ASSET Users' Guide

ASSET CASE MANAGEMENT FUNCTION

3-6 ____MANAGE PROGRAMS____

This ASSET function has three major roles in the Case Management of the customer:

1. **Program Registration** - The primary focus is to register customers in the programs supported by ASSET. Although the creation of a Customer Record automatically creates a Wagner-Peyser (W-P) registration, Title 3 W-P workers need to check the Manage Program screens for accuracy and to add information about participation in special programs such as Veterans Services, Migrant and Seasonal Farm Workers (MSFW) services, etc.

   For the other programs, Trade Adjustment Act (TAA) and Workforce Investment Act (WIA) Title 1B, it is required that a worker create a program registration record using the Manage Programs function before the customer is counted as being registered in that program.

2. **Program Area Begin** – The Manage Programs function is used to start the episode of WIA Title 1 Program Area (Adult, Dislocated Worker and Youth) participation within the WIA Title 1 Program registration period. ASSET design at the Program and Program Area levels allow for internal editing to ensure that customers are retained in the Program while moving in and out of Program Areas or having concurrent participation in more than one Program Area.

3. **Program Area End** – The Manage Program function is used to complete a customer's episode of participation in one of the WIA Title 1 Program Areas. An individual's episode of participation in one Program Area may end, while continuing in others. A person will not be allowed to exit from the WIA Title 1 Program until all Program Areas have ended.

Purpose:
The purpose of the Manage Program function is to capture the program-specific data that is not part of the Customer Record. For example, TAA requires data about the TAA petition number that is not needed elsewhere. For the WIA Title 1B program, some data is collected at the Program level (WIA Adult, Dislocated Worker, or Youth). **The system requires completion of the WIA Title 1B Program Registration information before any Program Area is opened.** See Organization of Program Information for a discussion of the difference between Program and Program Area.

The Manage Program function stores data programmatically. Any information entered for the TAA program remains unchanged, even though the same data element might be later entered for one of the WIA Title 1B Program Areas. For example, each program will have its own Program Case Manager stored separately. Additionally, because the WIA Title 1B program has three Program Areas (Adult, Dislocated Worker & Youth), data that must be segregated to each of these Programs Areas is captured and stored accordingly.

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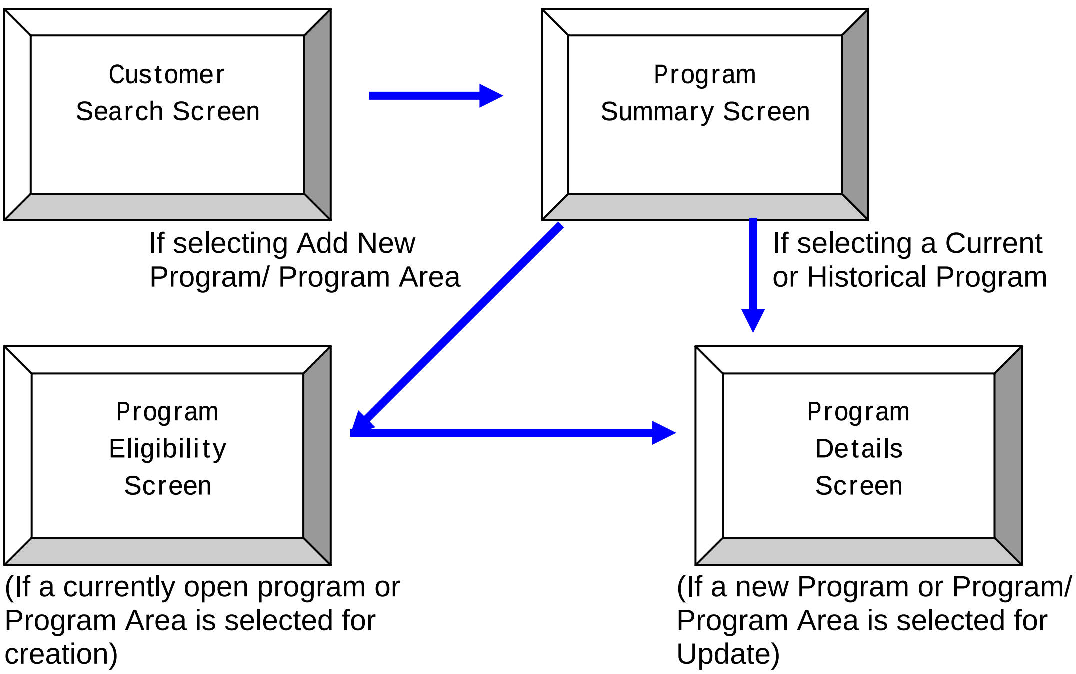
Manage Programs Screen Flow:
This is the flow of screens within this function:



Customer Search Page:
When the worker clicks on the Manage Program function in the Menu Tree, the Customer Search page opens. If the customer is among those listed in the Previously Searched for Customer area, that customer may be selected by clicking on the person's underlined PIN link. Otherwise the worker must do the search to find the correct customer. If a customer record does not exist in ASSET, the worker must return to the Manage Customer function to create the Customer Record.

Program Summary Page:
The program summary page is divided into three sections – Currently Open Programs, Historical Exited Programs, and W3 – Wisconsin Workers Win Programs. Workers may select any of the Currently Open Programs/Program Areas in the list for review or update, or may select any of the Historical Exited Programs for review by clicking on the underlined link for that entry. This will immediately open the Program Details record for this program. However, **if the worker needs to open a new Program or if an additional Program Area is being opened under WIA Title 1B, the worker must click the Add Program/Program Area button.**

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The Wisconsin Workers Win Program (W3) is a pilot training program currently offered in 3 workforce development areas (WDA). The W3-Wisconsin Workers Win Programs area is used by workers in the select WDAs to record information on the W3 program.

Program Eligibility Page:
The Program Eligibility page displays those Programs that may be selected for new registration based on Programs that are currently open. This page also will display if a new Program Area may be opened under an existing WIA Title 1B Registration. Note: There is logic built into ASSET that checks the date of birth of a customer so that a person age 22 or older will not be allowed to become a WIA Youth.

Program Details Pages:
The Program Details pages are built dynamically in a tabular format, depending on the Program being requested.

- **From the Historical Exited Programs**: The page will be the Program and Program Area requested. These pages are not updateable. The worker will get an error message if a change to any data is attempted.

- **From Currently Opened Programs:** If requesting to view an existing open Program, the Program Details page displayed will be for the Program or Program Area requested. Fields that may be updated are either blank or in black typeface. Fields that cannot be changed after initial submittal are in gray typeface.

- **From the Add a Program button**: The Program Details screen will include two tabs for WIA Title 3 (Wagner-Peyser) and four tabs for TAA. If the worker requested to create the first WIA Title 1 Registration, the worker will need to select the Program Area initially being created as well. This additional tab will be displayed.

  The tabs are described below:

TAB 1	TAB 2	TAB 3, 4, 5
	Title Data	**Program Area Data**
General Program Summary	Title 1	Adult, Dislocated Worker, or Youth
	Title 3	None for Title 3
	TAA	TAA Financial and TAA Additional Petitions

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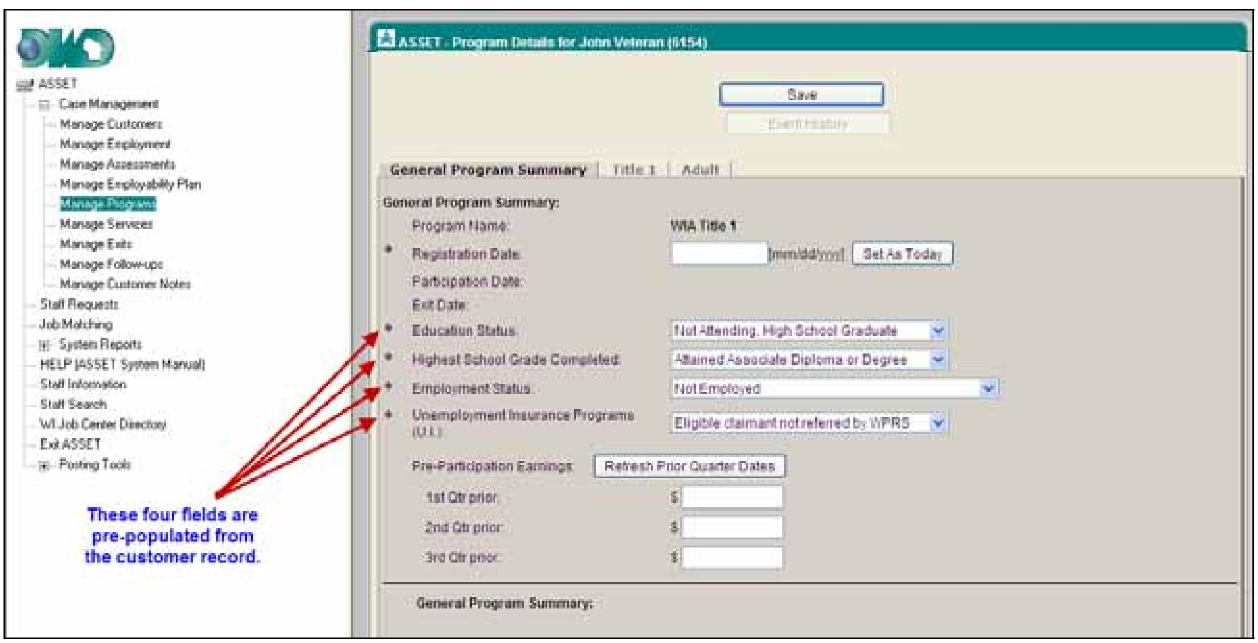
General Program Summary (Tab 1):

The data captured in this tab is relevant to the Program of registration. The items on this tab are the same for WIA Title 1 and Title 3 Programs, but the data is stored programmatically, separate from the same data elements under other Programs.

