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# **CalJOBS<sup>SM</sup> WIOA Pre-Application USER GUIDE**

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**Employment Development Department**

**Workforce Services Branch**

**2020**

WIOA Pre-Application Description .....I

Individual: Creating a WIOA Pre-App .....II

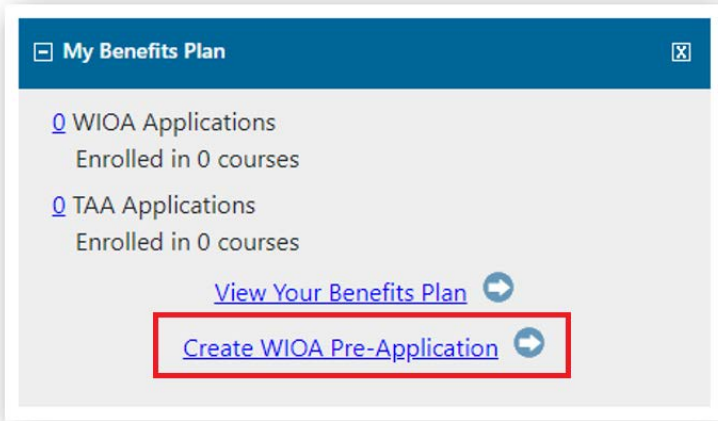
Staff: Viewing / Approving WIOA Pre-Applications Via the Navigation  
Menu .....III

Staff: Viewing / Approving WIOA Pre-Applications Via the Programs  
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**I. WIOA Pre-Application Description**

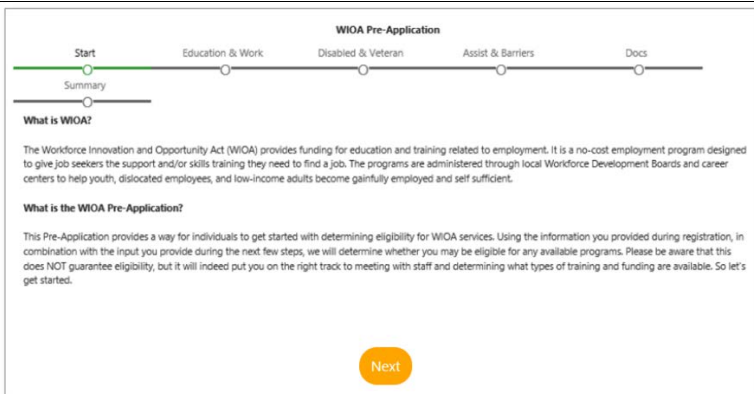
Job seekers who may be eligible for *Workforce Innovation and Opportunity Act* (WIOA) services can start a WIOA Pre-Application in the CalJOBS system after registration, and check their WIOA eligibility at any time. CalJOBS will allow individuals to create a “self-service” WIOA Pre-Application after they have registered in the system. The WIOA Pre-Application wizard that is launched helps individuals to determine if they are qualified for services under WIOA and provides the ability to provide WIOA information and verification documents before contacting AJCC staff for case management assistance. This will improve efficiency of in person services, as well as virtual services and saves time for both the job seeker and one-stop staff.

**II. Individual: Creating a WIOA Pre-App**



*Create WIOA Pre-Application*

Click on the “**Create WIOA Pre-Application**” link within the “My Benefits Plan” widget on your dashboard.



*WIOA Pre-Application – Start Page*

Review the information on the WIOA Pre-Application start page, and click **Next** to start the WIOA Pre-Application.

# WIOA Pre-Application Guide

WIOA Pre-Application

Start Education & Work Disabled & Veteran Assist & Barriers Docs Summary

### Your Education

Previously you had stated that the highest level education you achieved was:

**Bachelor's degree or equivalent**

What is your current school status?

### Your Employment

\*What is your current employment status?

\*What is your most current hourly rate of pay?

\*Have you received a layoff notice?  Yes  No

\*Are you receiving Unemployment Compensation?  Yes  No

WIOA Pre-Application – Education & Work Page

## Education & Work

Populate the required fields under “Your Education” & “Your Employment” and click Next.

