CalJOBS™ Eligibility Explorer

USER GUIDE

Instructions modified for Ventura County WIOA Career Services Program.
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I. Eligibility Explorer Description

Individuals may start a pre-application for Workforce Innovation and Opportunity Act, by utilizing the new Eligibility Explorer feature.

The Eligibility Explorer application wizard helps individuals determine if they are qualified for services under various federal programs and provides the ability to provide information and verification documents before scheduling a 1:1 appointment with an Employment Specialist. These instructions have been modified for individuals applying for WIOA Career Services.

II. Individual: Creating an Eligibility Explorer Application

Login and or create a CalJOBS account via Portal: www.venturacountyjacc.org

Click on the “Eligibility Explorer” link within the “Community Services And Benefits” widget on your dashboard.

The Eligibility Explorer option can also be accessed via the left navigation menu by selecting the “Pre-Application” option under “Services for Individuals”.

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Review the information under “Eligibility Explorer” on the intro page.

On the same screen, you will also see a “Currently Enrolled” section and an “Available Programs” section with program cards.

Read the programs cards, and select the option that best fits your situation.

Click “Next” at the bottom of the page to start the Eligibility Explorer Application.

Complete each section by verifying that the pre-populated information from your CalJOBS registration is correct. Also, make sure to enter information into the required fields.
Once you are done completing a section, click “Next” to move onto the next section of the Eligibility Explorer application.

### Documents Section

The 2\textsuperscript{nd} to last section of the Eligibility Explorer is the Documents section. In this section you can upload documentation required for eligibility. If you are unable to upload your documents, you may skip this step and have them available when you meet with an Employment Specialist.

### Documents

Upload your documents by clicking on ‘upload’ for each corresponding document name.

Upload documents that you have available, and or have them available for your appointment with a staff member.

Select the type of document you are
uploading. Then click the "Select File" button to select a file for upload. Finally, click the "Upload File" button to upload the file.

Click “Close” to close the pop-up window.

You will now see a green check mark in the Uploaded column letting you know that the required documentation has been uploaded.
When you are done uploading documentation, click “Next” to move onto the final section (Eligibility Review) of the Eligibility Explorer application.

Eligibility Review Section
The last section of the Eligibility Explorer application is the Eligibility Review section.

Eligibility Review Section (cont.)
In this section, you can see what services you may be eligible for under “Eligibility Review/Determination”.

Eligibility Review Section (cont.)
You can also view and/or print a summary of your application by clicking on “View Summary Report” or view/print a list of documents that you have uploaded by clicking on “View Documents List”.

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Eligibility Review/Determination
Thank you for filling out the Eligibility Explorer. Based upon the information provided, we have found that you may be eligible for the following services:

- Wagner-Peyser Services
- Adult Services (WIOA Title II)
- Unemployment Insurance

What’s Next
Our staff will contact you regarding your eligibility. To continue with your eligibility please review the document list as the documents will be required to complete your eligibility. During the eligibility interview, additional questions will be asked.

View Summary Report  View Document List
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Eligibility Review Section (cont.)

Please do not call the offices, an AJCC Representative will contact you.

Eligibility Review Section (cont.)

The final step is to submit the Eligibility Explorer application by clicking on “Finish”.

Thank you for your application! A staff member will contact you soon.