

Register Customer for Services

This lab will migrate a customer from **core services** to **intensive services** and then to **training services**. The customer is the one created earlier for the title **1A-Adult**. This customer was processed through the eligibility and certification process for Core in an earlier chapter.

- 1) Search for existing customer _____ (Name from Lab1)
- 2) Adding customer services

List Enrolled Services - (Register for Core Services)

Add Title Select Title (**1A**)

Select Service Level – Start Date (Adding core services)

Service Level (**Registration Required Core Services**)

Start Date (**1/25/2003**)

Select Activity (**Job Search Skills Training**)

Select a Provider (Search and show all)

Status (**Open**)

Weekly Hours (**8**)

Return to Application Menu from the left rail – (**Register for Intensive Services**)

WIA Additional Criteria

Unable to obtain/retain...with core services (**Yes**)

In need of Intensive services (**Yes**)

Return to Application Menu – Eligibility Determination (Intensive Services)

Determine Eligibility

_____ Click on Documentation Box to fill out all pull-down selections

_____ Pre filled Authorized to Work (Birth Certificate)

_____ Pre filled Compliant w/Selective Service

_____ Pre filled Age 18+ (Birth Certificate)

_____ Fill in remaining information from drop down boxes

Certification

_____ Check Box to certify as of (1/25/03)



Register Customer for ServicesServices

Add enrolled services
Add Title Select Title **(1A)**
Service Level **(Intensive Services)**
Select Service Level – Start Date (Adding core services)
Start Date **(1/27/2003)**

Select Activity **(Self Directed Job Search)**

Add Required Activity Information

Search Providers (Select a Provider from pull-down list)
Pick from List Providers
Status **(Open)**
12 hours per week

Return to Application Menu – (Register for Training Services)

WIA Additional Criteria
Answer yes to all training service questions

Return to Application Menu

Eligibility Determination
Eligibility Determination process
Application date **filled in**
Eligibility determination date **(1/29/2003)**
Click on Documentation Box and select appropriate pull-down selections
Check Box to certify
Certification **(1/29/03)**
Select Yes from pull-down menu
(Math and Reading tests are required)

Return to Application Menu to enter test information

Test dates **(1/25/03)**
Choose appropriate Tests
GLE on both math and reading will be 10



Register Customer for Services

Return to Application Menu

Eligibility Determination

Eligibility determination date (**1/29/2003**)

Documentation will be filled in from earlier eligibility determination

Certify Adult Training (**1/29/03**)

Return to Application Menu

ITA Characteristics

ITA Amount (\$4000.00)

Search for SOC (Computer Programmer) (151021)

Next

Return to Application Menu

List Enrolled Services

Add Enrolled Service (**1A**)

Service Level **Training Services**

State Date (**2/1/03**)

Occupational Classroom Training

ITA Funded Training **Yes**

Choose a training provider (30011-00 Lake Land College)

Certified Program **Computer Information System**

CIP (**111099**)

Weekly hours (**15**)

Save

- 3) Register the Youth Customer for services as well, if you have extra time.
- 4) Log off