WIOA Pre-Application

Start Education & Work Disabled & Veteran Assist & Barriers Docs Summary

Previously you had stated that you clearly yourself as not having a disability and not having any military service experience. If this is accurate, continue by clicking Next. Otherwise, update your registration information by clicking on the link at the bottom.

[Something doesn't look right? Update your registration information here](#)

WIOA Pre-Application – Disabled & Veteran Page

## Disabled & Veteran

- a. **Disabled and/or Military Experience** - If you stated that you have a disability or have military experience in your registration, this information will appear on the “Disabled and Veteran” page. Make sure that the information is correct and click **Next**.
- b. **Not Disabled and/or No Military Experience** - If you stated that you do not have a disability or do not have military experience in your registration, you will be presented with the page shown to the left. Once you have completed reading the information on this screen, click **Next**.

# WIOA Pre-Application Guide

WIOA Pre-Application – Assist & Barriers Page

## Assist & Barriers

Populate the required fields under “Your Income”, “Public Assistance” & “Individual Barriers” and click **Next**.

Documentation Required	Updated?	Action
Social Security Documentation	<span style="color: red;">●</span>	Upload
Address Documentation	<span style="color: red;">●</span>	Upload
Citizenship Documentation	<span style="color: green;">●</span>	Upload
Education Level Documentation	<span style="color: red;">●</span>	Upload
Education Status Documentation	<span style="color: red;">●</span>	Upload
Income Documentation	<span style="color: red;">●</span>	Upload
Service Service Craft Status Documentation	<span style="color: red;">●</span>	Upload
Temporary Assistance for Needy Families (TANF) Documentation	<span style="color: red;">●</span>	Upload
Date of Birth Documentation	<span style="color: red;">●</span>	Upload

WIOA Pre-Application – Docs Page

## Docs (Optional)

This section is optional. Click on **Upload** next to associated “Documentation Required” to upload an image or document for the chosen option.

View the documents you have uploaded for the selected category. To upload more documents click the browse/choose file button to locate a file on your computer. Then click "Upload" to send your file.

### Citizenship Documentation

Please select the type of document you are uploading. Then click the "Browse" or "Choose File" button to select a file for upload:

- Alien Registration Card (USCIS Forms I-151, I-551, I-94, I-668A, I-197, I-179)
- Baptismal Certificate with Place of Birth
- Birth Certificate
- DD-214
- Food Stamp Records
- Foreign Passport Stamped Eligible to Work
- Hospital Birth Record
- Naturalization Certification
- Public Assistance Records
- United States Passport
- Native American Tribal Document
- Alien Registration Card Indication right to work
- Voter Registration Card

File Name	Upload Date	Action
No Files Uploaded		

Birth Cert.PNG

## Type of Document (Optional)

Select the type of document you are uploading. Then click the **Choose File** button to select a file for upload. Finally, click the **Upload File** button to upload the file.

## WIOA Pre-Application – Docs Upload Page

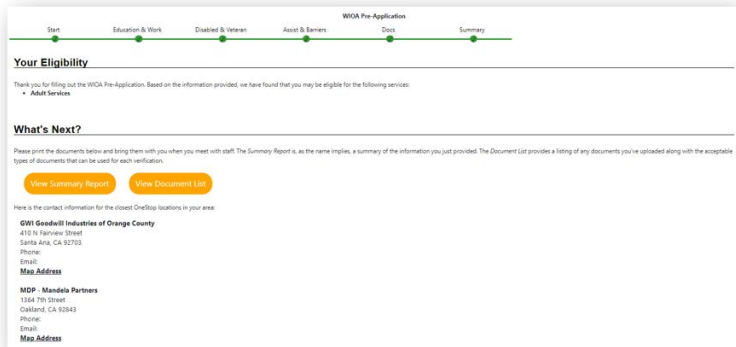
Start    Education & Work    Disabled & Veterans    Assist & Barriers    **WIOA Pre-Application**    Docs    Summary

You are missing documentation required for eligibility. Please upload the necessary files listed. If you are unable to upload your documents, you may skip this step and bring them when you meet with us.

