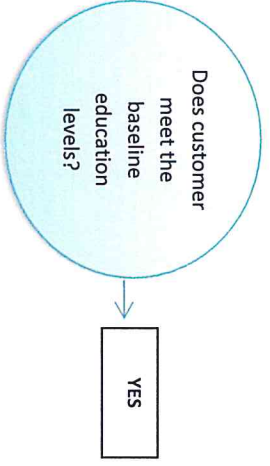


Employment Specialist determines Eligibility/enrollment

Required Elements

- Eligibility checklist
- Capture required data elements/documentation for eligibility
- EEO
- Grievance Packet
- Inform customer of training options and parameters of eligible training providers/courses
- Schedule TABE test if applicable



Education & Training Counselors

Comprehensive Guidance & Counseling

- Development of Individual Employment Plan (IEP)
- Review of Work History, Education, Work Readiness
- Customer Responsibility Agreement
- With input from customer, decide on career pathway
- If appropriate, give customer training packet:
 1. Training Provider Information Sheet
 2. Individual Training Account (ITA)
 3. Payment Authorization form
- Schedule follow up appointment
- Review and Complete remainder of paperwork
- Submit file to review team as soon as file is complete