



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

FORMAL COMMUNICATION

TO: Indiana's Workforce Investment System

FROM: Dennis Wimer, *DW*
Deputy Commissioner, Field Operations

DATE: September 26, 2012

**Technical Assistance Bulletin
TAB 2012-03**

**Implementation of Reemployment Services and Reemployment and Eligibility Assessment
Activities for Recipients of Emergency Unemployment Compensation.**

Purpose

To issue instructions to One-Stop Operators and Regional Operators on implementing the requirements of the Emergency Unemployment Compensation (EUC) Act, as amended by the *Middle Class Tax Relief and Job Creation Act of 2012 (P.L. 112-96)* for the provision of reemployment services and reemployment and eligibility assessments to individuals who begin receiving EUC First Tier benefits or who transition from First Tier to Second Tier benefits.

Content

The reemployment services and in-person reemployment and eligibility assessments required by the EUC Act, as amended, are:

1. The provision of labor market and career information;
2. An assessment of the skills of the individual;
3. Orientation to the services available at (One-Stop) WorkOne offices; and
4. A review of the individual's EUC eligibility relating to their job search activities.

Claimants who begin receiving First Tier EUC or transition from First Tier to Second Tier benefits are required to participate in these services unless they have received like services within three (3) months of the date they were selected for EUC-REA services. Furthermore, there are additional work search requirements for these claimants; they must:

- Register for employment services (in Indiana Career Connect (ICC));

- Engage in an active search for work that is appropriate in light of the labor market and the individual's skills and capabilities, and includes an appropriate number of employer contacts.
- Maintain a record of his/her work search including employers contacted, method of contact; and
- When requested, provide such work search record to the Indiana Department of Workforce Development (DWD).

To implement these provisions, a process has been designed that works much like the current REA process. WorkOne centers will adapt the current Orientation workshop to include presenting information about available services. EUC-REA claimants will be required to do the skills assessment and review labor market information in ICC. Staff will review the ICC registration and assessment along with the claimant's work search record and promote and encourage participation in additional EUC-REA services. Information on claimants who fail to comply with program requirements will be transferred to WorkOne UI office Leads for a Determination of Eligibility.

In general, this TAB presents a model process that describes minimum content and required activities. One-Stop Operators and Regional Operators will be responsible for implementing this model or developing alternate procedures, as long as the minimum content and activities are provided. In addition, TrackOne instructions and check lists to aid staff in completing activities necessary to implement this program will be provided.

Exemptions

Claimants in the categories below may be exempt from participation in the EUC-REA program:

- Those who have completed the Orientation/Assessment/LMI/Work Search Review activities in the REA program and have had a bi-weekly Work Search Review in the past three (3) months (13 weeks).
- Those who have completed required EUC-REA services in the past three (3) months (13 weeks).
- Those who have elected full participation in the Worker Profiling and Reemployment Services (WPRS) program and have had a bi-weekly Work Search Review in the past three (3) months (13 weeks).
- Those in WIA- or TAA-approved training.

Waiver of Participation

It is the intent of the United States Department of Labor (USDOL) and DWD to maximize the participation of claimants in the EUC-REA process. Regions should make EUC-REA services available at all WorkOne centers and Express sites, as appropriate. Remote participation via phone and the Internet is also an option, except for the Work Search Review which must be done in-person. Regardless, there may be situations where participation would be a hardship for the claimant. The TEGL states:

'The statute also provides for a waiver if the state Unemployment Compensation (UI) agency determines that there is 'justifiable cause' for failure to participate or complete

participation. States may waive participation if the reason for failure to report or participate in reemployment or reemployment and eligibility is considered 'good cause' under the state's Unemployment Compensation (UI) law. In addition, states may determine that there is 'justifiable cause' when, for example, an individual would have to commute an unreasonably long distance (as determined by the state) to report to a One-Stop center for the RES/REA."