Documentation Required	Uploaded?	Action
<a href="#">Social Security Documentation</a>	<span style="color: red;">●</span>	<a href="#">Upload</a>
<a href="#">Address Documentation</a>	<span style="color: red;">●</span>	<a href="#">Upload</a>
<a href="#">Citizenship Documentation</a>	<span style="color: green;">●</span>	<a href="#">Upload</a>
<a href="#">Education Level Documentation</a>	<span style="color: red;">●</span>	<a href="#">Upload</a>
<a href="#">Education Status Documentation</a>	<span style="color: red;">●</span>	<a href="#">Upload</a>
<a href="#">Income Documentation</a>	<span style="color: red;">●</span>	<a href="#">Upload</a>
<a href="#">Special Needs (Opt Status) Documentation</a>	<span style="color: red;">●</span>	<a href="#">Upload</a>
<a href="#">Temporary Assistance for Needy Families (TANF) Documentation</a>	<span style="color: red;">●</span>	<a href="#">Upload</a>
<a href="#">Date of Birth Documentation</a>	<span style="color: red;">●</span>	<a href="#">Upload</a>

Click **Next** on the Docs page to continue to the final page of the WIOA Pre-Application.

## WIOA Pre-Application – Docs Page



WIOA Pre-Application – Summary Page

Once you have completed the questions and uploaded any related documents, your preliminary eligibility information will display at the top Summary screen.

From the summary screen, you can view a summary report by clicking on **View Summary Report**.

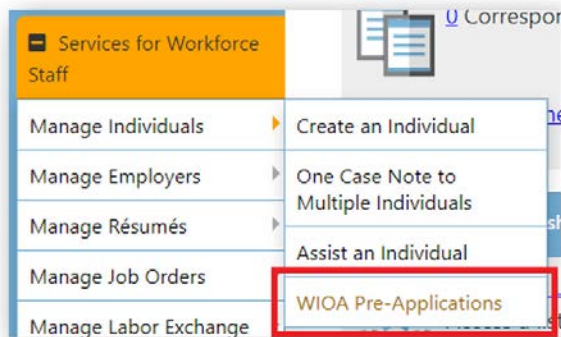
You can also view a list of any uploaded documents by clicking on **View Documents List**.

You can also print these summaries if needed.

This screen also displays the contact information for the nearest one-stop office(s).

The final step is to submit the WIOA pre-application by clicking on **Finish**.

### III. Staff: Viewing / Approving WIOA Pre-Applications Via the Navigation Menu



Manage Individuals > WIOA Pre-Applications

Go to **Manage Individuals** under “Services for Workforce Staff” from the navigation menu on the left side, and click **WIOA Pre-Applications**.

# WIOA Pre-Application Guide

User Name	Last Updated	# of Files	Action
HPOTTERTEST (Potter, Harry)	3/23/2020 11:08:36 AM	0	Approve Summary   Delete

*WIOA Pre-Application (Listed by LWIA and or Office/OneStop)*

(Optional) Select the appropriate search criteria and click **Filter**.

(Optional) You can see a summary of the individual's WIOA Pre-Application by clicking **Summary** or delete the WIOA Pre-Application by clicking on **Delete**.

From the display of pre-applications, click **Approve** under "Action" for the associated username that you would like to approve.

*Convert Application Button*

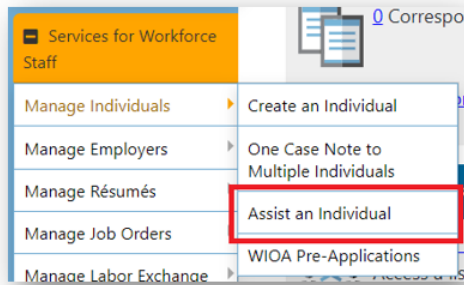
Review the WIOA information screen and populate the required fields, and then click **Convert Application** to convert the WIOA Pre-Application in a traditional Title I application.

*WIOA Wizard Progress Bar*

Once the application has been converted, complete the Title I application as you normally would.

