



Eric R. @WORK

Required Career Services for the WIOA Title I-B Adult, Dislocated Worker and Youth Programs

Registration In AJC

A registration in AJC occurs when an Adult or Dislocated Worker (DW) creates an account that includes complete data demographics and work history.

- Under WIOA, there is no partial registration or “basic” registrations.
- Documentation of eligibility requirements or verification of income is not required for registration

Registration Requirements

Registration in AJC must occur when an Adult, DW, or Youth has taken action that demonstrates an intent to use program services and who meets specific reporting criteria for the program, including Adults, DWs, and Youth who:

1. Provide identifying info;
2. Use the self-service system;
 - a. The self-service system includes Adults, DWs and Youth who independently access any workforce development system program's information either in a physical location, such as at a ARIZONA@WORK Job Center Resource Room or partner agency or remotely via use of electronic technologies.
 - b. Virtual services that provide a level of service beyond independent job search or information seeking on the part of an Adult, DW would qualify as not self service.
3. Receive informational-only services.



Informational-Only Services

Informational Services includes providing readily available information that does not require an assessment by a staff member of skills, education, and career objective.

Examples:

- 1.Labor Market Information;
- 2.The Unemployment Rate;
- 3.Information on businesses that are hiring or reducing their workforce;
- 4.Information on high growth industries; and
- 5.Referrals other than referrals to employment.

See AJC Service Dictionary for Informational-Only Services Provided by the WIOA Title I-B Adult, DW or Youth.



Enrollment Requirements

- Enrollment in the WIOA Title I-B Adult, DW, or Youth Program must occur when individual receives any services beyond simply providing information from a WIOA Title I-B staff member.
- This includes staff-assisted basic career services, individualized career services and training services for the WIOA Title I-B Adult and DW Programs.
- The program enrollment will depend on how questions are answered in the AJC system and the participant's eligibility. See the WIOA Title I-B Adult, DW and Youth Policies.

Enrollment Approval Requirements

- Staff must not delay registration or enrollment in the AJC system until individualized career services or training services are provided or deemed necessary.
- Enrollments are pending in the AJC system until they are approved by the designated Local Workforce Development Area (LWDA) staff.
- For individuals who receive a staff-assisted service, other than a informational-only service, the approval of the enrollment is also required.
- Pending enrollments must be approved promptly and accurately to ensure expediency of services.



Verification of Eligibility

- Approval of the Enrollment in the AJC system, is not the same as the approval for individualized career services and training services.
- LWDA staff must verify program eligibility, including income prior to providing individualized career services and training services.
- Verification of eligibility or income is not required for Basic Career Services.

Training Services Eligibility

- Eligibility for Training Services for the WIOA Title I-B Adult and DW Programs is a separate approval process from the approval of the enrollment.
- Eligibility requirements for Training Services are included in the WIOA Title I-B Training Services Policy, Section 502.
- The supervisor does not have to take action in AJC to approve training services. This approval occurs outside of AJC, is based on local procedures.

Data Entry Requirements

- All services provided to WIOA Title I-B Adult, DW and Youth participants must be added to the S & T plan in AJC promptly and accurately.
- This includes the eligibility determination and follow-up services.
- All transactions relating to the WIOA Title I-B Adult, DW and Youth Programs must be entered and updated in the AJC System promptly and accurately.

Exit Requirements

- Individual Service Strategies (ISS), Individual Employment Plan (IEP), and Career Planning must not have an end date later than the other planned services.
- When all planned services have ended, the IEP, ISS and career planning must end on the same date as the last planned service.
- When the IEP, ISS, or career planning extends beyond the planned services, and the case closes based on the end date of the IEP, ISS, or career planning, this creates an unsubstantiated exit date.

WIOA Title I-B Youth Program Required Services

The following services must be added to the S & T Plan in AJC:

- Eligibility Determination;
- Objective Assessment;
- Development of Individual Service Strategy;
- One of the 14 program elements;
- Career planning; and
- Follow-up services.

Career Planning must be added after the program element is added to the S & T plan



WIOA Title I-B Adult and DW Programs Required Career Services

The following services must be added to the S & T Plan in AJC as follows:

- **Eligibility Determination**, if the participant received individualized career or training services;
- At a minimum, an **interview, Initial Assessment, Comprehensive Assessment, or other service**, as determined by the LWDB, that is used to gather information to make an eligibility determination, if the individual received training services;
- **Career planning**, if the participant received individualized career services or training services; and
- **Follow-up services**, if the participant exited the WIOA Title I-B Adult or DW Program, and entered into unsubsidized employment.