WorkOne UI office Lead staff will determine if a Waiver of Participation is appropriate upon an inquiry from a claimant after receiving an EUC-REA Notification Letter. The Work Search Review and detailed documentation provisions of EUC-REA can only be waived as noted below.

Waiver of Work Search Documentation

Detailed reporting of work search can be waived for union members in good standing with their hiring hall and claimants with a return to work date within 60 days of their last layoff. These claimants will still have to participate in other EUC-REA services unless they have completed like services within the past 13 weeks. Claimants enrolled in WIA-approved or TAA institutional training may also be waived from the Work Search Review if they have a Detailed Reporting Waiver from UI. See: Local Office UI Procedures; Detailed Reporting Waivers.

Model Process

- Each day a file of claimants filing a Tier One EUC claim or transitioning into Tier Two EUC will be uploaded into a TrackOne list. A "Selected for EUC-REA Service" will automatically be entered in the TrackOne service record.
- At a minimum, each week WorkOne staff will query this list for claimants from the previous week and create an Excel spread sheet.
Note: As the program began on 3/23/2012, the selection dates for the first week of the program will be 3/23/2012 through 3/31/2012.
- Staff will use the "Potential EUC Exempt List" in TrackOne to review each claimant's TrackOne record to determine if they qualify for an exemption. If so, a service and case note to this effect will be entered in TrackOne.
- Staff will use the list for a mail merge to send a letter to those claimants not exempted to schedule them for an Orientation/LMI/Assessment/Work Search Review session. The letter (copy attached) informs the claimants of their responsibility to participate in the Orientation, LMI, Assessment and Work Search Review requirement to document their work search and includes:
 - Instructions to register in ICC and complete the skills identification (assessment) and review the labor market information; and
 - A work search log (attached).
- Prior to the Orientation, staff should review the claimant's ICC record to determine if they have completed the required registration, skill assessment and LMI review. If these activities have not been completed, the claimant may be referred to ICC to complete the

skill assessment and LMI or review. At the One-Stop Operator's or Regional Operator's discretion, other methods of assessment and LMI distribution may be incorporated into the Orientation to meet this requirement.

- Staff will conduct a one-on-one review of the claimant's work search documentation for compliance and to offer suggestions for improving the work search. Any A&A (Able, Available and Actively seeking work) or work search issues discovered during the review will be given to UI office Leads for adjudication. WorkOne staff will record the Orientation and all other services provided in TrackOne and case note the completion of required participation on the EUC-REA Tracking Report.
- At the conclusion of the Orientation session, staff will identify those claimants who failed to participate and give that information to the UI office Lead for a Determination of Eligibility for EUC.

Frequently asked questions about the newly required in-person work search review process is available at: <http://www.in.gov/dwd/files/REA2012FAQ.pdf>. Also, attached are several items that give detailed instructions on the EUC-REA process and provide references for staff.

Questions on the TAB may be directed to:
Steve Gault
Regional Coordinator
812.675.2481

Attachments:

- A: EUC-REA Check lists
- B: EUC-REA Notification Letter Merge Code Version
- C: EUC-REA Services - TrackOne Quick Reference
- D: Staff Verification of EUC-REA Requirements
- E: DWD Work Search Log
- F: WorkOne Reemployment Services handout (color and black & white versions)
- G: Guidance for Granting Exemptions and Waivers Under the EUC-REA Program
- H: EUC-REA and TrackOne Staff Guide

Attachment A
EUC-REA Check lists

Table of Contents:

- 1. Extracting the EUC-REA Nightly Lists from Track One**
- 2. Mail Merge for EUC-REA Notification Letters**
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- 4. Conducting Work Search Review**
- 5. Recording Results of Orientation Assessment Session**
- 6. Waiver of Participation**
- 7. Reporting Non-Participation to UI office Leads**
- 8. Rescheduling**
- 9. Transferring EUC-REA Claimants to Other Regions**
- 10. Processing EUC-REA Claimants Transferred into a WorkOne or Region**
- 11. Claimants Requesting Transfer to another WorkOne or Region after Receiving their Orientation Scheduling Letter.**

1. Extracting the EUC-REA Nightly Lists from TrackOne

NOTE: Access to the EUC-REA Workgroup in TrackOne that includes the lists and services will only be for those staff designated to work in the program.

