

# Create Application, Eligibility, Enrollment, Appropriateness, Employment Plan for OJT and WIA Dislocated Worker

After receiving the customer's eligibility documentation as required in the Policy and Procedure Manual and upon placement in an OJT opportunity, the case manager should proceed to enroll the customer in Toolbox 2. All job seeker information must be completed before proceeding to the eligibility screen. Working with the customer, complete the appropriate Assessment Screens to assist the customer in identifying employment related strengths and weaknesses. Each customer's circumstances will vary based on their education and experience not all of the assessment tools will be necessary for every customer.

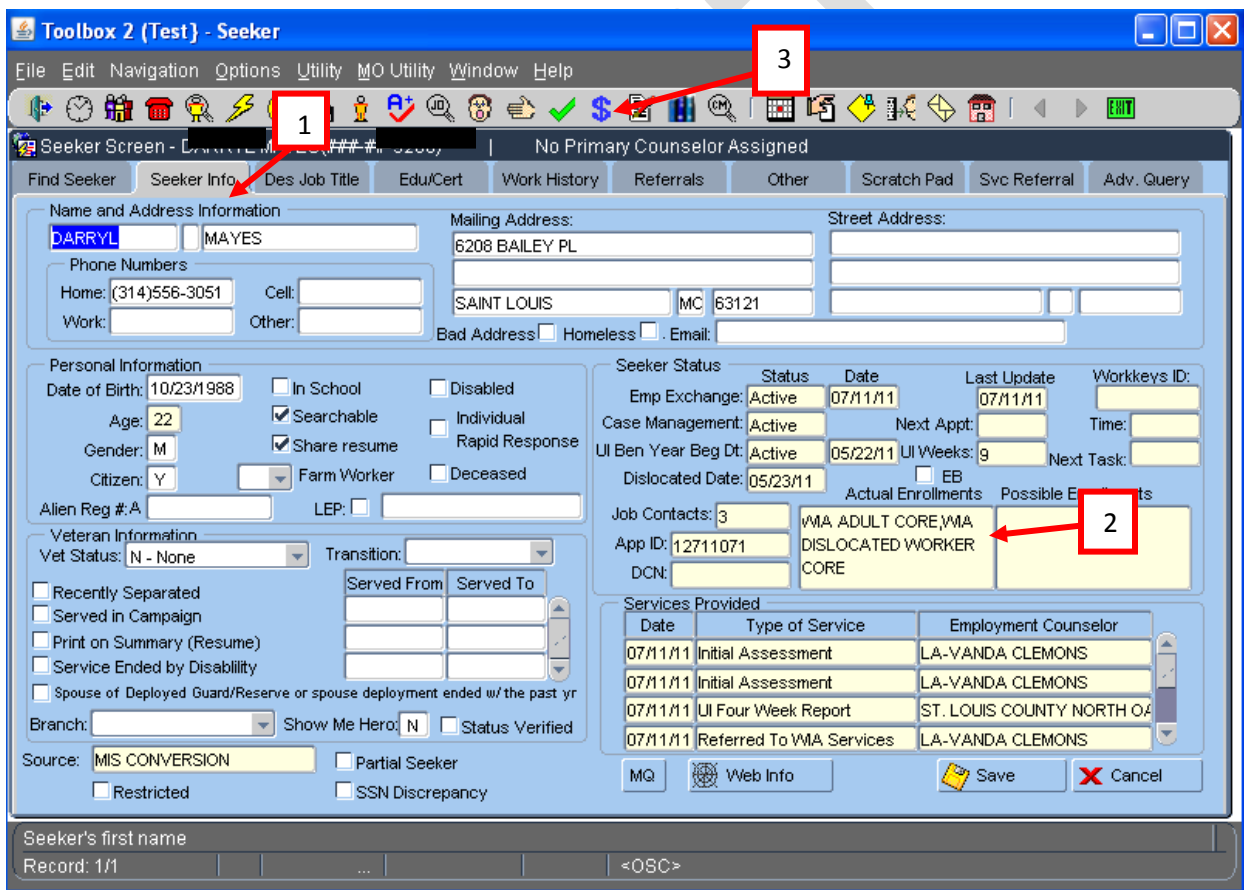

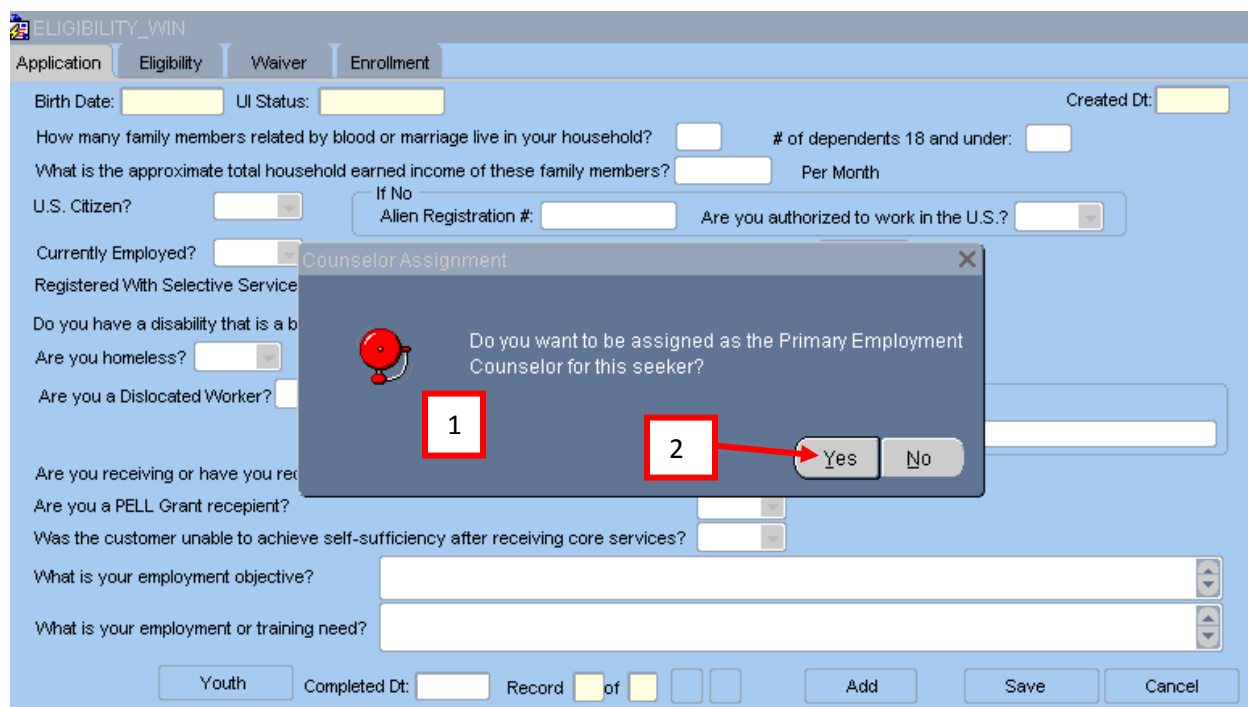


Figure #1: Seeker Info Screen

1. Locate and open the **Job Seeker** record.
2. From the **Seeker Info** tab, check the “**Actual Enrollments**” section to verify a **Core** enrollment.
3. Click on the **Eligibility speed button** .



**Figure #2 - Eligibility Tab – Application Screen**

1. Once you click on the eligibility button, a pop-up box will appear, asking you to assign a **Primary Employment Counselor**.
2. If you are going to be the Primary Counselor working with this individual, click “**YES**”.

If you are **not** going to be the Primary Counselor, you can click No and a pop-up box will appear so you can select a different staff person to be the Primary Counselor.

(NOTE: If **Primary Counselor** is already assigned, this pop-up will not appear)

Eligibility - [Application] [Eligibility] [Waiver] [Enrollment] -2558 TINA BONNOT (573)751-3794

Application Eligibility Waiver Enrollment

Birth Date: 08/13/1984 UI Status: Active Created Dt: [ ]

How many family members related by blood or marriage live in your household? [ ] # of dependents 18 and under: [ ]

What is the approximate total household earned [ ] of these family members? [ ] Per Month

U.S. Citizen? Yes [ ] If No [ ] Alien Registration #: [ ] Are you authorized to work in the U.S.? [ ]

Currently Employed? Yes [ ] If Yes, are you at risk of losing your current level of income? [ ]

Registered With Selective Service? [ ] If Yes, Registration #: [ ] Selective Service [ ]

Do you have a disability that is a barrier to employment? No [ ]

Are you homeless? No [ ] If Yes, live in shelter? [ ]

Are you a Dislocated Worker? [ ] If Yes Letter from employer? [ ] Layoff Date [ ] Employer / Company name? [ ]

Are you receiving or have you received in the past 6 months: Food Stamps? [ ]

Are you a PELL Grant recipient? [ ]

Was the customer unable to achieve self-sufficiency after receiving core services? [ ]

What is your employment objective? [ ]

What is your employment or training need? [ ]

Completed Dt: [ ] Record 1 of 0 [ ] [ ] + Add [ ] Save [ ] X Cancel

**Figure #3 - Eligibility Tab – Application Screen**

1. On the application tab, notice the Primary Counselor has now been assigned. The name and phone number of the Primary Counselor appears in the title bar of the screen.
2. **Birth Date** and **UI Status** are populated based upon the information in the **Seeker Info** screen.
3. Enter information in all fields on the Application tab based upon the job seeker's status, as indicated in the steps below.

Application Eligibility Waiver Enrollment

Birth Date: 03/05/1975 UI Status: Active Created Dt: 06/14/11

How many family members related by blood or marriage live in your household? 3 # of dependents 18 and under: 1

What is the approximate total household earned income of these family members? 0 Per Month

**Figure #4 - Eligibility Tab – Application Screen**

1. Enter the number of **Family Members living in the household**.
2. Enter the number of **Dependents that are 18 or under**.
3. Enter the Monthly **Earned Income of these Family Members**.

U.S. Citizen? Yes

If No Alien Registration #: Are you authorized to work in the U.S.?

**Figure #5 - Eligibility Tab – Application Screen**

4. The **U.S. Citizen** field is populated based upon information from the **Seeker Info** screen.
5. The **Alien Registration** information is also populated from the **Seeker Info** screen if applicable.

Currently Employed? No If Yes, are you at risk of losing your current level of income?

Registered With Selective Service? Yes If Yes, Registration #: 7501963149 Selective Service

**Figure #6 - Eligibility Tab – Application Screen**

6. The **Currently Employed** field is populated based upon information from the **Seeker Info** screen.
7. The question, “**If Yes, are you at risk of losing your current level of income**”, this question will need to be completed if the “**Currently Employed**” question was a “**Yes**”.
8. Complete the **Registered With Selective Service** field if the job seeker is a male 18 years or older.
9. Enter the **Selective Service Registration #** if “Registered with Selective Service” field is “Yes”.

**Figure #7 - Eligibility Tab – Application Screen**

10. The **“Do you have a disability that is a barrier to employment?”** field defaults to **“No”**. Click the arrow to change to **“Yes”**, if applicable.
11. The **“Are you homeless?”** field defaults to **“No”**. Click the arrow to change to **“Yes”**, if applicable.
12. If the **“homeless”** response is yes, answer the question **“If Yes, live in shelter?”**. Click the arrow to respond **“Yes “** or **“No”**.
13. To answer the question **“Are you a Dislocated Worker?”** click the arrow and select **“Yes”** or **“No”**.
14. If the response to the **“Dislocated Worker”** question is **“Yes”**, complete the fields for **“Letter from employer?”**, **“Layoff Date”** and **“Employer/Company Name?”**.

**Figure #8 - Eligibility Tab – Application Screen**

15. **“Are you receiving or have you received in the past 6 months: Food Stamps?”**, click the arrow to answer Yes or No.
16. **“Are you a PELL Grant recipient?”**, click the arrow to answer Yes or No.
17. **“Was the customer unable to achieve self-sufficiency after receiving core services?”**, click the arrow to answer Yes or No.
18. **“What is your employment objective?”** , type in the objective .
19. **“What is your employment or training need?”**, type in the information.
20. **Complete Dt:** double click in this box and today’s date will appear.
21. Click **Save** .

The screenshot displays the 'Eligibility' tab of an application form. The form contains various input fields and dropdown menus for personal and household information. A 'Forms' dialog box is overlaid on the form, featuring a yellow warning icon and the text: 'This record will be frozen! This application will only be good for 30 days. Do you want to continue?'. The dialog box has two buttons, 'Yes' and 'No'. A red box labeled '1' is positioned over the 'Yes' button, and another red box labeled '2' is positioned over the 'No' button, with a red arrow pointing from box '2' to the 'Yes' button. The background form shows fields for Birth Date (10/23/1988), UI Status (Active), household size (3), and income (0). At the bottom, there are navigation buttons: '+ Add', 'Save', and 'Cancel', along with a status bar showing 'Completed Dt: 08/15/11' and 'Record 1 of 0'.

