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?

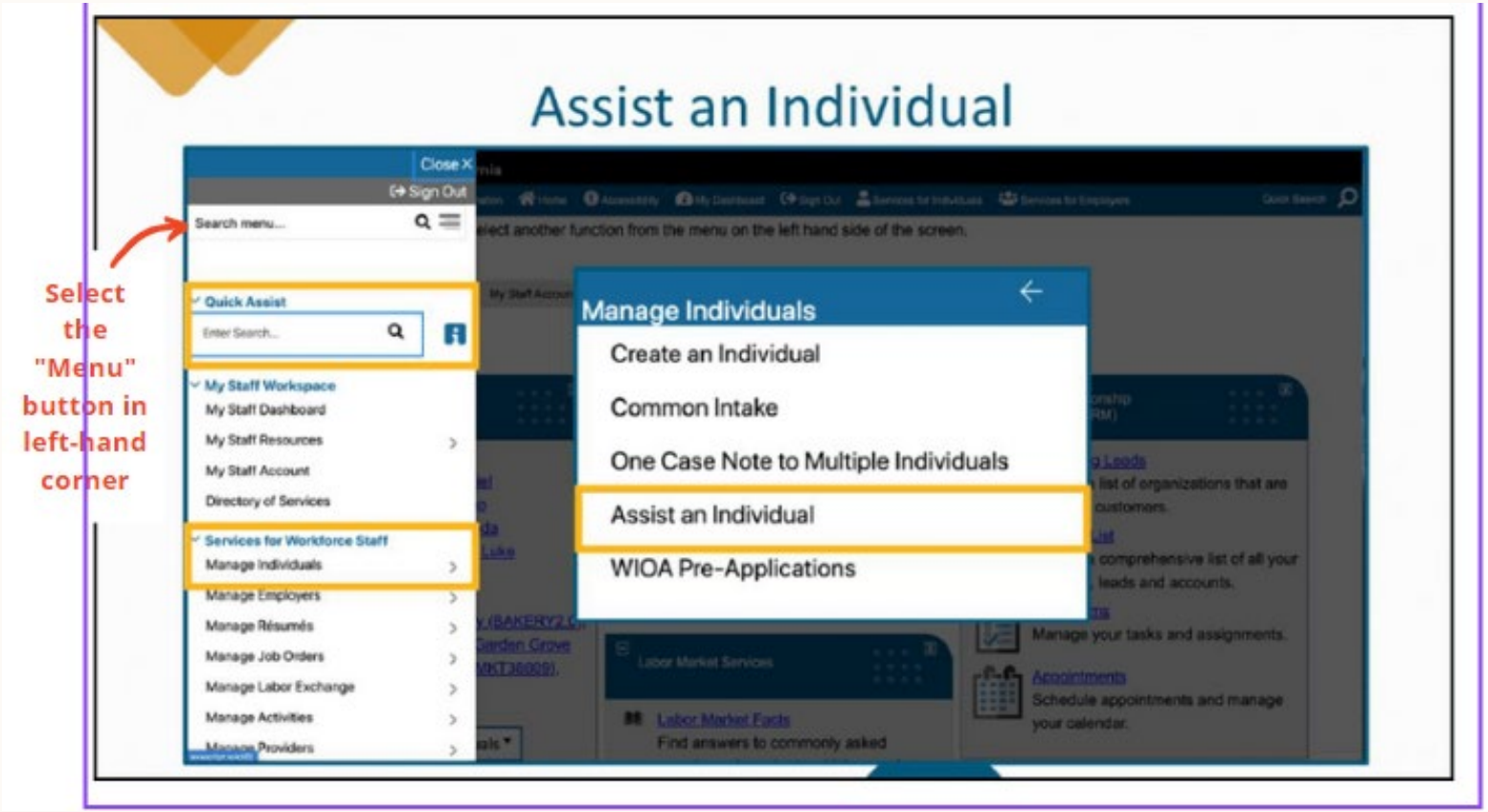
CREATING A WIOA APPLICATION IN CALJOBS

- 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.