Eligible Training Provider Annual Performance Reports

- The Workforce Innovation and Opportunity Act requires training providers to submit an annual performance report for each training program listed on the Eligible Training Provider List. Performance data, includes the performance accountability measures for all training program participants (WIOA Title I-B funds participants and all other students who participate in the training program). The first ETP Annual Performance Reports are due October 2019.
- AJC now calculates each training program's performance. The ETP Performance Report is found in the AJC system under Reporting, WIOA Reports, Performance Reports. The ETP Performance Report is at the top of the list.
- For the ETP Performance Report to accurately calculate a training program's performance based on the employment outcomes/ credential attainment of WIOA Title I-B participants, all training services listed on the ETPL must be added to the S & T plan in AJC using the Add Training button. This links the participant to the training program in AJC, using the system generated Training Agent ID.



Adding Training to the S & T Plan in AJC, Step 1

1. From the **S & T plan**,
click on “Add Service”

 **Youth Service & Training**
Youth Service & Training for Andrew Mathews

 [Add Service](#) [Call-in](#) [Enrollment Details](#)

Service Type	Provider	Budget	Payments	Status	Start Date	Completed
Career Planning Services	AZ@W:MC - East Valley Career Center (Gilbert)	No Budgets	No Payments	In-Progress	03/12/2019	N/A
Development of Individual Service Strategies (ISS)	AZ@W:MC - East Valley Career Center (Gilbert)	No Budgets	No Payments	In-Progress	03/12/2019	N/A
Objective Assessment	AZ@W:MC - East Valley Career Center (Gilbert)	No Budgets	No Payments	Completed	03/12/2019	03/12/2019
Eligibility Determination	AZ@W:MC - East Valley Career Center (Gilbert)	No Budgets	No Payments	Completed	03/12/2019	03/12/2019

Click the Add Service button to add a new service or training.
Click the Call-in button to generate a call-in notice to the client.
Click the Service Type link above to view/edit details for existing services.

 [Add Service](#) [Call-in](#) [Enrollment Details](#)

Adding Training to the S & T Plan in AJC, Step 2

2. Click on Training Providers

Service Details WIOA Youth for Andrew Mathews

* indicates a required field

To indicate that this service was provided by your office, leave the Provider Name field blank. To search for provider's contact information, click one of the Providers buttons below **before** filling out the rest of the form.



* Service Type

O*NET-SOC

CIP

Does this service lead to a credential, employment, or measurable skills gain?

Yes

Adding Training to the S & T Plan in AJC, Step 3

3. Search for training provider, using any of the search criteria boxes. Check the WIOA Approved box. Select Search.

School & Training Provider Search

Enter your search criteria, then click the 'Search' button to view the results.

Training Type

School Name

School Type

Location

Zip Code (US) -

Program Name Contains

CIP Code (for Workforce Staff only)

Local Area

Services Provided

- WIOA Approved
- Approved Youth Providers
- Apprenticeship sponsors

Adding Training to the S & T Plan in AJC, Step 4

4. Select the training provider from the list.

The screenshot shows the ARIZONA@WORK website interface. At the top, there is a banner with the ARIZONA@WORK logo, the State of Arizona logo, and the AZ.GOV logo. Below the banner, there are navigation links: My Home Page, Log Out, and Contact. On the left side, there are statistics: 61527 Jobs and 25180 Resumes. The main content area displays search results for training providers. The search results are shown in a table with columns for Name, City, County, and Type. Below the table is a 'New Search' button. At the bottom of the page, there is a 'Select Language' dropdown menu and a 'Powered by Google Translate' notice.

Name	City	County	Type
Arizona Medical Training Institute (formerly RSAA)	Mesa	Maricopa	Private For Profit
Cochise College	Sierra Vista	Cochise	Higher Ed: Associate's Degree
Coconino Community College	Flagstaff	Coconino	Higher Ed: Associate's Degree
Eastern Arizona College	Thatcher	Graham	Higher Ed: Associate's Degree
Gila Community College	Globe	Gila	Higher Ed: Associate's Degree
Pima Community College	Tucson	Pima	Higher Ed: Associate's Degree
South Mountain Community College - Phoenix	Phoenix	Phoenix, City of	Higher Ed: Associate's Degree



Adding Training to the S & T Plan in AJC, Step 5

5. Select Programs at the top of the screen.

Details

Related Links: [More Info](#) | [Programs](#) ←

Provider Name:	Eastern Arizona College
Address:	615 N. Stadium Ave. Thatcher, AZ 85552
County:	Graham
Phone Number:	(928) 428-8215
Fax Number:	
Basic Provider Type:	Higher Ed: Associate's Degree
Web Site Address:	www.eac.edu
Contact Person:	Michael Crockett
Title:	Dean of Instruction
WIOA Approved:	Yes
Services Provided:	Accredited Financial Aid
Last Updated:	Jan 22, 2019
Accredited by:	The Higher Learning Commission
Registered with:	
Licensed by:	
Does your institution have a tuition refund policy?	Yes
Federal Grants:	PELL, FSEOG
State Grants:	LEAP
Scholarships:	see website

[View Map - Get Directions](#)

[Return To Search](#)

Adding Training to the S & T Plan in AJC, Step 6

6. Select the training program the participant is interested in from the list.

Programs

Related Links: [Details](#) | [More Info](#)