**Figure #9 - Eligibility Tab – Application Screen**

1. A pop-up box will appear indicating that the “**Application record will be frozen for 30 days.**”
2. Click **YES**.

**NOTE:** Once this Application is frozen, the information cannot be changed. If a wrong entry needs to be corrected, a new Application will have to be created before completing the Eligibility screen.

Application | **Eligibility** | Waiver | Enrollment

Birth Date: 10/03/1988 UI Status: Active Created Dt: 08/15/11

How many family members related by blood or marriage live in your household? 3 # of dependents 18 and under: 1

What is the approximate total household earned income of these family members? 0 Per Month

U.S. Citizen? Yes  If No  Alien Registration #: Are you authorized to work in the U.S.?

Currently Employed? No  If Yes, are you at risk of losing your current level of income?

Registered With Selective Service? Yes  If Yes, Registration #: 7501963149  Selective Service

Do you have a disability that is a barrier to employment? No

Are you homeless? No  If Yes, live in shelter?

Are you a Dislocated Worker? Yes  If Yes  
 Letter from employer? No  Layoff Date: 05/22/11  
 Employer / Company name? The Greenbriar

Are you receiving or have you received in the past 6 months: Food Stamps? No

Are you a PELL Grant recipient? No

Was the customer unable to achieve self-sufficiency after receiving core services? Yes

What is your employment objective? To obtain employment.

What is your employment or training need? Need some additional training.

Completed Dt: 08/15/11 Record 1 of 1

Transaction complete: 2 records applied and saved.

**Figure #10 - Eligibility Tab – Application Screen**

1. The Application is now Saved. You can verify this by looking at the **Completed Dt** field and also the **Information Bar**, which indicates the record is saved. You are now ready to proceed to “Eligibility”.
2. **Click on the Eligibility tab.**

The screenshot shows the 'Eligibility' tab of a software application. The interface is organized into several panels. The 'Personal' panel includes fields for Date of Birth (10/23/1988), US Citizen (Yes), Alien Registration #, Disability Status, HH Have Dep Child (<18) (Yes), Single Parent, and Limited English. The 'Status' panel includes Vet Status, Employment Status, UI Claim Status, Current Education Status, Highest Grade Comp, Dislocated Worker, and Homeless (No). The 'Income' panel includes WMA (checked), Income, Receiving CAP, Receiving GA/RCA/FOOD STAMPS/SSI, Family Size, Semi-Annual Income, Annual Income, and Low Income. The 'WMA DW' panel includes WMA DW, Category, Layoff Date, Mass Layoff, NEG, Employer, and Grant Number. The 'WMA Youth' panel includes WMA Youth, SPYC, Barriers, and Out-of-School. A 'Check Verification' button is located at the bottom right. The status bar at the bottom shows 'App Completed Date: 08/15/11', 'Eligibility Verif Date:', 'Record 1 of 0', and buttons for '+ Add', 'Save', and 'Cancel'.

Figure #11 - Eligibility Tab – Eligibility Screen

**Auto populated fields: The following fields are populated from information on the Seeker Info screen.**

1. **Date of Birth**
2. **US Citizen**

**Auto populated fields: The following fields are populated from information on the Application screen.**

3. **HH Have Dep Child (<18)**
4. **Homeless**
5. **Registered – Selective Service**
6. **Service #**

**Figure #12 - Eligibility Tab – Eligibility Screen**

**Personal**

1. **Disability Status:** Click the arrow to select the applicable choice.
2. **Single Parent:** Click the arrow to choose “Yes” or “No”.
3. **Limited English:** Click the arrow to choose “Yes” or “No”.

**Status**

4. **Vet Status:** Click the arrow to select the applicable choice.
5. **Employment Status:** Click the arrow to select the applicable choice.
6. **UI Claim Status:** Click the arrow to select the applicable choice.
7. **Current Education Status:** Click the arrow to select the applicable choice.
8. **Highest Grade Comp:** Click the arrow to select the applicable choice.
9. **Dislocated Worker:** Click the arrow to choose “Yes” or “No”.

The screenshot shows the 'Eligibility Tab - Eligibility Screen' in a software application. The interface is divided into several sections:

- Personal:** Date of Birth: 10/23/1988, US Citizen: Yes, Alien Registration #: A, Disability Status: Not Disabled, HH Have Dep Child(<18): Yes, Single Parent: Yes, Limited English: No.
- Status:** Vet Status: Not a Veteran, Employment Status: Unemployed, UI Claim Status: Claimant, Current Education Status: Not Attendin..., Highest Grade Comp: High School..., Dislocated Worker: Yes, Homeless: No.
- WIA:** WIA  (highlighted with a green box).
- Income:** (highlighted with a red box and a red box containing the number '1')
  - Receiving CAP: [Dropdown]
  - Receiving GA/RCA/FOOD STAMPS/SSI: [Dropdown]
  - Family Size: [Text]
  - Semi-Annual Income: [Text]
  - Annual Income: [Text]
  - Low Income
- WIA DW:** WIA DW 
  - Category: [Dropdown]
  - Layoff Date: [Text]
  - Mass Layoff: [Dropdown]
- WIA Youth:** WIA Youth 
  - SPYC
  - Out-of-School

At the bottom of the screen, there is a status bar with the following information:

- App Completed Date: 08/15/11
- Eligibility Verif Date: [Text]
- Record 1 of 0
- Buttons: + Add, Save, Cancel

Figure #13 - Eligibility Tab – Eligibility Screen

1. While the WIA eligibility box will be green, the **WIA Adult** section is not addressed in this desk aid.

Figure #14 - Eligibility Tab – Eligibility Screen

#### WIA DW

1. **Category:** Click the arrow box and select the applicable choice.
2. **Layoff Date:** Enter the job seeker's layoff date.
3. **Mass Layoff:** Click the arrow and scroll through the list to select the applicable choice.
4. Complete the **NEG** section based on instructions below.

**Figure #15 - Eligibility Tab – Eligibility Screen**

1. **Employer:** Double-click in the box and enter the word “statewide” or scroll through the list to find “**Statewide OJT-NEG**”.
2. **Grant Number:** Click the arrow and select “**MO33 Statewide OJT-NEG**”.
3. Click **Check Verification**.

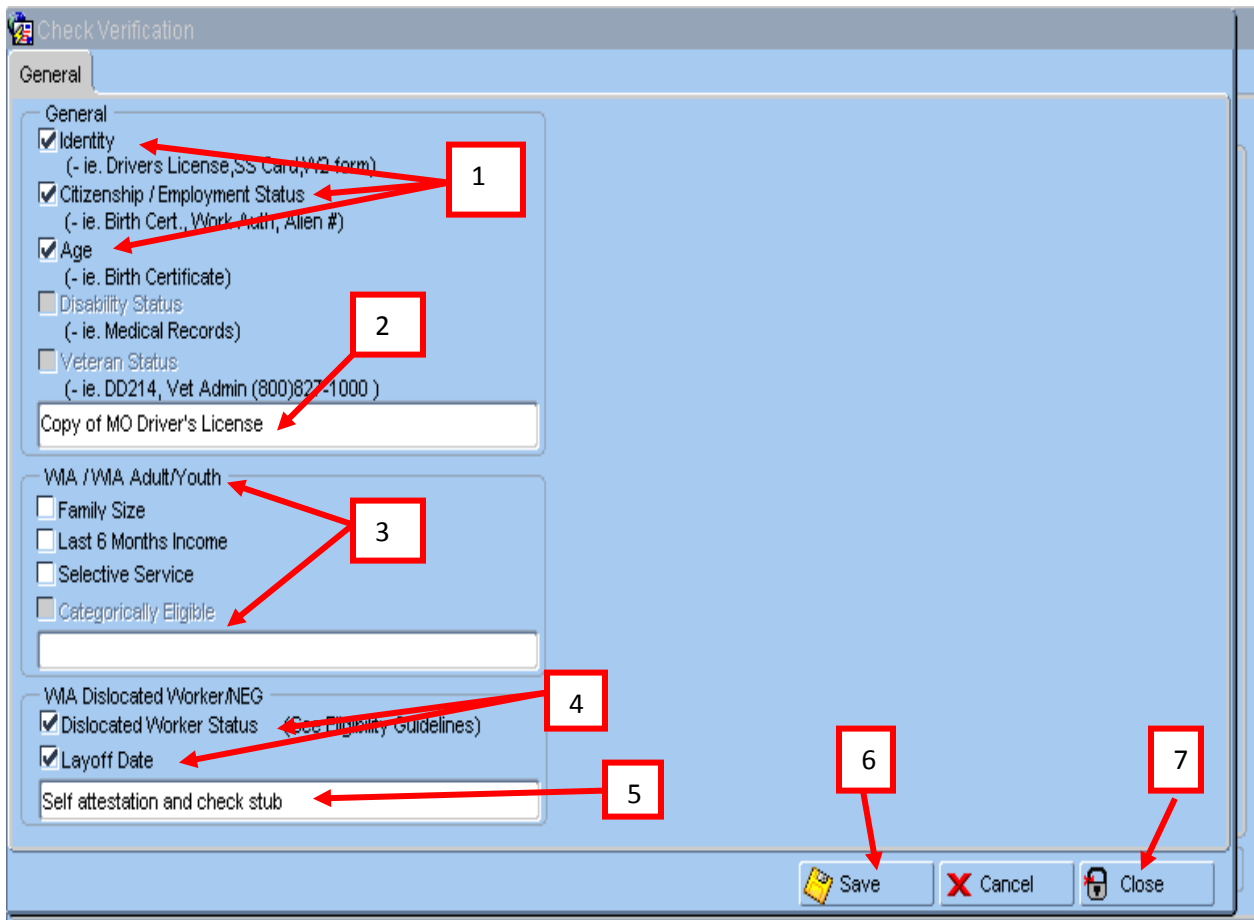


Figure #16 - Eligibility Tab – Verification Screen

### **General**

1. Each of the white boxes needs to be checked to attest to staff verification. (Identity, Citizenship/Employment Status, and Age)
2. Enter the documentation type used to verify the information in the comment box below the checkboxes.

### **WIA / WIA Adult/Youth**

3. This section can be skipped if not enrolling them into WIA Adult.

### **WIA Dislocated Worker**

4. Each of the white boxes needs to be checked to attest to staff verification. (Dislocated Worker Status, Layoff Date)
5. Enter the documentation type used to verify the information in the comment box below the checkboxes.
6. Click **Save**.
7. Click **Close**.

The screenshot shows the 'Eligibility Tab - Eligibility Screen' with the following details:

- Personal:** Date of Birth: 10/23/1988, US Citizen: Yes, Alien Registration #: A, Disability Status: Not Disabled, HH Have Dep Child(<18): Yes, Single Parent: Yes, Limited English: No.
- Status:** Vet Status: Not a Veteran, Employment Status: Unemployed, UI Claim Status: Claimant, Current Education Status: Not Attendin..., Highest Grade Comp: High School..., Dislocated Worker: Yes, Homeless: No.
- VMA:**  VMA
- Income:**  Income
- VMA DW:**  VIA DW (highlighted with red box 1)
- Category:** Major Layoff
- Layoff Date:** 05/22/11
- Mass Layoff:** 1634 - O'SULLI...
- NEG:**  NEG (highlighted with red box 2)
- Employer:** STATEWIDE OJT-NEG
- Grant Number:** MO33 STATEWIDE OJT-NEG
- VMA Youth:**
- Barriers:**
- SPYC:**
- Out-of-School:**
- Check Verification:**
- App Completed Date:** 08/15/11
- Eligibility Verif Date:** [Empty]
- Record:** 1 of 1
- Buttons:** Add, Save, Cancel

Figure #17 - Eligibility Tab – Eligibility Screen

1. Before continuing, look at the **WIA DW** box. Ensure that the WIA DW box has a **GREEN BOX** and a **CHECKMARK** before saving the record.
2. Before continuing, look at the **NEG** box. Ensure that the NEG box has a **GREEN BOX** and a **CHECKMARK** before saving the record.

