

# **CALJOBS TRAINING (CREATING A WIOA APP)**

WIOA Youth Program  
Year 2023-2024



**SACRAMENTOWORKS**  
IN SCHOOL • IN WORK • IN LIFE

**Seta**

# **AGENDA**

1. Finding a Registered Individual
2. Creating a WIOA App
3. Assigning Case Manager



**YOUTH IS APPROVED,  
NOW WHAT?**

# CREATING A WIOA APPLICATION IN CALJOBS

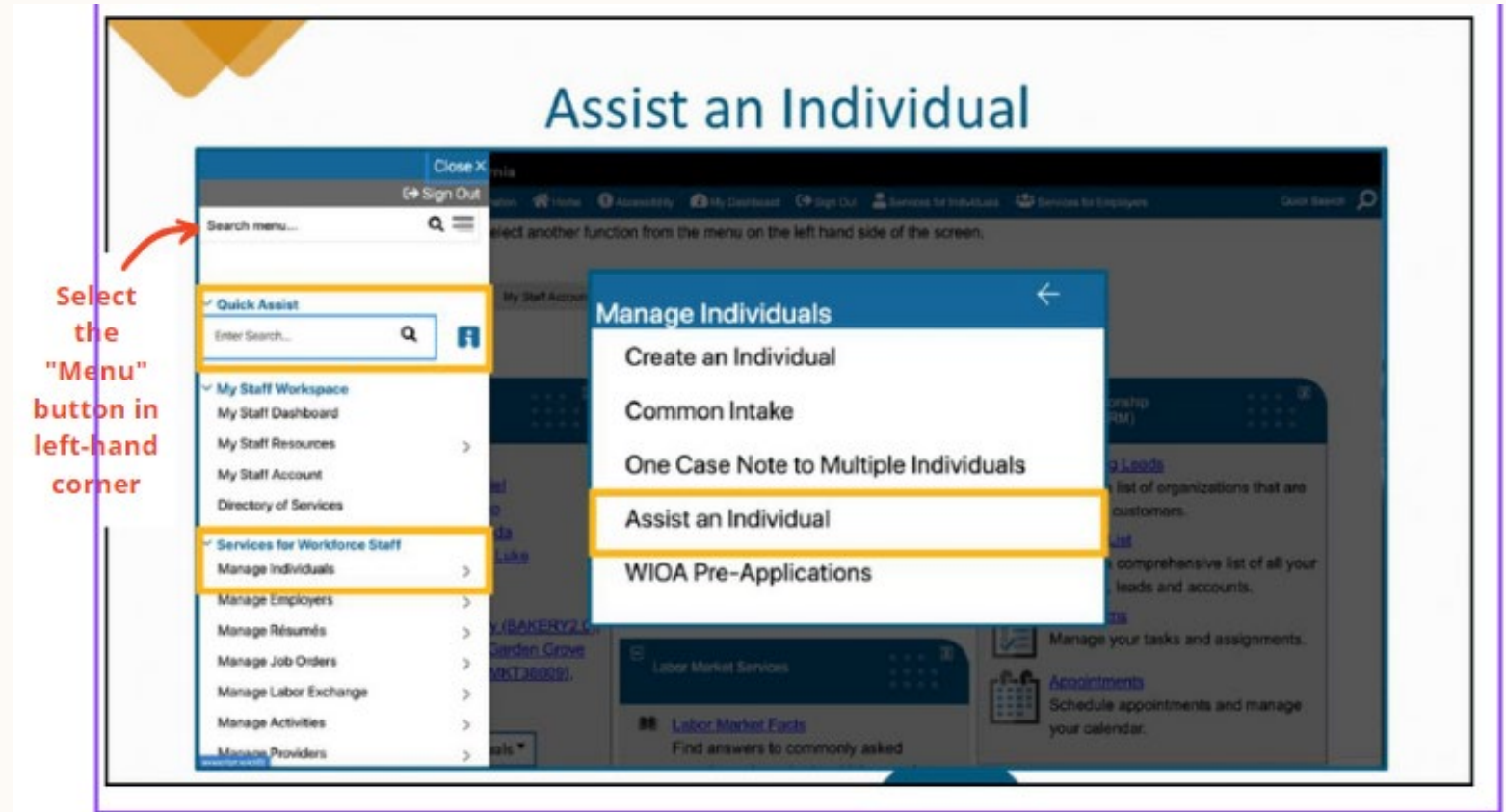
- ❑ Once the youth is registered into CalJOBS, and eligibility is approved, then they will need a WIOA application created to be enrolled into the OSY/ISY program.