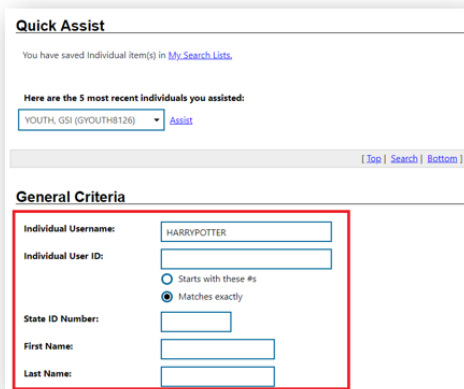


**IV. Staff: Viewing / Approving WIOA Pre-Applications Via the Programs Tab**



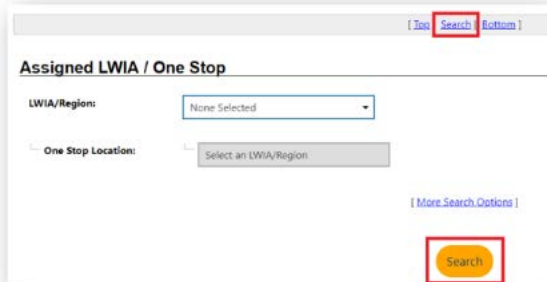
*Assist An Individual*

Go to **Manage Individuals** under “Services for Workforce Staff” from the navigation menu on the left side and then click **Assist an Individual**.



*Assist An Individual Search Criteria*

Input the appropriate search criteria



*Assist An Individual Search*

Click on the blue **Search** link or scroll to the bottom and click the orange **Search** button.

User Name	First Name	Last Name	SSN	Vet	State ID	Last Login Date	Last Edited	Created	Action	Select
HARRYPOTTER	GSI	YOUTH	6975	No	29656079	12/31/2006		09/19/2006	<a href="#">Summary Tab</a> <a href="#">Case Notes Tab</a> <a href="#">Activities Tab</a> <a href="#">Programs Tab</a>	

*Assist An Individual Search Results*

Click on the individual's user name to assist the individual.

[ [Assist an individual](#) | [Staff Services](#) | [Individual Portfolio](#) ]

- My Individual Profiles
  - Personal Profile
  - Search History Profile
  - Self Assessment Profile
  - Communications Profile
- My Individual Plans
- Staff Profiles
  - General Profile
  - Case Management Profile
  - Case Summary
  - Programs**
  - Plan
  - Assessments
  - Report Profile

*Individual Navigation Lists*

Navigate to the individual's Programs Tab by expanding the "Staff Profiles" list at the top of the page and clicking on **Programs** under "Case Management Profile."

Case Summary | **Programs** | Plan | Assessments

Show Summary Tabs Potter, Harry

Filter Applications: All Applications

Filter Programs: **Title I - Workforce Development (WIOA)**

Only My Staff LWDB

Title I - Workforce Development (WIOA) Apps: 0

[Convert WIOA Pre-Application](#)

*WIOA Pre-Application Link on Programs Tab*

Scroll down to Title I – Workforce Development (WIOA) or use the filters to only show Title I – Workforce Development (WIOA).

Click on **Convert WIOA Pre-Application** under Title I – Workforce Development (WIOA)

# WIOA Pre-Application Guide

**WIOA Information**

View: [Summary](#) | [Files](#)

Username: 9560168

Login Name: GSIPOTTERG

Date Last Edited: 12/18/2019 9:26:17 AM

\* Application Date:  (mm/dd/yyyy) [Today](#)

\* LWIA:

\* Office/Onestop:

**Convert Application**

*Convert Application Button*

Review the WIOA information screen and populate the required fields.

Click **Convert Application** to convert the application

**Title I - Workforce Development (WIOA)** 1 / 11

Intro Contact Demographic

- Intro
  - Intro
  - Veteran
  - Public Assistance
  - Miscellaneous
- Contact
  - Contact
  - Employment
  - Barriers
  - Eligibility Summary
- Demographic
  - Demographic
  - Education
  - Household and Income

Hide All Steps

WIOA

Potter, Harry

Individual Detail Case Notes Comments To Bottom

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

Application is Closed Never Enrolled

Case Application ID: 19502685

WIA Converted Application ID: Not Applicable

\* Application Date: 03/24/2020 Today

*WIOA Wizard Progress Bar*

Once the conversion has been completed, complete the WIOA application as you normally would.