

LAB 3 - Chapter 4 (Determine Eligibility)**Determine Eligibility for Title 1A customer**

This lab will determine eligibility and certify a customer. This is the customer that we entered eligibility information on in the previous chapter.

- 1) Search for existing customer _____ (name from lab 1)
- 2) Review / complete the customer background information if necessary and use the Eligibility Determination selection from the bottom of the Application Menu.

Application date and eligibility determination date

Dates: (11/05/2002) for application date
(11/09/2002) for eligibility determination date

Determine Eligibility for each application

Click on Documentation Box to fill out all pull-down selections
(1A Adult Core Registered)
Authorized to Work (Birth Certificate)
Compliant w/Selective Service (Not Applicable)
Age 18+ (Birth Certificate)

Click on Documentation Box to fill out all pull-down selections
(1A Adult Low Income)
Authorized to Work (Birth Certificate)
Compliant w/Selective Service (Not Applicable)
Age 18+ (Birth Certificate)

Select appropriate Family size (), County (driver's license) and income (pay stub) documentation

Click on both Certify boxes and Certify with a certification date of 11/09/02

Click Next

- 3) Log Off

