

- X Offender
- X Disabled
- X Older Worker

Pre-enrollment Activities (1-6)

1. Outreach and Recruitment: Outreach techniques should be utilized which targets the eligible population appropriate for each contracted program. Additionally, at least 100% of the participants must experience one or more barriers to employment. Emphasis should be placed on recruiting those most in need and those who can most benefit from WIA intensive services.
2. Orientation: Orientation shall provide information on **the full array** of applicable or appropriate services available through the One-Stop Delivery System, including those provided by other agencies and organizations. Information should also be provided on how to access other services.
3. Initial Assessment: This activity is used to determine whether WIA is the most appropriate service for an eligible Adult. It may be that WIA services are not compatible with the individual's needs and, therefore, not the appropriate option. The initial assessment is of skill levels, aptitudes, abilities; supportive service needs and includes the use of objective evaluation criteria that will yield an impartial determination.

ENROLLMENT INTO THE PROGRAM BEGINS AT INTAKE. THE PARTICIPANT WILL BE SUBJECT TO PERFORMANCE CRITERIA.

4. Intake and Enrollment: Intake is comprised of three phases: (1) *Eligibility documentation gathering*, (2) *assurance of provision of core service* and (3) *certification of eligibility*. Enrollment cannot occur until the individual has met the WIA eligibility criteria and has been officially certified as WIA eligible.
5. Enrollment: If it has been determined that an applicant is WIA eligible and would benefit from program/intensive services, then the applicant should be enrolled into the WIA system. The client becomes enrolled into the WIA programs at the time he or she is determined eligible. At this point the applicant becomes a **"participant"**.
6. Information and Referral: If during stage three or four it has been determined that an individual does not meet the enrollment requirements of a particular program or is not eligible for WIA intensive services, he/she will be offered assistance in accessing organizations that are more appropriate. For individuals who are not WIA eligible for intensive services, a direct referral will be made and documented by the Contractor. Applicants that are WIA eligible but do not meet specific program requirements shall be referred for further assessment, and as necessary, referred to the most appropriate services to meet his/her needs. Documentation shall be maintained on all such referrals.