The Participation Date for the WIA Title I Adult, Youth, and Dislocated Workers, TAA, and Title 3 Wagner-Peyser is located on the appropriate Program Registration page on the General Program Summary tab. This field is system-populated when staff enters any service at the Core Self/Informational (Title 3) or Program Element level. The Service must have an Actual Begin (open) date and the funding source selected is for Adult, Youth, Dislocated Worker, TAA, or Wagner Peyser.

Note: The Registration Date field has edits that prevent the worker from backdating the Program registration date to a date before the first episode date. The Exit Date field is populated by the system only after a program is exited.

The following example shows the data elements collected at the General Program Summary level:



The Education Status, Highest School Grade Completed, Employment Status and Unemployment Insurance Programs (U.I.) are system-entered based on the Customer Record. This information was entered by either the customer using JCW or by a worker (case manager).

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It is important that the entries are corrected or updated for the date of registration into the program on this page. Any or all of these fields may need updating to current information. The fields are available for update until an actual date of participation is established. If changes are needed for these fields after an actual date of participation has been established, case managers should complete a Staff Request (see Chapter 4-1).

These items are used for federal reporting and performance standards. The information at the time of registration is used for comparing against the customer's situation at the time of program exit and follow-up, e.g., Unemployed at Registration versus Employed at Exit. For WIA Title 1B, these same items are stored at the Program level as well, so these same comparisons can be made for each of them.

FIELD	REQUIRED	DESCRIPTION
Program Name	NA	The selected program.
Registration Date	Yes	The date the customer is registered for the Program episode.
Participation Date	NA	This display-only field shows a system-generated date stored when a program-funded service with an actual open date is entered under the Manage Services page.
Exit Date	NA	The date on which the customer is removed from the Program, ending the episode of participation in that Program. Exit Dates are recorded in Manage Exits. Exited Historical pages will have the date populated. This field is auto-populated by the system or blank if not exited.

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FIELD	REQUIRED	DESCRIPTION
Education Status	Yes	Dropdown field in which workers must select the status of current school enrollment: • Attending High School or Less • Attending Alternative School • Attending Post High School • Not Attending, Dropout • Not Attending, High School Graduate
Highest School Grade Completed	Yes	Dropdown field in which a worker must select the highest level of school completed by the individual at the time of program registration. The options for selection in this field are determined by the selection in the Education Status field. This field is populated from the Customer Record, but must be updated as appropriate.
Employment Status	Yes	Dropdown field in which workers must select the response that best describes the customer's employment status. • Employed • Not Employed • Employed – Received Notice of Termination • Employed – Received Notice of Military Separation
Unemployment Insurance Programs (U.I.)	Yes	Dropdown field in which workers must select the correct Unemployment Insurance status: • Eligible claimant referred by WPRS • Eligible claimant not referred by WPRS • Exhaustee • Neither claimant nor exhaustee WPRS = Worker Profiling and Reemployment Services
Pre-Participation Earnings	No	Text fields in which workers from local area can record quarterly wage earnings prior to registration. This field is not used in actual performance calculation.

WIA Title 1 Summary

There are only a few data elements collected at the Title 1 level, all of which need to be federally reported regardless of Program Area affiliation.

These Field Definitions are:

FIELD	REQUIRED	DESCRIPTION
Veteran Status	NA	This field is system-entered based on the Customer Record. This information was entered by either the customer using JCW or by a worker (case manager).
Recently Separated Veteran	NA	This field is system-entered based on the Customer Record. This information was entered by either the customer using JCW or by a worker (case manager).
Campaign Veteran	NA	This field is system-entered based on the Customer Record. This information was entered by either the customer using JCW or by a worker (case manager).
VRAP Participant	NA	This field is system-entered based on the Customer Record. This information was entered by a worker (case manager).
Disabled Veteran	NA	This field is system-entered based on the Customer Record. This information was entered by either the customer using JCW or by a worker (case manager).
TAP Workshop in 3 Prior Years	NA	This field is system-entered based on the Customer Record. This information was entered by either the customer using JCW or by a worker (case manager).

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FIELD	REQUIRED	DESCRIPTION
Selective Service Indicator	Yes	Dropdown field in which the user selects whether the individual was required to register with Selective Service: • Yes • No • Not Required • Exempted Veteran • Waived • Less than 18 Years Old
Selective Service Number	No	Text entry field in which the user enters the Selective Service number for the individual. Users can link to the Selective Service system website to obtain the selective service number for the individual. Note that the SSN, name and DOB are necessary to obtain the selective service number.
U.S. Citizenship	Yes	Select Yes if the individual is a U.S. Citizen. Select No if the individual does not meet the conditions described above.
Legally Authorized to Work	Yes	Dynamically appears only when U.S. Citizenship response is "No." Select Yes if the individual is a legally authorized to work. Select No if the individual does not meet the conditions described above.
Work Authorization Expiration Date	Yes	Dynamically appears only when U.S. Citizenship response is "No." This field is required if Legally Authorized to Work response is "Yes." Enter the expiration date from the individual's Permanent Resident Card (Green Card). If the card does not have an expiration date, enter 12/31/9999.

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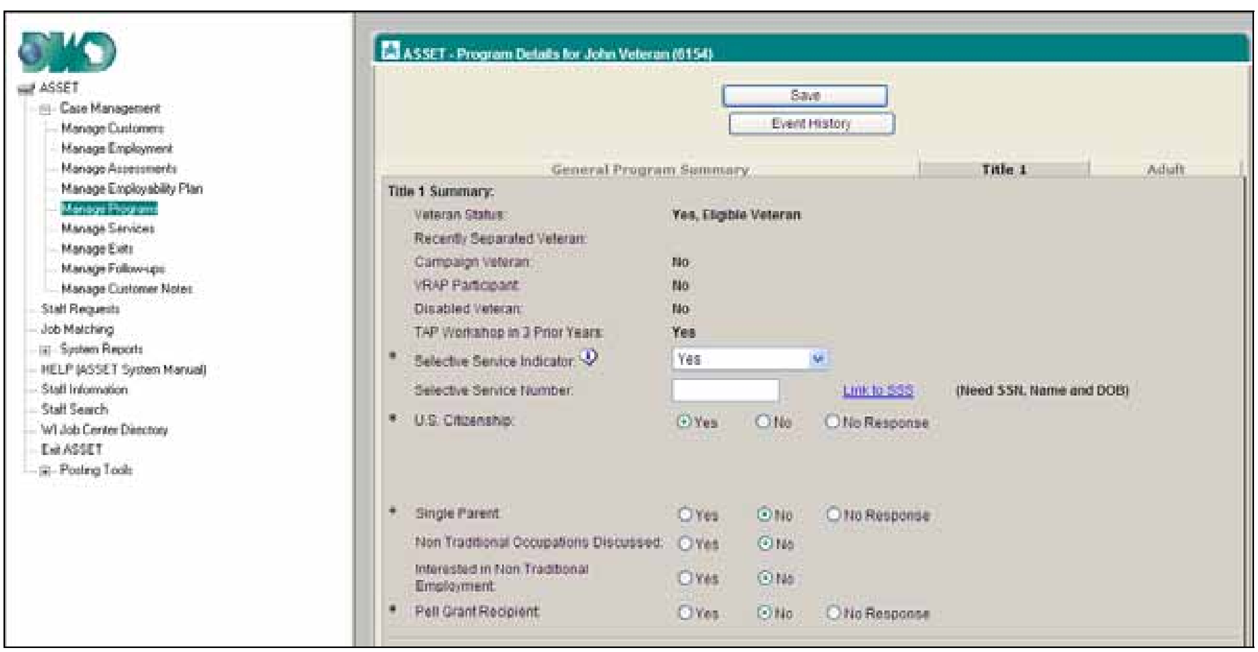
FIELD	REQUIRED	DESCRIPTION
Single Parent	Yes	Select Yes if the individual is a single parent. Select No if the individual does not meet the conditions described above.
Non Traditional Occupations Discussed	No	Select Yes if non traditional occupations were discussed with the individual. Select No if the above described conditions have not been met.
Interested in Non Traditional Employment	No	Select Yes if the individual is interested in non traditional employment. Select No if the individual does not meet the conditions described above.
Pell Grant Recipient	Yes	Select Yes if the individual is a Pell Grant recipient. Select No if the individual does not meet the conditions described above.



