Sub-recipients, contractors and partners must use the state management information system, WIT to determine and record eligibility and complete registration of job seekers for Basic Career Services funded with WIOA Title I Adult and/or Dislocated Worker resources. Services Policy 2090 provides a list of Basic Career Services which may be delivered individually or in group settings to job seekers who complete registration. Job seekers who could benefit from Individualize Career, Support or Training Services outlined in Services Policy 2090 must complete the enrollment process described in Procedure B: Adult/Dislocated Worker Full Eligibility and Enrollment.

Process

- Job seekers must create a profile in WorkSourceWA.com to initiate the registration process. Job seekers may be unable to create WSWA accounts due to circumstances that prevent access to WorkSource services, such as transportation barriers, no access to technology, or inability to navigate such technology. Under such circumstances, staff must follow the steps outlined in WIN 0120 and detailed in WIN 0120 Attachment A to create a record in ETO.

- Sub-recipients, contractors and partners will ask job seekers who have created profiles to complete the process by answering a few additional questions.

- Sub-recipients, contractors and partners will retrieve the job seeker record in ETO, take the “Basic Career Services Only” touchpoint and complete the procedure described below.

- Job seekers self-attest to their date of birth and authorization to work in the U.S. in their profiles. This information transfers to the client management system (ETO) and appears in the Basic Career Services Only Eligibility touchpoint, and will be used to determine eligibility. Verification is not required.

- Sub-recipients, contractors and partners will ask males over the age of 18 who were born after 1960 or male immigrants who came to the U.S. before they were
26 years old to self-attest whether they have registered for selective services. Verification is not required. Please refer to section 5.2 of ESD Workforce Policy 1019 Rev 6 or specific information regarding selective service registration and exceptions.

- Job seekers who self-attest to meeting all three WIOA Title I Adult criteria – 18 years or older, eligible to work in the U.S. and registered with selective service, if applicable – will be registered as WIOA Title I Adults using the enrollment touchpoint in ETO.

- Job seekers will be asked whether they have been recently or anticipate becoming laid off in the near future, and whether they think they will be able to return to the same job or industry. For those who state that they are or will be laid off and do not think they will be able to return to the same job or industry or who do not know if they can return to the same job or industry, staff will click on the “1. General Dislocation” radio button. These job seekers should also be registered as Dislocated Workers using the Enrollment touchpoint. Verification is not required.

- If job seeker answers to the question above indicated that they are not likely to be a dislocated worker in the “general dislocation category” as described above, sub-recipients, contractors and partners may determine whether to ask any of the additional Dislocated Worker questions. The appropriate radio button should be selected when a job seeker responds affirmatively to the remaining questions. Verification is not required.

- Once sub-recipients, contractors and partners complete the Dislocated Worker question(s) there is no need to ask any additional questions in the “Basic Career Services Only” eligibility touchpoint.

- Job seekers who meet the eligibility criteria for both Adult and Dislocated Worker should complete registration for both, using the Enrollment touchpoint.

- Job seekers should be encouraged to take a qualifying service as soon as possible after completing the registration to become part of the performance pool.

- Job seekers who do not meet the eligibility criteria will still be served but will not have access to those services that require eligibility.

The following pages illustrate the steps to be taken by sub-recipients, contractors and partners to complete a Basic Career Service Only eligibility determination and a registration in ETO, the state client management system.
Complete Registration Desk Aid

1. On customer’s dashboard in ETO, review Program Enrollments section to determine if customer has a complete registration OR is enrolled in WIOA. If registration is already complete or customer is enrolled in WIOA, no need to go further.

2. Click Review Seeker/Participant Touchpoints → Click Take New TouchPoint → Select WIOA Eligibility Application

3. On Application Type tab, select Basic Career Services Only and complete the required fields on each subsequent tab. Move from tab to tab by clicking on Next Page or by clicking the tab header.

a. On Basic Services Eligibility tab, Complete Selective Service & Applicant’s Dislocated Worker Status (Do not upload Selective Service documentation) (Do not need date of actual dislocation)

b. On Notes tab, type “Basic”
c. On Complaint, Grievance, and Equal Opportunity tab, scroll to bottom of page and select Yes. *Customer MUST read, electronic or hard copy.

d. On Data Collection Signatures tab, both customer and staff sign in designated space. Click Save.

4. Click Review Seeker/Participant Touchpoints \(\rightarrow\) Click Take New Touchpoint \(\rightarrow\) Select Program Enrollment

5. Complete necessary fields
   a. Program Enrollment = WIOA Adult
   b. Status = Enrolled
   c. Enrollment Start Date = Date of complete registration
   Click Save
   NOTE: It is not necessary to collect an additional signature

6. If customer is a Dislocated Worker (meets any criteria in step 3a.) repeat steps 4-5 and enroll into WIOA Dislocated Worker.

NOTE: A qualifying service must be recorded and linked to an Active Program Enrollment. In the Basic Services TouchPoint, select WIOA Adult or WIOA Dislocated Worker from the Active Program Enrollments drop down menu. Then enter the Service Provided and Activity Date. Click Save. The service is now linked to an active program enrollment. Every subsequent basic career service provided will also need to be linked to an Active Program Enrollment.