforce One

# Application & Enrollment User Guide Adult/Dislocated Worker (DW) October 2019



This training guide indicates the WF1 process that will be completed by the MIS Unit and the Adult/DW Employment Counselor

Refer to the following policies for additional information:

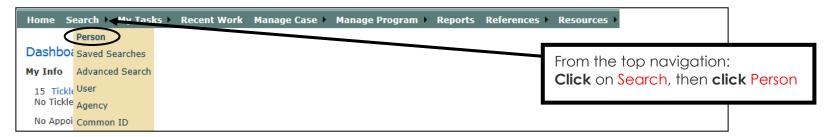
- Enrollment
- Internal Case File Monitoring

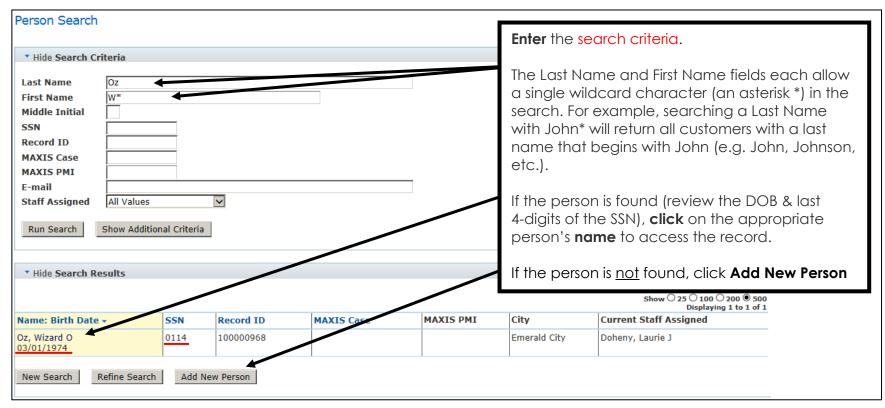
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#### PERSON SEARCH

A **Person Search** must be completed on all participants by participant's **name** <u>and</u> **then by social security number**. Searching by both the name & SSN will hopefully prevent duplicate records from being entered in WF1.

The assigned **Employment Counselor** will submit a <u>completed</u> **WF1 Adult & DW Enrollment Form** to the **MIS Unit** within 10 days of the **Employment Counselor** and the participant completing intake, and the **Employment Counselor** determining program eligibility. The **MIS Unit** will enter the enrollment in WF1 within 2 days of receiving the complete **WF1 Adult & DW Enrollment Form**.

