
CalJOBSSM Eligibility Explorer

USER GUIDE

Instructions modified for Ventura County WIOA Career Services Program.

Eligibility Explorer Description I

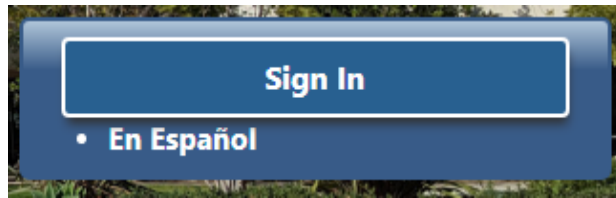
Individual: Creating an Eligibility Explorer Application II

I. Eligibility Explorer Description

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

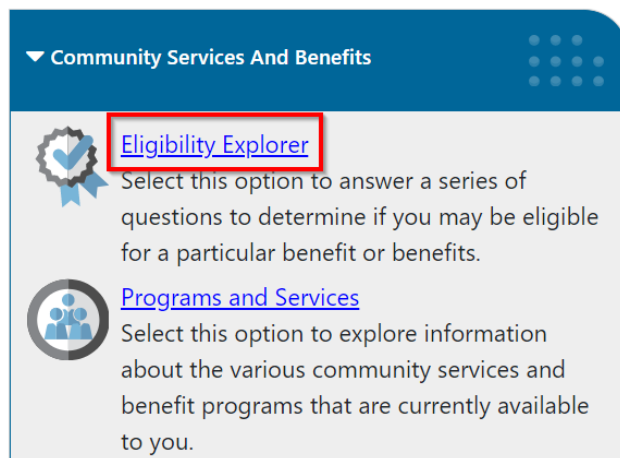
The Eligibility Explorer application wizard helps individuals determine if they are qualified for services under various federal programs and provides the ability to provide information and verification documents before scheduling a 1:1 appointment with an Employment Specialist. These instructions have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



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

Services for Individuals

Pre-Application

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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Eligibility Explorer

Introduction

The Workforce Investment and Opportunity Act (WIOA) is designed to provide assistance through many partner agencies offering services to help find employment and may include training opportunities. These services are provided at no cost and are designed to help you in gaining employment. The programs may be able to offer training or can provide job search assistance. The programs are administered through the America's Job Centers. By completing this pre-application, appropriate referrals to programs you may qualify for can be provided and information on how to access these services.

Using the information you provided during registration, in combination with the input you provide during the next few steps, we will determine whether you may be eligible for any available programs. Please be aware that this does NOT guarantee eligibility, but it will indeed put you on the right track to meeting with staff and determining what assistance is available. So let us get started.

Currently Enrolled

Available Programs

Available Programs

Adult Services (WIOA)

The **WIOA Adult** program improves the quality of the adult workforce, reduces welfare dependency, and enhances the productivity and competitiveness of the nation's workforce. The program provides adults with workforce preparation, career services, training services and job placement assistance needed to increase occupational skill attainment, obtain industry recognized credentials, and secure a good job that provides earnings that lead to self-sufficiency.

Interested

Dislocated Worker Services (WIOA)

The **WIOA Dislocated Worker** program provides a variety of services to workers who have been impacted by plant closures, workforce reductions, and natural disasters that lead to job loss. The goal is to provide dislocated workers with the tools and support needed to obtain credentials and occupational skills leading to jobs in high growth industries and high demand occupations. The program enhances the quality, productivity and competitiveness of the workforce while meeting the needs of employers.

Interested

Youth Services (WIOA)

The **WIOA Youth** program is federally funded to provide a comprehensive system of training and support services for young adults 14 - 24 years of age in preparation for the workforce. The program is dedicated to academic excellence, career preparation for youth in the workplace and community, the development and support of work experiences, and active leadership roles for participants.

Interested

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**.

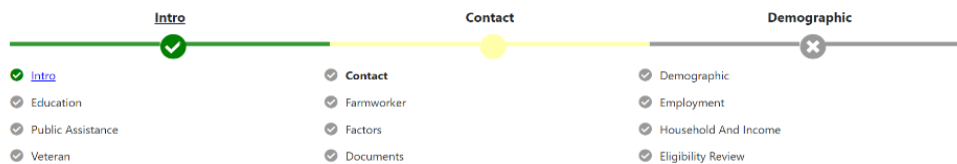
<< Back

Next >>

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

Eligibility Explorer



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▲ Hide All Steps

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**.

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	<p>Once you are done completing a section, click “Next” to move onto the next section of the Eligibility Explorer application.</p>																		
	<p>Documents Section</p> <p>The 2nd 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 when you meet with Employment Specialist.</p>																		
<p>Documents</p> <p>You are missing documentation required for eligibility. Please upload the necessary files listed. If you are unable to upload your documents, you may skip this step and bring them when you meet with staff.</p> <table border="1" data-bbox="172 1388 1115 1661"> <thead> <tr> <th>Documentation Required</th> <th>Uploaded?</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Social Security Documentation</td> <td>✘</td> <td>Upload</td> </tr> <tr> <td>Address Documentation</td> <td>✘</td> <td>Upload</td> </tr> <tr> <td>Citizenship Documentation</td> <td>✘</td> <td>Upload</td> </tr> <tr> <td>Education Level Documentation</td> <td>✘</td> <td>Upload</td> </tr> <tr> <td>Education Status Documentation</td> <td>✘</td> <td>Upload</td> </tr> </tbody> </table>	Documentation Required	Uploaded?	Action	Social Security Documentation	✘	Upload	Address Documentation	✘	Upload	Citizenship Documentation	✘	Upload	Education Level Documentation	✘	Upload	Education Status Documentation	✘	Upload	<p>Documents Section (cont.)</p> <p>Upload your documents by clicking on ‘upload’ for each corresponding document name.</p> <p>Upload documents that you have available, and or have them available for your appointment with a staff member.</p>
Documentation Required	Uploaded?	Action																	
Social Security Documentation	✘	Upload																	
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Education Status Documentation	✘	Upload																	
	<p>Select the type of document you are</p>																		