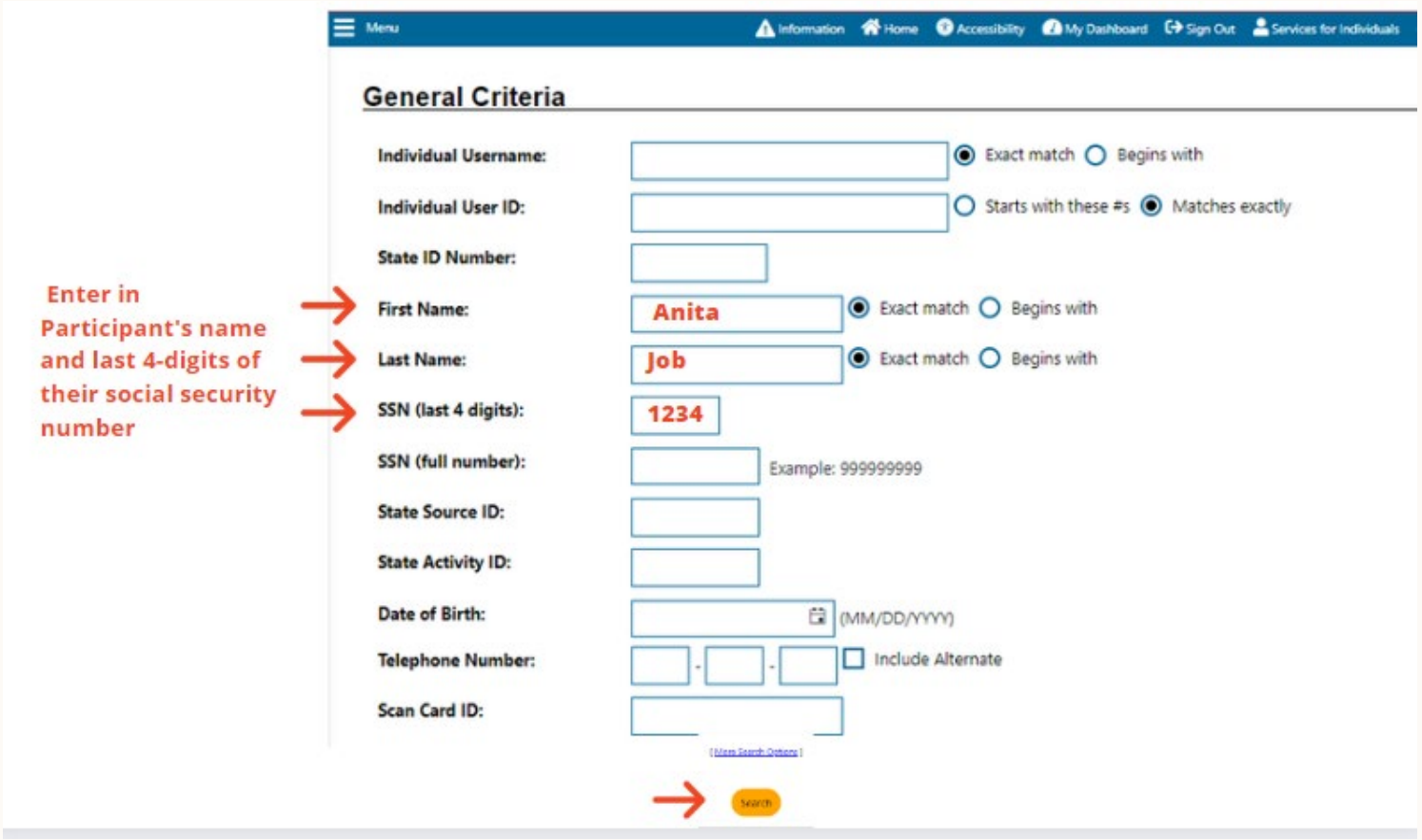
(This will create the tabs to submit Activity Codes and Case Notes throughout the program year)