- ___ Go to the Case Management page in TrackOne
- ___ Open the folder "EUC/REA/WPRS Elig" on the lower left-hand side of this page
- ___ Open the folder entitled, "EUC Excel Downloads"
- ___ Click on "EUC Nightly List"
- ___ Brief instructions are provided at the top of this page
- ___ Select the ES Offices your WorkOne serves from the drop down menu
- ___ Select the previous week's list
- ___ **Note: The Dates to select for the first week list will be 3/23/2012 to 3/31/2012**
- ___ Enter the beginning date (Sunday date)
- ___ Enter the ending date (Saturday date)
- ___ Click on "Report" on the lower right-hand side of the page
- ___ The report can be exported into an Excel spreadsheet

2. Mail Merge for EUC-REA Notification Letters (Excel 2010 instructions for other versions to follow)

- ___ Open the standard approval letter
- ___ Change the date at the top to that Monday's date
- ___ Change the date of the Orientation within the body of the letter
- ___ Click on the "Mailing" tab at the top of the screen
- ___ Click on "Start Mail Merge"
- ___ Click on "Step-by-Step Mail Merge Wizard"
- ___ A pop-up will appear on the right-hand side of the screen
- ___ Click "Next" (as the "document" – or 1st step - is already up")
- ___ Click on "Select Recipients"
- ___ Before you get started edit the recipient list by deleting the appropriate fields (e.g., email, county, etc.)
- ___ The five (5) mail merge fields you should have to complete are: First Name, Last Name, Address, City and Zip Code
- ___ Enter each selected claimant's five (5) fields
Save recipient list (e.g., "032812selectees")
- ___ You will now return to the main document (RES Orientation letter)
- ___ Delete the name, address, city, zip code and first name after "Dear _____:"
- ___ Put your cursor where the "first name" would be located
- ___ Click on the "Insert Mail Merge Field" and click on "First Name"
- ___ Hit the space bar once
- ___ Click on the "Insert Mail Merge Field" again and click on "Last Name"
- ___ Position your cursor where the address line begins
- ___ Click on the "Insert Mail Merge Field" and click on "Address"

- ___ Position the cursor where the city would be located
- ___ Click on “Insert Mail Merge Field” and click on “City”
- ___ Type in a comma and a space after the city; type in “Indiana” and add another space
- ___ Click on “Insert Mail Merge Field” and click on “Zip Code”
- ___ Position cursor after Dear (include a space)
- ___ Click on “Insert Mail Merge Field” and click on “First Name”
- ___ The option to merge letters should appear on the right-hand side of the screen!
- ___ Save all letters after merge as its own separate document (this process is repeated weekly)

3. Processing EUC-REA Claimant List to Send Notification Letter

Note: must be processed each week

- ___ Select list for previous week, Sunday through Saturday, from TrackOne. See **Extracting the EUC-REA Nightly Lists from TrackOne** Check list
 - ___ Use the “Potential EUC Exemptions” list in TrackOne to determine those claimants who may be eligible for exemption. Enter “EUC-REA – Exempt” and a case note in TrackOne but do not schedule for the Orientation
 - ___ Claimants who have completed some but not all required EUC-REA services may be waived from those they have completed
- See: Guidance for Waiver and Exemption in EUC-REA**
- ___ Select date for the next Orientation/Assessment session
 - ___ Mail merge list with EUC-REA Notification Letter. See **Mail Merge for EUC-REA Notification Letters** check list
 - ___ Make copies of each letter and retain for verification of participation
 - ___ Record “Scheduled for Orientation” service in TrackOne for each claimant for whom a letter was sent. Enter the date of the Orientation as the “Planned End Date”
 - ___ Enter a case note that claimant was selected and scheduled for EUC-REA service
 - ___ Record “EUC-REA - Exempt” for those claimants sorted from the list because they met the qualifications for Exemption and enter a case note to that effect.
 - ___ Retain list for verification of participation

