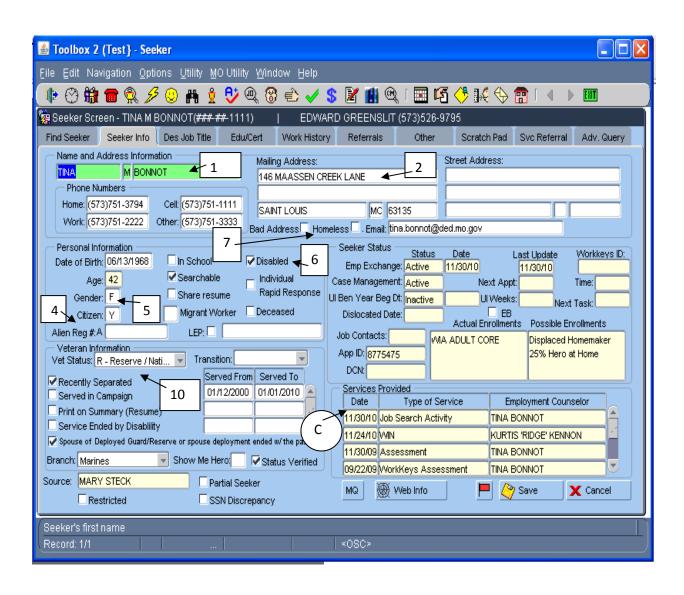
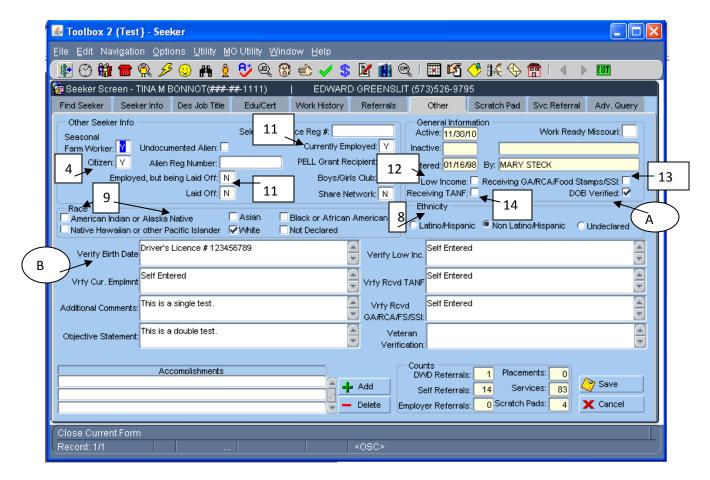
## 14 Data Elements Location in Toolbox and DOB Verification:







## Next Generation Career Center Minimum Enrollment and Documentation Requirements

In order for an individual to access Core-level services funded by the Workforce Investment Act, the following data elements must be recorded in Toolbox 2.0:

- 1. Name
- 2. Mailing Address
- 3. Social Security Number (or pseudo SSN as outlined in DWD Issuance 07-2008)
- 4. Citizenship/Work Authorization
- 5. Gender
- 6. Individual with a Disability
- 7. Homeless
- 8. Ethnicity Hispanic/Latino
- 9. Race
- 10. Eligible Veteran Status
- 11. Employment Status at Participation
- 12. Low Income Status
- 13. Other Public Assistance (GA/RCA/Food Stamps/SSI)
- 14. Temporary Assistance (TANF)

- A. Date of Birth (NOTE: Must be verified by staff) This must be checked in order for a Core Enrollment to happen.
- B. Verify Birth Date must be completed with one of the following:
- Acceptable documentation of Date of Birth includes:
- Driver License
- Federal, State or local ID card
- Birth Certificate
- DD-214, Report of Transfer or Discharge papers
- Passport
- Public Assistance/Social Service Records
- School Records or ID Card
- Work Permit
- Hospital Record of Birth
- Baptismal Record
- C. 9002 Countable Service needs to be provided to complete the Core Enrollment.

