

Attachment A

Recording Participant as a Foster Child

The following are step-by-step instructions for recording data in EFM for youth who are in foster care.

- Go to the Case Management Tab and click on **Create WIA Program Application**.
- Complete sections in sequence starting with **General Information**. The first foster care question is located in the **Barriers** section. See Figure 1-1 below.

Figure 1-1

Barrier Information Page - Microsoft Internet Explorer

Address: https://training.employflorida.com/vosnet/programs/application/wia/ProgramBarriers.aspx?appid=14263&apptype=2

DAWKINS, DONNELL M
Assist a new Individual

My Workspace
My Staff Resources
My Staff Account

Services for Staff
Manage Individuals
Manage Employers
Manage Resumes
Manage Job Orders
Manage Labor Exchange
Manage Activities
Manage Case Assignment
Manage Communications
Manage Providers
View Reports

Other Staff Services
Staff Online Resources
Dynamic Works Staff Courseware

Quick Menu
Job Search
Resume Builder
My Resources
My Individual Profile

Barriers

*Are you a Displaced Homemaker? Yes - LWIA Program - Dislocated Worker
 Yes - Statewide(TANF) AND LWIA Programs
 No
Verify Displaced Homemaker: [VERIFY](#)

*Do you have limited reading, speaking, writing or understanding of the English language AND is English a second language? Yes No

*Are you a single parent? Yes No

*Are you homeless? Yes No
Verify Homeless: [VERIFY](#)

*Are you a runaway? Yes No
Verify Runaway: [VERIFY](#)

*Are you an offender? Yes No
Verify Offender: [VERIFY](#)

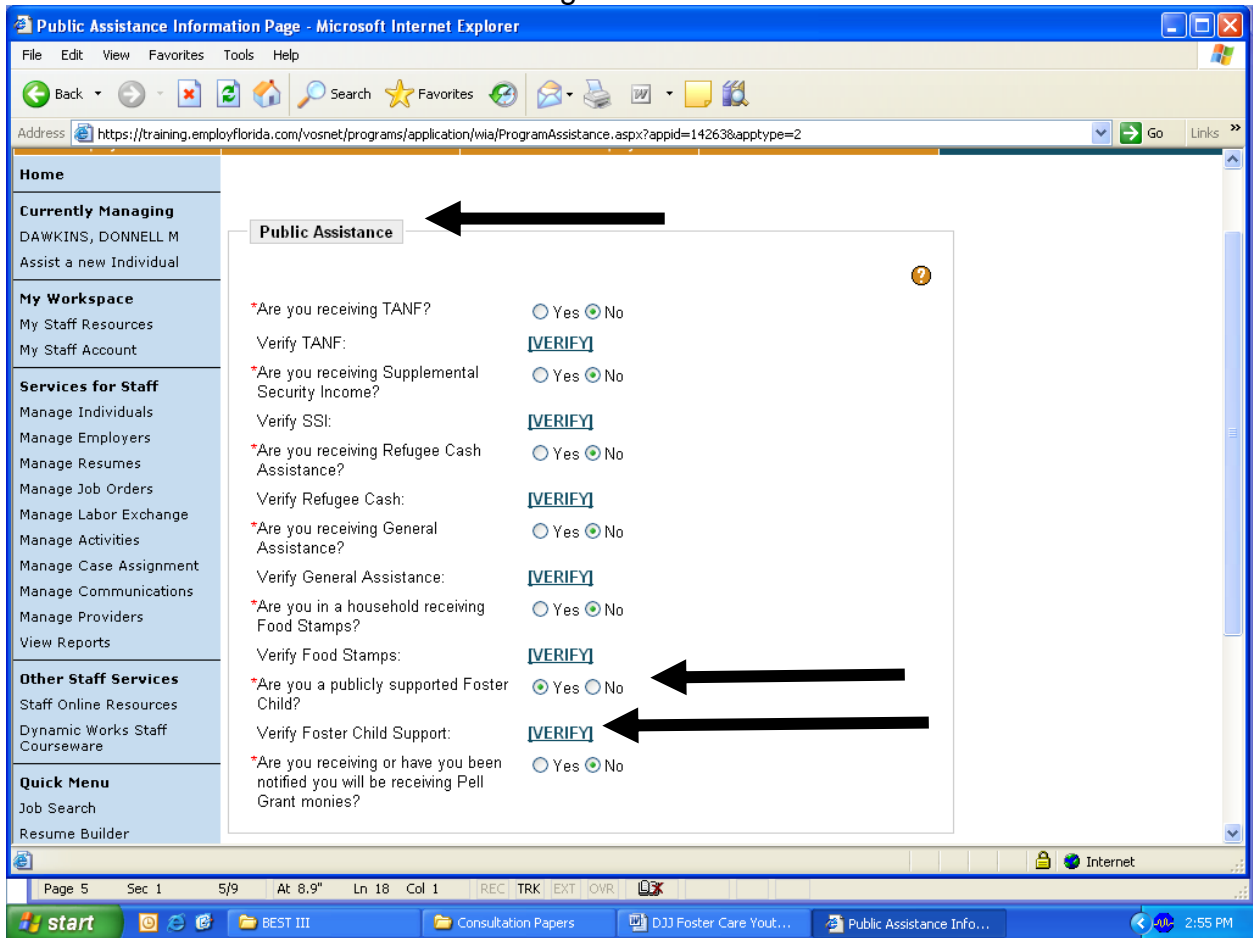
*Are you pregnant or parenting youth? Yes No
Verify Pregnant / Parenting Youth: [VERIFY](#)

