CalJOBS℠ WIOA Pre-Application

USER GUIDE

Employment Development Department

Workforce Services Branch

2020

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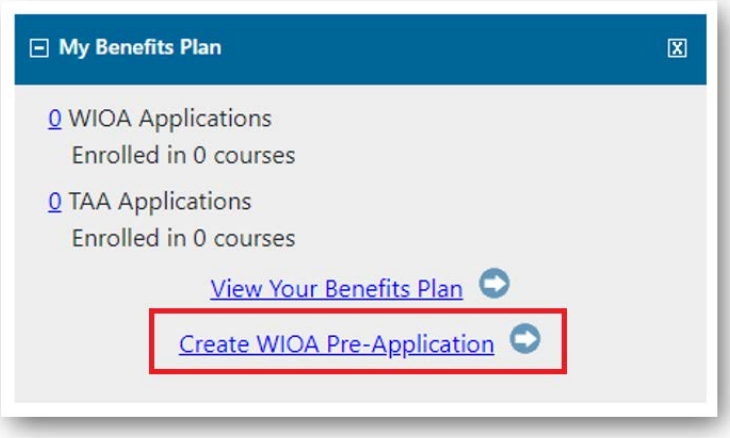
I. WIOA Pre-Application Description

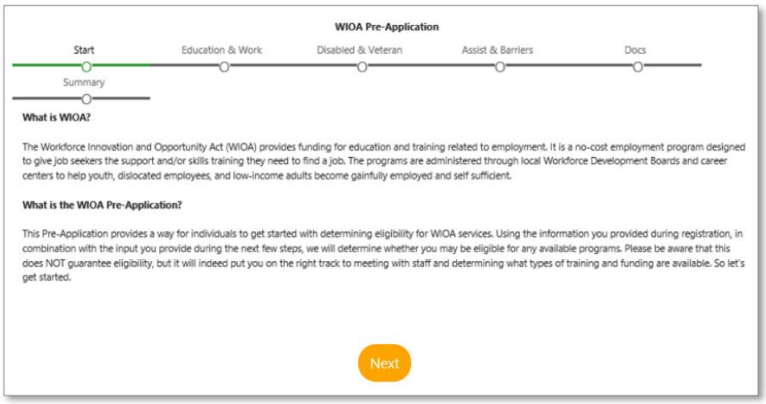
Job seekers who may be eligible for *Workforce Innovation and Opportunity Act* (WIOA) services can start a WIOA Pre-Application in the CalJOBS system after registration, and check their WIOA eligibility at any time. CalJOBS will allow individuals to create a "self-service" WIOA Pre-Application after 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



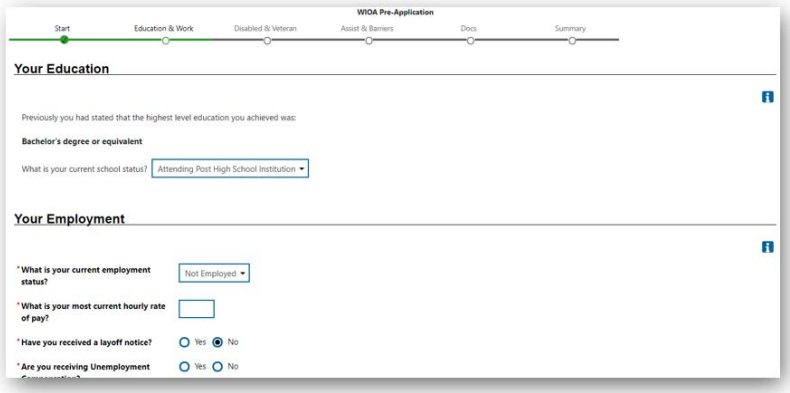
Create WIOA Pre-Application

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 – Education & Work Page

Education & Work

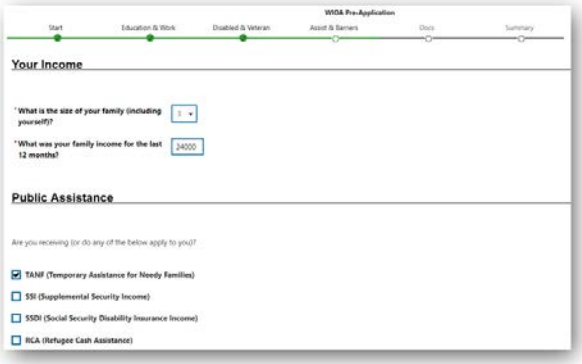
Populate the required fields under "Your Education" & "Your Employment" and click Next.

