A/DW Intake & Enrollment Flow Chart

A/DW Initial Contact

Complete Personal Information Form

Invite A/DW to orientation

Provide appointment card to A/DW

Have Customer Complete Wagener-Peyser Registration

CA complete Wagner-Peyser Enrollment & Iniitial Case Note in 102 activity

Provide "Required Documentation Summary

Begin EDSI Enrollment Packet

On Boarding

A/DW Attends orientation

Review Program Services and Expectations

Complete Traitify Assessment

Review, Sign & Scan Intake Forms
Info Release/PII/Train-Job Search

Begin WIOA App. Collect & Scan Eligibility Documents

Tabe Test as applicable
Online 11/12 Level D

Complete WIOA Application

CA Redacts Dcouments in NCWorks

Customer & CA Sign and Date WIOA Application & Scan/Upload into NCWorks

File Presented TO Audit

Career Advisor sends e-mail to QCC with participant name and SID#

QCC reviews WIOA Application, documents, redaction, and eligibility in NCWorks

If correct, approval given to CA to create participation

If not correct, CA makes corrections and returns to QCC for review. WIOA App must be reprinted and signed if changes are made.

Create Participation (Enrollment)

Sign and upload enrollment forms. (Publication, EO & Nepotism/Hatch Act).

Record 200 Activity with an eligibility/participation case note

Compelte and sign Objective Assessment. Sign, date and scan into NCWorks.

Complete and sign IEP. Scan into NCWorks.

Record 203 Activity with a casenote

Record 205 activity with a case note

Case Management

8/31/2021

A/DW begins Participating

CA provides career center calendar and schedules next activity/appointment

Record Training Justification as applicable

A/DW CA Updates IEP every Quarter

Record/add activities as applicable