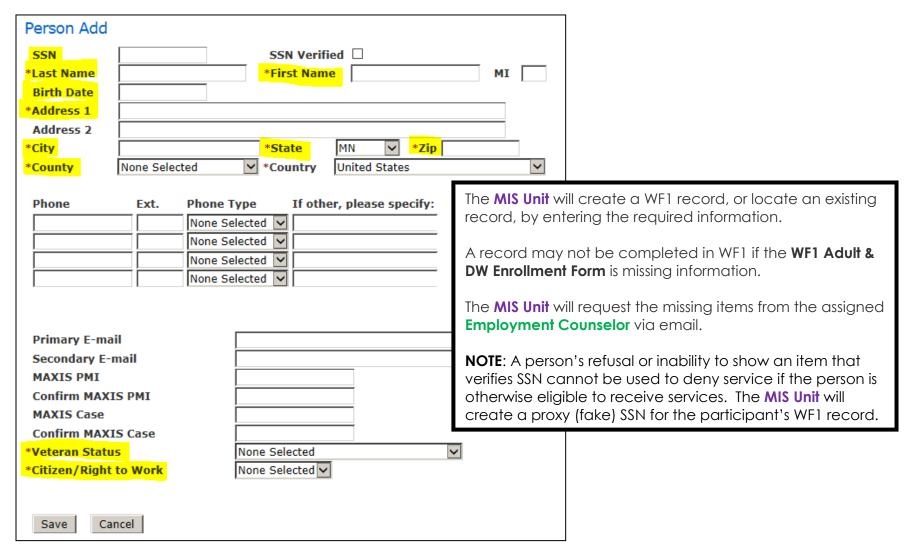




#### **ADD NEW PERSON**

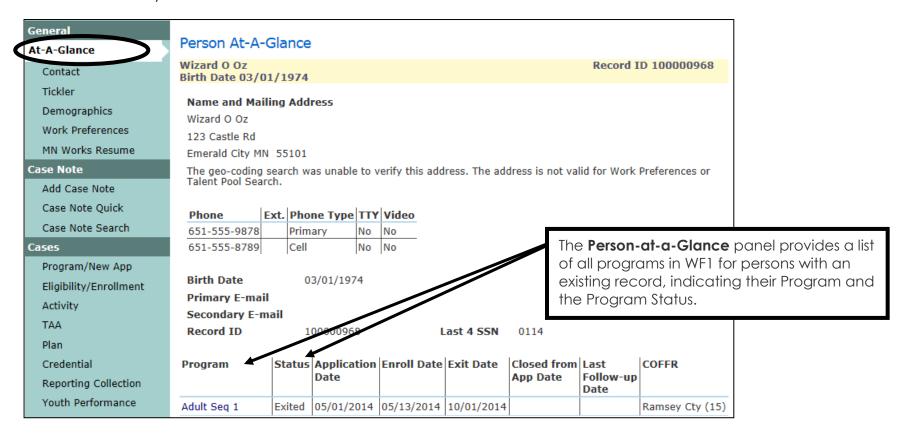
The **Add New Person** will only be used when an existing record for the person is <u>not</u> found in WF1. If the participant already has an existing record in WF1, proceed to page 3.

The information highlighted below must be completed on the **WF1 Adult & DW Enrollment Form** that the **Employment Counselor** submits to the **MIS Unit**, as it is used to enter a record in WF1.



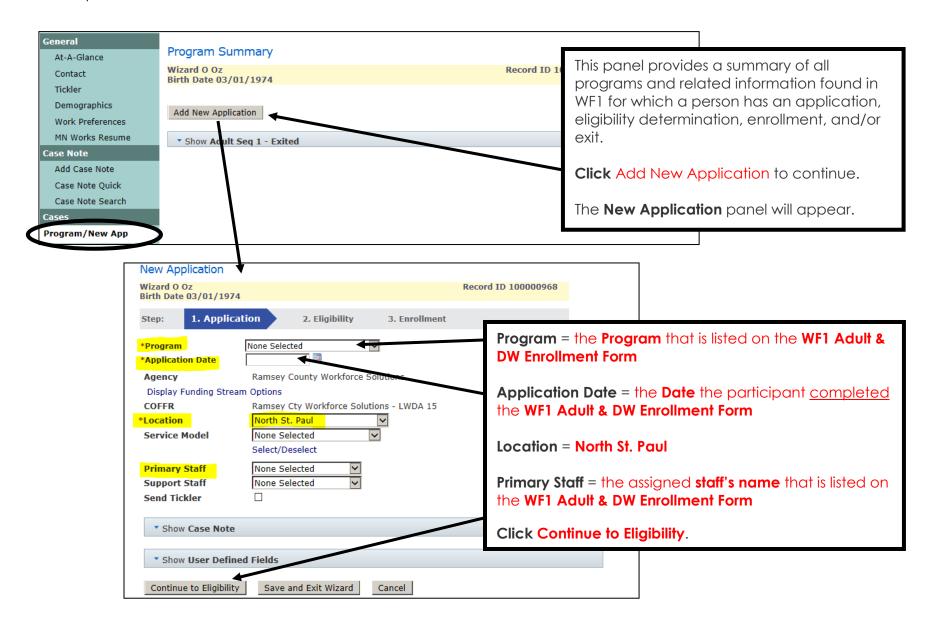
## PERSON AT-A-GLANCE

The panel below appears after adding a new person record or by clicking on the person's name, if a WF1 record already exists.