WIOA Pre-Application – Disabled & Veteran Page

Disabled & Veteran

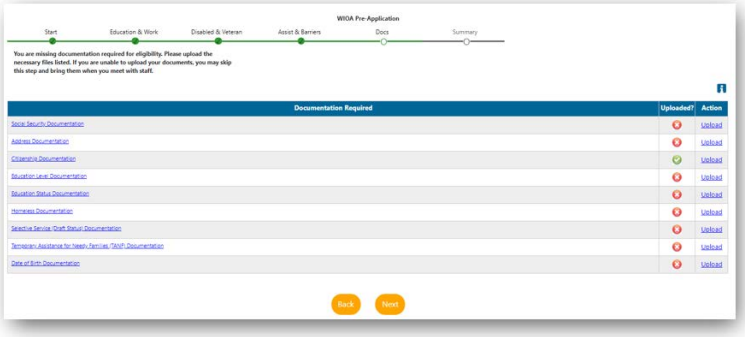
a. **Disabled and/or Military Experience -** If you stated that you have a disability or have military experience in your registration, this information will appear on the "Disabled and Veteran" page. Make sure that the information is correct and click **Next**.

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**.



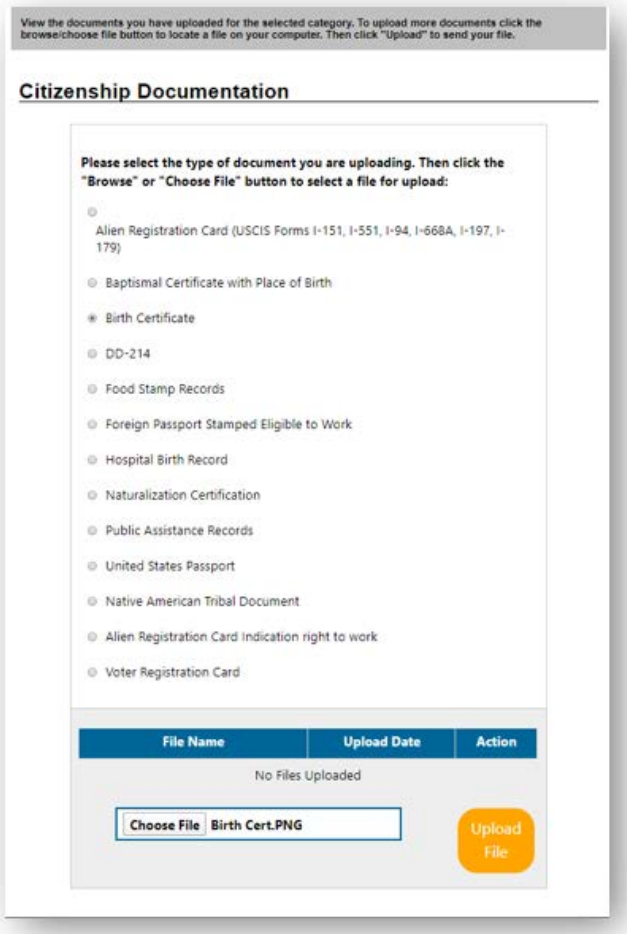
WIOA Pre-Application – Assist & Barriers Page

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



WIOA Pre-Application – Docs Page

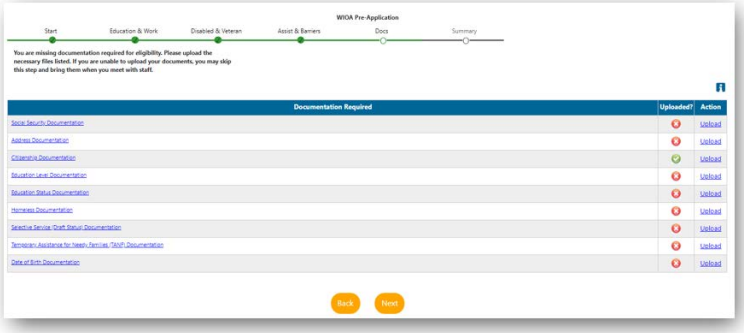
Docs (Optional)
This section is optional. Click on **Upload** next to associated "Documentation Required" to upload an image or document for the chosen option.



