

Once individual is determined eligible under Adult WIOA Program:



**Applicant Eligibility**

**Applicant meets the definition for low income:** Yes

**Income Table:**

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	Yes	LI			<input type="checkbox"/> Inactive
Dislocated Worker	Undetermined			No DW Eligibility Date.	<input type="checkbox"/> Inactive
Youth	Undetermined			No Youth Eligibility Date.	<input type="checkbox"/> Inactive

VET = Veteran, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

1. Under **WIOA Gran Eligibility**, answer **Yes** to “State Adult Eligibility”.

**WIOA Grant Eligibility**

*Changes in this section will create immediate updates to the record.*

**Incumbent Worker Eligibility:**  Yes  No  Not Applicable  Inactive  
 Applicant does not meet the requirements for Incumbent Worker eligibility.

**National Dislocated Worker Grant NDWG:**  Yes  No  Not Applicable  Inactive  
 Applicant does not meet the requirements for NDWG eligibility.

**Statewide Adult Eligibility:**  Yes  No  Not Applicable  Inactive

2. Under **Grants**, a list of all available grants will be displayed. From the list, choose “1095-ELL Navigator” and click the **Add** button.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Statewide Adult	491	1058 - WAF 3.0 New Accelerator	1058		<a href="#">Add</a>
Statewide Adult	492	1059 - WAF 3.0 VETS Accelerator	1059		<a href="#">Add</a>
Statewide Adult	537	1081 - WAF 4.0 New Accelerator	1081		<a href="#">Add</a>
Statewide Adult	555	1088 - Disability Employment Initiative (Round 7 )	1088		<a href="#">Add</a>
Statewide Adult	557	1090 - CalJOBS VOS Enhancement: Touch Screen Technology	1090		<a href="#">Add</a>
Statewide Adult	572	1095 - ELL Navigator	NA		<a href="#">Add</a>

3. A similar screen to the one below will be displayed indicating ELL grant has been added.

Grants
?

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Statewide Adult	572	1095 - ELL Navigator	Not Defined	08/28/2017	<a href="#">Remove</a>

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
Statewide Adult	491	1058 - WAF 3.0 New Accelerator	1058		<a href="#">Add</a>
Statewide Adult	492	1059 - WAF 3.0 VETS Accelerator	1059		<a href="#">Add</a>
Statewide Adult	537	1081 - WAF 4.0 New Accelerator	1081		<a href="#">Add</a>
Statewide Adult	555	1088 - Disability Employment Initiative (Round 7 )	1088		<a href="#">Add</a>
Statewide Adult	557	1090 - CalJOBS VOS Enhancement: Touch Screen Technology	1090		<a href="#">Add</a>

- Click the **Finish** button on WIOA Application to save information. This indicates WIOA Adult and ELL Program eligibility has been completed.

[ [Add a new Case Note](#) | [Show Filter Criteria](#) ]

ID	Create Date	Subject	Action
No data found.			

**Exit Wizard**



- You will be re-directed to a similar screen like the one below indicating WIOA application has been completed.

**Workforce Innovation and Opportunity Act (WIOA) Program** Apps: 1

[Create Workforce Innovation and Opportunity Act \(WIOA\) Application](#)

**WIOA #2239611 - Complete**

LWIA:	<b>33 - San Diego Workforce Partnership, Inc.</b>	Application Date	<b>06/01/2017</b>
Onestop:	<b>1283 - 14634 San Diego Workforce Partnership</b>	Participation Date:	<b>N/A</b>
Open/Total Activities:	<b>0 / 0</b>	Closure Date:	<b>N/A</b>
		Exit Date:	<b>N/A</b>

Activity Status: O = Open, C = Closed, S = System Closed, V = Voided

[ [Print All](#) ]

When documenting services, staff must ensure services are documented under the correct Customer Program Group and/or Grant.

Program	Customer Program Group	Grant
ELL	93 – Statewide Adult	1095 - ELL Navigator
Adult	10B – Adult – Individualized Services/Training	n/a

1. When documenting services under ELL Program:
  - a. Select **Customer Program Group** as *93 – Statewide Adult*.
  - b. Select **Grant** as *1095 - ELL Navigator*.



