Initial Contact On Boarding CA completes/assists Youth with Youth Attends orientation **NCWorks Registration** CA complete sWagner Peyser **Review Program Services and** registration if 18 or over. Recorde 102 Expectations Activity Code and case note Complete NCCareers.org Provide "Required Documentation assessment Summary" Assign Career and Training **Research Worksheets** Schedule Orientation, provide appointment card to youth. TABE Test Online 11/12 - level D Reading-Applied Math-Math Comp Sign & scan Intake Forms Info release/PII/Participation Agreement Begin WIOA Application Scan Eligibility Verification Documents into NCWorks Complete/Save WIOA Application

CA redacts documents in NCWorks

File presented to Audit Application and documents provided to auditor.

Case **Create Participation** (Enrollment) Management Contact customer to complete Youth begins Case Management enrollment NextGen calendar provided and Sign and date WIOA application and next activity scheduled upload/scan into NCWorks . Career Advisor updates IEP every 90 days Record Activity with Eligibility/Participation case note Report card/progress report/transcripts are obtained Create & Complete Objective and reviewed for those in Assessment. education Create & Complete IEP. Sign, date and scan into NCWorks. Program activitis are recorded with case notes to document services. Record 412 Activity and record case note Record 413 Activity and record case note Create Literacy/Numeracy Tab

If particpant is in training/education,

record activity