WIOA Pre-Application – Docs Upload Page

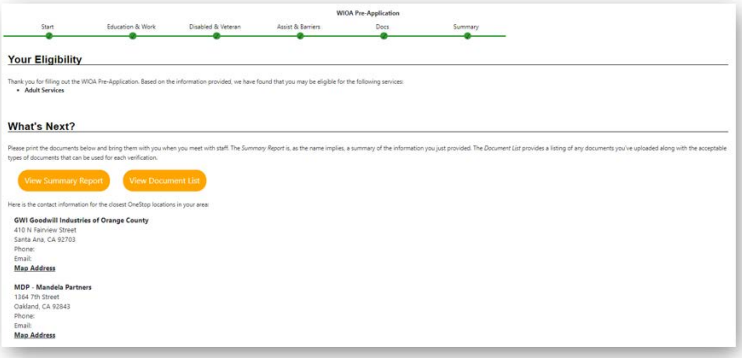
Type of Document (Optional)

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 Page

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



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**.

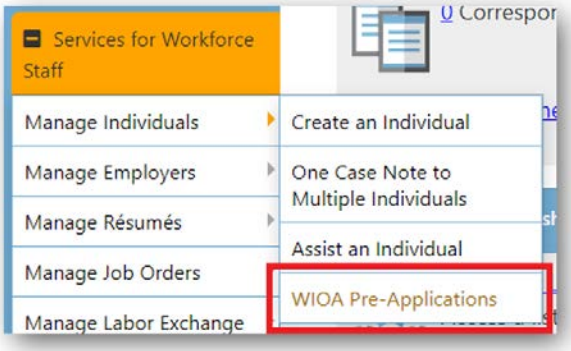
You can also view a list of any uploaded documents by clicking on **View Documents List**.

You can also print these summaries if needed.

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

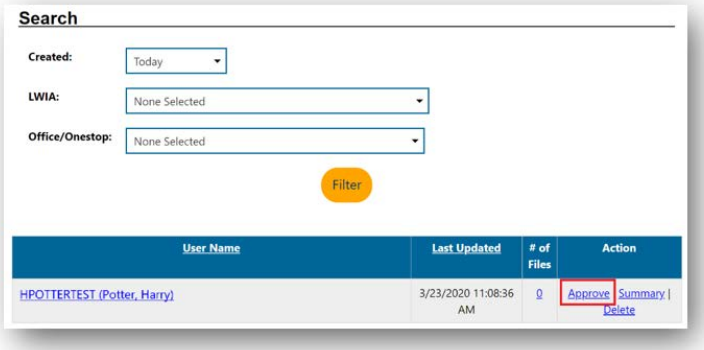
The final step is to submit the WIOA pre-application by clicking on **Finish**.

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.**

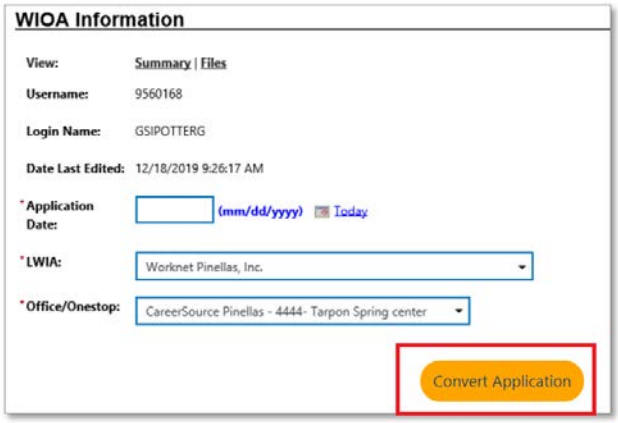


WIOA Pre-Application (Listed by LWIA and or Office/OneStop)

