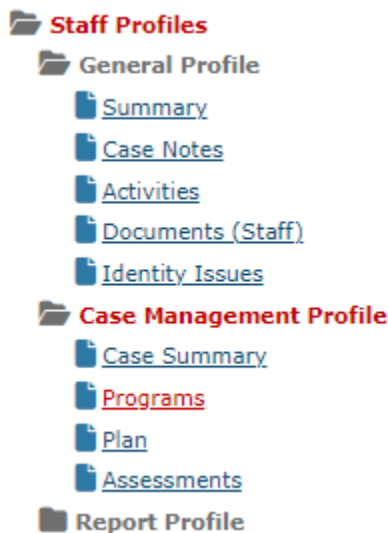


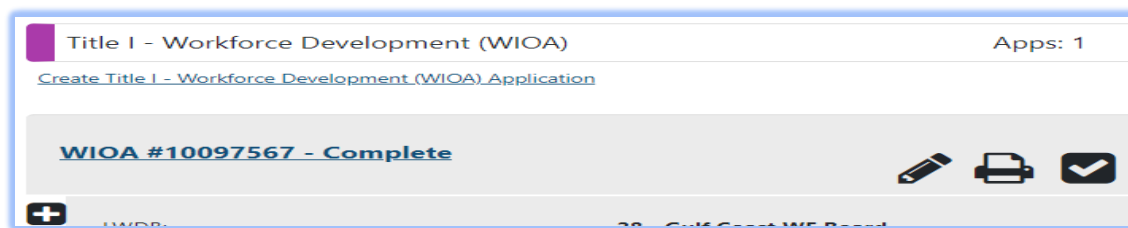
Support Service Data Entry Desk Aid



1. Assist an individual by opening the **programs tab** your participant is enrolled in and select the Services that will be used, for example Transportation Assistance or Work-Related Expense.

a. PATH: Staff Profiles > Case Management Profile > Programs >



b. > Program Ribbon (WIOA)



- Click on  > Open  > verify that the applicable service sequencing has been provided prior to entering a support service.
- c. Select Activity Code:** When selecting a Service Code, If **Service Sequencing** has not been followed for WIOA and TAA then one of the required services were not entered prior to conversion.
- These services must be entered first in WIT:
 - for WIOA Adult and DW - 203 Comprehensive Objective Assessment and 205 Individual Employment Plan (EDP).

- o for Youth - 412 Comprehensive Objective Assessment and 413 Individual Service Strategy (ISS).

PE ⓘ	EE ⓘ	Status	ID #	Activity / Provider	Actions	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
⊙	⊙	○	4757900	205 - Individual Employment Plan (EP/EDP) No Provider Information	Ⓜ	Adult	N/A	04/17/2024	04/17/2024	Close
⊙	⊙	○	4757899	203 - Comprehensive Objective Assessment No Provider Information	Ⓜ	Adult	N/A	04/17/2024	04/17/2024	04/17/2024 Successful Completion
⊙	⊙	○	2478538	269 - Short-term Work Readiness Services ⓘ WDA 07 - Conversion Provider	Ⓜ	Statewide Adult WIOA Adult Statewide	N/A	03/22/2024	03/31/2024	Close

Page 1 of 1 Rows: 50

- Staff will need to verify in **Activities / Enrollments / Services** tab to that these services have been entered. If one or both have not been entered; the missing services must be entered before the system will allow any other services to be added. *This will not apply to Choices.* (Source: WFCMS-06 – Program Service Sequences).

Note: Staff may see that the service 68 converted from TWIST; however, this will not suffice for the 205 required service; which must be entered in WIT.

Once required sequence of services have been entered, staff may begin entering other services, including support services.

2. To document Support Services:

Click on the plus sign **+** > Open **Activities / Enrollments / Services** >

- **Select** [Create Activity / Enrollment / Service](#) to create a new service in the General Information Tab (staff may select from WIOA/SNAP/Choices).

Page Displays:

Activity Enrollment - General Information

Activity Enrollment - General Information

This page displays activity information for the specified participant.

General Information

[Service Provider](#)

[Enrollment Cost](#)

[Financial Aid](#)

[Enrollment Budget](#)

[Budget Planning](#)

[Closure Information](#)

General Information :

Application Summary:	Program: Title I - Workforce Development (WIOA) Application Date: 02/27/2024 Earliest Eligibility Date: 03/12/2024
Participation Date:	03/18/2024
* Customer Program Group:	<input type="text" value="None Selected"/> <ul style="list-style-type: none"> None Selected <li style="background-color: yellow;">10B - Adult - Individualized Services/Training 93 - Statewide Adult
* LWDB:	<input type="text" value="Gulf Coast WF Board"/>
* Office Location:	<input type="text" value="406 WF Solutions Northshore"/>

3. Select – the **Program Group** assigned to your specific individual (in our example: **Customer Program Group: 10B – Adult – Individualized Services/Training**) Staff may select from Choices / SNAP / WIOA Program Group).