4. Conducting Work Search Review

- ___ Review each claimant's Work Search form
- ___ Determine that three contacts were made each week that are appropriate for the type of work the claimant is capable of and in which he/she is interested
- ___ Remind claimant that they must maintain documentation of their work search and that they may be required to produce such documentation when requested
- ___ If the claimant did not make three contacts or the contacts were not appropriate, advise the claimant of the work search requirements of EUC-REA
- ___ Enter "Work Search Review" in TrackOne for each claimant who participated in the review
- ___ If the claimant's work search was adequate or the claimant agreed to perform an adequate work search in the future, enter a case note to that effect in TrackOne
- ___ If the claimant refused to perform an appropriate work search or failed to stay for the Work Search Review, enter "Failure to Participate - Work Search Review" and case note to this effect in TrackOne. See: **Reporting Non-Participation to UI office Leads** check list
- ___ Document the claimant's Refusal to Participate in writing and provide this information to the UI office Lead for a Determination of Eligibility.

5. Recording Results of Orientation Assessment Session - Weekly for Each Session

— Prior to meeting prepare sign-in sheet with date of meeting

— Make sure each claimant signs-in

— Verify that each claimant completed the Skill Assessment and reviewed the labor market information in Indiana Career Connect. See TAB Attachment: “Staff Verification of EUC-REA Requirements”

— If the claimant did not complete these steps, direct them to self-service PCs for completion after the Orientation or use locally-selected processes to make sure these services have been completed

Note: At the region’s discretion, Skill Assessment and LMI Review may be provided during the Orientation

— Record “Completed – Orientation,” “Completed - Workforce information Services” and “Completed - Skill Assessment” with a status of ‘Completed’ for each claimant and enter a case note to this effect.

Note: Work Search Review procedures are described in the **Conducting Work Search Review - Each Week for Each Orientation Assessment Session** check list

— Compare the EUC-ERA Claimant List from the Orientation session to the sign-in sheet for the session. Record “Failed to Participate – Failure to Participate Orientation” for each person sent a letter who did not attend the session.

— At the conclusion of the Orientation staff will report the Failure to Participate to the UI office Lead. Record “Failure to Participate - EUC Orientation” in TrackOne for each person who did not participate. See **Reporting Non-Participation to UI office Leads** check list

— Retain a copy of the list.

6. Waiver of Participation for Hardship

Note: Determination of a Waiver of Participation will be made by the UI office Lead staff

— If the claimant contacts the office upon receiving the Letter of Notification and states that they cannot participate due to a hardship, refer the call to the UI office Lead

— The UI office Lead will either determine that a waiver is appropriate or instruct the claimant to attend the Orientation, and inform the EUC-REA program staff person of their decision

— If a waiver is granted, enter “EUC-REA – Waiver” and a case note stating “Waived from EUC-REA participation” and the reason, i.e. excessive travel required to attend Orientation

Note: While the EUC-REA Work Search Review can be waived, conducting and documenting the weekly job search can only be waived for claimants who have a Waiver of Detailed Work Search in the UI Legacy System. This is limited to those claimants who:

- **Are members of a hiring hall union in good standing**
- **Have a return to work date within 60 days of their last layoff**
- **Are in WIA- or TAA-approved training**

See: Local Office UI Procedures; Detailed Reporting Waivers - Union Members and Non-Union Members.