Application Eligibility Waiver Enrollment

Eligibility

Personal  Date of Birth: 10/23/1988  
 US Citizen: Yes  
 Alien Registration #: A  
 Disability Status: Not Disabled  
 HH Have Dep Child (<18): Yes  
 Single Parent: Yes  
 Limited English: No

Status  Vet Status: Not a Veteran  
 Employment Status: Unemployed  
 UI Claim Status: Claimant  
 Current Education Status: Not Attendin...  
 Highest Grade Comp: High School...  
 Dislocated Worker: Yes  
 Homeless: No

WMA  Income  
 Receiving CAP:  
 Receiving GA/RCA/FOOD STAMPS/SSI:  
 Family Size:  
 Semi-Annual Income:  
 Annual Income:  
 Low Income  
 Registered - Selective Service: Yes  
 Service #: 75-0196314-9  
 Waiver:  
 Selective Service

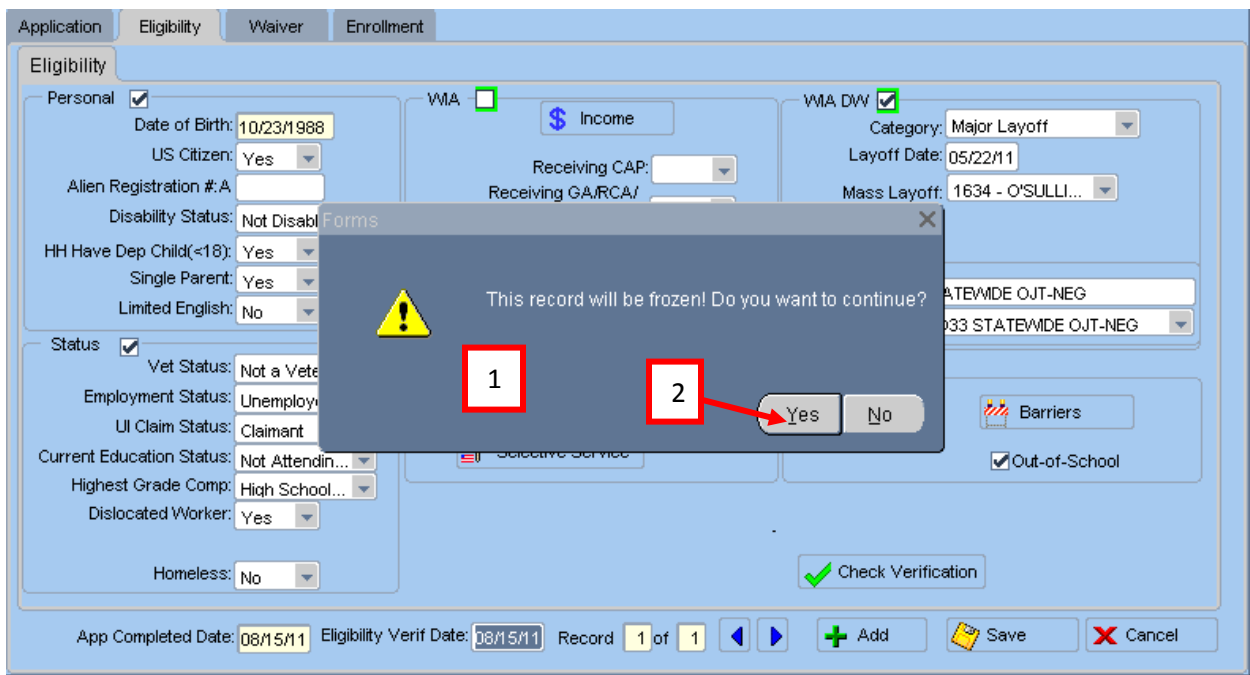
WMA DW  Category: Major Layoff  
 Layoff Date: 05/22/11  
 Mass Layoff: 1634 - O'SULLI...  
 NEG  Employer: STATEWIDE OJT-NEG  
 Grant Number: MO33 STATEWIDE OJT-NEG

WMA Youth  Barriers  SPYC  Out-of-School

App Completed Date: 08/15/11 Eligibility Verif Date: 08/15/11 Record 1 of 1 + Add Save Cancel

Figure #18 - Eligibility Tab – Eligibility Screen

1. **Eligibility Verif Date:** Double-click in the box and the current date is entered.
2. Click **Save**.



**Figure #19 - Eligibility Tab – Eligibility Screen**

1. A pop-up box will appear indicating the record will be frozen.
2. Click **Yes**.

**NOTE:** When the **Yes** button has been clicked, changes can no longer be made to this Eligibility record. If the record needs to be changed, a new Eligibility record will need to be created before the enrollment is created.

Application Eligibility Waiver Enrollment

Eligible Enrollments

DWD Eligibility

WIA Dislocated Worker

WIA National Emergency Grant

Verify Date: 08/15/11

Referral System Programs

Referral System Programs	Ref Dt	DCN ID	Teen	Two
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Other Potential DWD Programs

Enroll

Actual Enrollments

Program	Start Dt	End Dt	Teen	Two	Outcome
WIA ADULT CORE	07/11/11		<input type="checkbox"/>	<input type="checkbox"/>	
WIA DISLOCATED WORKER CORE	07/11/11		<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

External Counselor

Save Cancel

Figure #20 - Eligibility Tab – Enrollment Screen

### Eligible Enrollments

1. Click in the box next to **WIA Dislocated Worker** and **WIA National Emergency Grant**.
2. Click **Enroll**.

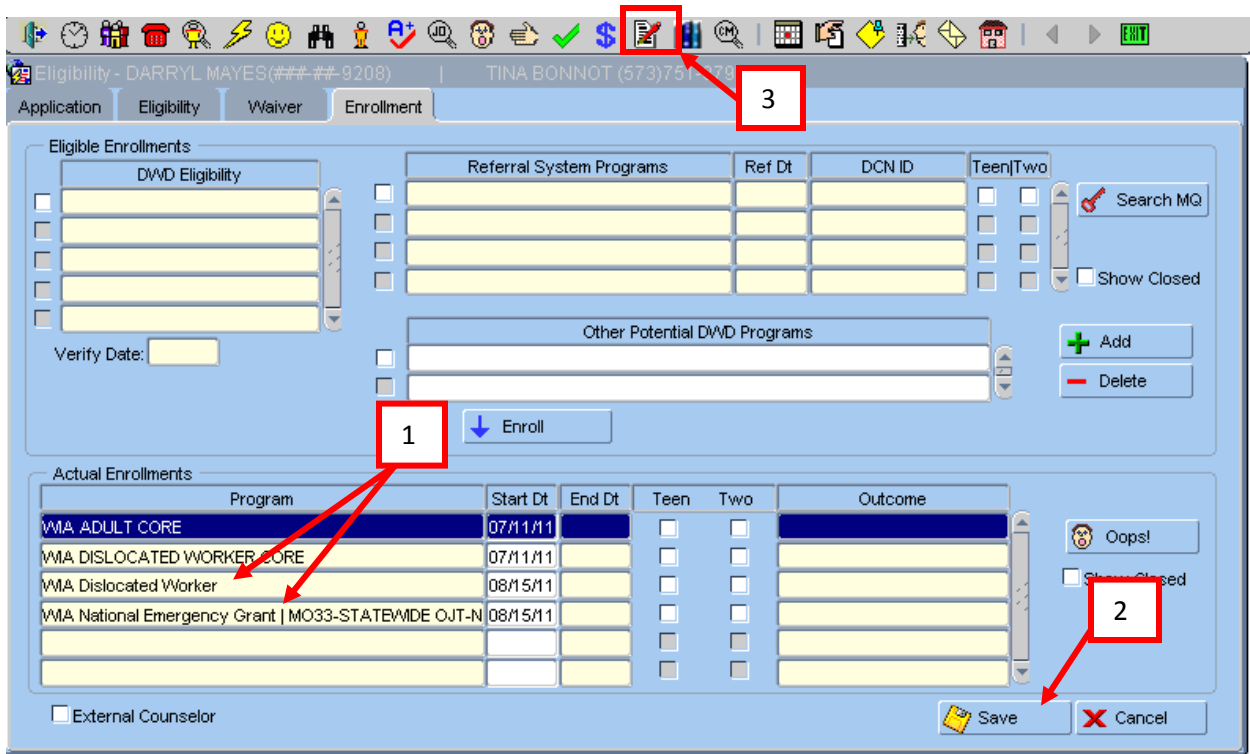


Figure #21 - Eligibility Tab – Enrollment Screen

### Actual Enrollments

1. The **WIA Dislocated Worker** and **WIA National Emergency Grant/MO33-Statewide OJT-NEG** enrollments are seen in the **Actual Enrollments** section, along with a **Start Date**.
2. Click **Save**.
3. Click on the **Employment Plan** speed button.

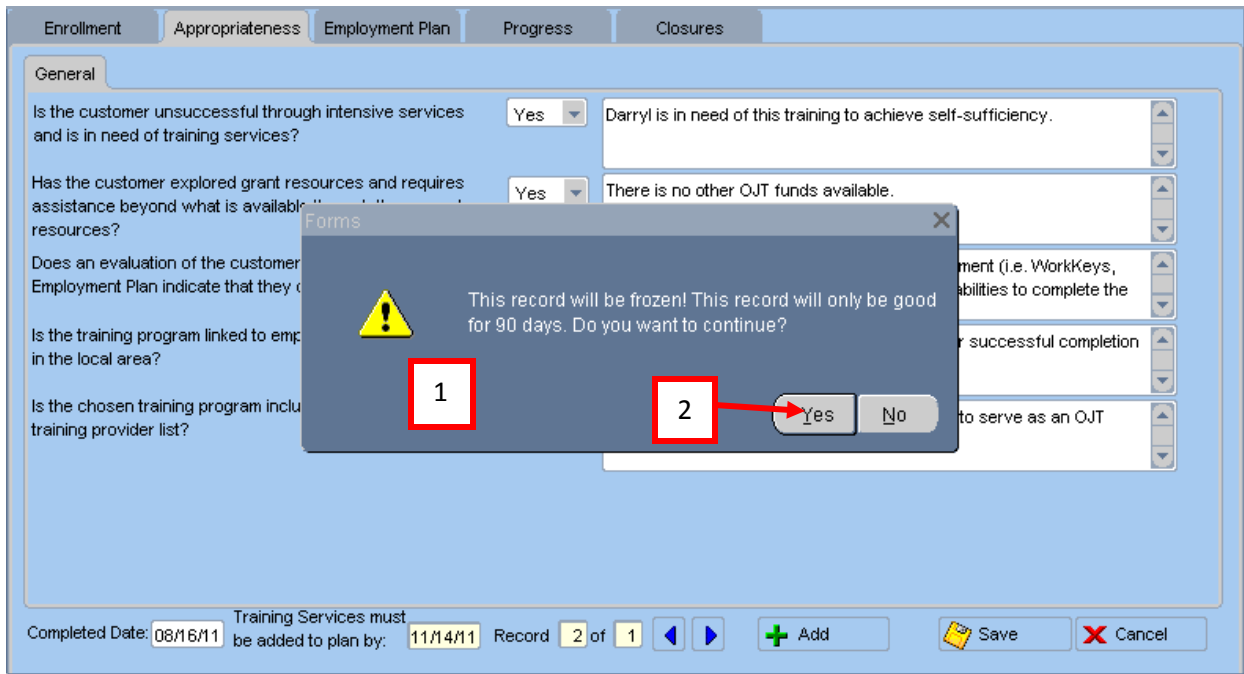
The **Appropriateness** tab screen must be completed to determine if a customer is appropriate for training program.

The screenshot displays the 'Appropriateness' tab within the 'Employment Plan' section. It features a 'General' section with five questions, each with a 'Yes' dropdown and a text box for a description. Red boxes and arrows highlight key elements: 1. The 'Appropriateness' tab. 2. The dropdown menus for 'Yes'. 3. The text boxes for descriptions. 4. The 'Completed Date' field. 5. The 'Training Services must be added to plan by' field. 6. The 'Save' button. A 'NOTE' box is also present above the bottom controls.

**Figure #22 - Employment Plan Tab – Appropriateness Screen**

1. Click on the **Appropriateness** tab.
2. Click the drop down box and select “Yes” or “No”.
3. Enter a description in the text boxes regarding each question.
4. Enter a **Completed Date** by double clicking in the box.
5. The “**Training Services must be added to plan by**” automatically defaults to 90 days in the future. (If training services need to be entered after the date this screen must be completed again.)
6. Click **Save**

**NOTE:** If the **Appropriateness** tab has been completed previously, click the Add button to create a new one.



**Figure #23 - Employment Plan Tab – Appropriateness Screen**

1. A pop-up message appears indicating that the record will be good for 90 days.
2. Click "Yes".

The screenshot displays a software interface with several tabs: Enrollment, Appropriateness, Employment Plan, Progress, and Closures. The 'Employment Plan' tab is active and highlighted with a red box labeled '2'. Below the tabs, there is a 'General' section with five questions, each with a 'Yes' dropdown menu and a text area for the answer. The questions and answers are as follows:

Question	Answer
Is the customer unsuccessful through intensive services and is in need of training services?	Yes Darryl is in need of this training to achieve self-sufficiency.
Has the customer explored grant resources and requires assistance beyond what is available through those grant resources?	Yes There is no other OJT funds available.
Does an evaluation of the customers skills, abilities, and Employment Plan indicate that they can complete training?	Yes It has been determined that through an assessment (i.e. WorkKeys, Choices, TABE), that Darryl has the skills and abilities to complete the OJT.
Is the training program linked to employment opportunities in the local area?	Yes ABC Company has agreed to retain Darryl after successful completion of the OJT assignment.
Is the chosen training program included on the eligible training provider list?	Yes ABC Company meets all the VMA requirements to serve as an OJT employer.

