

Enrolling and Exiting Participants in Connecting Colorado that are served with Local formula DW set-aside funds

Enrollment Procedures

- Access the **Program Store** screen
- Complete the appropriate **Applicant Information** fields
- Under **New WIA and Other Non-ES Registration**, enter the **New Program** code **DW** and **Subprogram** code **DS**;
- Enter the **Start** date (the date that the first service was provided using set-aside funds);
- click **Update**

New WIA and Other Non-ES Registration

New Program: **Subprogram:** **Start:** / /

Counselor Agent:

- Enter the date eligibility was determined in the **Elig. Determine:** field
- Click **Update**

Elig. Determine: / /

Counselor:

Census Tract:

Project:

Referring Project:

Program Exit Procedures

- On the **Applicant Information** screen under **Registration**, choose **Terminations**
- On the **Program List for Termination** screen:
 - Check that no items appear under **Open Services**; return to the **Services** screen to close open services
 - Choose **Store Term**
- On the **Store Termination** screen, under **Termination Information**, complete all fields; in the **Date** field, enter the “**Last Service __ ended**” date.
- Complete all fields under **Employment Information at Term**

Termination Information

Term Agent: **Term Counselor:** **Last Update:** 08/30/2011

Date: / / **Reason:**

Last Service: OC ended 08/26/2011

- Under **Training/Placement**, complete the **Edu Attain Type** and **Date Attained** fields. The Date Attained is the date that appears on the credential. Documentation of training completion must include a copy of the credential, or other written confirmation by the provider that the credential was earned; cite the document and source in **case notes**.

Training/Placement

Edu Attain Type: **Date Attained:** / / **Term Stu Status:**

Yth Placement: **Educ Anytime:**

TAA 2nd Cred: **TAA NAICS:**

Had Diploma or GED at Eligibility: **Student Status at Eligibility:**