## DWD Issuance 29-2009, Change 1: Missouri's Wagner-Peyser, WIA Adult and Dislocated Worker Automatic Enrollment Policy, Attachment 1

## **Next Generation Career Center Minimum Enrollment and Documentation Requirements**

In order for an individual to access Core-level services funded by the Workforce Investment Act, the following data elements must be recorded in Toolbox 2.0:

Name

**Mailing Address** 

Social Security Number (or pseudo SSN as outlined in DWD Issuance 07-2008)

Citizenship/Work Authorization

Gender

Individual with a Disability

Homeless

Ethnicity Hispanic/Latino

Race

Eligible Veteran Status

**Employment Status at Participation** 

Low Income Status

Other Public Assistance (GA/RCA/Food Stamps/SSI)

Temporary Assistance (TANF)

Date of Birth (NOTE: Must be verified by staff)

All Next Generation Career Center customers must have these data elements satisfied before accessing WIA-funded Core services. The Membership screens have been developed so that customers can quickly and easily enter these required data elements.

When a customer completes the Membership screens, four of the five data elements requiring verification are considered verified by customer self-attestation because they were entered through the customer's secure log-on, traceable to their distinct User Name and Password. Date of Birth is the one data element that always requires staff validation. The ideal validation involves staff seeing a Driver License or State ID card (any state) and recording the "Date of Birth", checking the "DOB Verified" box, and recording the License/ID number on the text box labeled "Vrfy Birth Date" on the Seeker Screen's Other tab.

In cases where a customer is not able to produce a Driver License or State ID card, but can show other proof of age, the service provider must record the "Date of Birth", check the "DOB Verified" box, and use the text box labeled "Vrfy Birth Date" on the Seeker Screen's Other tab to list the acceptable documentation viewed and describe uniquely identifiable information of the document such as document number and date issued.

DWD Issuance 29-2009, Change 1 Page 2 Effective: July 22, 2010

Acceptable documentation of Date of Birth includes:

**Driver License** 

Federal, State or local ID card

Birth Certificate

DD-214, Report of Transfer or Discharge papers

**Passport** 

Public Assistance/Social Service Records

School Records or ID Card

**Work Permit** 

Hospital Record of Birth

**Baptismal Record** 

Regardless of the documentation method, the "Date of Birth", "DOB Verified", and "Vrfy Birth Date" fields in Toolbox constitute complete documentation and no further documentation is required.

In cases where a customer is not able to produce any acceptable documentation for date of birth, **or refuses to participate** in the welcome process, staff should explain the need for the documentation in order for the customer to receive additional services, and ask the customer to bring it on the next visit. Staff can then lead the customer to the self-service job search process in the center and provide any Wagner-Peyser Labor Exchange services through either the skills or the jobs team. Any customer in this situation cannot receive WIA-funded services beyond the self-service informational level.

In cases where the customer is unable to operate a computer, and therefore unable to complete the Membership screens, staff can enter all of the data elements on the Seeker Entry screen's Basic tab. In these cases, staff must verify the date of birth as outlined above and make entries in the rest of the verification fields indicating the information was gathered from the customer. Employment Status at Participation, Low Income Status, Other Public Assistance (GA/RCA/Food Stamps/SSI), and Temporary Assistance (TANF) all require verification, which can be accomplished through customer attestation. For example, "Customer states they are currently employed" would suffice as documentation of the current employment status. After completion of the Basic tab, the customer can proceed to Wager-Peyser and WIA Adult Corelevel services. The rest of the Toolbox record should be completed as appropriate throughout the service delivery process.

Individuals who are determined to be unsuccessful at core and in need of intensive-level services may receive Intensive-level services after the creation of a WIA Adult or WIA Dislocated Worker Actual Enrollment in Toolbox 2.0 through the standard Eligibility data collection and program Enrollment process. Guidance on streamlined eligibility documentation at the Intensive and Training levels can be found in DWD Issuance 30-2009