

Create a Title 1A Application

This lab will create a Title 1A application for the customer that you created in the previous lab. Search for the customer you created in lab 1 and follow the guided process to create a Title 1A application for this customer.

- 1) Search for existing customer _____(Name from lab1)
- 2) Review database information for the applicant and use the guided process to enter the following information:

Application Definition

Add program **WIA**

Center (select one from list)

Contact date **10-31-2002**

Create WIA Application

1A Core Adult

Veteran's information

Enter **NO** for Veteran's designation

Concurrent programs

Leave all options set to **NO**

Education status

(High school Senior – Diploma)

Enter **NO** for all other selections

Employment characteristics

Labor Force (Unemployed)

UI Status (Not eligible/Not Determined)

Enter **NO** for Under Employed

Characteristics and Barriers

Enter **NO** for all

Public Assistance

Set all options to **NO**

TANF months 0

Family Characteristics

Family Type: Not a family member

Family Size: 1

Dependant less than 18: 0

Income calculation

Enter a value of 150.00 for each of the six "month" cells in the "Wages" row

Calculate Totals

- 3) Log Off