ASSET CASE MANAGEMENT FUNCTION

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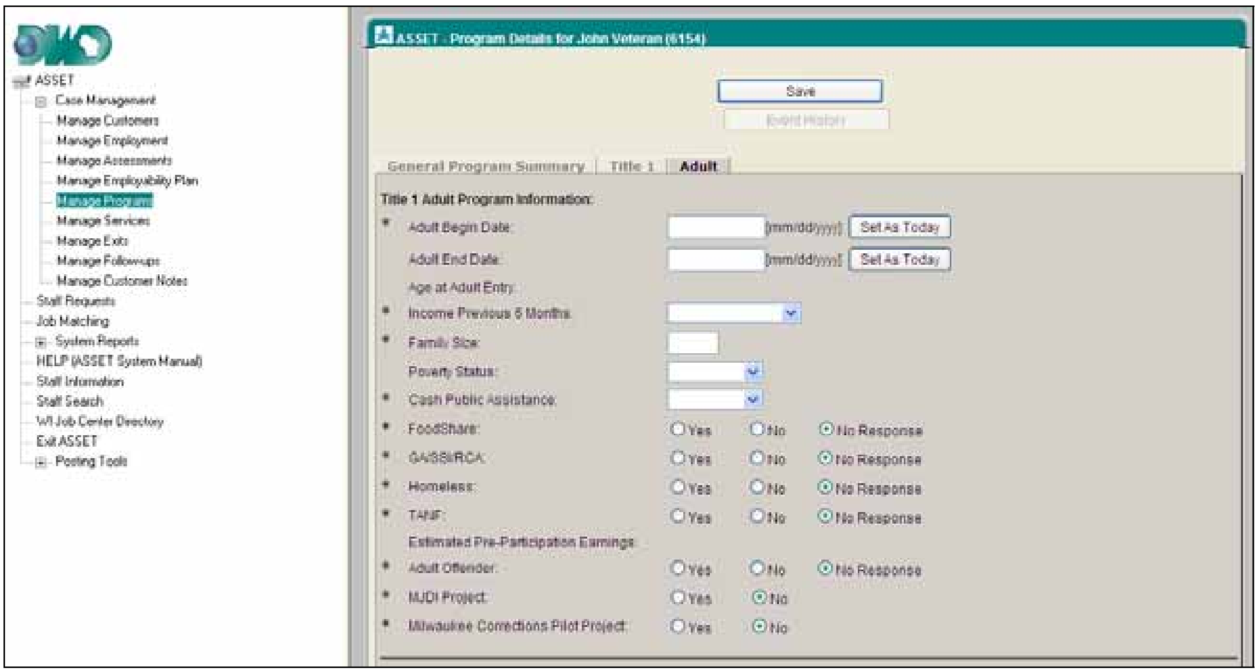
Title I Adult

The WIA Adult Program Area page collects the data necessary for establishing this customer in the Adult program area. The information is gathered by the worker and entered into ASSET. **ASSET does not perform any eligibility determinations.**



The Field Definitions are:

FIELD	REQUIRED	DESCRIPTION
Adult Begin Date	Yes	Text entry field in which the user enters the date of Program Area registration as an Adult. Cannot be backdated more than 15 days, cannot be a future date.

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FIELD	REQUIRED	DESCRIPTION
Adult End Date	No	Text entry field in which the user enters the date the Adult Program Area ends. Workers will return to this page to enter the end date of program area participation after all services to the customer have ended. Note: If an Adult End Date is not entered, it will be auto-populated during exit processing.
Age at Adult Entry	No	Display-only field showing the age at Adult Program Area registration.
Income Previous 6 Months	Yes	Dropdown field in which the user chooses the appropriate response regarding income for the 6-month period prior to application: • At or below the Federal Poverty Level (FPL) • At or below the Lower Living Standard Income Level (LLSIL) • Not Low Income.
Family Size	Yes	Text entry field in which the user enters the number of individuals in the family.
Poverty Status	No	Dropdown field in which the user enters information about the individual's poverty status: • FPL (At or below Federal Poverty Level) • FPL 150% (Above FPL, but less than 150% FPL) • FPL 200% (Above FPL, but less than 200% FPL) • LLSIL (At or below the Lower Living Standard Income Level)

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FIELD	REQUIRED	DESCRIPTION
Cash Public Assistance	Yes	Dropdown field in which the user selects whether the person is receiving cash public assistance and what type: • Federal • State • Local • No (if the person is not receiving)
FoodShare	Yes	Select Yes if the individual is receiving, or has been determined eligible within the 6-month prior to program participation, FoodShare (previously known as Food Stamps). Select No if the individual does not meet the conditions described above.
GA/SSI/RCA	Yes	Select Yes if the individual is receiving General Assistance (General Relief), Supplemental Security Income, or Refugee Cash Assistance. Select No if the individual does not meet the conditions described above.
Homeless	Yes	Select Yes if the individual lacks a fixed, regular, adequate night time residence. Select No if the individual does not meet the conditions described above
TANF	Yes	Select Yes if the individual is listed on the welfare grant or has received cash assistance or other TANF support services from the TANF agency in the last six months prior to participation in the program. Select No if the individual does not meet the conditions described above.

FIELD	REQUIRED	DESCRIPTION
Estimated Pre-Registration Earnings	No	This field should be used once you have entered a Registration Date and completed all the other fields on the page. Then click on the button labeled "Refresh Prior Quarter Dates." The wages entered can be estimated. The data entered can be used locally to predict performance and program outcomes. However, the UI Wage record data will be the data source used by DWD when computing actual performance results.
Adult Offender	Yes	Select Yes to indicate if this is a person at the time of participation in the program, is or has been subject to any stage of the criminal justice process. Or, requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. Select No if the person does not meet the conditions described above.
MJDI Project	Yes	Radio Yes or No Button used only by project staff.
Milwaukee Corrections Pilot Project	Yes	Radio Yes or No Button used only by project staff.

WIA Dislocated Worker Program Area

The Dislocated Worker Program Area information is collected for federal reporting of individuals who have been determined to be eligible for the Dislocated Worker program. Program Area eligibility is worker-determined. ASSET does not perform eligibility determinations at this time. However, the worker is given some assistance in making this determination by having the State and Federal Eligibility Criteria displayed on the screen. To qualify for the Dislocated Worker program, all three State criteria and one of the Federal criteria must be met. ASSET provides the worker with a place to document this determination.

An example of the Dislocated Worker Program Area screen follows:

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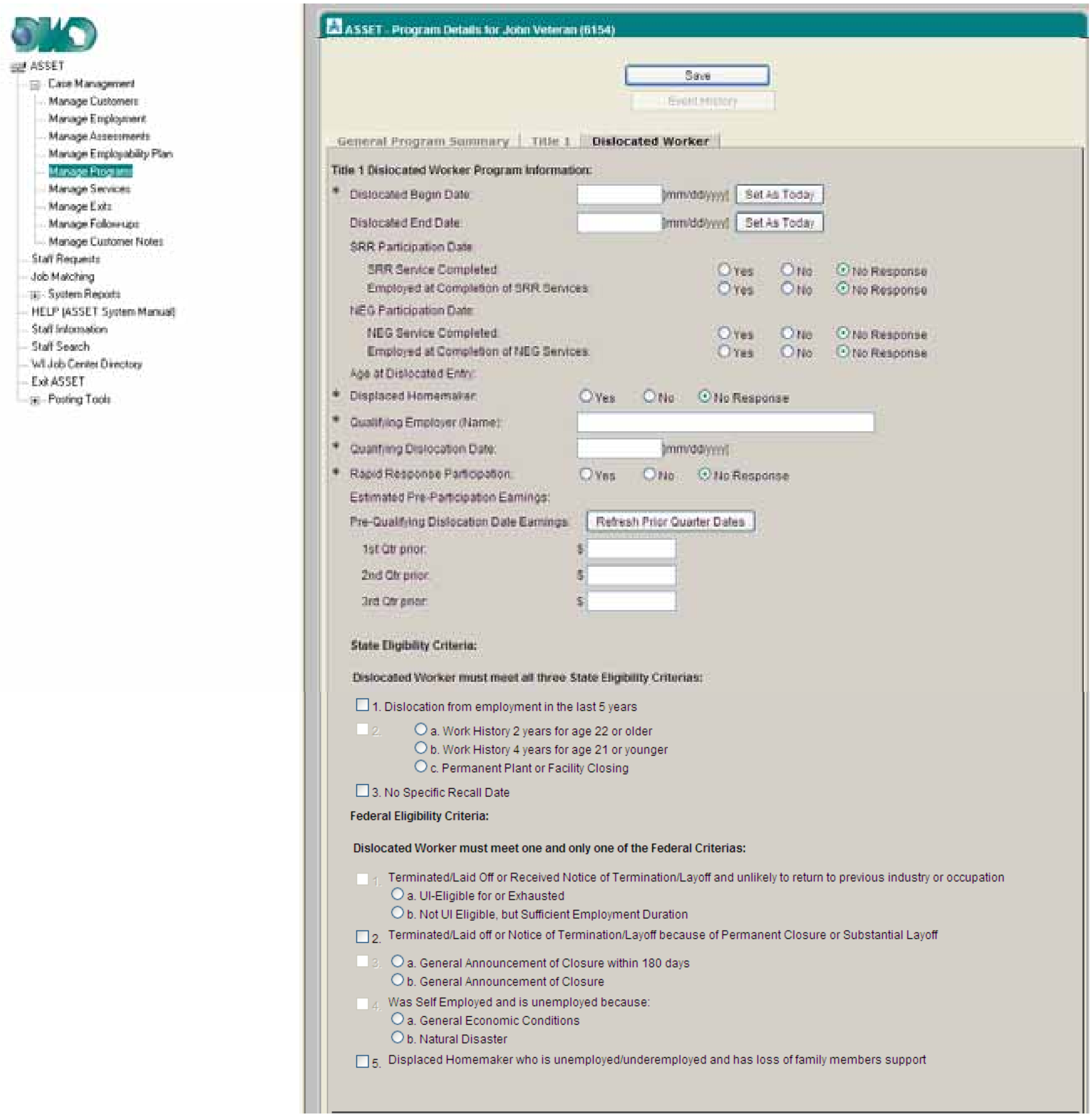

Note that the Special Response (SRR) and National Emergency Grant (NEG) Participation Dates are located on the Title I Dislocated Worker Tab. This field is populated when a staff enters a Service that is beyond the Core/Self or Informational level. The Service must have an

Actual open date with the funding source selected as either Special Response or National Emergency Grant.

