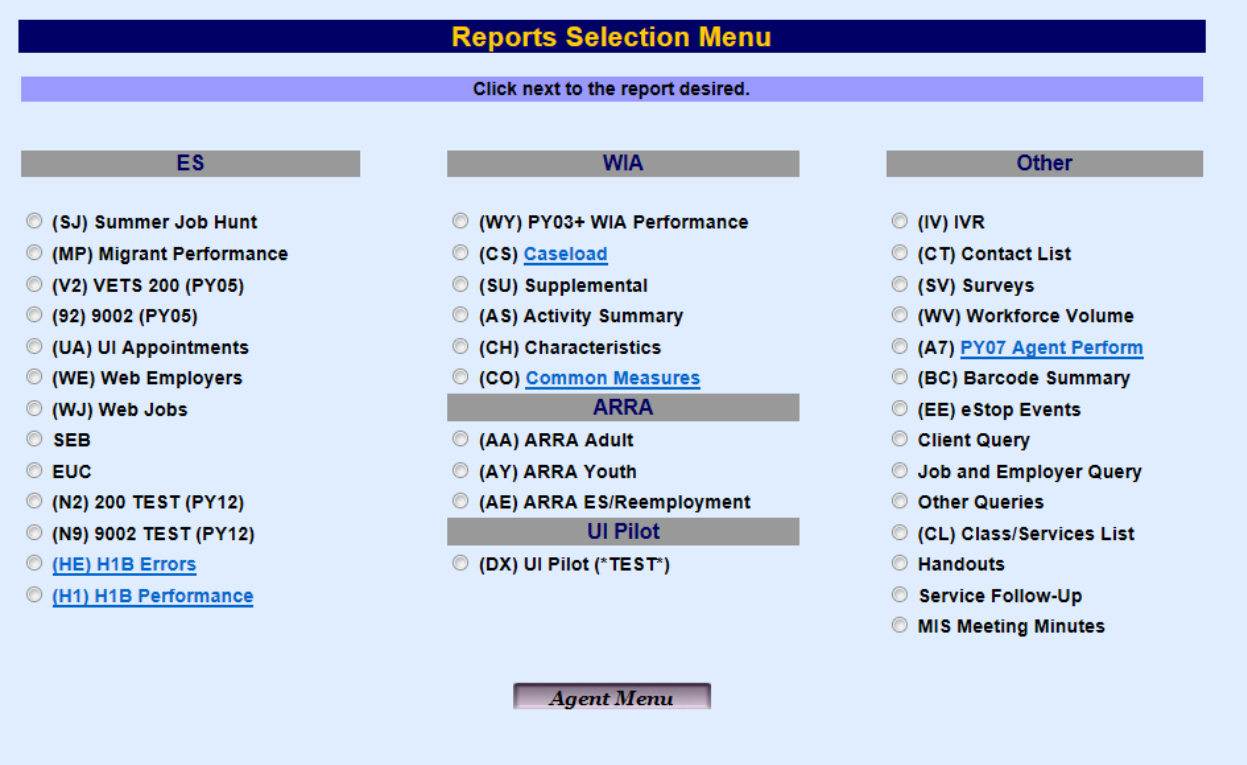
Attachment 3

UI Pilot Project: WFC Procedures

Instructions for Workforce Center staff on locating and using UI pilot project applicants that were provided by the UI pilot project team via the Connecting Colorado report.

1. On the Connecting Colorado Agent Menu screen, click on the ***Reports*** button.

2. On the Reports Selection Menu Screen, click on the ***(DX) UI Pilot (*Test)*** button.



3. Enter the ***Region, City or Zip*** depending on what the search criteria is needed for the desired area. Enter ***the date range*** of the search. This should be for the **most recent 4 weeks prior to the current date**. Hit Submit.

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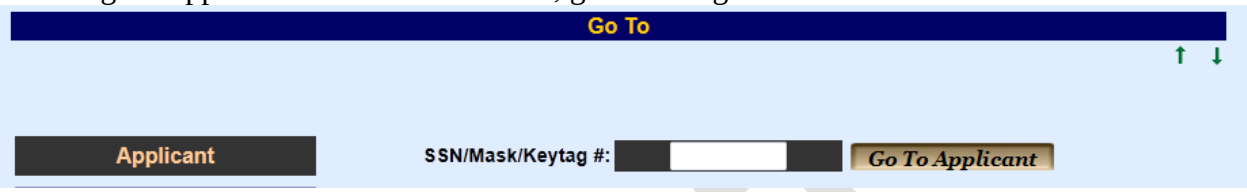
4. Connecting Colorado will generate a list of candidates that have been through the DW eligibility selection and verification process. **REMINDER –** ALL other basic WIA eligibility criteria will need to be collected, verified and documented by the case manager.

5. Contact the DW eligible candidate directly to come into the WFC or Virtual Workforce Center for an appointment or orientation if you are interested in possibly enrolling this person.

6. Collect the remaining eligibility information and documents from the candidate for the basic program eligibility requirements.

