Youth Intake & Enrollment Flow Chart

Youth Walk into Center

Complete Pre-Screening Questionaire

Invite youth to orientation

Provide appointment card to youth

Wagner-Peyser Registration & Enrollment

Complete initial case note in Wagner Peyser

Provide "Required Documentation Summary"

On Boarding

Youth Attends orientation

Youth Ice Breaker

Review Program Services and Expectations

Complete Traitify Assessment

TABE Test Online 11 or 12, level D

Complete Intake Forms

Begin WIOA Application

Scan Eligibility Documents into NCWorks

Complete WIOA Application

YA uploads documents into NCWorks

File presented to Audit

Review Paperwork

Application and documents provided to QCC for audit

If correct, approval given to YA to create participation

If not correct, YA makes corrections and returns to QCC for review

Manager conducts final case review - authorizes enrollment

If approved by Manager, customer signs WIOA application

Create Participation (Enrollment)

Record 417 Activity with Eligibility case note

Create & Complete Objective Assessment & case note

Create & Complete IEP and case note

Record 412 Activity

Record 413 Activity

Create Literacy/Numeracy Tab

Case Management

Youth begins Case Management

NextGen calendar provided and next activity scheduled

Youth Advocate updates IEP every 90 days

Report card/progress report/transcripts are obtained and reviewed for those in education