Social Security Documentation

Please select the type of document you are uploading. Then click the "Browse" or "Choose File" button to select a file for upload:

- DD-214 Report of Transfer of discharge
- Employment Records
- IRS Form Letter 1722
- Letter from Social Service Agency
- Unemployment Wages Records
- Social Security Benefits
- Social Security Card
- W-2 Form
- Letter/Printout from Social Security Office
- Public Assistance Record/Printout
- Agency Award Letter
- Unemployment Wage Records

File Name	Upload Date	Action
No Files Uploaded		
<input type="text"/>	<input type="button" value="Select File"/>	<input type="button" value="Upload File"/>

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.

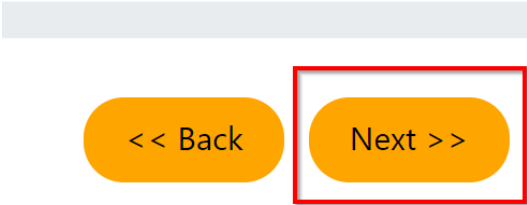
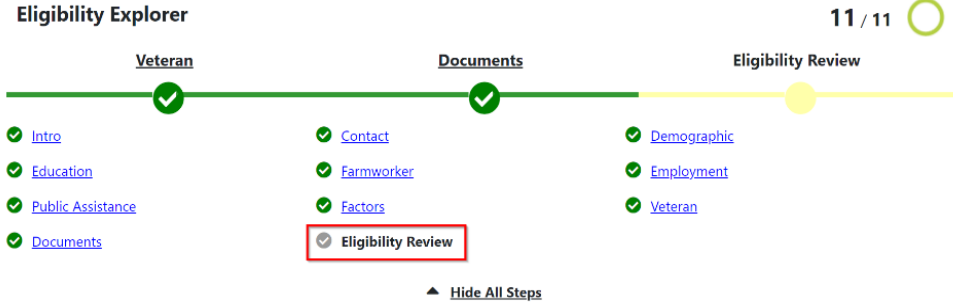
Documents

You are missing documentation required for eligibility. Please upload the necessary files listed. If you are unable to upload your documents, you may skip this step and bring them when you meet with staff.

Documentation Required	Uploaded?	Action
Social Security Documentation	<input checked="" type="checkbox"/>	Upload
Address Documentation	<input type="checkbox"/>	Upload
Citizenship Documentation	<input type="checkbox"/>	Upload
Education Level Documentation	<input type="checkbox"/>	Upload

You will now see a **green check mark** in the Uploaded column letting you know that the required documentation has been uploaded.

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	<p>When you are done uploading documentation, click “Next” to move onto the final section (Eligibility Review) of the Eligibility Explorer application.</p>
	<p><u>Eligibility Review Section</u></p> <p>The last section of the Eligibility Explorer application is the Eligibility Review section.</p>
<p><u>Eligibility Review/Determination</u></p> <p>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:</p> <ul style="list-style-type: none">• Wagner-Peyser Services• Adult Services (WIOA Title I)• Unemployment Insurance	<p><u>Eligibility Review Section (cont.)</u></p> <p>In this section, you can see what services you may be eligible for under “Eligibility Review/Determination”.</p>
<p><u>What's Next</u></p> <p>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.</p> <p>View Summary Report View Document List</p>	<p><u>Eligibility Review Section (cont.)</u></p> <p>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”.</p>

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<p>Here is a list of contact information for the closest office locations in your area:</p> <table border="0"><tr><td>SAC MST Downtown 1900 K Street Sacramento, CA 95811 Phone: 916-448-2321 Email: Map Address</td><td>JUM - Juma Ventures 815 S street Sacramento, CA 95811 Phone: Email: Map Address</td><td>YOL Yolo County Children's Alliance 600 A Street, Suite Y Davis, CA 95616 Phone: 530-757-5558 Email: Map Address</td></tr></table> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"><p>Programs offered:</p><ul style="list-style-type: none">• Title I - Workforce Development (WIOA)</div>	SAC MST Downtown 1900 K Street Sacramento, CA 95811 Phone: 916-448-2321 Email: Map Address	JUM - Juma Ventures 815 S street Sacramento, CA 95811 Phone: Email: Map Address	YOL Yolo County Children's Alliance 600 A Street, Suite Y Davis, CA 95616 Phone: 530-757-5558 Email: Map Address	<p><u>Eligibility Review Section (cont.)</u></p> <p>Please do not call the offices, an AJCC Representative will contact you.</p>
SAC MST Downtown 1900 K Street Sacramento, CA 95811 Phone: 916-448-2321 Email: Map Address	JUM - Juma Ventures 815 S street Sacramento, CA 95811 Phone: Email: Map Address	YOL Yolo County Children's Alliance 600 A Street, Suite Y Davis, CA 95616 Phone: 530-757-5558 Email: Map Address		
<div style="display: flex; justify-content: space-around; align-items: center;"><div style="border: 1px solid orange; border-radius: 15px; padding: 10px 20px; background-color: #f9a825; color: white;"><< Back</div><div style="border: 2px solid red; border-radius: 15px; padding: 10px 20px; background-color: #f9a825; color: white;">Finish</div></div>	<p><u>Eligibility Review Section (cont.)</u></p> <p>The final step is to submit the Eligibility Explorer application by clicking on "Finish".</p>			
<p>Thank you for your application! A staff member will contact you soon.</p>				