HOW TO FIND A REGISTERED INDIVIDUAL

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

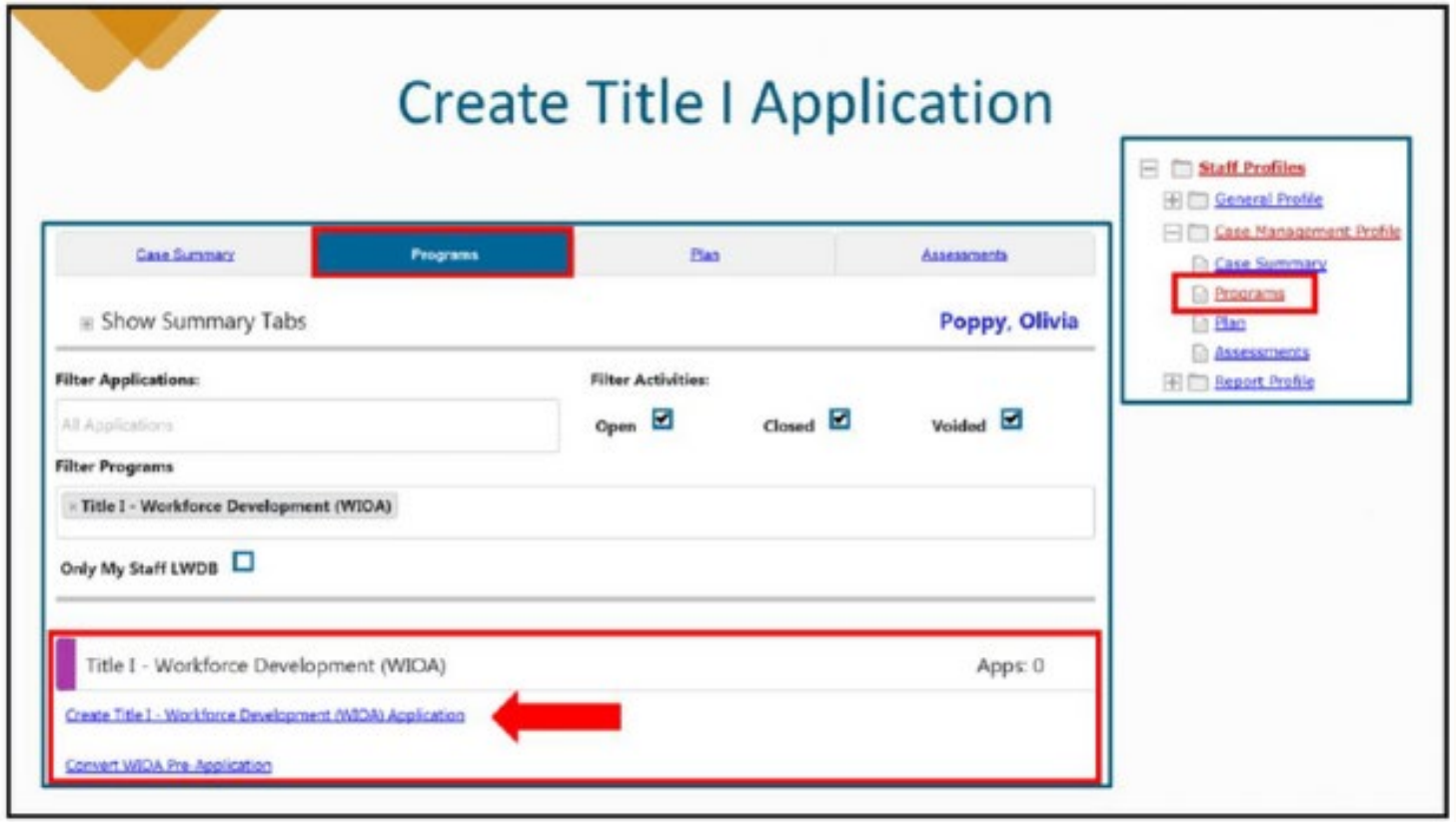


To find a youth you can search under "Assist and Individual" on the menu list, and locate using their name, WP App id, last 4 of social, (or full social for the easiest way to find them).