**Activity Enrollment - General Information**

This page displays activity information for the specified participant.

<a href="#">General Information</a>	<a href="#">Service Provider</a>	<a href="#">Enrollment Cost</a>	<a href="#">Financial Aid</a>	<a href="#">Enrollment Budget</a>	<a href="#">Budget Planning</a>	<a href="#">Closure Information</a>
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**General Information**

Participant User Name: GREENSHARPIE12

Participant State ID: 10246

Last Name, First Name MI: Sharpie, Red

Social Security Number: 6023

Address: 3910 University Avenue  
San Diego, CA 92126

Application Summary: Program:WIOA  
Application Date:6/1/2017  
Earliest Eligibility Date:06/01/2017

Participation Date: 06/01/2017

\* Customer Program Group: **93 - Statewide Adult**

\* LWIA Region: San Diego Workforce Partnership, Inc.  
LWIA cannot be modified if staff has local region assignment.

\* Office Location: 14623 San Diego Workforce Partnership (SDWP)

Agency Code Search: [Click Here](#)

Agency Code:  -  **7416 – INTL RESCUE COMM - ELL**

**Enrollment Information**

Grant: **1095- ELL Navigator**



WIOA Title II Partner Program:  Yes, service is a WIOA Title II Partner Program.

Once service is recorded, the service will be displayed in **Activities/Enrollments/Services** section. The column "Funding/Grant" will identify service was provided under ELL Program.

⊕ <b>Eligibility Summary</b>	
⊕ <b>Participation</b>	<b>08/01/2015</b>
⊖ <b>Activities / Enrollments / Services</b>	<b>13</b>

[Create Activity / Service / Enrollment](#)

Search:

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	<a href="#">203 - Objective Assessment</a> No Provider Information		Statewide Adult 1095- ELL Navigator	08/10/2017	08/10/2017	08/10/2017	<a href="#">08/10/2017</a> Successful Completion

- 2. When documenting services under Adult Program:
  - a. Select **Customer Program Group** as *10B – Adult – Individualized Services/Training*.



**Activity Enrollment - General Information**  
This page displays activity information for the specified participant.

<b>General Information</b>	<a href="#">Service Provider</a>	<a href="#">Enrollment Cost</a>	<a href="#">Financial Aid</a>	<a href="#">Enrollment Budget</a>	<a href="#">Budget Planning</a>	<a href="#">Closure Information</a>
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General Information

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**Participant State ID:** 10246  
**Last Name, First Name MI:** Sharpie, Red  
**Social Security Number:** 6023  
**Address:** 3910 University Avenue  
San Diego, CA 92126  
**Participation Date:** 06/01/2017

**\* Customer Program Group:** 10B - Adult - Individualized Services/Training

**\* LWIA Region:** San Diego Workforce Partnership, Inc.  
LWIA cannot be modified if staff has local region assignment.

**\* Office Location:** 14623 San Diego Workforce Partnership (SDWP)

**Agency Code Search:** [Click Here](#)

**Agency Code:**  -

Enrollment Information

**Grant:** None Selected

**WIOA Title II Partner Program:**  Yes, service is a WIOA Title II Partner Program.





**\* Activity Code:**    
[\[ Select Activity Code \]](#)

Once service is recorded, the service will be displayed in **Activities/Enrollments/Services** section. The column "Funding/Grant" will identify service was provided under Adult Program.

<b>Participation</b>	<b>08/01/2017</b>
<b>Activities / Enrollments / Services</b>	<b>3</b>

[Create Activity / Enrollment / Service](#)

Search:

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	<a href="#">203 - Objective Assessment</a> No Provider Information		Statewide Adult 1095 - ELL Navigator	08/28/2017	08/28/2017	08/28/2017	<a href="#">08/28/2017</a> Successful Completion
	<a href="#">205 - Development of IEP/ISS/EDP</a> No Provider Information		Adult	08/10/2017	08/10/2017	08/10/2017	<a href="#">08/10/2017</a> Successful Completion