At the bottom of the screen, there is a status bar with the following information: Completed Date: 08/16/11, Training Services must be added to plan by: 11/14/11, Record 2 of 2, and buttons for Add, Save, and Cancel. A red box labeled '1' highlights the 'Save' button. Below the status bar, a message reads: Transaction complete: 1 records applied and saved.

**Figure #24 - Employment Plan Tab – Appropriateness Screen**

1. Shows that the record has been saved.
2. Click on the **Employment Plan** tab.

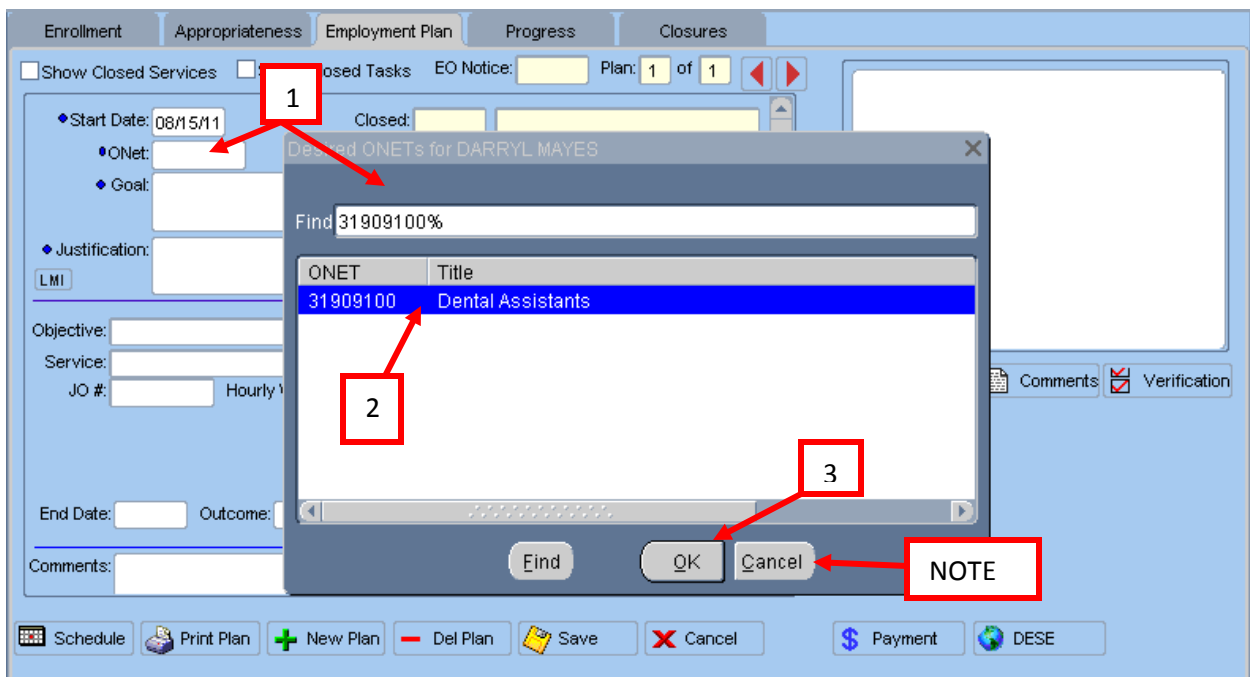
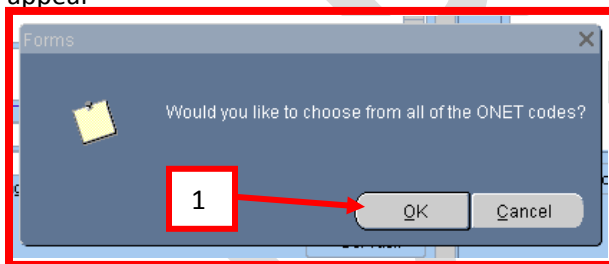


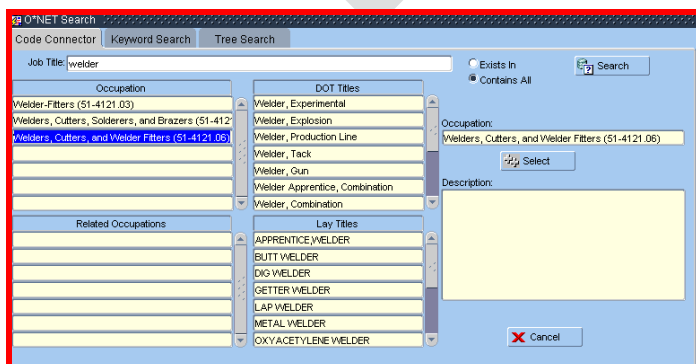
Figure #25 - Employment Plan Tab – Employment Plan Screen

1. Select an **ONet** by double clicking in the ONet field.
2. Choose the ONet that you want to select by clicking on it (this will highlight it)
3. Click **OK**

**NOTE:** When none of the choices listed are what you want, click “Cancel” and the following pop-up will appear



1. Click OK and the ONet search will appear to find and select the desired ONet.



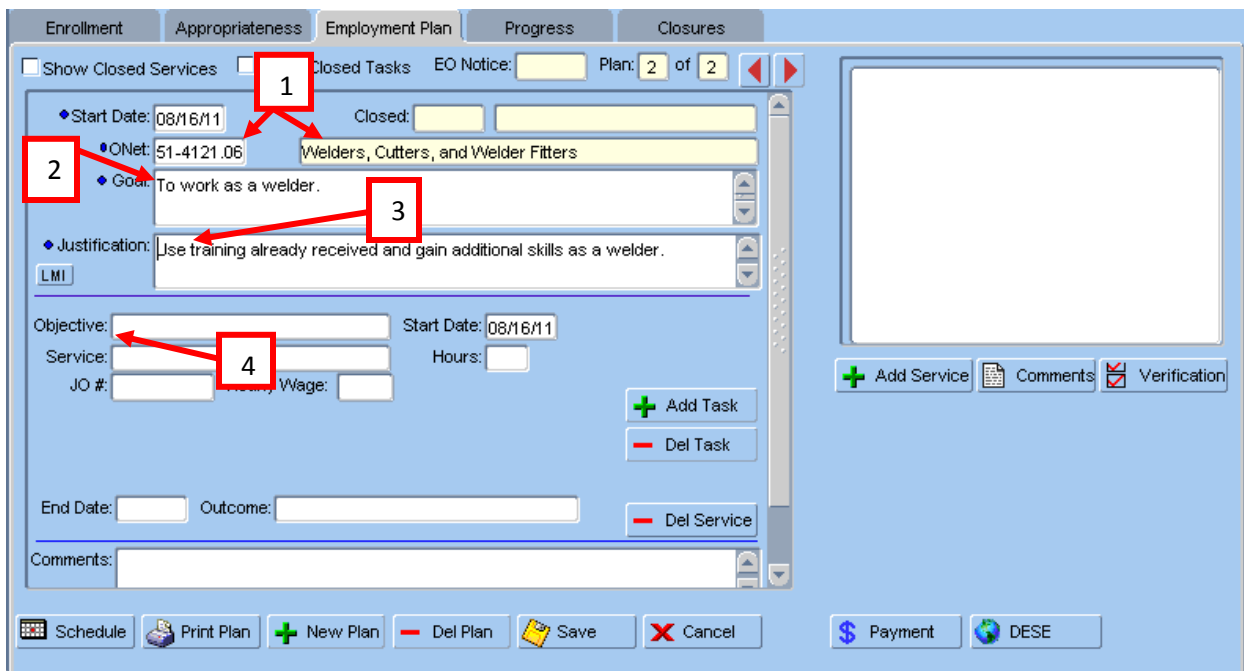


Figure #26 - Employment Plan Tab – Employment Plan Screen

1. **ONet** is now populated.
2. **Goal:** Type in a goal for the job seeker.
3. **Justification:** Type in the justification reason to explain the goal entered.
4. **Objective:** Double click in the Objective field

## Adding the Assessment Service

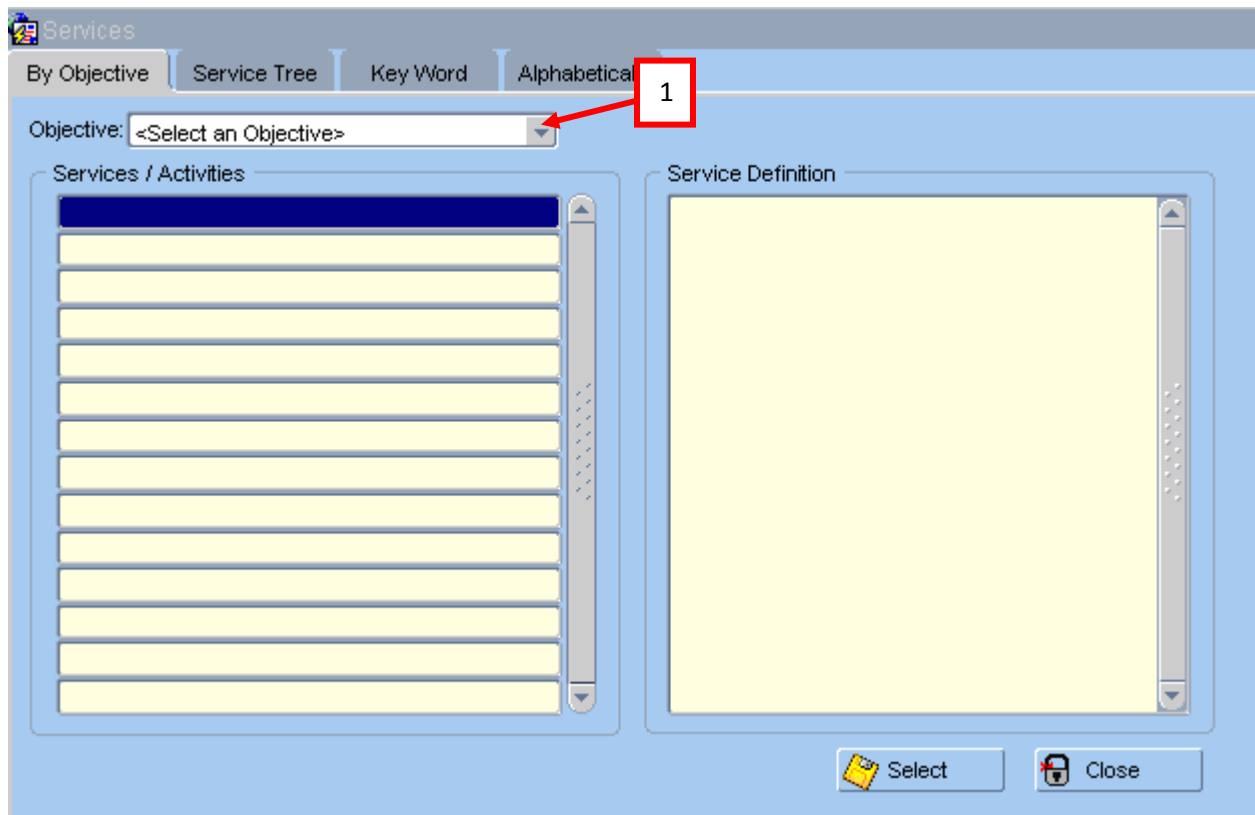
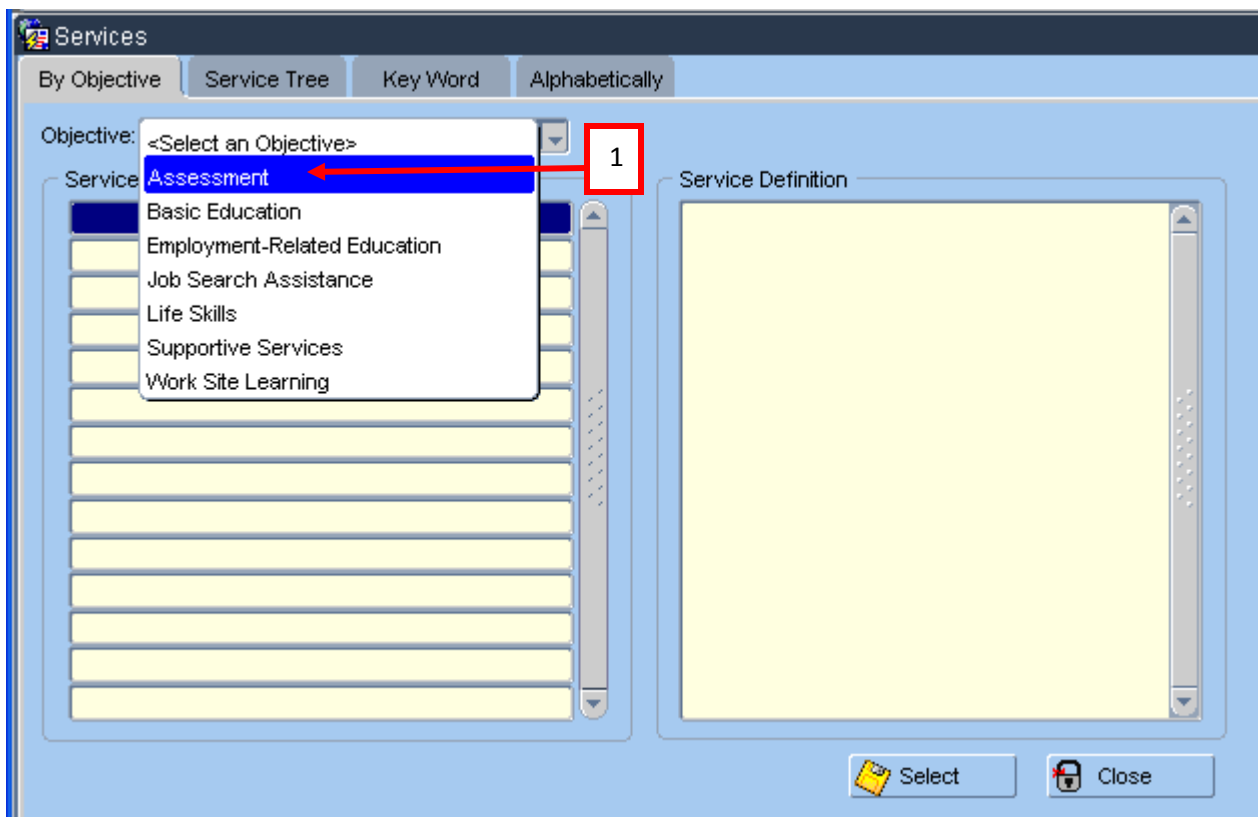