The Field Descriptions Are:

FIELD	REQUIRED	DESCRIPTION
Dislocated Begin Date	Yes	The date of Program Area registration as a dislocated worker. Cannot be backdated more than 15 days and cannot be a future date.
Dislocated End Date	No	The date the Dislocated Worker Program Area ends. Workers will return to this page to enter the end date of program area participation after all services to the customer have ended. Note: If a Dislocated End Date is not entered, it will be auto-populated during exit processing.
SRR Participation Date	No	This date is populated when a program funded service with an actual open date is entered under the Manage Services section. This field is located on the Title I Dislocated Worker tab on the Manage Programs page.
NEG Participation Date	No	This date is populated when a program funded service with an actual open date is entered under the Manage Services section. This field is located on the Title I Dislocated Worker tab on the Manage Programs page.
Age at Dislocated Entry	No	Display-only field showing the age at Dislocated Worker Program Area registration.

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FIELD	REQUIRED	DESCRIPTION
Displaced Homemaker	Yes	Select Yes if this individual is a person 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 and the individual is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Select No if the individual does not meet the conditions above.
Qualifying Employer Name	Yes	Text Field in which the user enters the Name of the Employer for which the customer worked at the time of dislocation.
Qualifying Dislocation Date	Yes	Text Field in which the user enters the date that is considered the date of separation or dislocation. This date is the last date of employment at the dislocation job.
Rapid Response Participation	Yes	Select Yes or No to indicate whether or not an individual participated in a Rapid Response orientation prior to or subsequent to participation in the program.
Estimated Pre-Registration Earnings	No	This field is for local area recording of earnings prior to registration. Each WDB may determine how this field is to be used, for example, earnings in 6 months prior to registration or earnings in the two quarters before registration might give local agencies some information for performance monitoring. This field is NOT used in actual Performance calculation.
Pre-Qualifying Dislocation Date Earnings	No	Calculated dates of the quarter for which wages should be entered.

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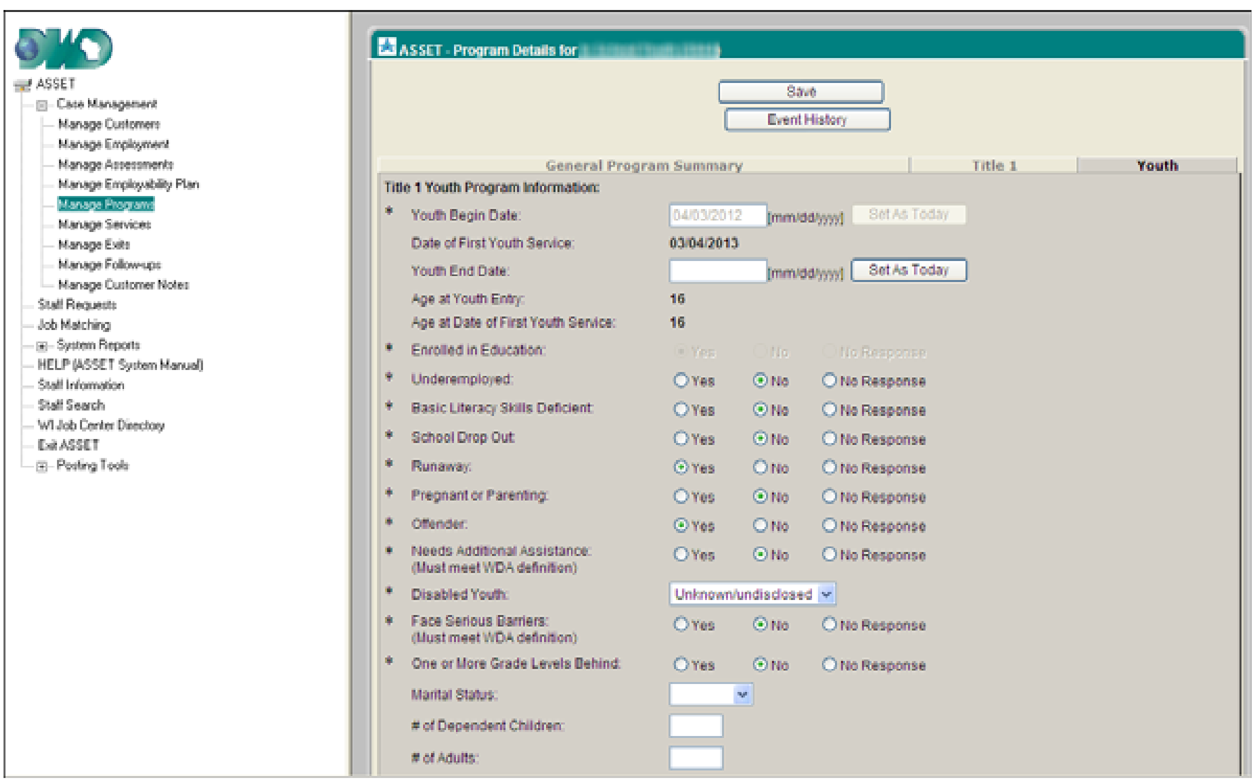
FIELD	REQUIRED	DESCRIPTION
State Eligibility Criteria	Yes	See screenshot on page 14. The worker must determine if all criteria are met and affirms this determination by selecting the appropriate checkbox(s).
Federal Eligibility Criteria	Yes	See screenshot on page 14. The worker determines which one of the Federal criteria is being met and affirms this determination by selecting the appropriate checkbox.

WIA Title 1 Youth

The WIA Title 1 Youth Program Area has a large number of data elements regarding the individual's status or situation at the point of registration. The page is quite long and workers will need to use the scroll bar at the right of the page to move up or down through the entire display. An example of the screen follows:



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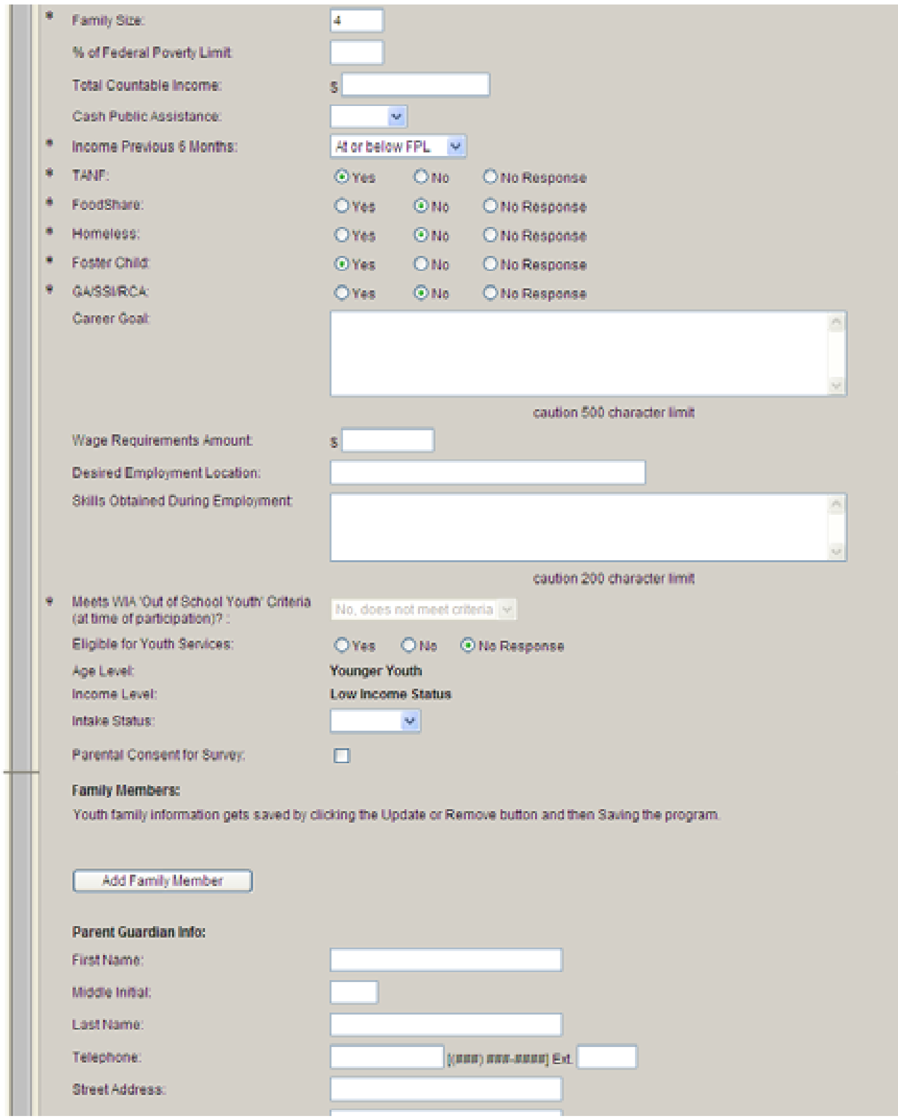

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There is a text box that displays dynamically in which the worker can list the names, income source and monthly income amount for all family members in the household in which the Youth participant resides. By clicking on the Add Family Member button, the additional fields are made available for updates.