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

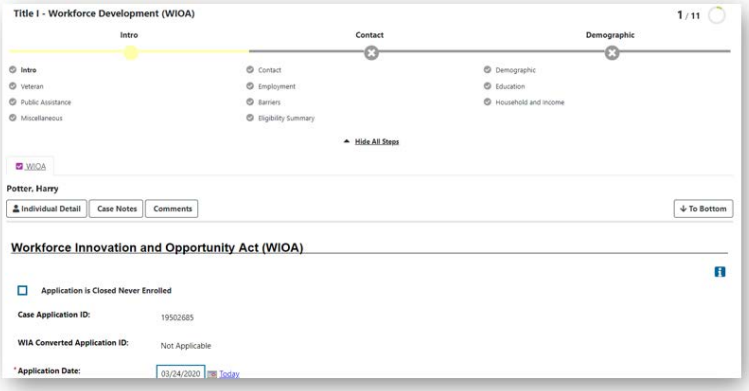
(Optional) You can see a summary of the individual's WIOA Pre-Application by clicking **Summary** or delete the WIOA Pre-Application by clicking on **Delete**.

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



Convert Application Button

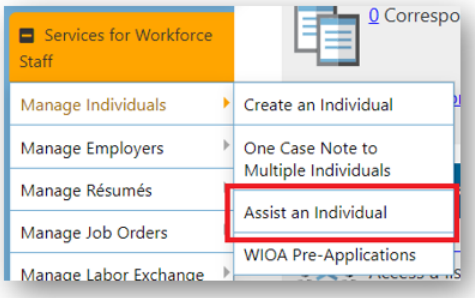
Review the WIOA information screen and populate the required fields, and then click **Convert Application** to convert the WIOA Pre-Application in a traditional Title I application.



WIOA Wizard Progress Bar

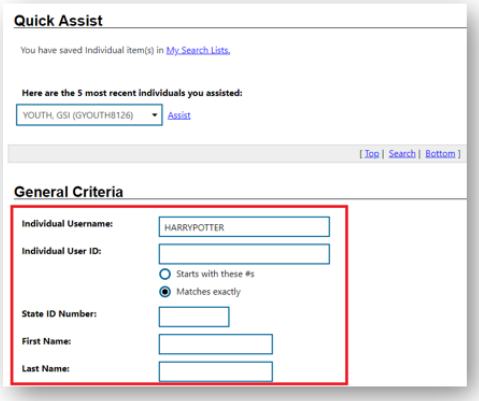
Once the application has been converted, complete the Title I application as you normally would.