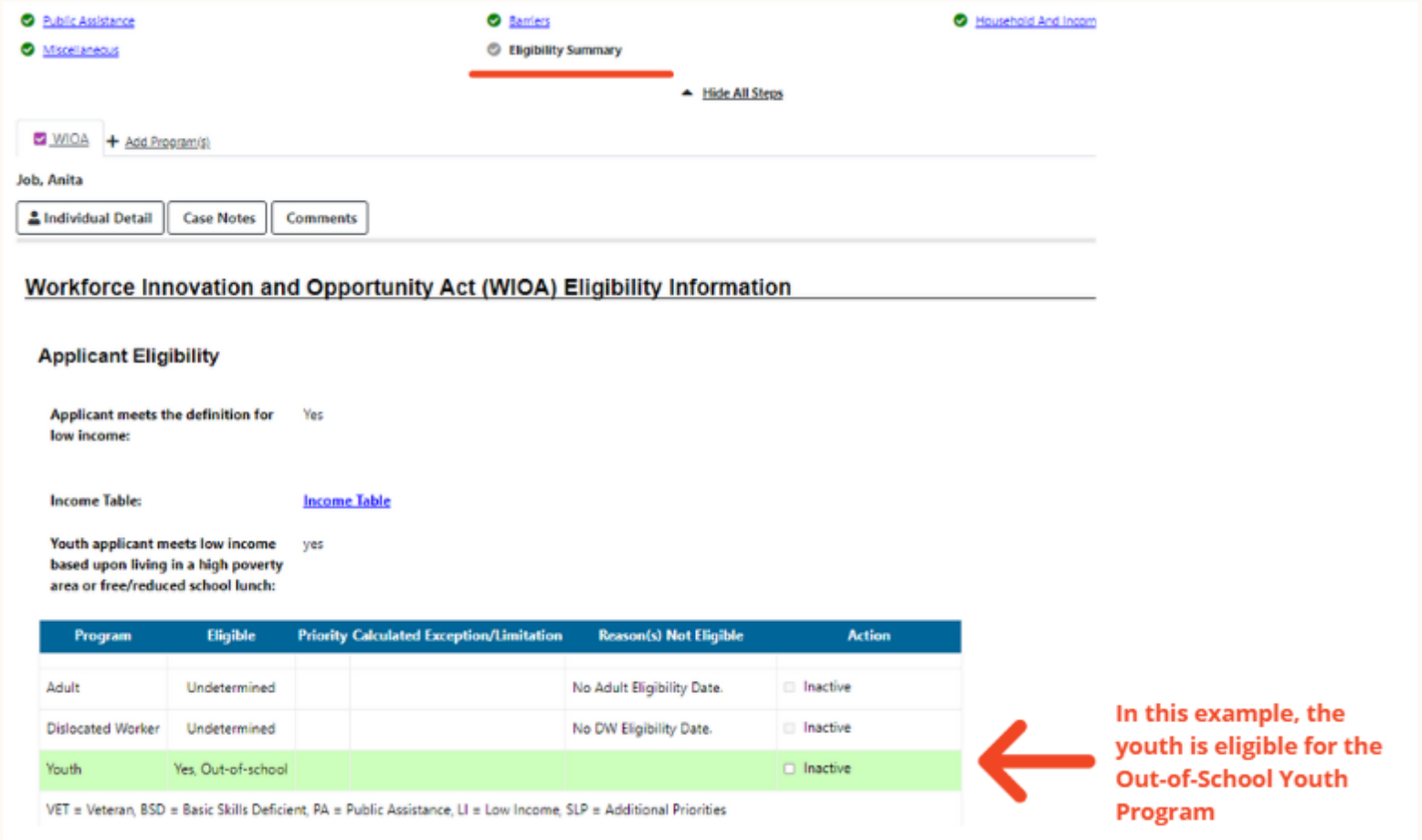


- ❑ **Select-Programs Tab**
- ❑ **Scroll Down and click- "Create Title I-Workforce Development (WIOA) Application"**

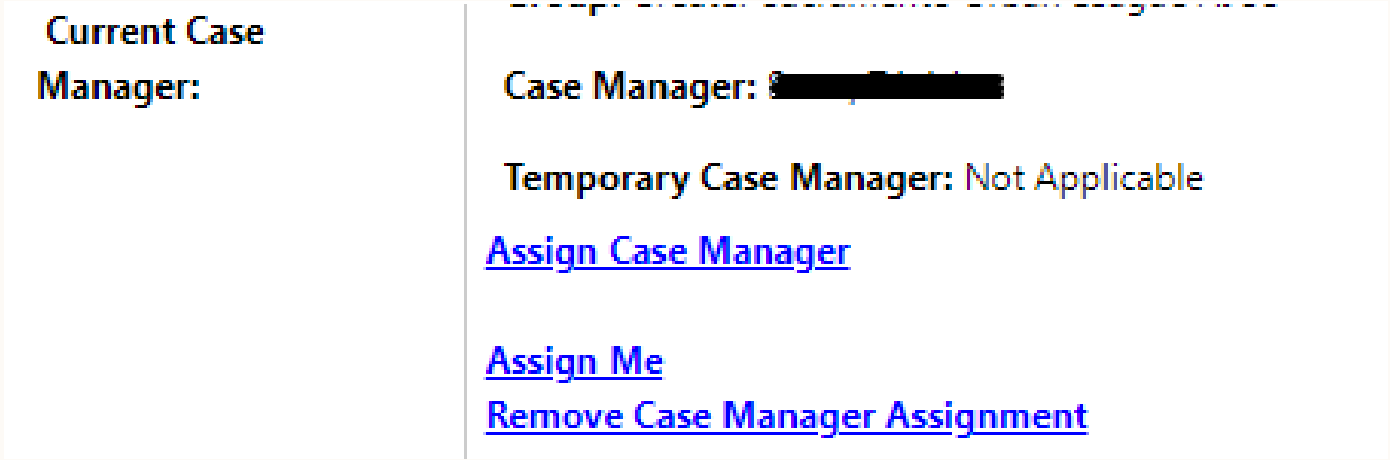
(Some fields will be pre-filled from the original registration (Wagner Pyser)



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



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



CASE MANAGEMENT BEGINS!!

Next Training “Activity Codes and Case notes”