#### **ADD NEW APPLICATION**

A new **Application** is added in WF1 indicating the Program once an existing record is found or a new person record has been created.

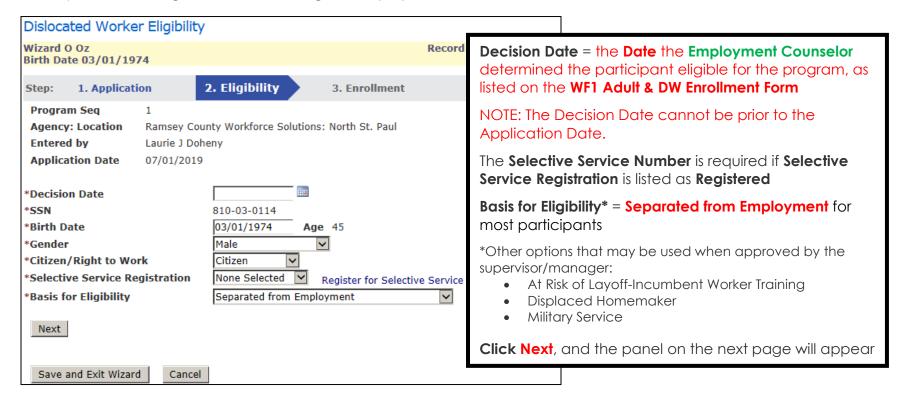


#### **ELIGIBILITY**

The **Eligibility** panel is completed in WF1 following the WF1 Application. The items below are required to determine if the participant is eligible for the selected Program.

Eligibility cannot be determined if the WF1 Adult & DW Enrollment Form is missing information.

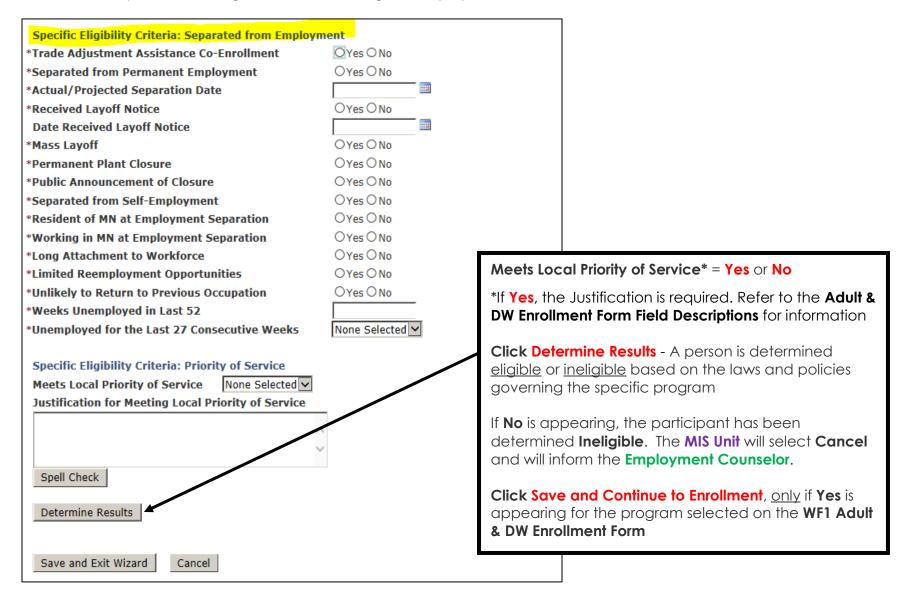
In the event of missing information, the Program Status will be listed as 'Pending' and the MIS Unit will request the missing items from the assigned Employment Counselor via email.



## **ELIGIBILITY** continued

The following information is required for the DW Program and must be completed on the WF1 Adult & DW Enrollment Form.

In the event of missing information, the Program Status will be listed as 'Pending' and the MIS Unit will request the missing items from the assigned Employment Counselor via email.