The Field Definitions are:

FIELD	REQUIRED	DESCRIPTION
Youth Begin Date	Yes	Text entry field in which workers enter the date of Program Area registration as a Youth. Cannot be backdated more than 15 days, cannot be a future date.
Date of First Youth Service	No	This field is system populated when a program element level service (except Design Framework) has been entered with an actual begin date in ASSET.
Youth End Date	No	Text entry field in which the worker enters the date the Youth Program Area ends. Workers will return to this page to enter the end date of program area participation after all services to the customer have ended.
Age at Youth Entry	No	Display-only, system-populated field that displays the age at Youth Program Area registration.
Age at Date of First Youth Service	No	Display-only, system-populated field that displays the age of the participant as of the date of the first youth service.

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FIELD	REQUIRED	DESCRIPTION
Enrolled in Education	Yes	Select Yes if the individual, at the time of participation or any time during participation in the program, is enrolled in secondary school, post-secondary school, adult education programs, or any other organized program of study that leads to a degree or certificate. ***If the Yes response is selected and Saved, the field then becomes unavailable for update and a change can be made only through the staff request process (see chapter 4-1).** Select No if the individual does not meet the conditions described above.
Underemployed	Yes	Select Yes if the individual is an out-of-school youth who has never held a full-time job. Select No if the individual does not meet the condition described above.
Basic Literacy Skills Deficient	Yes	Select Yes if the individual computes or solves problems, reads, writes or speaks English at or below the 8^{th} (8.9 or less) grade level on a generally accepted standardized test or comparable score on a criterion referenced test; or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society. Select No if the individual does not meet the conditions described above.
School Dropout	Yes	Select Yes if the individual is not attending any school and has not received a secondary school diploma or its recognized equivalent. Select No if the individual does not meet the conditions described above.

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FIELD	REQUIRED	DESCRIPTION
Runaway	Yes	Select Yes if the individual is under the age of 18 and is absent from home or place of legal residence without family permission. Select No if the individual does not meet the conditions described above.
Pregnant or Parenting	Yes	Select Yes if the individual is under 22 years of age and is pregnant or is a youth, male or female, who is providing custodial care for one or more dependents under age 18. Select No if the individual does not meet the conditions described above.
Offender	Yes	Select Yes if the individual at the time of participation in the program, is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act. Or, requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against person, property, status offenses or other crimes. (See Guide to WIA Title 1B Eligibility Determination and Documentation for further guidance.) Select No if the individual does not meet the conditions described above.
Needs Additional Assistance	Yes	Select Yes if the individual meets the WDA definition. Select No if the individual does not meet the conditions described above.
Disabled Youth	Yes	Select Yes if the individual has physical or mental impairment that substantially limits one or more of the individual's major life activities. Select No if the individual does not meet the conditions described above. Select Unknown/Undisclosed if the individual does not wish to disclose disability status.

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FIELD	REQUIRED	DESCRIPTION
Faces Serious Barriers	Yes	Select Yes if the individual has multiple barriers to employment or educational achievement of goals (5% WDA defined barrier). Select No if the individual does not meet the conditions described above.
One or more Grade Levels Behind	Yes	Select Yes if the youth is one or more grade levels below the grade level appropriate to the youth's age. Select No if the individual does not meet the conditions described above.
Marital Status	No	Select the appropriate status from the dropdown.
# of Dependent Children	No	Enter the number of children dependent on this Youth participant.
# of Adults	No	Enter the number of adults in the family.
Family Size	Yes	Enter the number of family members. Family means two or more persons related by blood, marriage, or decree of court, who are living in a single residence.
% of Federal Poverty Limit	No	Enter the worker-calculated percent of the Federal Poverty Limit for this participant.
Total Countable Income	No	Enter the total income counted in the FPL calculation.
Cash Public Assistance	No	Select from the dropdown if the person is receiving Federal, State or Local government cash payments for which eligibility is determined by a needs or income test, or No if not receiving.
Income Previous 6 Months	Yes	Choose appropriate response from the dropdown regarding income for the 6-month period prior to application. At or below 100% of the Federal Poverty Level (FPL), at or below 70% of the Lower Living Standard Income Level, (LLSIL), or Not Low Income.

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FIELD	REQUIRED	DESCRIPTION
TANF	Yes	Select Yes if the individual is listed on the welfare grant or has received cash assistance or other TANF support services from the TANF agency in the last six months prior to participation in the program. Select No if the individual does not meet the conditions described above.
FoodShare	Yes	Select Yes if the individual is receiving, or has been determined eligible within the 6-month prior to program participation, FoodShare (previously known as Food Stamps). Select No if the individual does not meet the conditions described above.
Homeless	Yes	Select Yes if the individual: 1. lacks a fixed, regular, or adequate nighttime residence; or 2. has a primary nighttime residence that is: a. a public or private operated shelter for temporary accommodation; b. an institution providing temporary residence for individuals intended to be institutionalized; or c. a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. (The description above is the same for Runaway Youth). Select No if the individual does not meet the conditions described above.

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FIELD	REQUIRED	DESCRIPTION
Foster Child	Yes	Select Yes if the individual is in foster care or has been in the foster care system. Select No if the individual does not meet the conditions described above.
GA/SSI/RCA	Yes	Select Yes if the individual is receiving General Assistance (General Relief), Supplemental Security Income, or Refugee Cash Assistance. Select No if the individual does not meet the conditions described above.
Career Goal	No	Text box in which the user describes the age-appropriate career goal(s) based on the information gathered during the assessment process. Consideration should be given to nontraditional occupations.
Wage Requirements Amount	No	Text box to enter an hourly wage rate sought by the participant.
Desired Employment Location	No	Text field to designate the location where the participant is able to work, given transportation and other factors.
Skills Obtained During Employment	No	Text field to list or explain the skills the participant gained, or will gain, in employment.

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FIELD	REQUIRED	DESCRIPTION
Meets WIA Out of School Youth Criteria?	Yes	System populated based on the selection in Education Status drop down list on the General Program Summary tab. If the Education Status is 'Attending High School or Less' or 'Attending Alternative School' then 'Meets WIA Out of School Youth Criteria (at time of participation)' field is defaulted to 'No, does not meet criteria'. If the Education Status is 'Attending Post High School', 'Not Attending, Dropout' or 'Not Attending, High School Graduate' then 'Meets WIA Out of School Youth Criteria (at time of participation)' field is defaulted to 'Yes, meets criteria'.
Eligible for Youth Services?	No	Select Yes if the individual is eligible for WIA Title 1 Youth services. Select No if the individual does not meet the conditions described above.
Age Level	No	System-populated, display-only field showing the age level of the participant based on age at registration for the Youth Program Area, either Younger Youth or Older Youth.
Income Level	No	System-populated, display-only field showing either Low Income or Not Low Income, as determined by the responses to the prior fields.
Intake Status	No	Dropdown field to indicate whether the intake status is Complete or Pending.
Parental Consent for Survey	No	Checkbox to indicate if youth (under the age of 18) has permission to participate in a customer survey for the WIA program.

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FIELD	REQUIRED	DESCRIPTION
Family Members	No	This section allows workers to add specific information about family members of the youth participant, including monthly income amount and source.
Parent/Guardian Information	No	Complete the Parent/Guardian information for all Youth Program participants who are under the age of 18 at program registration.

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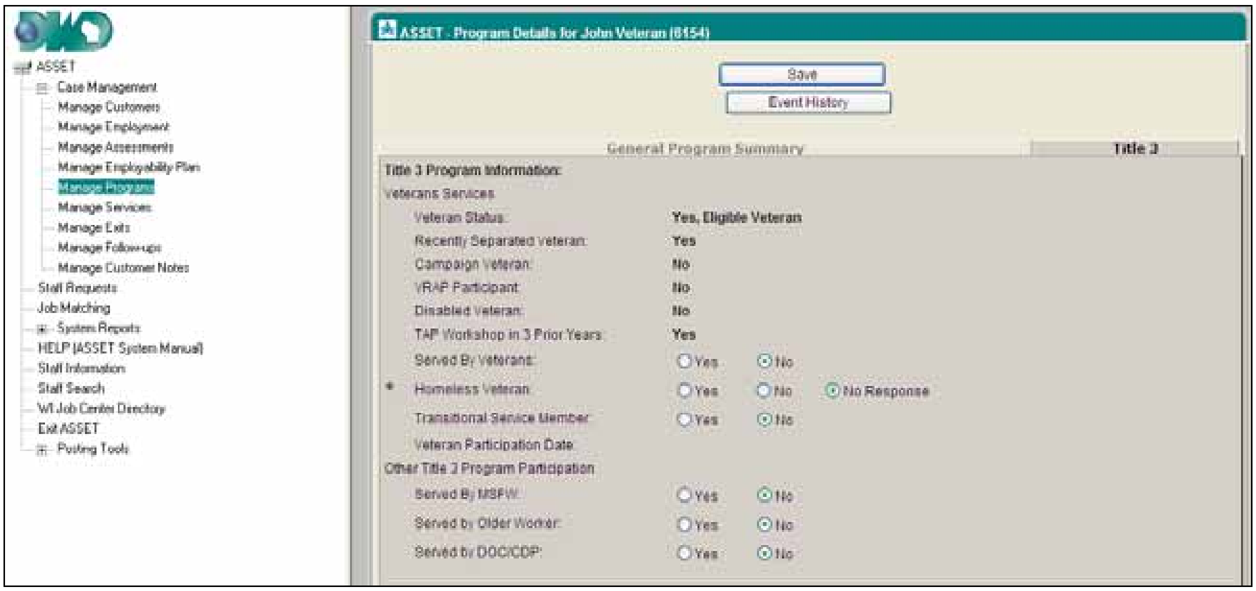
Title 3 Program Information

The Title 3 (Wagner-Peyser) Program data elements are used for tracking customer participation in special Job Center programs connected to Job Service.