*Foster Care Youth? Yes No

*Basic Skills Deficiency? Yes No
Verify Basic Skills Deficiency: [VERIFY](#) ✓
View Basic Skills Scores: [Click Here](#)

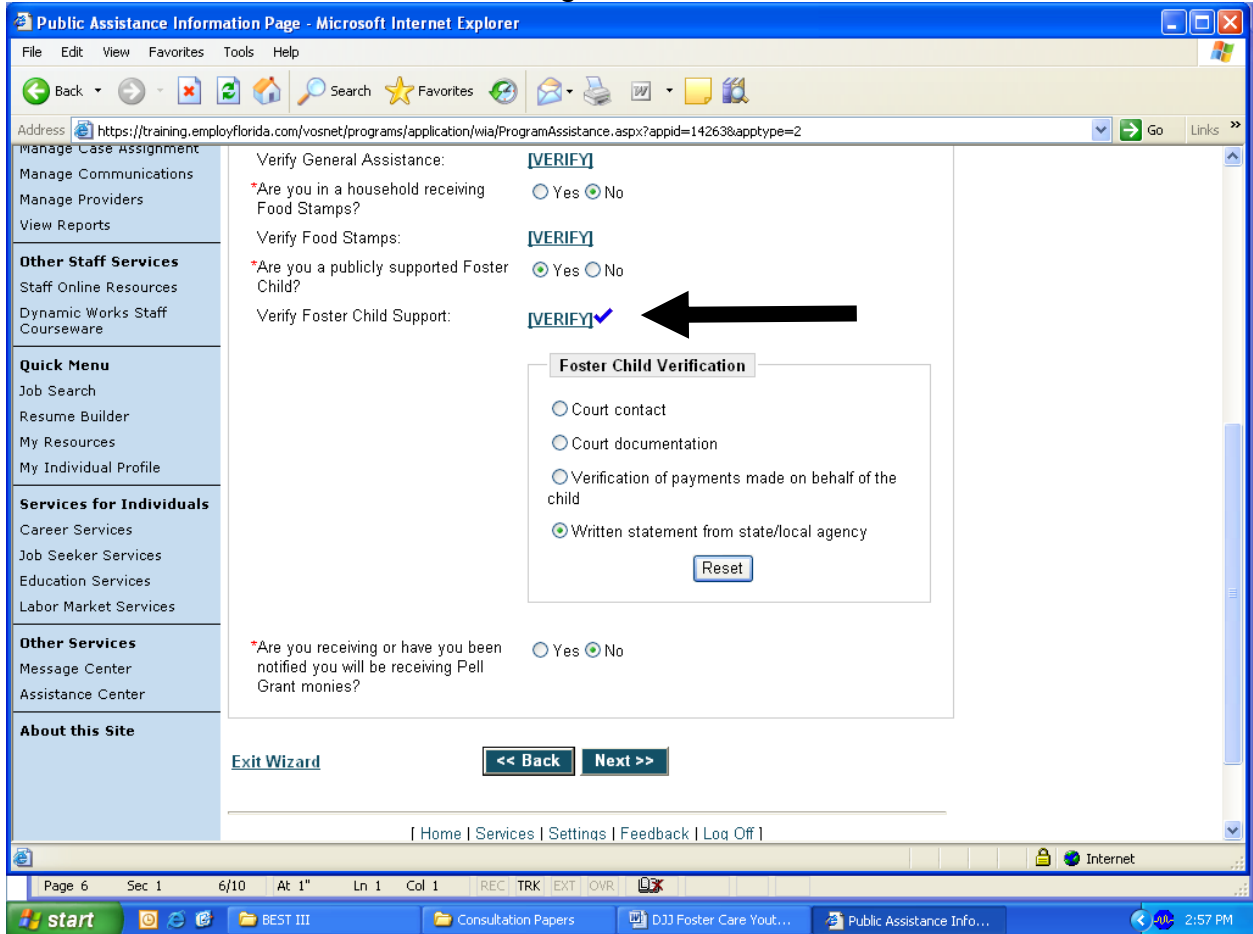
- Click **Yes** for Foster Care Youth.
- Complete Barrier section and click on **Next**.
- **Public Assistance** is the next area. See figure 1-2. Notice additional Foster Care question and the Verification Link.