See: Guidance for Exemptions and Waivers in EUC-REA

7. Reporting Non-Participation to UI office Leads.

- At the conclusion of the Orientation, staff will report the Failure to Participate to the UI office Lead. If the claimant failed to appear for the Orientation, copy the sign-in sheet and give it to the UI office Lead person along with a copy of the letter for each claimant who failed to participate for adjudication of issues. Retain original copy of the letter
- If the claimant's Work Search was insufficient and they refused to comply, document the claimant's refusal to participate in writing and give this information along with a copy of the Work Search form (if provided) to the UI office Lead for a Determination of Eligibility
- If the claimant failed to stay for the Work Search Review, document this information and provide to the UI office Lead

8. Rescheduling

- If the claimant failed to appear for the Orientation and subsequently contacts the office to re-schedule, ask the claimant the reason for the missed session and document the reason. Give the UI office Lead the documentation for potential adjudication of UI issues
- Schedule the person for the next available Orientation
- If the claimant was rescheduled prior to UI disqualified the claimant for missing the initial Orientation, enter “Rescheduled for Orientation before Disqualification” in TrackOne and enter an appropriate case note
- If the claimant contacts the office for rescheduling after being disqualified by UI, enter “Rescheduled for Orientation after Disqualification” in TrackOne and enter an appropriate case note
- Enter the claimant on the list for the scheduled Orientation
- Follow-up on the claimant’s participation with the same process as with the original scheduling

9. Transferring EUC-REA Claimants to Other Regions

Claimants who appear on the TrackOne Nightly Download spread sheet and live in another region or WorkOne service area can be transferred to the WorkOne serving the county in which they reside. At the region's discretion, they may choose to serve these claimants instead of transferring them, provided travel for the claimant is not a hardship. The EUC-REA Administration Screen in TrackOne will be used to change the ES Office assignment for the transferred claimant.

Note: This procedure is to be used only for claimants being transferred for EUC-REA. It does not change the Office Assignment and does not replace current procedure for transferring clients for any other purpose.

Transferring EUC-REA Claimants to another Region

Note: Transfers should be completed by the close of business on Monday for the week in which the list is being worked to give the receiving office time to process Exemptions and letters during the current week

___ Identify claimants who reside in the service area of another region

___ Prepare a spread sheet or list for each region where you will be transferring claimants

___ Include the identifying information from the TrackOne list:

- Client ID
- Name
- Last four of the Social Security number
- Date of birth
- Address
- Home and/or alternate phone

___ E-mail this spreadsheet to the EUC-REA Transfer contact person designated by your One-Stop Operator or Regional Operator to coordinate EUC-REA transfers

___ The regional EUC-REA Transfer contact person will transmit the Transfer spreadsheets to the contact person of the appropriate region(s)

___ Include the number in the # transferred out on your weekly EUC-REA Weekly Count spread sheet

10. Processing EUC-REA Claimants Transferred into a WorkOne or Region

- For EUC-REA claimants being transferred in from another region, the regional EUC-REA Transfer contact person (they should also be a TrackOne Master/Elite User) will use the EUC-REA Administration Screen to change the ES Local Office to the office where the claimant is being assigned. Follow local procedure to distribute the list to the appropriate WorkOne. After this change is made, the claimant will now appear on the Nightly Download spread sheet for the office where the claimant is being transferred
- Regions should develop a similar procedure for transferring claimants from one WorkOne to another within their region
- Once the ES Local Office change is made, determine if any transferred claimants are to be Exempted and make the appropriate entry into TrackOne
- Process the remaining claimants as you would other EUC-REA claimants
- Add the transferred-in claimants in the # transferred in on the EUC-REA Weekly Count spread sheet. Claimants transferred within a region need not be reported

11. Claimants Requesting Transfer to another WorkOne or Region after Receiving their Orientation Scheduling Letter.

If claimants request to be served in a region other than the one in which they live, you should first determine if there is a way to reasonably serve them in your region. If not, follow the procedure above for transferring EUC-REA claimants from the initial list.



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

March 26, 2012

«AddressBlock»

«GreetingLine»

Due to a recent change in federal law, if you are moving from regular state benefits to the federally-funded extended benefits, you must visit your local WorkOne for a review of your work search records and an introduction to WorkOne services. **If you have a waiver of work search reporting, you still have to participate in this program. If you do not complete an in-person review at WorkOne your benefits will stop.**

You must go to the WorkOne identified below for your in-person review.