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



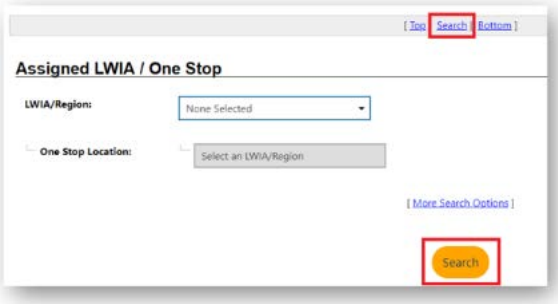
Assist An Individual

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



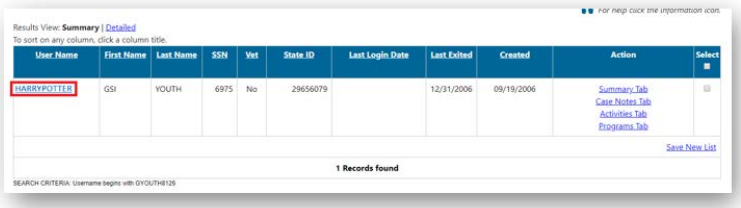
Assist An Individual Search Criteria

Input the appropriate search criteria



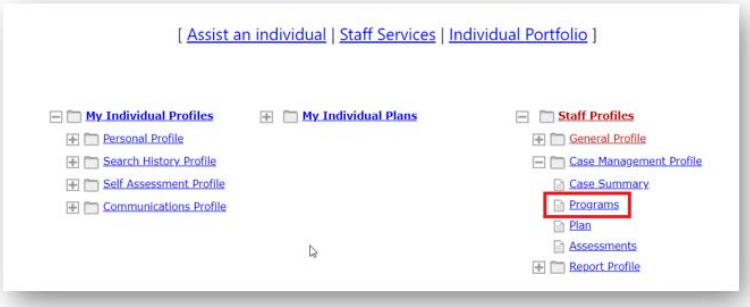
Assist An Individual Search

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



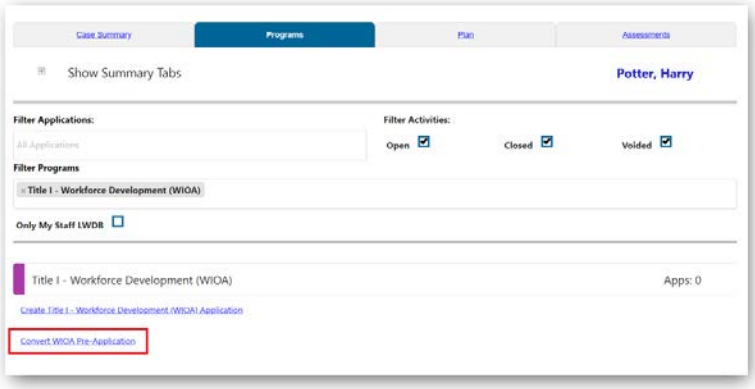
Assist An Individual Search Results

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



Individual Navigation Lists

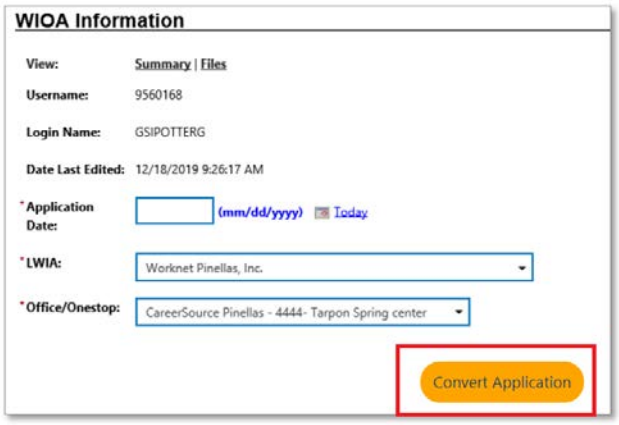
Navigate to the individual's Programs Tab by expanding the "Staff Profiles" list at the top of the page and clicking on **Programs** under "Case Management Profile."



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).

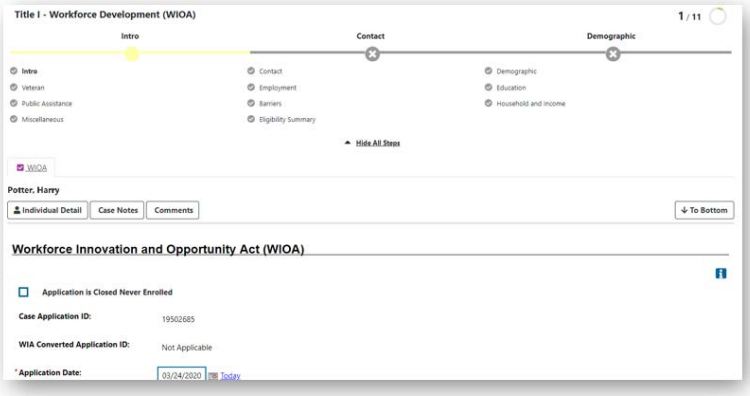
Click on **Convert WIOA Pre-Application** under Title I – Workforce Development (WIOA)



Convert Application Button

Review the WIOA information screen and populate the required fields.

Click **Convert Application** to convert the application



WIOA Wizard Progress Bar

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