Figure 1-2



- Click **Yes** for “**Are you a publicly supported Foster Child?**”
- Click on the corresponding **Verify** link. Select source documentation in the dropdown box. See Figure 1-3.

Figure 1-3

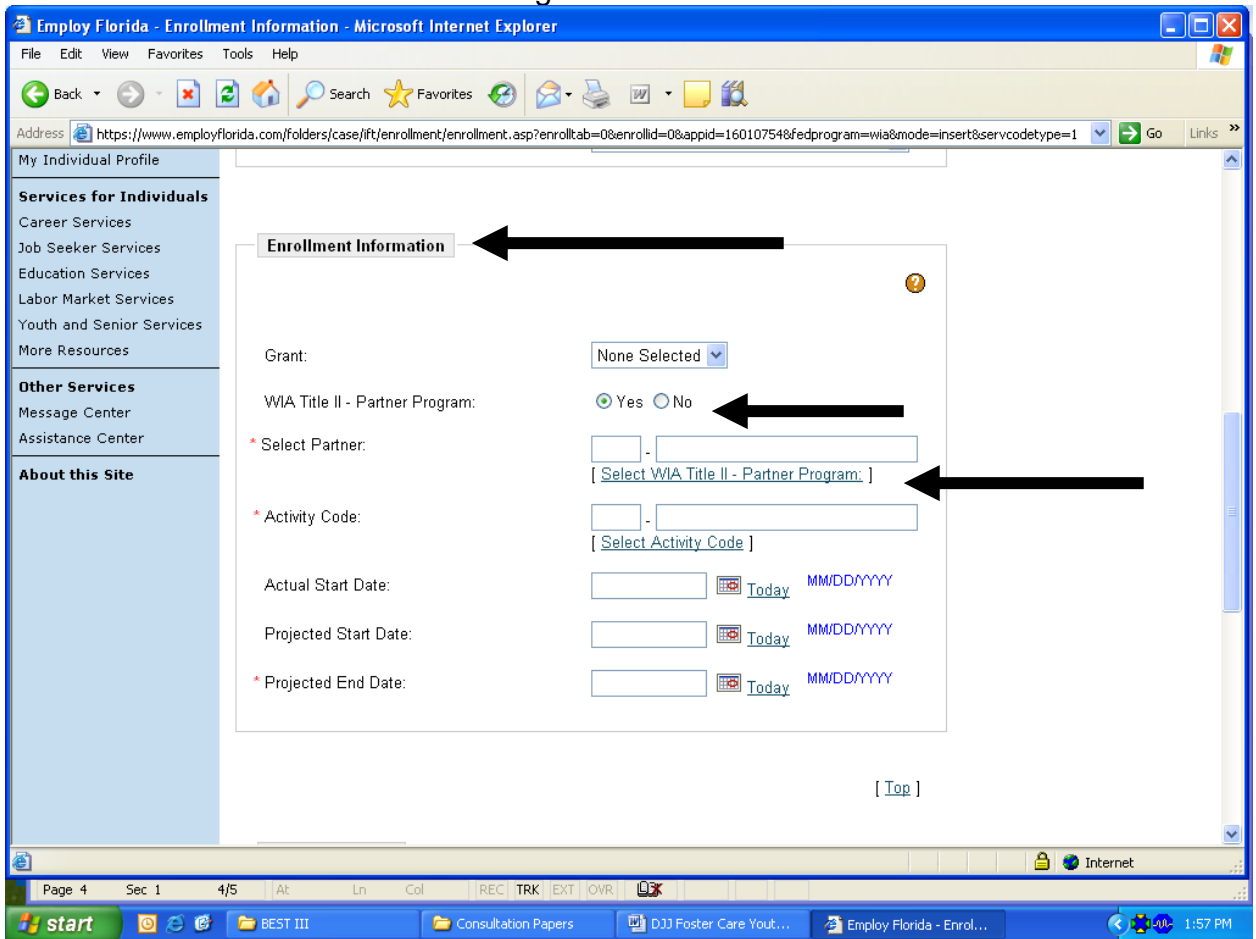


Recording DJJ Youth as a Partner Program

Youth who are being served by DJJ should be entered in EFM as a Partner Program. The following are step-by-step instructions on how to proceed.

- Go to **Create a WIA Activity Record**. This will take you to the enrollment tabs.
- Complete the **Enrollment General** tab. This tab consists of two sections; **General Information** and Enrollment **Information**. Partner Program information is located in the Enrollment Information section. See figure 2-1 below.

Figure 2-1



- In the **Enrollment** section, select **Yes** for **WIA Title II- Partner Program**.
- Click on the **“Select WIA Title II - Partner Program”** link.
- Select **“Department of Juvenile Justice”** from dropdown box. See Figure 2-2.
- Complete Enrollment section in sequence and click on **Finish**.

Figure 2-2