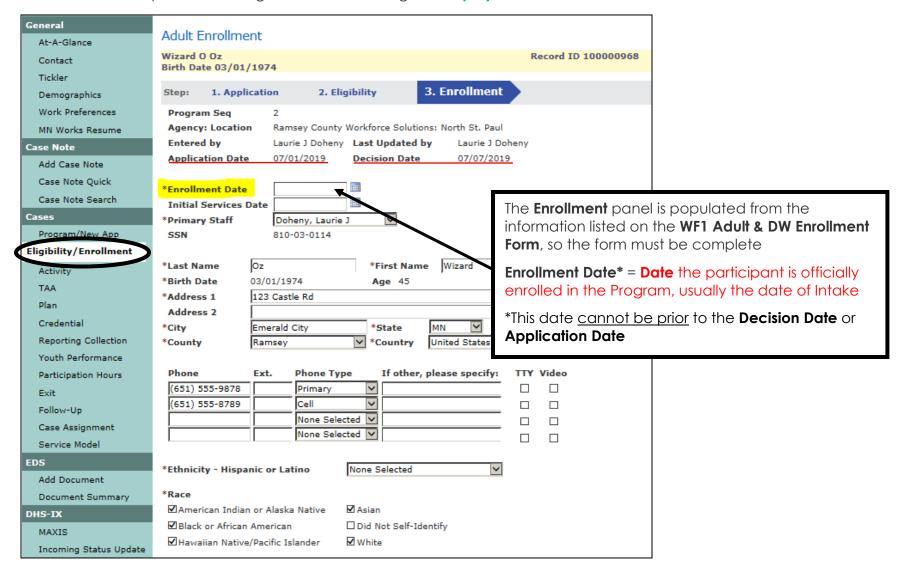


#### **ENROLLMENT**

Shown below is a sampling of items required for **Enrollment** into Adult or DW.

The Enrollment cannot be completed if the WF1 Adult & DW Enrollment Form is missing information.

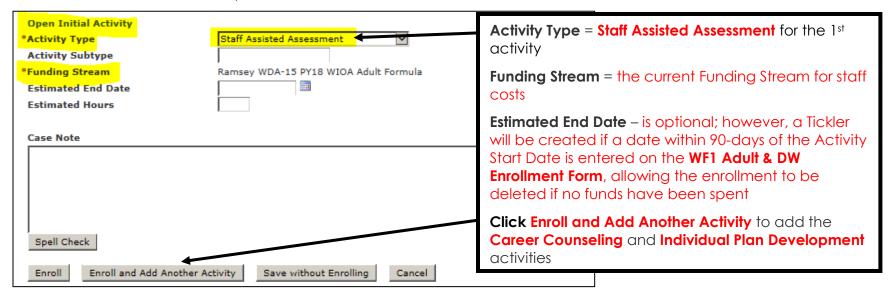
In the event of missing information, the Program Status will be listed as 'Eligible, Not Enrolled' and the **MIS Unit** will request the missing items from the assigned **Employment Counselor** via email.



## **ENROLLMENT** continued

The participant is officially **Enrolled** once the following Activities are opened:

- 1. Staff Assisted Assessment
- 2. Career Counseling
- 3. Individual Plan Development



The MIS Unit will notify the Employment Counselor, via email, that the enrollment is complete. Below is an example of a completed enrollment for WIOA Adult.



# **DELETE ENROLLED PROGRAM SEQUENCE**

Instead of having a negative termination, a WF1 Program Sequence that has been enrolled, may be deleted within 90 calendar days of the **Enrollment** date, by Workforce Solutions' MIS Unit, with Supervisor approval.

NOTE: Program Sequence <u>deletion is not allowed</u> if Support Services have been provided to the participant.

Email the following information to your Supervisor and copy the MIS Unit:

- Participant First and Last Name
- WF1 Record ID Number
- Program Name to Delete

The MIS Unit will delete the Program Sequence and enter a Case Note regarding the deletion, once the Supervisor has approved the deletion, via email.