Figure #27 - Employment Plan Tab – Service lookup Screen

1. Click the **Objective** box



**Figure #28 - Employment Plan Tab – Service lookup Screen**

1. Highlight the **Objective** needed by clicking on it.

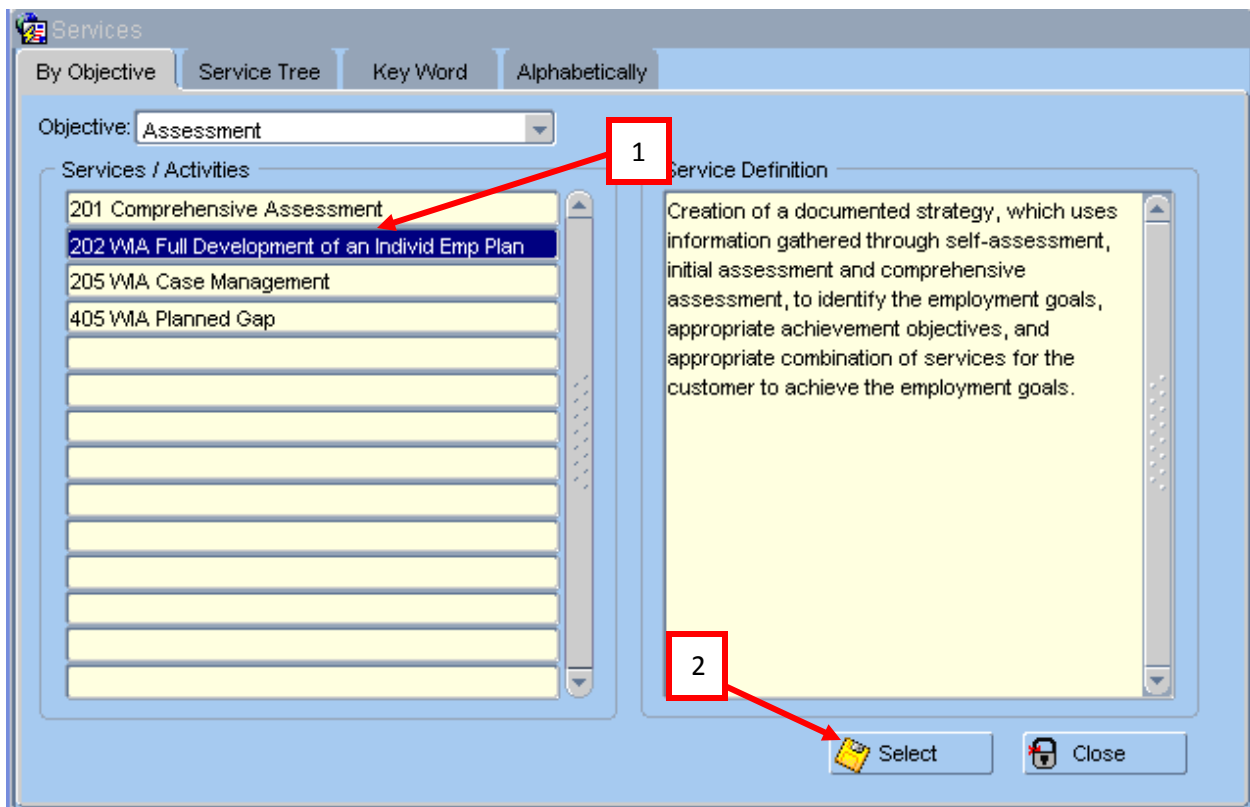


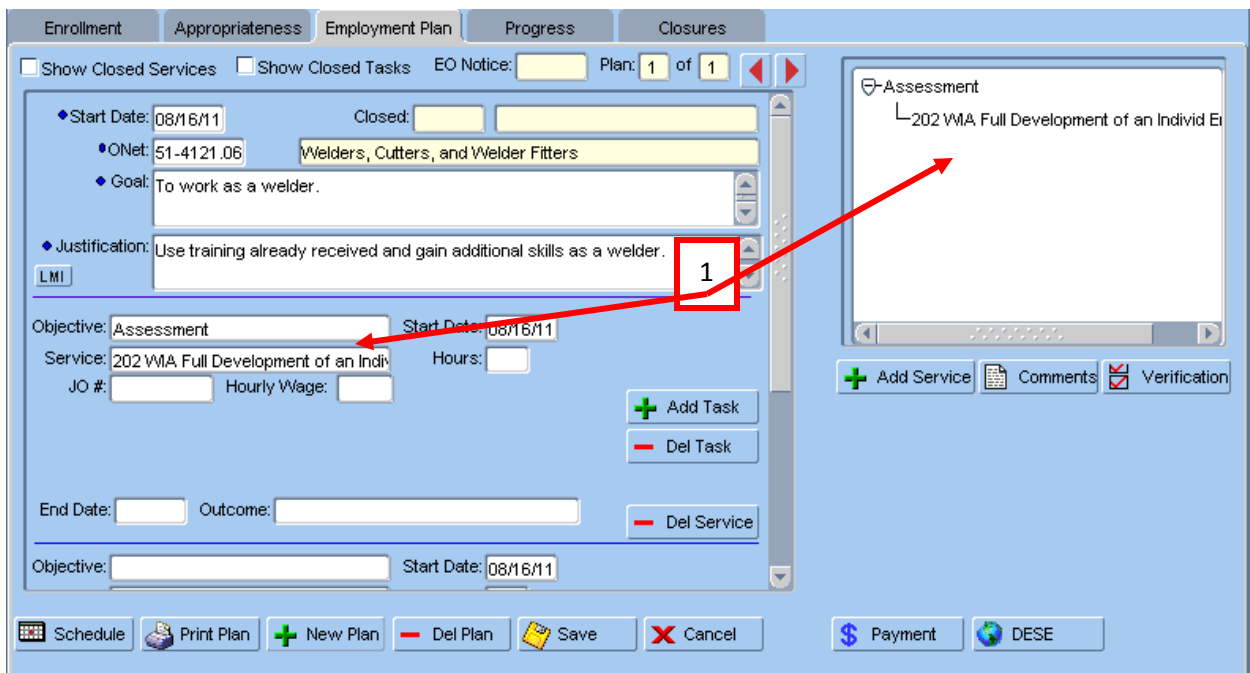
Figure #29 - Employment Plan Tab – Service lookup Screen

1. Highlight the **Service/Activity** needed by clicking on it.
2. Click **Select**

**Figure #30 - Employment Plan Tab – Employment Plan Screen**

1. The **Objective** and **Service** now displays in the boxes.
2. **Start Date**: Automatically enters the current date.
3. Click **Save**

**NOTE:** Staff has the ability to backdate a service 7 days – be careful as the service date should not precede the enrollment start date