Program Name	WIOA Approved	CIP Code
Administration of Justice - AAS	Yes	430103
Administration of Justice - AAS - BAS Track	Yes	430103
Administrative Information Services - AAS	Yes	520401
Advanced Manufacturing Technology - AAS	Yes	150613
Automotive Maintenance - Certificate	Yes	470604
Automotive Service Consultant - Certificate	Yes	470604
Automotive Service Technology - AAS	Yes	470604
Automotive Technician - Certificate	Yes	470604
Bookkeeping - Certificate	Yes	520302
Business - AAS	Yes	5201
Business Administration - ABus	Yes	520201
Business Office Assistant - Certificate	Yes	520401
CADD Technology - AAS	Yes	110803
CADD Technology - Level I	Yes	110803
CADD Technology - Level II	Yes	110803
Computer Information Specialist - AAS	Yes	110101



Adding Training to the S & T Plan in AJC, Step 7

7. Scroll to the bottom of the Program Description page

Details	
Related Links: Cost Items Demand Occupation Performance	
Program Name	Nursing Assistant - Certificate Similar Program in Area
Description	<p>This program prepares you for an entry-level position as a nursing assistant. Emphasis is on basic patient care skills, based on the knowledge of universal precautions, asepsis, basic human needs, body mechanics, treatments and procedures, patient admission, transfer, discharge, and eldercare. NOTE: Students are eligible to sit for the Arizona State Board of Nursing Certified Nursing Assistant (CNA) Examination upon completion of the NUR 100, Nursing Assistant course. The Board of Nursing may not consider applications for certification as a Certified Nursing Assistant if the applicant has any felony convictions and has not received an absolute discharge from the sentence(s) for all felony convictions. The absolute discharge must be received five or more years before the Board of Nursing processes the application. The Arizona State Board of Nursing requirements for certification also include proof of legal presence in the United States and disclosure of any felony conviction(s). Current Arizona Nursing Assistant Certification is an admission requirement to EAC's Nursing program. Courses in the program may require vaccinations or other medical tests. See course descriptions for additional information.</p> <p>Website link to the program: http://eac.edu/Academics/Programs_of_Study/Nursing/</p> <p>WIOA Contact: Michael Crockett 928-428-8215</p> <p>Additional Information: \$375 per term - Nursing lab fee, \$100 per term - Nursing testing/resource fee</p>
Program Website	
Hours	16
Entrance Requirements	None
School	Eastern Arizona College (Details)
Address	615 N. Stadium Ave. Thatcher, AZ 85552
Phone Number	(928) 428-8215
Fax Number	
WIOA Approved Program	Yes
Curriculum Competency Based	Yes
Total Credit/Curriculum Hours	16

Adding Training to the S & T Plan in AJC, Step 8

8. Select Add to Training Plan at the bottom of the screen.

Current Arizona Nursing Assistant Certification is an admission requirement to EAC's Nursing program. Courses in the program may require vaccinations or other medical tests. See course descriptions for additional information.

Website link to the program:
http://eac.edu/Academics/Programs_of_Study/Nursing/

WIOA Contact: Michael Crockett 928-428-8215

Additional Information: \$375 per term - Nursing lab fee, \$100 per term - Nursing testing/resource fee

Program Website	
Hours	16
Entrance Requirements	None
School	Eastern Arizona College (Details)
Address	615 N. Stadium Ave. Thatcher, AZ 85552
Phone Number	(928) 428-8215
Fax Number	
WIOA Approved Program	Yes
Curriculum Competency Based	Yes
Total Credit/Curriculum Hours	16
Total Number of Training Weeks	0
Training Location(s)	Thatcher
Type of Attainment	Certification or License;
Type of financial aid offered or have access to	Please contact EAC Financial Aid Dept
Refund Policy	https://www.eac.edu/Student_Services/Financial_Aid

[View Map](#) - [Get Directions](#) - [Add to Training Plan](#)

[Return To Search](#) [Return To Provider Details](#)



Resources

TEGL 21-16 Third Workforce Innovation and Opportunity Act (WIOA) Title Youth Formula Program Guidance https://wdr.doleta.gov/directives/corr_doc.cfm?docn=7159

TEGL 19-16 Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules https://wdr.doleta.gov/directives/corr_doc.cfm?docn=3851

DES WIOA Title I-B Policy and Procedure Manual <https://des.az.gov/services/employment/workforce-innovation-opportunity-act/policy-and-procedure-manual-workforce> See

Section 100 -WIOA Title I-B Adult and Dislocated Worker
Section 200 -Title I-B Youth Program
Section 500 - WIOA Title I-B Training Services



Presenter Information

Moriah Robles
Workforce Technical
Assistance Coordinator
moriahrobles@azdes.gov
602-771-1310

WIOA Title I-B Programs Policy Questions and Technical Assistance
Requests: WIOAQandA@azdes.gov

