

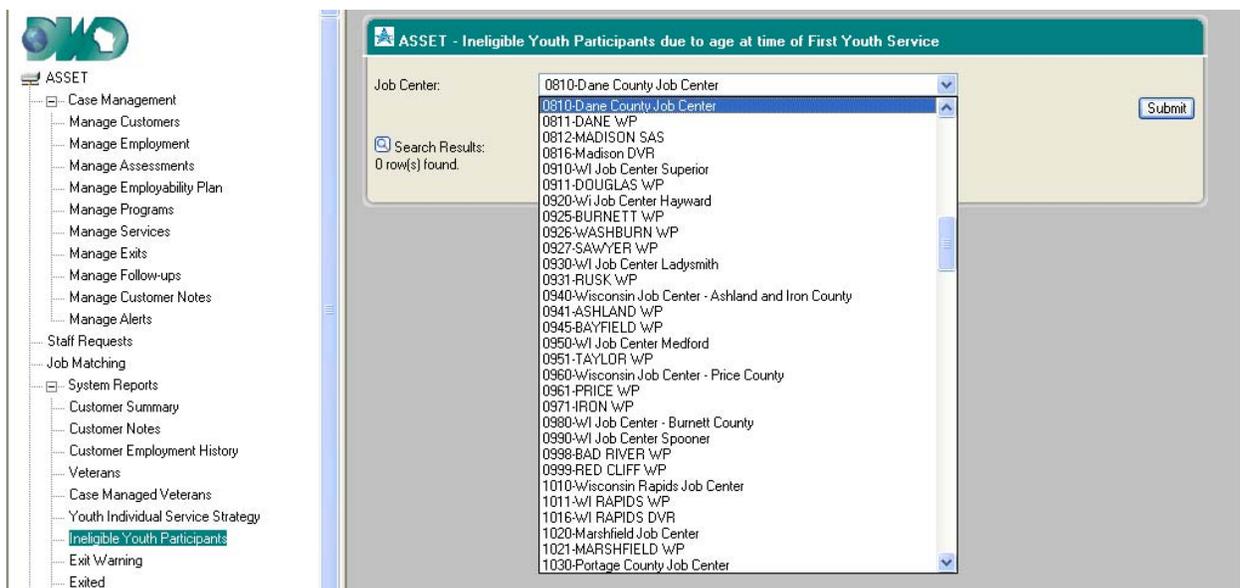
# ASSET Users' Guide

## ASSET SYSTEM REPORTS

### 5-7 INELIGIBLE YOUTH PARTICIPANTS

The **Ineligible Youth Participants Report** can be used by staff to identify individual's who may not be eligible for youth services. The report listing identifies youth whose age at "First Youth Service" is greater than 21. The individual is no longer eligible to participate or receive services under the WIA Title 1 Youth Program.

To access the report, open System Reports by clicking on the plus sign (+) on the ASSET Menu Tree. Next, click on "Ineligible Youth Participants" from the ASSET menu. The screen returned will look like this:



The default for this report is set to the staff designated office/Job Center. To access the report, select the appropriate Job Center from the Job Center drop-down field.

Next, click on the Submit button. If there are youth who no longer meet the age requirement a report will then be generated for the Job Center selected.

The Search Results returned on this report include the following areas: PIN, Name, Date of First Youth Service, Age at 1<sup>st</sup> Youth Service, and Case Manager.

When staff clicks on the PIN (hyperlink) the system will navigate to the Title I Program Registration screen. The screen returned looks like the one on the next page.



# Users' Guide

## ASSET SYSTEM REPORTS

### 5-7 INELIGIBLE YOUTH PARTICIPANTS

Please be aware

• Title 1 Youth: Age at First Youth Service is greater than 21. This individual is not eligible for the Title 1 Youth Program.

General Program Summary	Title 1	Title 1 Youth
<b>General Program Summary:</b>		
Program Name:	WIA Title 1	
* Registration Date:	12/28/2006 [mm/dd/yyyy]	Set As Today
Participation Date:	01/02/2007	
Exit Date:		
* Education Status:	Attending Post High School	
* Highest School Grade Completed:	Attained High School Diploma	
* Employment Status:	Employed	
* Unemployment Compensation Programs [U.I.]:	Neither claimant nor exhaustee	
Pre-Participation Earnings:	Refresh Prior Quarter Dates	
1st Qtr prior:	\$ 4,644.00	Jul 01, 2006 - Sep 30, 2006
2nd Qtr prior:	\$ 4,644.00	Apr 01, 2006 - Jun 30, 2006
3rd Qtr prior:	\$ 4,644.00	Jan 01, 2006 - Mar 31, 2006
<b>General Program Summary:</b>		
Created:	12/28/2006 3:31:37 PM	By: WIEXT\DENAC
Last Updated:	12/29/2006 12:49:51 PM	By: WIEXT\DENAC

▶ Notice the message displayed on the screen. It reads: Please be aware - Title 1 Youth: Age at First Youth Service is greater than 21. This individual is not eligible for the Title 1 Youth Program.

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