**(This will create the tabs to submit Activity Codes and Case Notes throughout the program year)**



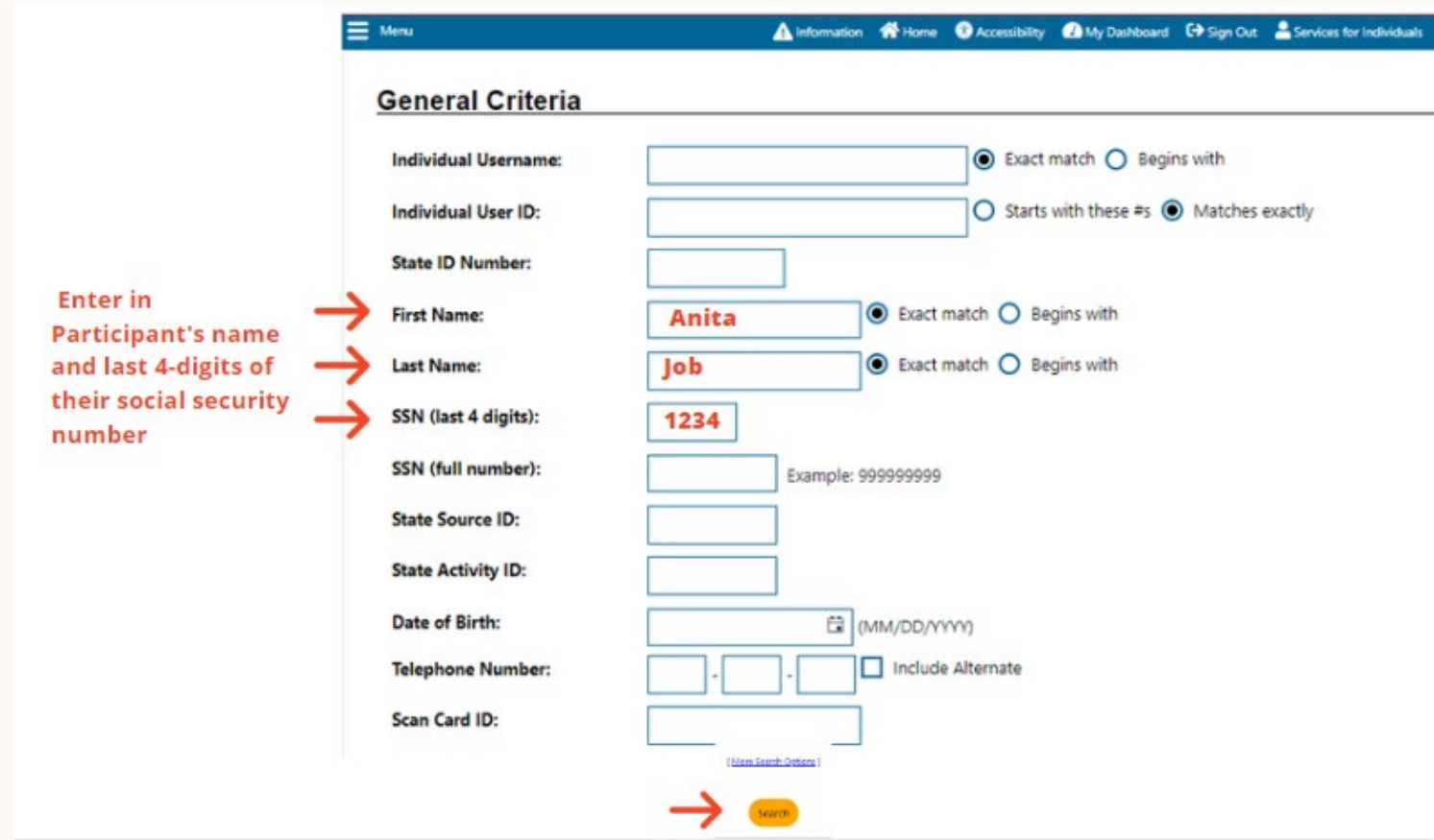
# **HOW TO FIND A REGISTERED INDIVIDUAL**

(Once the case manager logs into CalJOBS you can search for the registered youth)



To find a youth you can search under “Assist and Individual” on the menu list, and locate using their name, WP App id, last 4 of social, (or full social for the easiest way to find them).

Enter in Participant's name and last 4-digits of their social security number



## ❑ Select-Programs Tab

## ❑ Scroll Down and click- “Create Title I-Workforce Development (WIOA) Application”

(Some fields will be pre-filled from the original registration (Wagner Pyser))

**Create Title I Application**

Case Summary **Programs** Plan Assessments

Show Summary Tabs Poppy, Olivia

Filter Applications: All Applications

Filter Activities: Open  Closed  Voided

Filter Programs: Title I - Workforce Development (WIOA)

Only My Staff LWDB

Title I - Workforce Development (WIOA) Apps: 0

[Create Title I - Workforce Development \(WIOA\) Application](#)

[Convert WIOA Pre-Application](#)



- ❖ If all fields are correct-the last page “**Eligibility Summary**” will indicate **Green** and eligible for the WIOA Youth Program.

Public Assistance  [Public Assistance](#)       [Barriers](#)       [Household And Income](#)  
 Miscellaneous  [Miscellaneous](#)       [Eligibility Summary](#)      [Hide All Steps](#)

[WIOA](#) + [Add Program\(s\)](#)

Job, Anita

[Individual Detail](#) [Case Notes](#) [Comments](#)

---

**Workforce Innovation and Opportunity Act (WIOA) Eligibility Information**

**Applicant Eligibility**

Applicant meets the definition for low income:  Yes

Income Table: [Income Table](#)

Youth applicant meets low income based upon living in a high poverty area or free/reduced school lunch:  yes

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	Undetermined			No Adult Eligibility Date.	<input type="checkbox"/> Inactive
Dislocated Worker	Undetermined			No DW Eligibility Date.	<input type="checkbox"/> Inactive
Youth	Yes, Out-of-school				<input type="checkbox"/> Inactive

VET = Veteran, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

**← In this example, the youth is eligible for the Out-of-School Youth Program**

- ❖ At the bottom make sure to click **“Assign Me”** to assign yourself as the case manager.

<p><b>Current Case Manager:</b></p>	<p>Case Manager: ██████████</p> <p>Temporary Case Manager: Not Applicable</p> <p><a href="#">Assign Case Manager</a></p> <p><a href="#">Assign Me</a></p> <p><a href="#">Remove Case Manager Assignment</a></p>
-------------------------------------	---

# **CASE MANAGEMENT BEGINS!!**

Next Training “Activity Codes and Case notes”