July 14, 2020

## **ASSET Changes Implemented**

The following changes to ASSET will be implemented on July 16, 2020.

## **Document Upload Functionality Added**

Primary goals to make document management more efficient, reduce duplications of documents and efforts, and keep functionality simple.

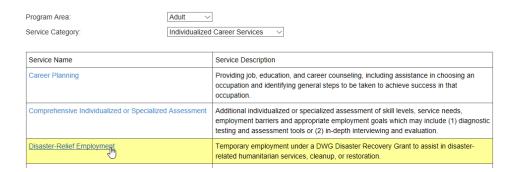
- Staff can upload/manage documents for customers in ASSET (Search for and select a customer, then click Documents in the left menu)
- Customers can upload documents using JCW, either by clicking the 'My Documents' button from the Jobseeker page or using My Accounts in the header.
- Notifications will appear in the ASSET header for documents uploaded by any customers on your caseload.

Watch this training video to learn more about the changes.

## Disaster Relief services for COVID-19

Our new Dislocated Worker Grant (DWG) allows us to serve DWs and some individuals who are not dislocated workers. To track these individuals, we made the following changes to ASSET:

- 1. Renamed "Disaster Recovery Employment" service to "Disaster-Relief Employment".
- 2. Added the Disaster-Relief Employment service to the Adult program under the Individualized Career Services category.



3. Allowed "DWG Funded Grant" as a funding source for the following WIOA Adult services: Eligibility Determination, and all services in the "Support Services" menu.