These Field Definitions are:

FIELD	REQUIRED	DESCRIPTION
Veteran Status	NA	This field is system populated based on the Customer Record. This information was entered by either the customer using JCW or by a worker (case manager).
Recently Separated Veteran	NA	This field is system populated based on the Customer Record. This information was entered by either the customer using JCW or by a worker (case manager).
Campaign Veteran	NA	This field is system populated based on the Customer Record. This information was entered by either the customer using JCW or by a worker (case manager).
VRAP Participant	NA	This field is system populated based on the Customer Record. This information was entered by a worker (case manager).

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FIELD	REQUIRED	DESCRIPTION
Disabled Veteran	NA	This field is system populated based on the Customer Record. This information was entered by either the customer using JCW or by a worker (case manager).
TAP Workshop in 3 Prior Years	NA	This field is system populated based on the Customer Record. This information was entered by either the customer using JCW or by a worker (case manager).
Served By Veterans	No	Select Yes if the individual is receiving services through the Veterans program. Select No if the individual does not meet the conditions described above.
Homeless Veteran	Yes	Select Yes if the individual served in the active military, was discharged or released from service under conditions other than dishonorable, and lacks a fixed, regular, and adequate nighttime residence. Select No if the individual does not meet the conditions described above.
Transitional Service Member	No	Select Yes if the individual is a transitional service member. Select No if the individual does not meet the conditions described above.
Veteran Participation Date	NA	This field is system populated once a service has an actual begin date and is at the core staff assisted level as identified on Mange Services page.
Served by MSFW	No	Select Yes if the individual is receiving services through the Migrant and Seasonal Farm Worker program. Select No if the individual does not meet the conditions described above.

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FIELD	REQUIRED	DESCRIPTION
Served by Older Worker	No	Select Yes if the individual is receiving services through the Title 5 Older Worker program. Select No if the individual does not meet the conditions described above.
Served by DOC/CDP	No	Select Yes if the individual is receiving services through the DOC/CDP project. Select No if the individual does not meet the conditions described above.

TAA Program Information

The TAA Program data elements are used for case management as well as federal reporting purposes. There are several required fields (marked with an asterisk *) that are needed for federal tracking or for use in performance calculations.

The Field Definitions are:

FIELD	REQUIRED	DESCRIPTION
Is this a Wisconsin Petition Number?	Yes	Select Yes if the petition number is a Wisconsin petition number. Select No if the petition number is an out-of-state petition number.
Petition Number	Yes	Display-only field showing the applicable petition number for this episode. Use the "Select Petition Number" button next to this field to bring up a Petition Number Lookup window in which the user can select the correct petition number to populate this field.
Petition Certification Date	NA	Display-only field showing the date the selected petition was certified.

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FIELD	REQUIRED	DESCRIPTION
Benefits Under Certification Issued Within Last 10 Years	Yes	Select Yes if the individual received a benefit or service as part of a previous certification within the last 10 years. Select No if the individual does not meet the conditions described above.
Age at TAA Registration	NA	Display-only field showing the age of the individual at the time of TAA Registration.
Qualifying Employer (Name)	Yes	Text field in which the user enters the name of the qualifying employer.
Job Title/ Description	Yes	Text field in which the user enters the job title/description the individual held with the qualifying employer.
Pay	Yes	Text field in which the user enters the rate of pay for the job held with the qualifying employer.
Rate	Yes	Dropdown field in which the user specifies the method or rate of payment the individual had with the qualifying employer: • Per Hour • Per Day • Per Week • Per Month • Per Year
Other	No	Dropdown field in which the user can indicate whether the qualifying employer provided any additional type of payment or remuneration: • Plus Tips • Commission • Piecework • Room/Board

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FIELD	REQUIRED	DESCRIPTION
Eligibility Status	Yes	Dropdown field in which the user specifies the eligibility status for TAA: • Incumbent worker • Laid off worker • Laid off worker – TAA/TRA Eligible • Laid off worker – TAA Eligible • Laid off worker – Not Eligible • Incumbent worker – TAA Eligible • Incumbent worker – Not Eligible
Basic TRA Available	No	Checkbox that, when selected, indicates whether basic TRA (Trade Readjustment Allowance) is available to the TAA participant.
Start Date	Yes	Text entry field in which the user enters the start date of the individual's employment with the qualifying dislocation employer.
TAA Application Date	Yes	Text entry field in which the user enters the TAA application date. This is a required field depending on the selection in the Eligibility Status field.
Date of Determination	Yes	Text entry field in which the user enters the date the determination of TAA eligibility was issued. This is required field depending on the selection in the Eligibility Status field. The date of determination cannot be earlier than the TAA application date.
Qualifying Dislocation Date	Yes	Text entry field in which the user enters the dislocation date with the qualifying employer.
Most Recent Qualifying Separation Date	Yes	Text entry field in which the user enters the most recent separation date with the qualifying employer. This is required field depending on the selection in the Eligibility Status field.

FIELD	REQUIRED	DESCRIPTION
Reason for Leaving	Yes	Dropdown field in which the user selects the reason the individual left employment with the qualifying employer: • Business Closed • Fired • Fulfilled Obligation • Illness • Job Advancement • Laid-off • Maternity Leave • Military Draft/Enlistment • Military Release • Quit • Retired • Relocated • Returned to School • Seasonal Work • Still Employed • Strike • Other N.E.C.
Temporary Assistance to Needy Families (TANF)	Yes	Select Yes if this is an individual who is listed on the welfare grant and has received cash assistance or other support services from the TANF agency at any time during participation the program. Select No if the individual does not meet the conditions described above.
SSI/SSDI	Yes	Dropdown field in which the user selects whether the individual is receiving Supplemental Security Income (SSI) and/or Social Security Disability Insurance(SSDI): • No • SSI Only • SSDI Only • SSI and SSDI

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FIELD	REQUIRED	DESCRIPTION
General Assistance	Yes	Select Yes if the individual is receiving General Assistance (General Relief). Select No if the individual does not meet the conditions described above.
Food Share	Yes	Select Yes if the individual is receiving, or has been determined eligible within the 6-month prior to program participation, Food Share (previously known as Food Stamps). Select No if the individual does not meet the conditions described above.
Refugee Cash Assistance	Yes	Select Yes if the individual is receiving Refugee Cash Assistance. Select No if the individual does not meet the conditions described above.
Pell Grant Recipient	Yes	Select Yes if the individual is a Pell Grant recipient. Select No if the individual does not meet the conditions described above.
Estimated Pre-Participation Earnings	NA	This field should be used once a Registration Date has been entered and all other fields on the page have been completed. Then click on the button labeled "Refresh Prior Quarter Dates." The wages entered can be estimated. The data entered can be used locally to predict performance and program outcomes. However, UI Wage records will be the data source used by DWD when computing actual performance results.

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FIELD	REQUIRED	DESCRIPTION
Selective Service Indicator	Yes	Dropdown field in which the user selects the individual's Selective Service registration status. • Yes • No • Not Required • Exempted Veteran • Waived • Less than 18 Years Old
Selective Service Number	No	Text entry field in which the user enters the Selective Service number for the individual. Users can link to the Selective Service system website to obtain the selective service number for the individual. Note that the SSN, name and DOB are necessary to obtain the selective service number.
U.S. Citizenship	Yes	Select Yes if the individual is a U.S. Citizen. Select No if the individual does not meet the conditions described above.
Legally Authorized to Work	Yes	Dynamically appears only when U.S. Citizenship response is "No." Select Yes if the individual is legally authorized to work. Select No if the individual does not meet the conditions described above.
Work Authorization Expiration Date	Yes	Dynamically appears only when U.S. Citizenship response is "No." This field is required if Legally Authorized to Work response is "Yes." Enter the expiration date from the individual's Permanent Resident Card (Green Card). If the card does not have an expiration date, enter 12/31/9999.