- a. **LWDB** – Board area auto-populates; verify that the correct Board is listed under LWDB.
- b. Enter in the Office Location.
- c. In the Enrollment Information you will select the appropriate **Activity Code** for the service being provided.

Reminder: Support Services are Single Day Services

Enrollment Information	
Grant:	None Selected ▾
WIOA or Non-WIOA Partner Program:	<input type="checkbox"/> Yes, service is a WIOA or Non-WIOA Partner Program.
* Activity Code:	181 Support Service - Transportation Assis [Select Activity Code]
* An actual begin date or a projected begin date is required.	
Projected Begin Date:	<input type="text"/> (mm/dd/yyyy) Today
Actual Begin Date:	04/25/2024 (mm/dd/yyyy) Today
* Projected End Date:	04/25/2024 (mm/dd/yyyy) Today
Service Provided Virtual/Online :	No Virtual/Online, In-person Only ▾

Activity Code: In our example, we are using **181 Support Service – Transportation Assistance**, other appropriate support services may be selected for your participant as needed. The 181 Support Service – Transportation Assistance will apply to, WIOA Adult/DW, NDWG, SNAP E&T, Choices, TANF Applicant, Choices Plus.

For Youth this service would be 481 – Support Service – Transportation Assistance – Youth Funded.

4. Add a **Case Note**

Case Notes:	[Add a new Case Note] Show Filter Criteria]
-------------	--

All Case Notes can be viewed by following this path:

- **PATH:** Staff Profiles > General Profile > Case Notes

Note: By clicking **Next**, the current page will be saved. If staff **do not** want to save the page they are on, **select Exit Wizard instead of Next**.

5. Click **Next** to continue in the Wizard!

Page Displays: This screen will auto populate with information entered by Board staff the Appropriate Provider selection must be confirmed by staff.

Activity Enrollment - Service Information

Activity Enrollment - Service Information
This page displays activity service and worksite information for the specified participant.

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollment Budget	Budget Planning	Closure Information
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Enrollment Service Provider Information

Enrollment Summary:
Enrollment ID: 4757918
Username: rfbaid11302
Title I - Workforce Development (WIDA) Application ID: 10097567
Activity Code: 181 - Support Service - Transportation Assistance
Activity Dates: 4/25/2024 - 4/25/2024

* **Provider:**

[\[Select Provider \]](#)

* **Service, Course or Contract:**

[\[Select Service, Course or Contract \]](#)

Provider Locations:

[\[Select Provider Locations \]](#)

Provider Contacts:

Occupational Training Code:

[Exit Wizard >](#)

[<< Back](#) [Next >>](#)

Page Displays: This page may be completed by staff to show the total cost of supportive services provided to the participants. This is not a TWC requirement, but BSS TA highly recommends that this cost information is entered.

Activity Enrollment - Service Costs

Activity Enrollment - Service Costs
This page displays activity cost information for the specified participant.

General Information | Service Provider | **Enrollment Cost** | Financial Aid | Enrollment Budget | Budget Planning | Closure Information

Enrollment Cost Information

150 - Support Service - Work Related Expense
DYNAMIC WORKFORCE SOLUTIONS-TEXAS
Support Other (Contractor)

Enrollment Summary:
Enrollment ID:
Username:
Title I - Workforce Development (WIOA) Application ID:
Activity Code: 181 - Support Service - Transportation Assistance
Activity Dates: 4/18/2024 - 4/18/2024

\$ 250.00
Total costs are itemized below:

Total Support Service Cost - Fee Based	\$ 250.0000
Available:	\$0.00
Obligated:	\$0.00
Service Fee	\$ 250.00
Other Costs	\$ 0.0000
Comments	<input type="text"/>

Additional Costs
These optional fields are used to record additional expenses related to the service.

Total Enrollment Cost
\$ 250.00

<< Back | Next >>

[\[Exit Wizard \]](#)

Note: By clicking **Next**, the current page will be saved, **and the next page displayed is the Closure Tab**. If staff **do not** want to save the page they are on, then they need to select **Exit Wizard** instead of Next. Exit Wizard is in the bottom left-hand corner of the page.

6. Click **Next** to continue the Wizard!



The next three Tabs, **Financial Aid**, **Enrollment Budget**, and **Budget Planning**; staff will be able to view but cannot edit data.

- Financial Aid is not appropriate for Support Services
- Enrollment Budget, hyperlink > [History](#) can only be viewed by staff.

7. At this point staff select Exit Wizard.

After exiting the Wizard, the system will return staff to the

Activities / Enrollments / Services page where staff can view the Support Service entered.

Status	ID #	Activity / Provider	Actions	Funding / Grant
	4757918	181 - Support Service - Transportation Assistance WDA 28 - Conversion Provider		Adult