**Figure #31 - Employment Plan Tab – Employment Plan Screen**

1. The service is now saved to the Employment Plan and it now displays in the Employment Plan tree.

## Adding the “302 On-the-job Training” Service

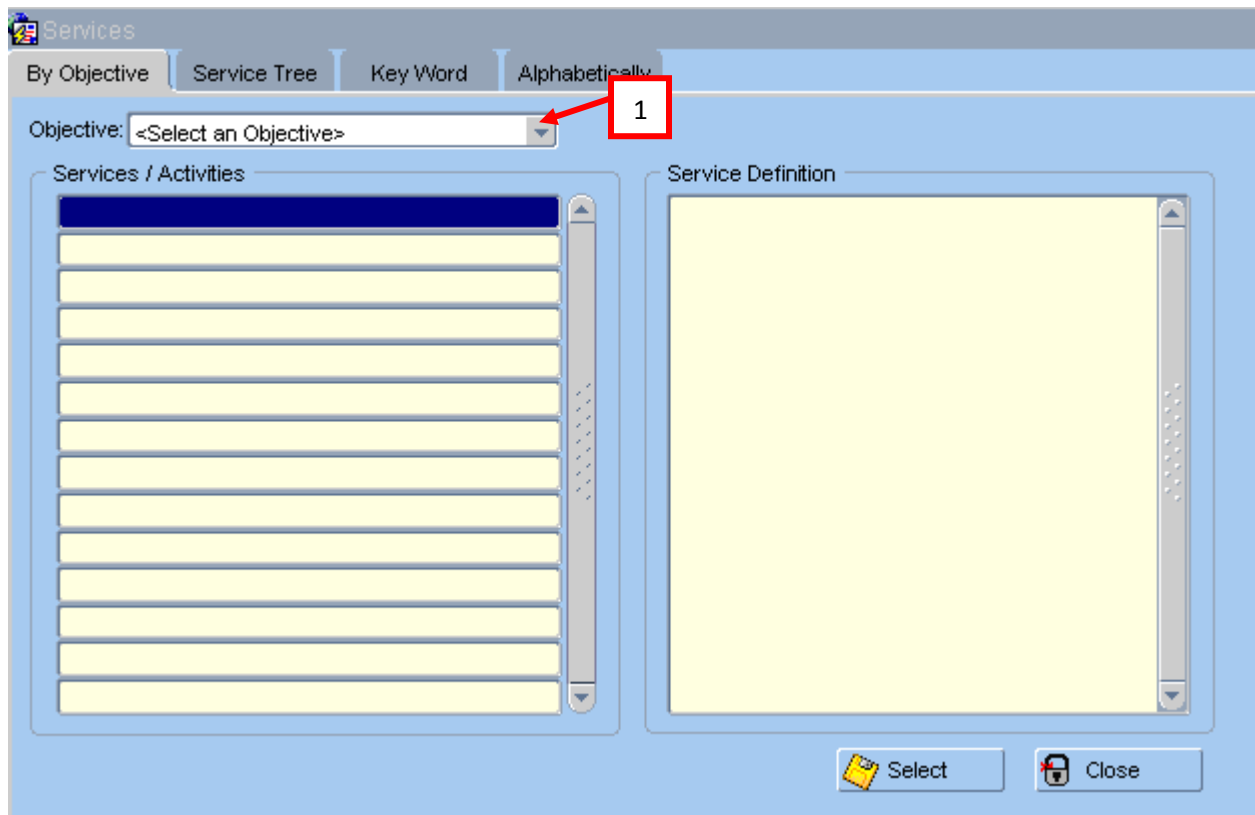


Figure #32 - Employment Plan Tab – Service lookup Screen

1. Click the **Objective** box

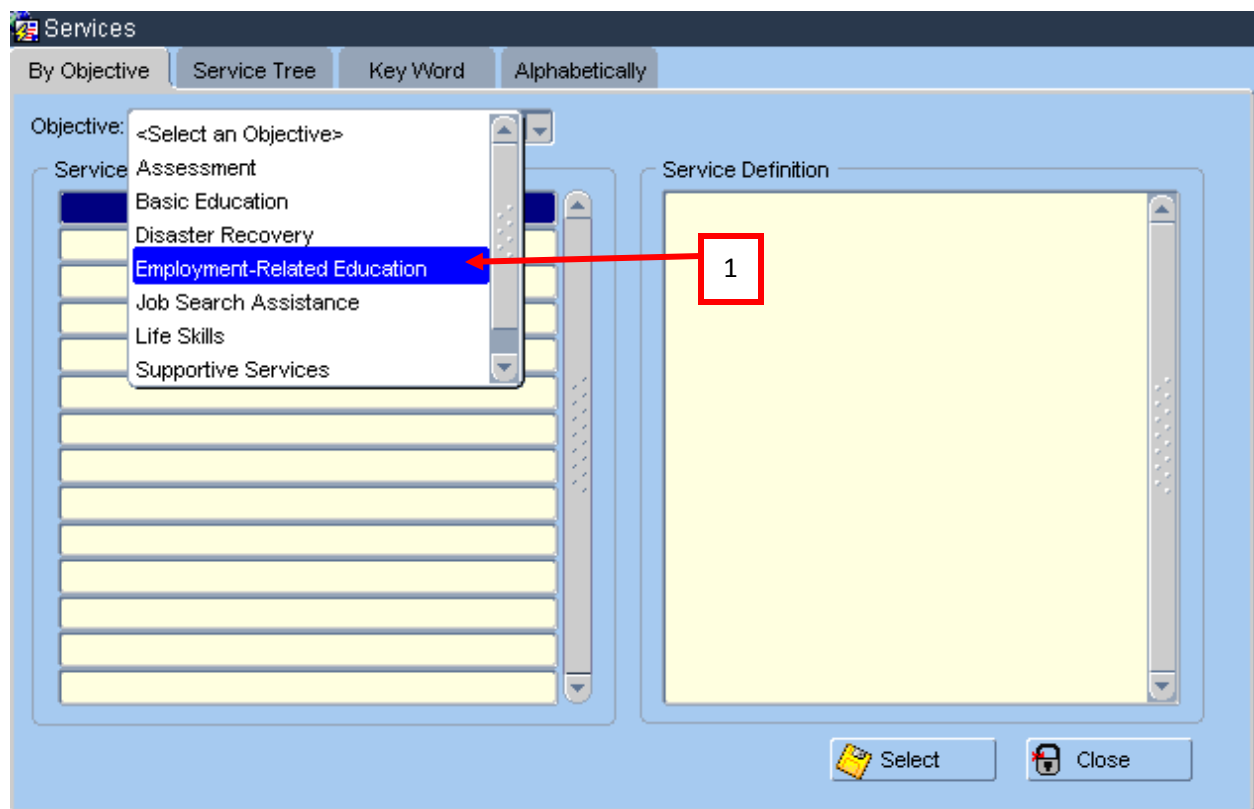


Figure #33 - Employment Plan Tab – Service lookup Screen

1. Highlight the **Objective** needed by clicking on it.

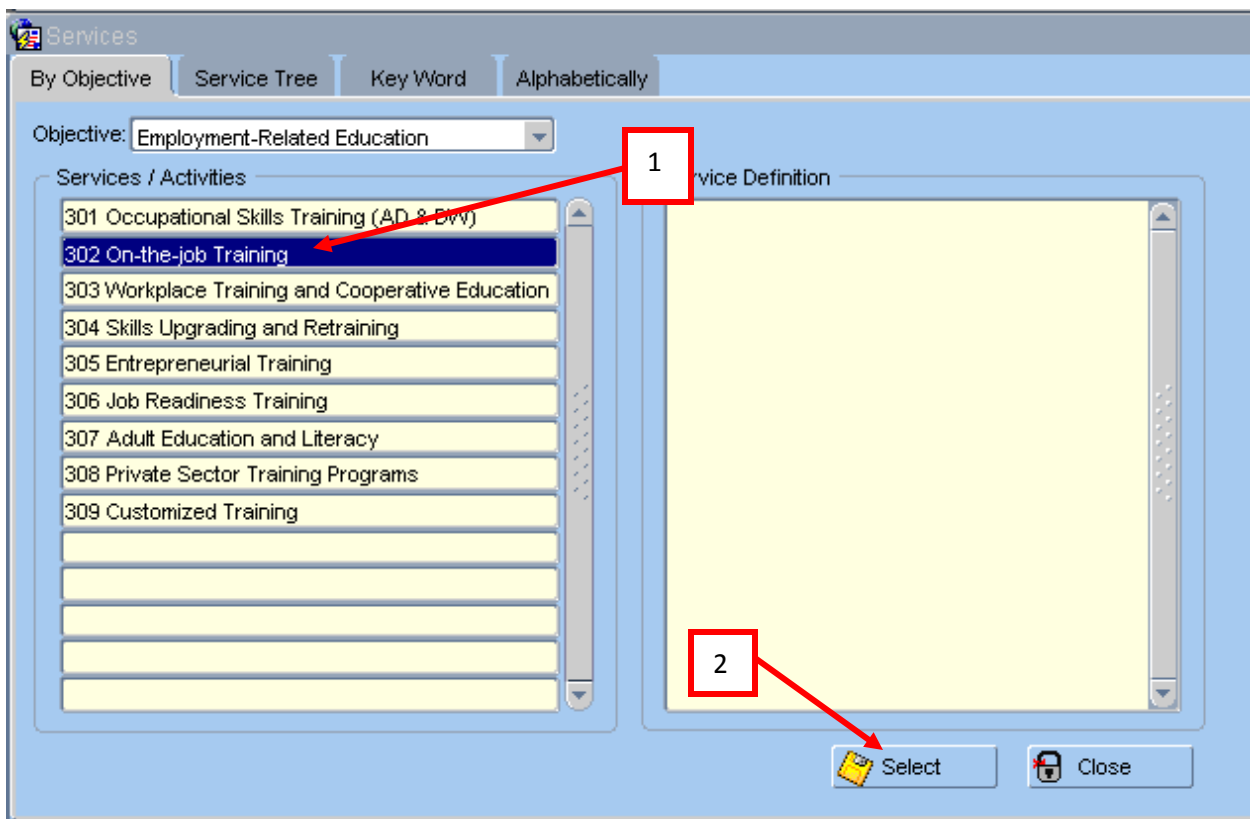


Figure #34 - Employment Plan Tab – Service lookup Screen

1. Highlight the **Service/Activity** needed by clicking on it.
2. Click **Select**

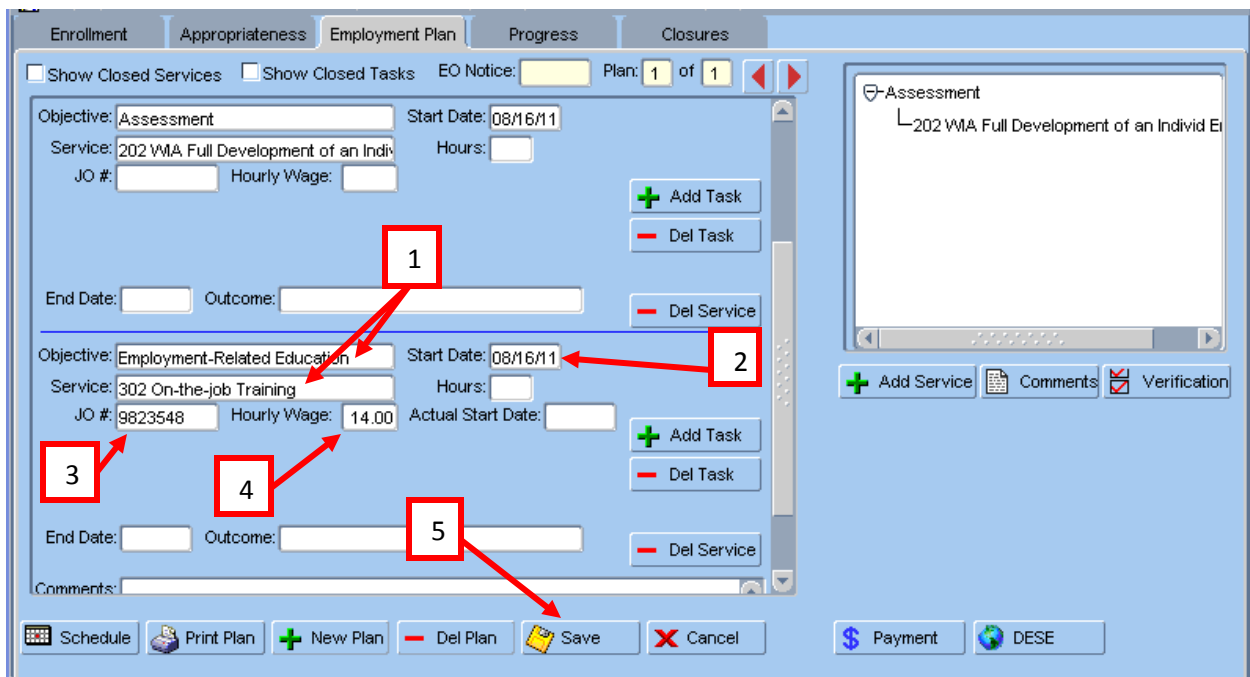


Figure #35 - Employment Plan Tab – Employment Plan Screen

1. The **Objective** and **Service** now displays in the boxes.
2. **Start Date**: Automatically enters the current date.
3. **JO #**: Enter the OJT Job Order number (client must be listed as a referral to this job order).
4. **Hourly Wage**: Enter in the hourly wage for this OJT job order.
5. Click **Save**.

**NOTE:** Staff has the ability to backdate a service 7 days – be careful as the service date should not precede the enrollment start date

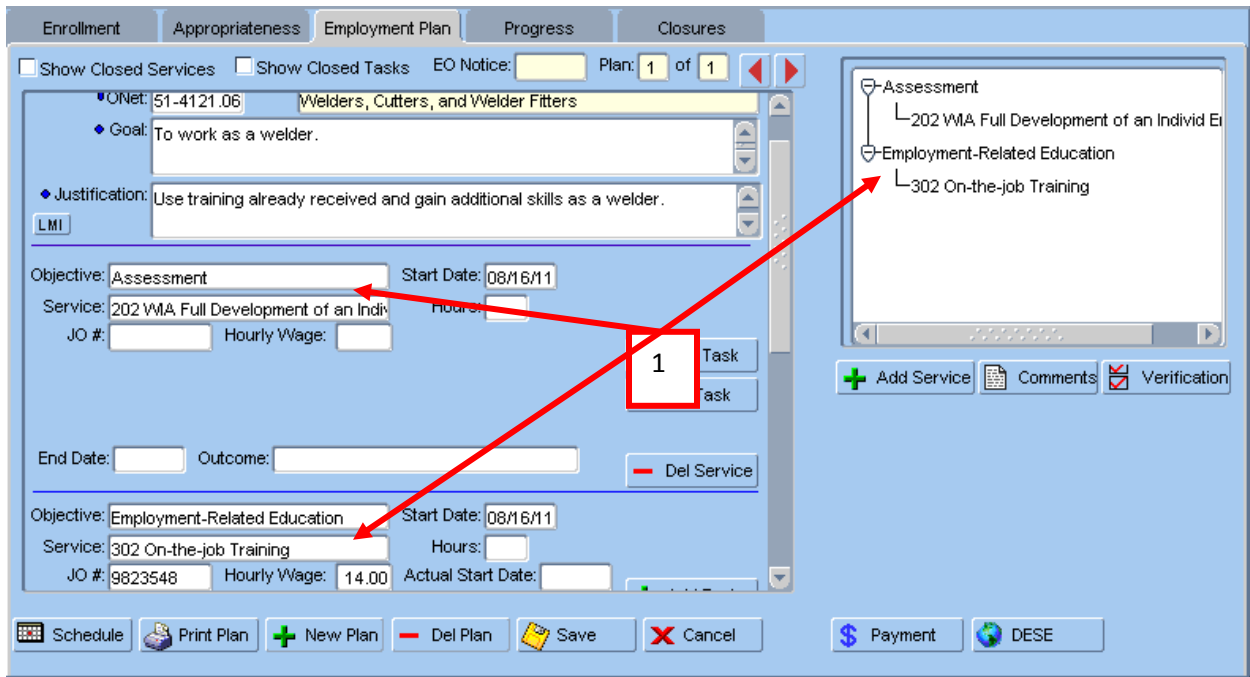


Figure #36 - Employment Plan Tab – Employment Plan Screen

1. The service is now saved to the Employment Plan and it now displays in the Employment Plan tree.



## Ending Employment Plan Services

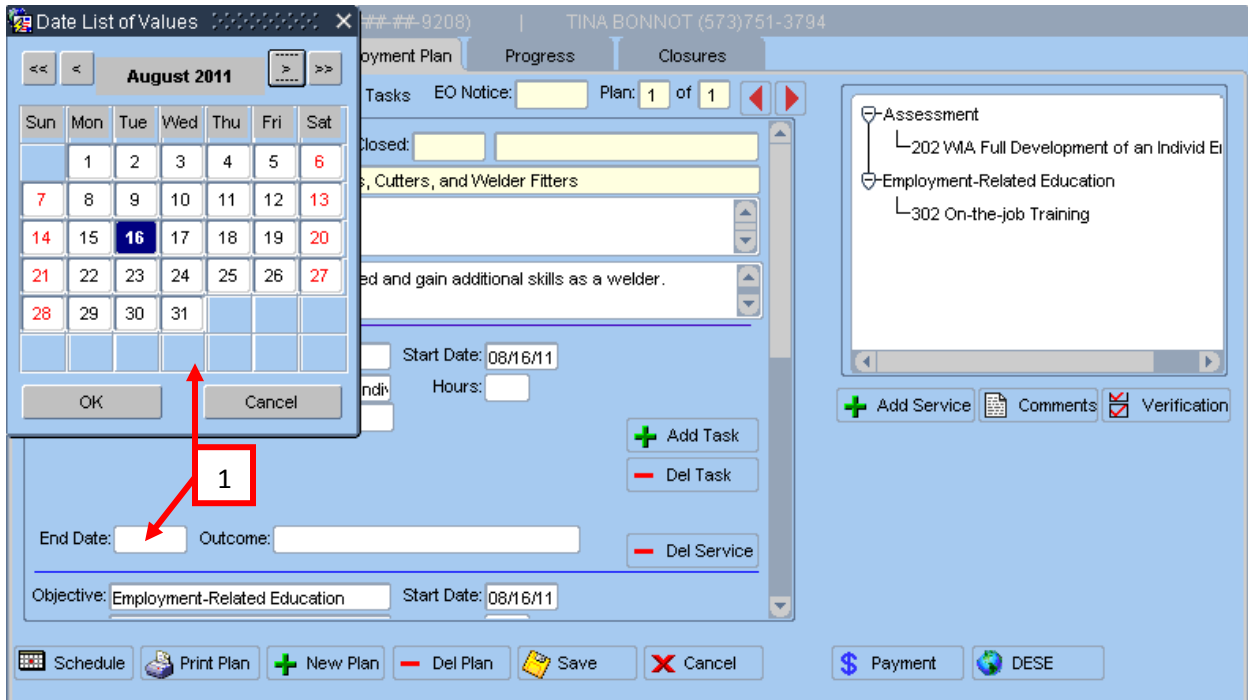


Figure #38 - Employment Plan Tab – Employment Plan Screen

1. **End Date:** Double click in the box to get the calendar or you can type in the End Date