ASSET CASE MANAGEMENT FUNCTION

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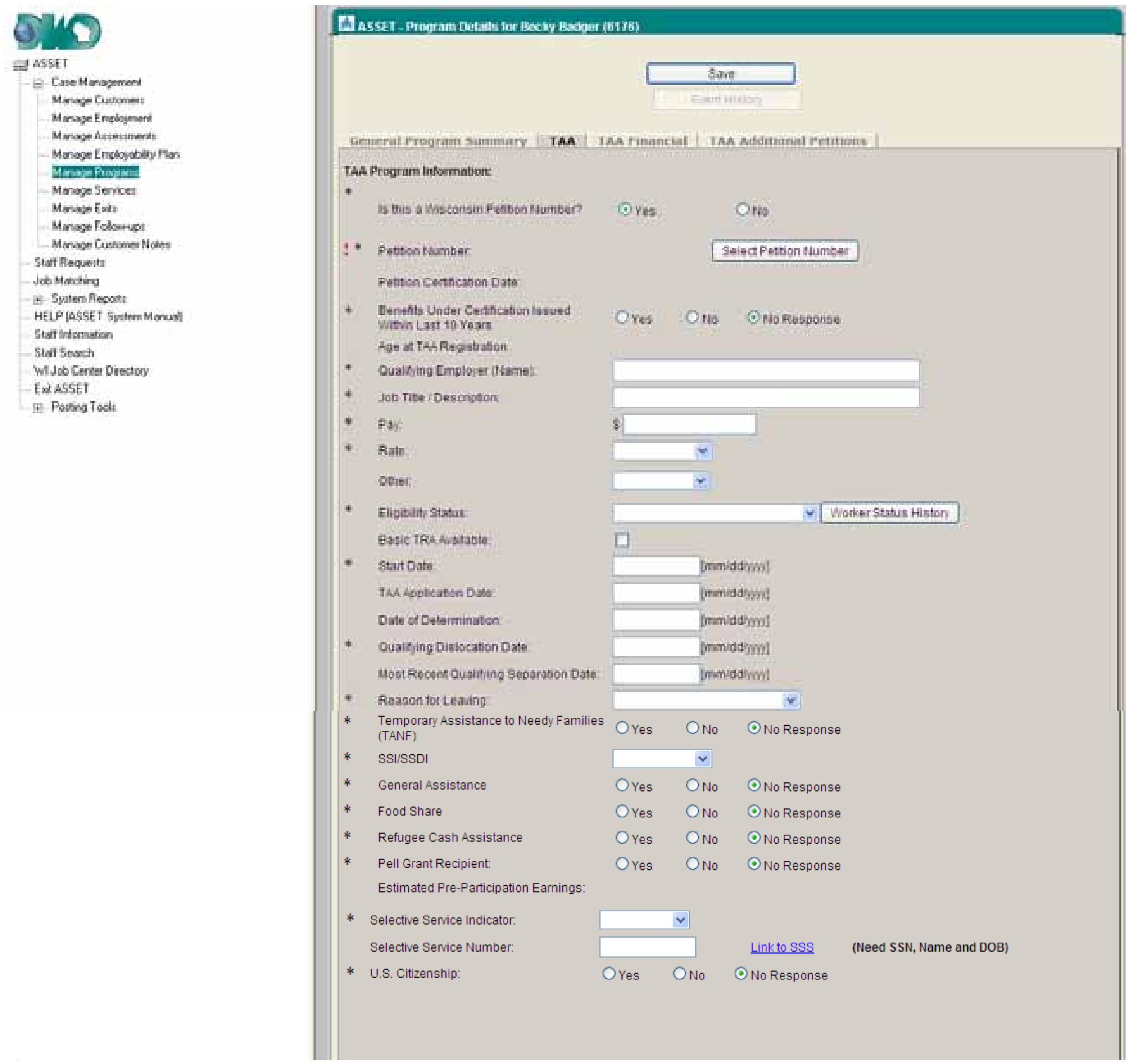
Following is an example of the TAA Program Details screen:



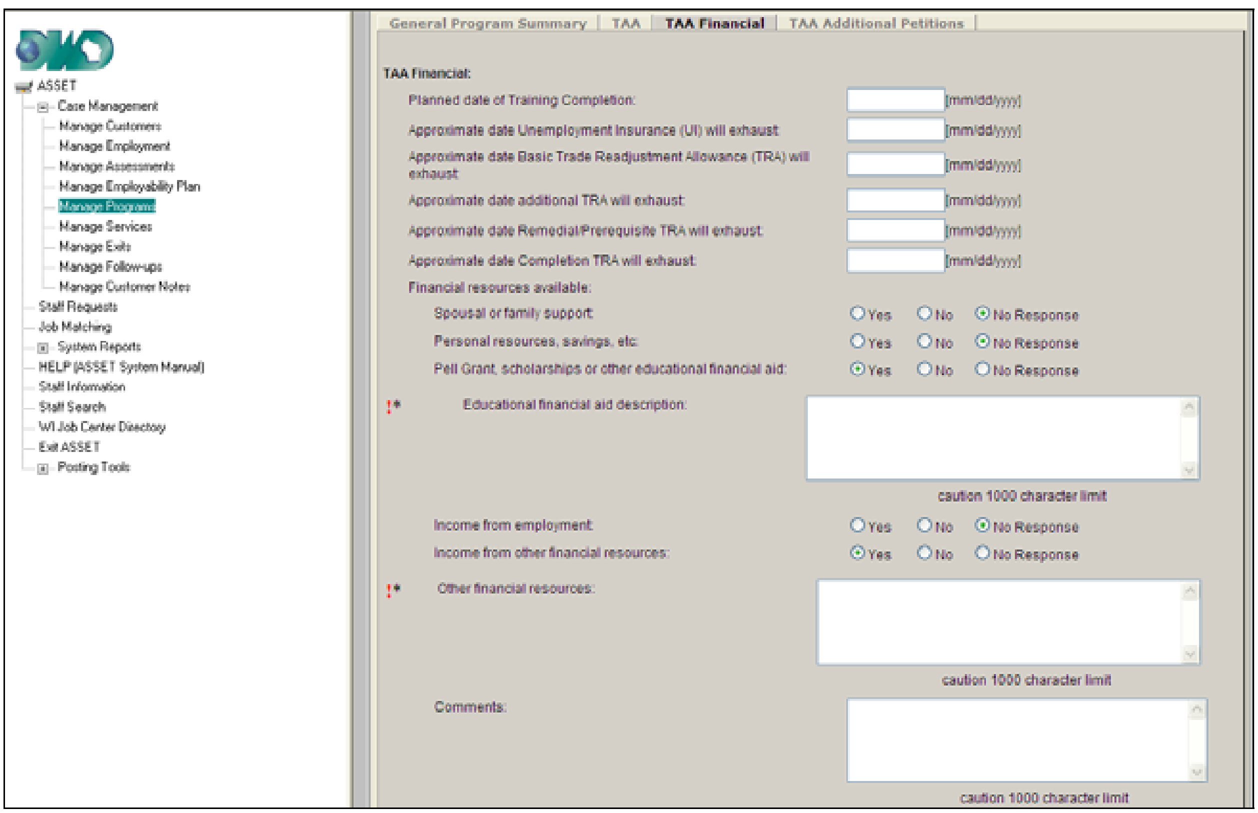
TAA Financial Plan

The TAA Financial Plan section captures the financial data regarding how a TAA recipient will support him/herself while in training. The information entered on the screen dynamically creates the TAA Financial Plan in System Reports. This screen should be updated as changes in the individual's circumstances occur. An Event History of changes is maintained. The TAA Financial Support Statement may be printed from System Reports. The printed form is then signed by both the case manager and the customer.

If Pell Grant, scholarships or other educational financial aid is marked Yes, a text box displays in which the user must enter a required description of the type, amount, duration and any other pertinent information about the aid.

If Income from other financial resources is marked Yes, a text box displays in which the user must enter required description of the type, amount, duration and any other pertinent information about that income resource.

The Comments text box should be used to record any other comments about the person's financial situation as it relates to participation in training.



ASSET CASE MANAGEMENT FUNCTION

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The Field Definitions are:

FIELD	REQUIRED	DESCRIPTION
Planned date of Training Completion	No	Text entry field in which the user enters the planned date of training completion.
Approximate date Unemployment Insurance (UI) will exhaust	No	Text entry field in which the user enters the approximate date the individual's Unemployment Insurance (UI) benefits will exhaust.
Approximate date Basic Trade Readjustment Allowance (TRA) will exhaust	No	Text entry field in which the user enters the approximate date the individual's basic Trade Readjustment Allowance (TRA) will exhaust.
Approximate date additional TRA will exhaust	No	Text entry field in which the user enters the approximate date the individual's additional TRA will exhaust.
Approximate date Remedial/Prerequisite TRA will exhaust	No	Text entry field in which the user enters the approximate date the individual's remedial/prerequisite TRA will exhaust.
Approximate date Completion TRA will exhaust	No	Text entry field in which the user enters the approximate date the individual's completion TRA will exhaust.

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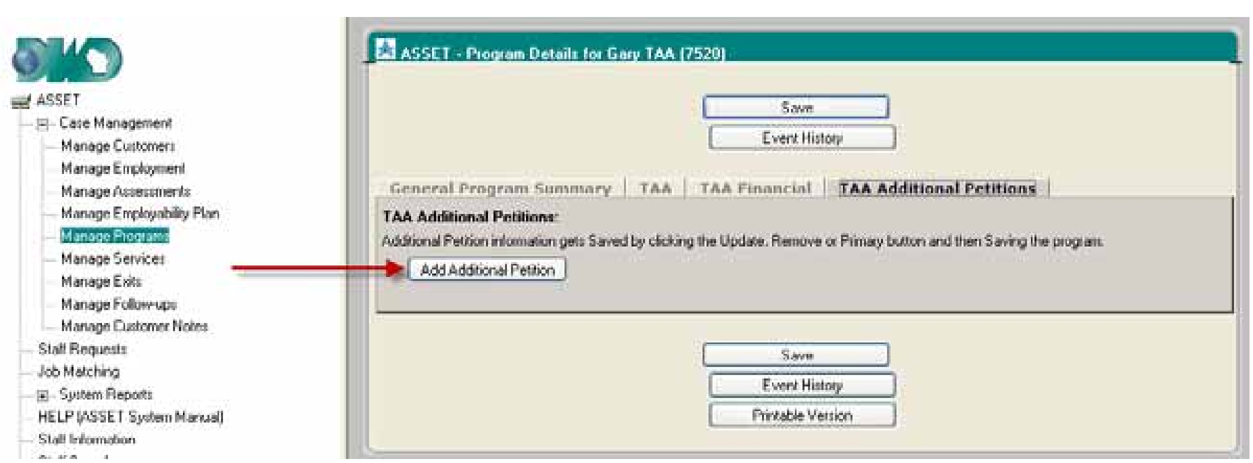
FIELD	REQUIRED	DESCRIPTION
Financial resources available	No	Radio buttons (Yes, No, No Response) the user selects to indicate whether the individual has the following financial resources available to him/her: • Spousal or family support • Personal resources, savings, etc. • Pell Grant, scholarships or other educational financial aid • Income from employment • Income from other financial resources Note: If Pell Grant, scholarships or other educational financial aid or Income from other financial resources is marked Yes, a text box displays in which the user must enter a required description of the type, amount, duration and any other pertinent information about the aid.
Comments	No	Free-form text field in which the user records any other comments about the person's financial situation as it relates to participation in training

TAA Additional Petitions

The TAA Additional Petitions tab provides the ability to track multiple petition applications and services linked to a particular petition in a single episode.