7. If the candidate is fully determined eligible and is selected for enrollment into a DW program (DX-RE should be the first program consideration), copy the DX-RE electronic application ***AND*** the scanned documentation from the list to the applicable region.

8. Using the applicant's MSK from the list, go to the Agent Menu screen and enter the MSK.



9. Click ***Go To Applicant***.

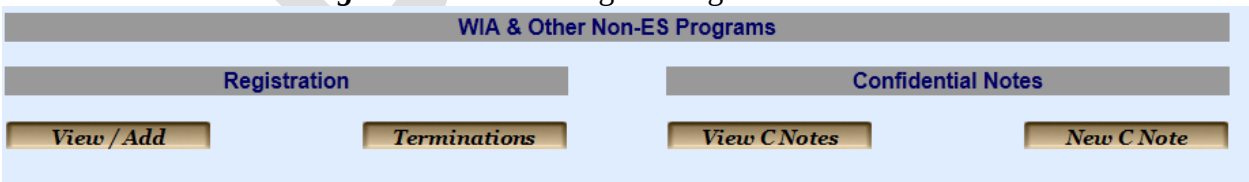
10. Once you get to the Applicant Information screen, click on the ***Scanning Menu*** button under General. Then check the box next to the program, and hit view.

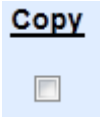
11. Click on the DX-RE eligibility documentation to open the document.

12. You will need to save that documentation into a file on your computer so that you can upload it into the new record later in the process.

13. Once you have done that, click on the ***Applicant Menu*** button.

14. Click on ***View/Add Registration*** under Program Registration.



15. Select the ***Copy*** box 

for the OT-DX RE DX subprogram for pilot project.

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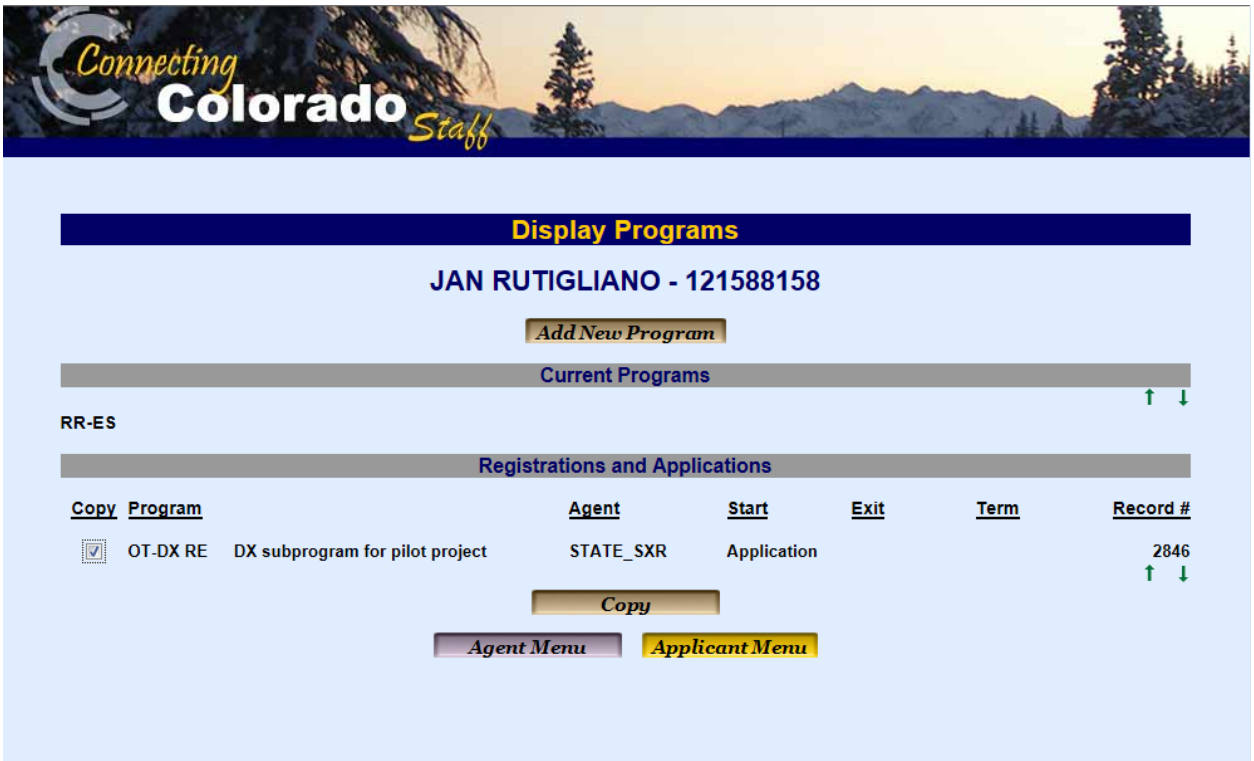

16. Click

to get the registration screen to appear in the correct region. Complete the registration and WIA application.

17. And finally, follow your usual process to upload the documentation you saved earlier into the new applicant record.

18. If you contact an applicant and they do not wish to receive any services from the workforce center or come in for an appointment (perhaps because they got a job), send me those names and I will manually remove them from your list.

DRAFT