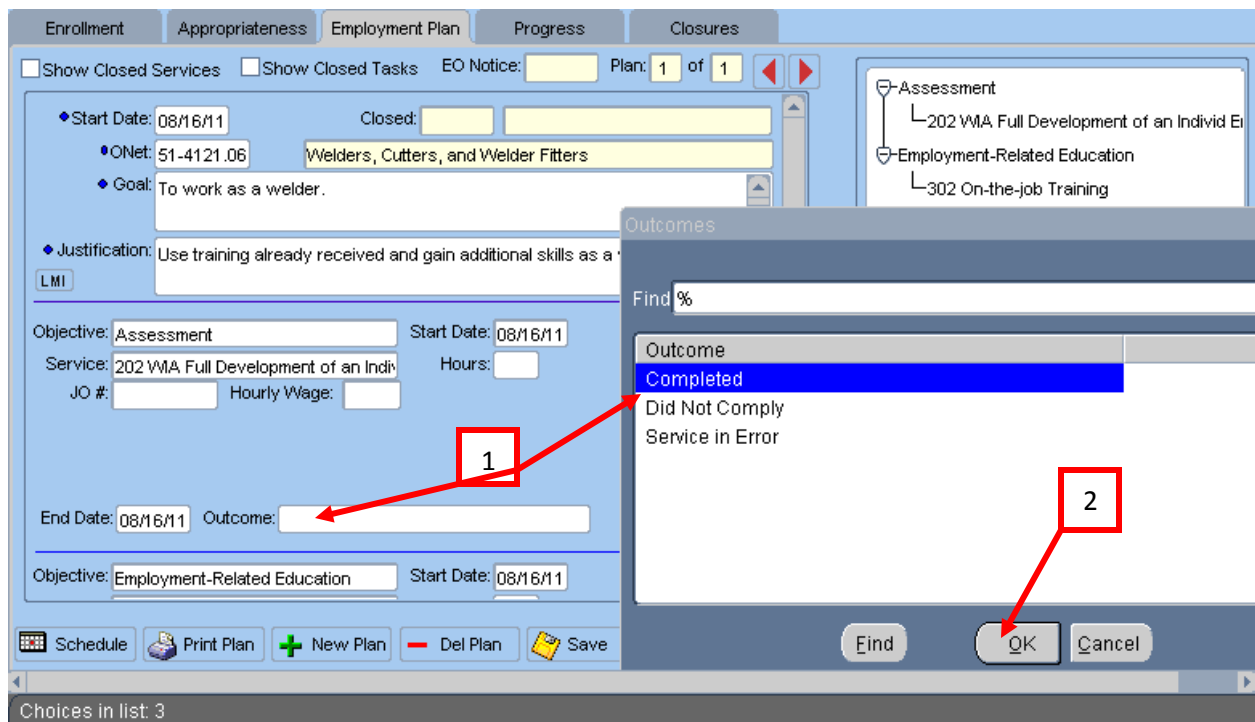


Figure #39 - Employment Plan Tab – Employment Plan Screen

1. Double click in the **Outcome** field and select your choice by clicking it.
2. Click **OK**.

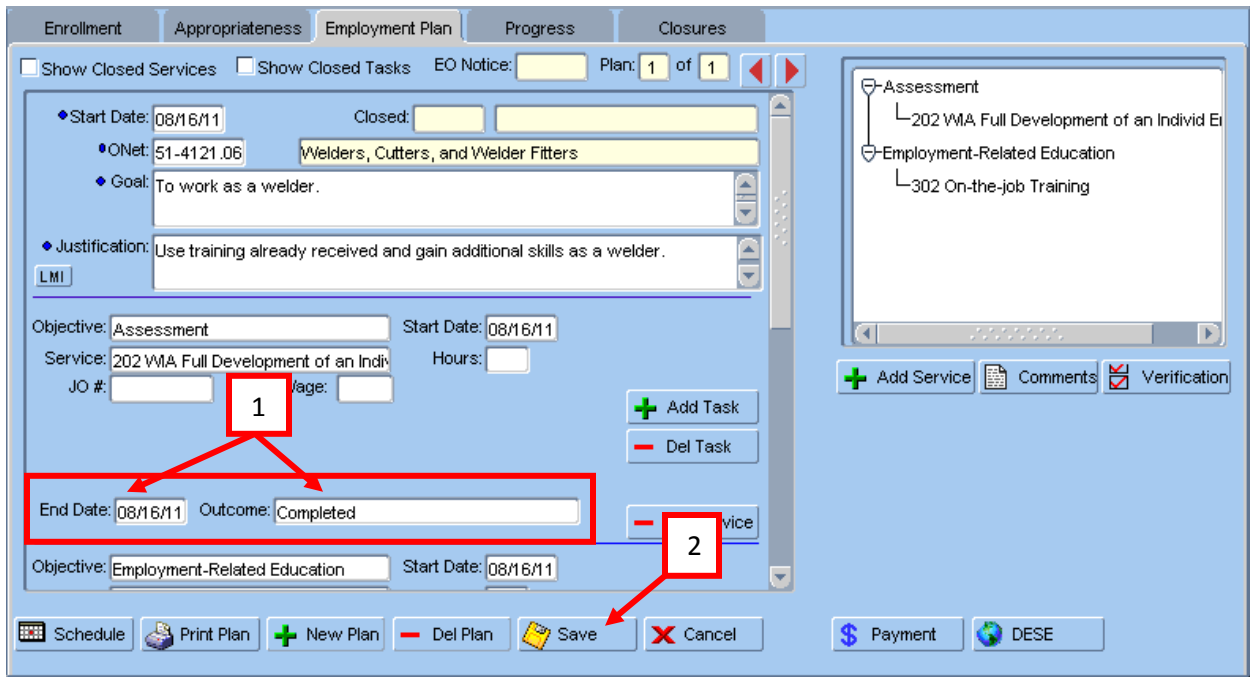
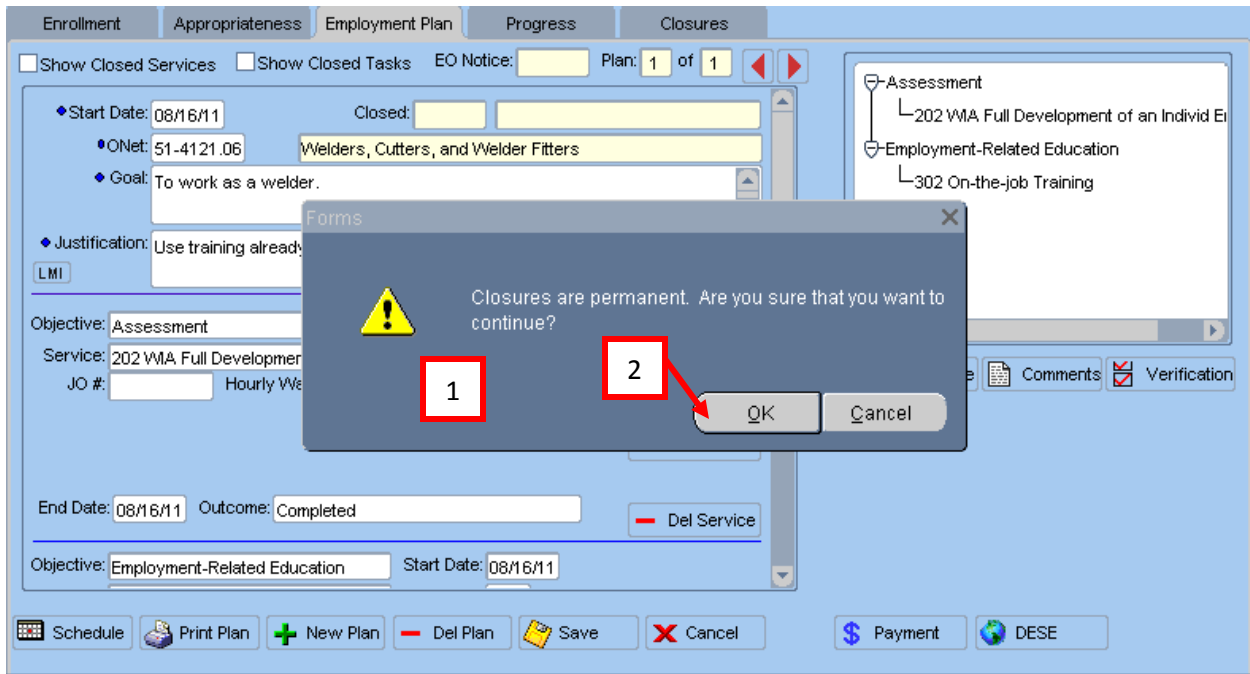


Figure #40 - Employment Plan Tab – Employment Plan Screen

1. **End Date** and **Outcome** fields are now completed.
2. Click **Save**.



**Figure #41 - Employment Plan Tab – Employment Plan Screen**

1. A pop-up message appears indicating that closures are permanent.
2. Click **OK** to save the changes made.

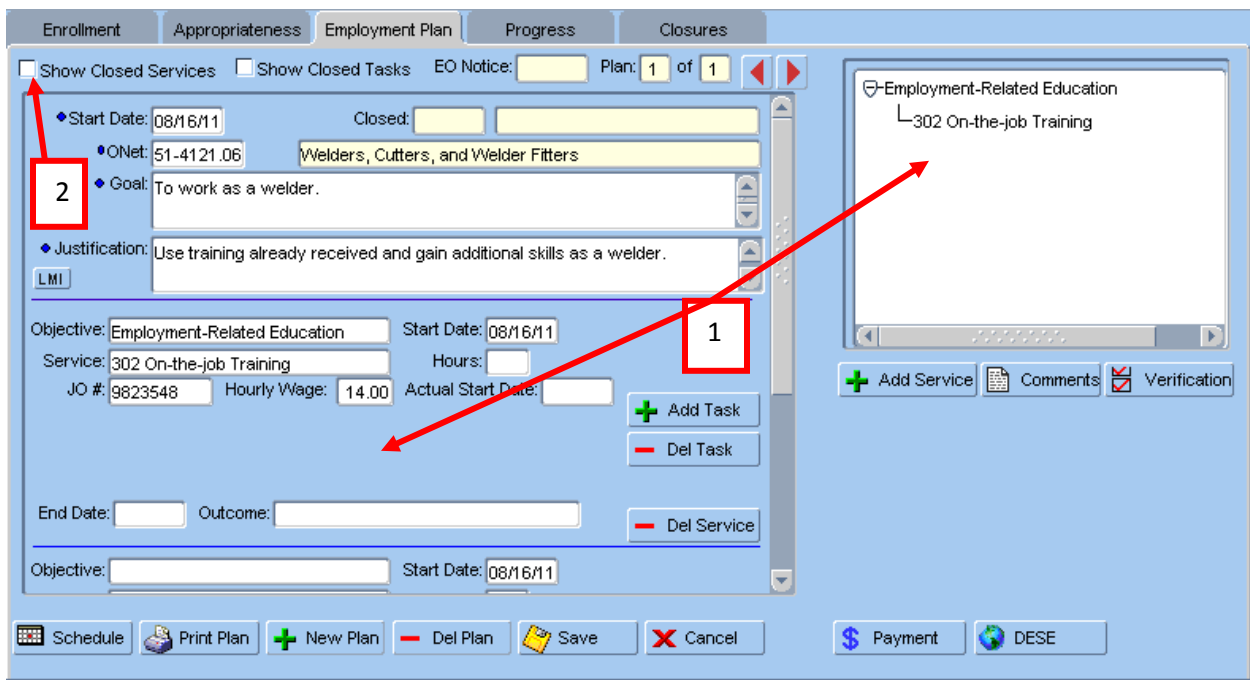


Figure #42 - Employment Plan Tab – Employment Plan Screen

1. The Service (202 WIA Full Development of an Indivd Emp Plan) is no longer listed in the service and service tree area.
2. Click the **Show Closed Services** box to see the closed services.