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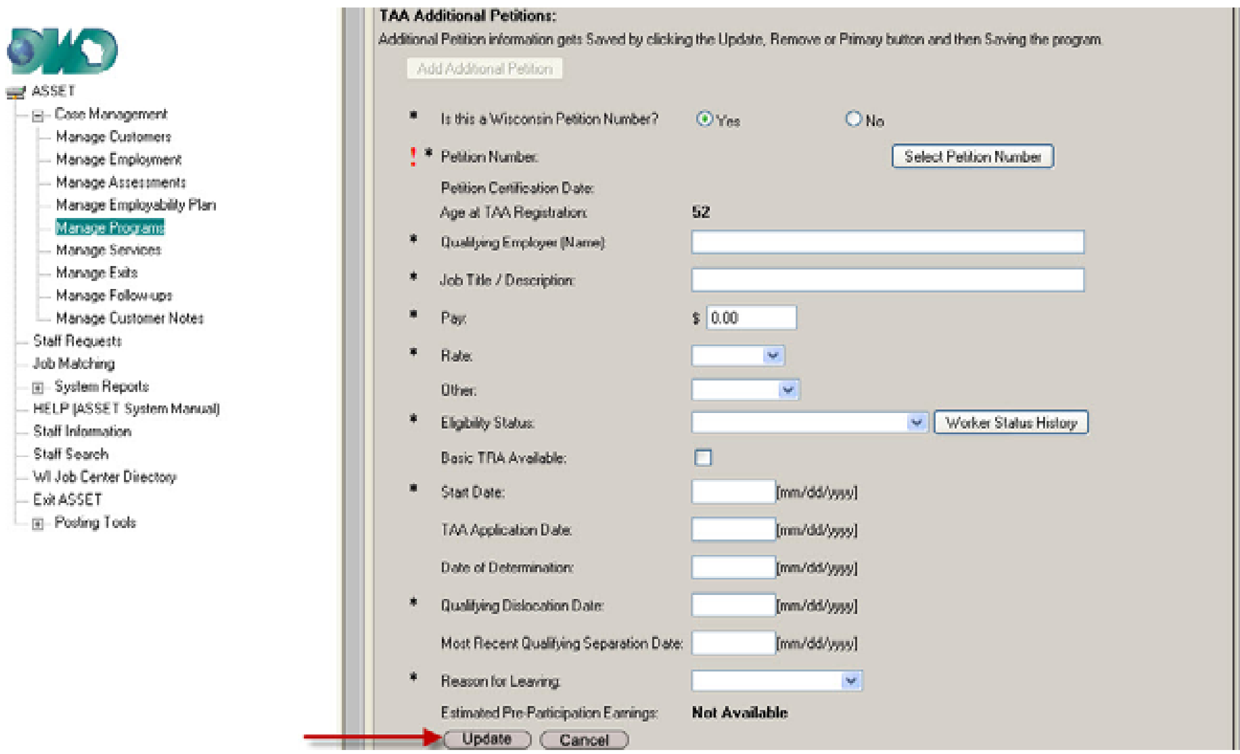
Click on the Add Additional Petition button to launch the screen for data entry. Once the information for the additional petition is entered, the Update button at the bottom of the screen must be clicked to allow the information to be saved.



The Field Definitions are:

FIELD	REQUIRED	DESCRIPTION
Is this a Wisconsin Petition Number?	Yes	Select Yes if the petition number is a Wisconsin petition number. Select No if the petition number is an out-of-state petition number.
Petition Number	Yes	Display-only field showing the applicable petition number for this episode. Use the "Select Petition Number" button next to this field to bring up a Petition Number Lookup window in which the user can select the correct petition number to populate this field.

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FIELD	REQUIRED	DESCRIPTION
Petition Certification Date	NA	Display-only field showing the date the selected petition was certified.
Benefits Under Certification Issued Within Last 10 Years	Yes	Select Yes if the individual received a benefit or service as part of a previous certification within the last 10 years. Select No if the individual does not meet the conditions described above.
Age at TAA Registration	NA	Display-only field showing the age of the registrant at the time of TAA Registration.
Qualifying Employer (Name)	Yes	System populated based on the Petition Number selected. This Text field can be updated.
Job Title/Description	Yes	Text field in which the user enters the job title/description the registrant held with the qualifying employer.
Pay	Yes	Text field in which the user enters the rate of pay for the job held with the qualifying employer.
Rate	Yes	Dropdown field in which the user specifies the method or rate of payment the participant had with the qualifying employer: • Hour • Day • Week • Month • Year

FIELD	REQUIRED	DESCRIPTION
Other	No	Dropdown field in which the user can indicate whether the qualifying employer provided any additional type of payment or remuneration: • Plus Tips • Commission • Piecework • Room/Board
Eligibility Status	Yes	Dropdown field in which the user specifies the eligibility status for TAA: • Incumbent worker • Laid off worker • Laid off worker – TAA/TRA Eligible • Laid off worker – TAA Eligible • Laid off worker – Not Eligible • Incumbent worker – TAA Eligible • Incumbent worker – Not Eligible
Basic TRA Available	No	Checkbox that, when selected, indicates whether basic TRA (Trade Readjustment Allowance) is available to the TAA participant.
Start Date	Yes	Text entry field in which the user enters the start date of the individual's employment with the qualifying dislocation employer.
TAA Application Date	No	Text entry field in which the user enters the TAA application date. This is a required field depending on the selection in the Eligibility Status field.
Date of Determination	No	Text entry field in which the user enters the date the determination of TAA eligibility was issued. This is required field depending on the selection in the Eligibility Status field. The date of determination cannot be earlier than the TAA application date.

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FIELD	REQUIRED	DESCRIPTION
Qualifying Dislocation Date	Yes	Text entry field in which the user enters the dislocation date with the qualifying employer.
Most Recent Qualifying Separation Date	Yes	Text entry field in which the user enters the most recent separation date with the qualifying employer. This is required field depending on the selection in the Eligibility Status field.
Reason for Leaving	Yes	Dropdown field in which the user selects the reason the individual left employment with the qualifying employer: • Business Closed • Fired • Fulfilled Obligation • Illness • Job Advancement • Laid-off • Maternity Leave • Military Draft/Enlistment • Military Release • Quit • Retired • Relocated • Returned to School • Seasonal Work • Still Employed • Strike • Other N.E.C.
Estimated Pre-Participation Earnings	NA	This field should be used once you have entered a Registration Date and completed all the other fields on the page. Then click on the button labeled "Refresh Prior Quarter Dates." The wages entered can be estimated. The data entered can be used locally to predict performance and program outcomes. However, UI Wage records will be the data source used by DWD when computing actual performance results.

Users’ Guide

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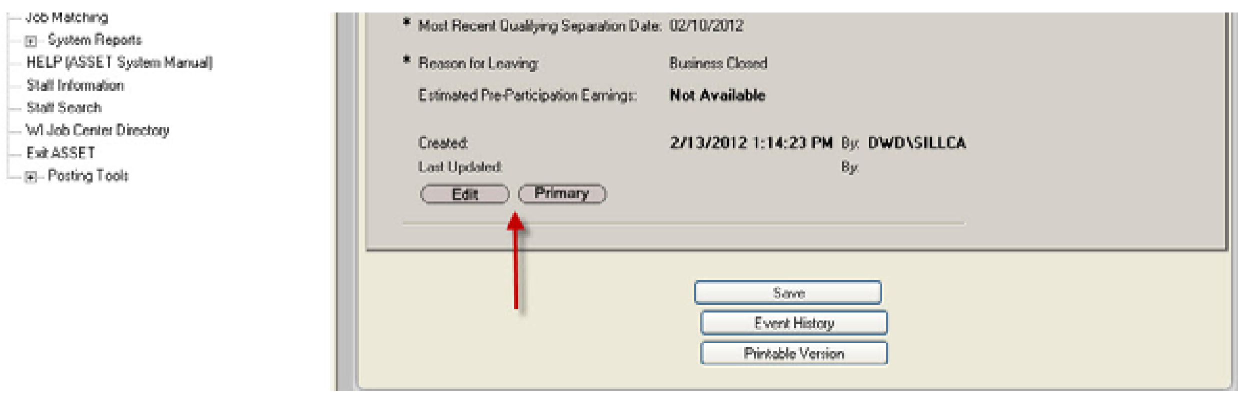
Once the Additional Petition information has been saved, an Edit button and a Primary button will appear at the bottom of the TAA Additional Petitions tab. By clicking on the Edit button the Additional Petition information can be edited. To switch the Additional Petition number to the primary petition number, click on the Primary button and save (all services under the current primary petition must be closed before clicking on the Primary button.)



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