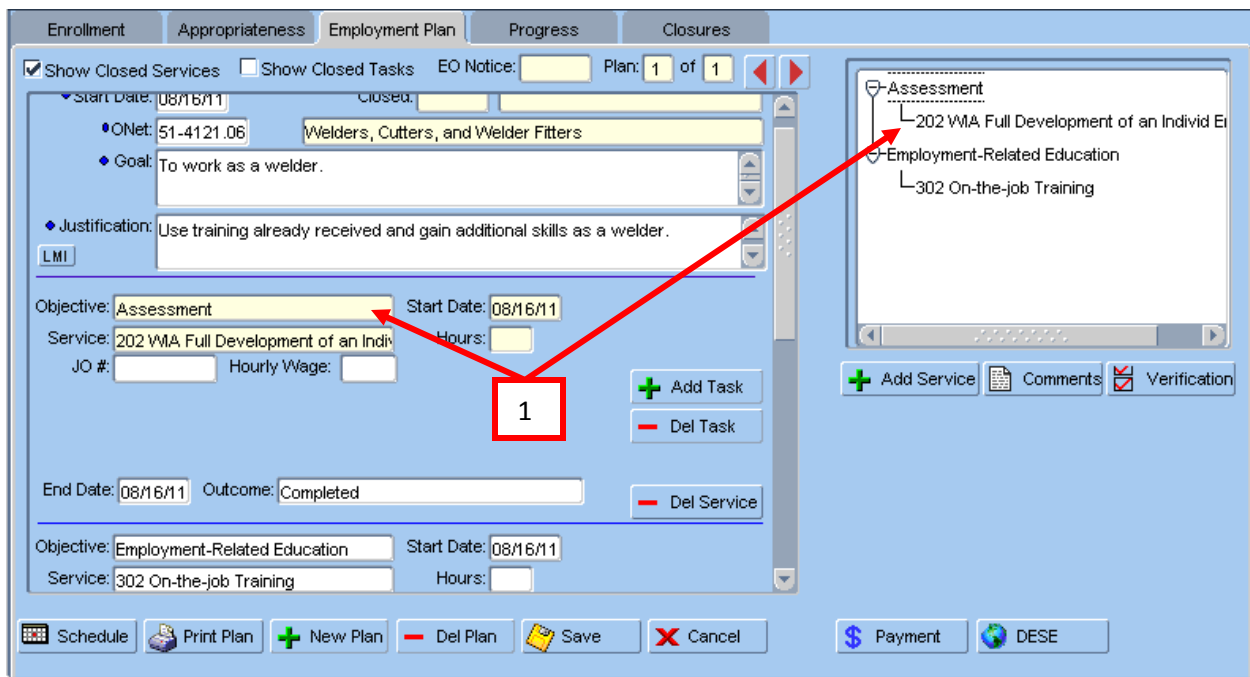


Figure #43 - Employment Plan Tab – Employment Plan Screen

1. Closed services are now displayed.

## Employment Plan Closures Tab - Ending Services and Enrollment

The screenshot shows a software interface with the following components:

- Navigation Tabs:** Enrollment, Appropriateness, Employment Plan, Progress, Closures (selected).
- Services Section:** Includes a table with columns: Service, Start, End, Outcome, Closure Comments. A checkbox for "Show Closed Services" is present.
- Employment Plan Section:** Includes a table with columns: Start, End, Date, Reason, Plan Close Comments. A red box highlights the number "1" in the Reason column.
- Enrollments Section:** Includes a table with columns: Program, Start, End, Outcome, Comments, Teen, Two. A checkbox for "Show Closed Enrollments" is present.
- Bottom Section:** Includes a "File Location" field, an "Archive Comments" field, and "Save" and "Cancel" buttons.

Service	Start	End	Outcome	Closure Comments
302 On-the-job Training	08/16/11			

Start	End	Reason	Plan Close Comments
08/16/11			

Program	Start	End	Outcome	Comments	Teen	Two
WIA DISLOCATED WORKER CORE	07/11/11				<input type="checkbox"/>	<input type="checkbox"/>
WIA Dislocated Worker	08/15/11				<input type="checkbox"/>	<input type="checkbox"/>
WIA National Emergency Grant	08/15/11				<input type="checkbox"/>	<input type="checkbox"/>

Figure #44 - Employment Plan Tab – Closures Screen

1. Screen shot of Closures tab

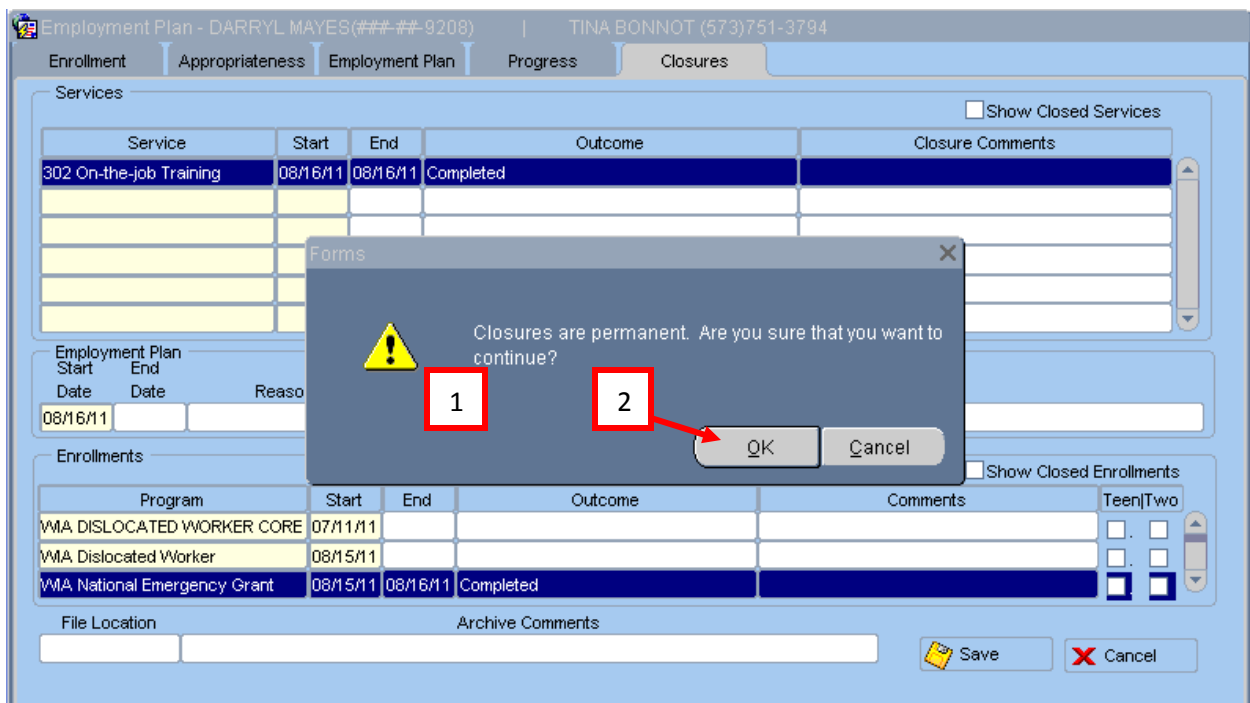
The screenshot displays the 'Closures' tab within the 'Employment Plan' section. It features three main data entry areas: 'Services', 'Employment Plan', and 'Enrollments'. The 'Services' table has columns for Service, Start, End, Outcome, and Closure Comments. The 'Employment Plan' section includes a table for Start Date, End Date, Reason, and Plan Close Comments. The 'Enrollments' table has columns for Program, Start, End, Outcome, Comments, and Teen/Two checkboxes. A 'File Location' field and 'Archive Comments' field are located at the bottom. A 'Save' button and a 'Cancel' button are also present. Red boxes and arrows highlight specific fields and the Save button.

Figure #45 - Employment Plan Tab – Closures Screen

1. Enter in the **End date** or double click in the field to bring up the calendar and enter the End date.
2. **Outcome:** Double click in the field and select the appropriate Outcome

When Program has ended and there are **no "open" services** for that program, you can end the program enrollment.

3. Enter in the **End date** or double click in the field to bring up the calendar and enter the End Date.
4. **Outcome:** Double click in the field and select the appropriate Outcome.
5. Click **Save**.



**Figure #46 - Employment Plan Tab – Closures Screen**

1. A pop-up will appear with the message that closures are permanent.
2. Click OK

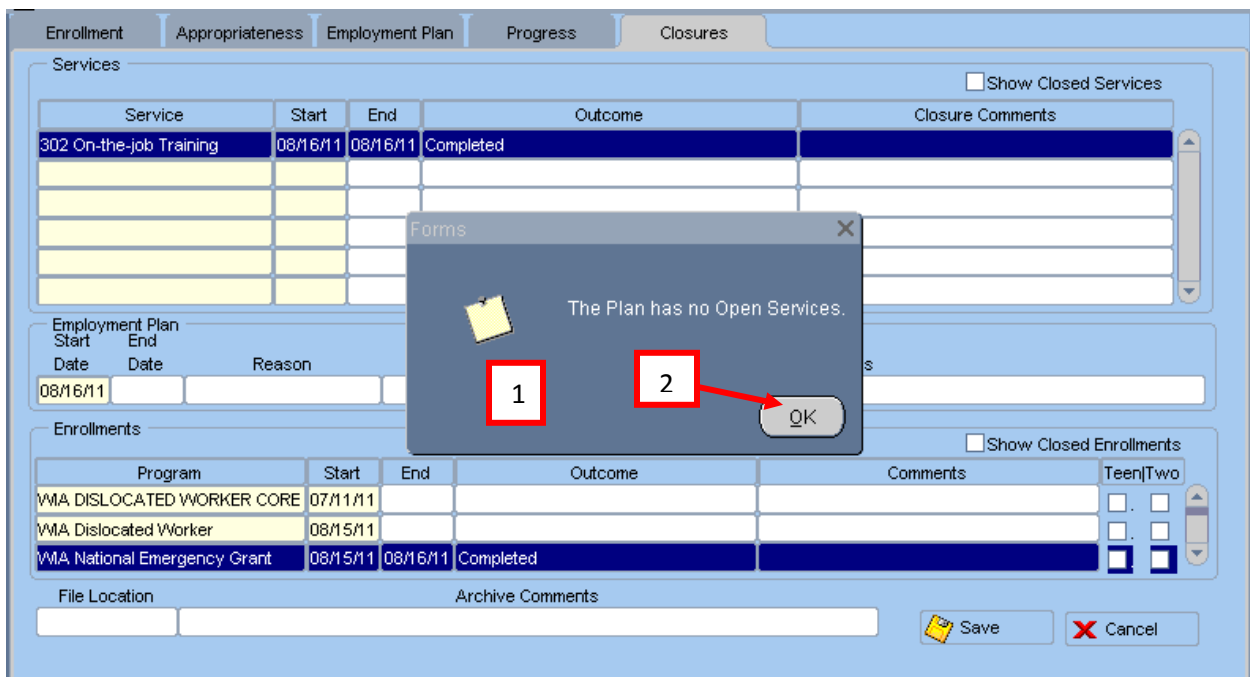


Figure #47 - Employment Plan Tab – Closures Screen

1. A pop-up message indicating there are no Open Services.
2. Click **OK**.

Enrollment   Appropriateness   **Employment Plan**   Progress   Closures

Services  Show Closed Services

Service	Start	End	Outcome	Closure Comments

Employment Plan  
 Start   End  
 Date   Date   Reason   Plan Close Comments

08/16/11        

Enrollments  Show Closed Enrollments

Program	Start	End	Outcome	Comments	Teen	Two
WIA ADULT CORE	07/11/11				<input type="checkbox"/>	<input type="checkbox"/>
WIA DISLOCATED WORKER CORE	07/11/11				<input type="checkbox"/>	<input type="checkbox"/>
WIA Dislocated Worker	08/15/11				<input type="checkbox"/>	<input type="checkbox"/>

File Location   Archive Comments

**Figure #48 - Employment Plan Tab – Closures Screen**

1. All services have been closed and the WIA National Emergency Grant for OJT has been ended.