Appointment Location

WorkOne Name
Address
City, State Zip
Phone

Scheduled Date and Time Date: DD MMMM YYYY Time: HH:MM

You MUST bring a copy of your three (3) weekly work searches for the last four (4) weeks to your in-person review or your benefits will stop. When you file your weekly voucher on Uplink, you may print the three (3) places you looked for work and use that as your record. You may also use the sample work search log provided as an attachment. Please note, you are required by Federal law to keep a log of your weekly work searches. If you cannot present a work search log when requested, you could lose your weekly benefits.

Before your WorkOne in-person review you must log-in on IndianaCareerConnect.com and register for jobs. **You MUST also complete the actions below prior to your review:**

1. COMPLETE A SKILLS ASSESSMENT:

- 1). Login on www.indianacareerconnect.com.
- 2). Click on "Career Services"
- 3). Click on "Career Explorer"
- 4). Click on "Match Your Skills"
- 5). Complete both skills assessments: "Your Job Skills" and "Your Personal Skills"

2. RESEARCH AND EXPLORE LABOR MARKET INFORMATION:

- 1). Login on www.indianacareerconnect.com.
- 2). Click on "Career Services"
- 3). Click on "Job Market Explorer" and review some of the options

Attachment C

EUC-REA Services TrackOne Quick Reference

The following services appear on the EUC-REA service drop down list.

Self-Service/Informational Core Services	
Workforce Information Services	A service that provides workforce information such as providing information on state and local labor market conditions; industries, occupations, and characteristics of the workforce; short- and long-term industry and occupational projections; worker supply and demand; and job vacancy survey results.
Staff-Assisted (WP) Services	
Completed - Orientation	Orientation provides the participant with an overview of the EUC-REA program and services available at the WorkOne, the criteria and requirements for program participation and receipt of services, and an understanding of what is required and what is optional. Orientation may be individual or in group sessions. It will provide information on the services required for EUC (Workforce Information, Skill Assessment and a review of their work search) as well as other community services, and completing forms. Enter the Completed Orientation if the participant attended the EUC Orientation session.
Skill Assessment	A staff member reviews the assessment completed by the claimant in Indiana Career Connect that focuses on occupational skill levels, aptitudes and individual abilities. Enter this service if the customer completed a skill assessment for EUC. If the client did not participate then no skill assessment service should be entered.
Work Search Review	A State Classified Civil Service staff member review of the eligibility of the individual for emergency unemployment compensation relating to the work search activities of the individual. This must be done on an individual basis to determine whether the individual has met the requirements under the Act and as prescribed by the state. Enter this service if the customer's work search was reviewed. If the work search passed the review, enter the status as "completed." If the work search did not pass review, enter the work search review as "not completed." If the customer did not participate in a review, do not enter a work search review service for this client.
Service Flags for Reporting Orientation	
Scheduled for Orientation	Participant is scheduled for Orientation. Scheduling does not begin a period of participation.
Rescheduled for Orientation before Disqualification	Participant is rescheduled for Orientation before the client's disqualification. Rescheduling does not begin a period of participation.
Rescheduled for Orientation after Disqualification	Participant is rescheduled for Orientation after the client's disqualification. Rescheduling does not begin a period of participation.
Failed to Participate – Orientation	Participant fails to attend or participate in scheduled or rescheduled Orientation. Failed to participate does not begin a period of participation.
Failed to Participate – Workforce Info Svcs	Participant fails to attend or participate in Workforce Information Services. Failed to participate does not begin a period of participation.
Failed to Participate – Skill Assessment	Participant fails to attend or participate in Skill Assessment. Failed to participate does not begin a period of participation.
Failed to Participate – Work Search Review	Participant fails to attend or participate in Work Search Review. Failed to participate does not begin a period of participation.
Classifications	
Selected for EUC	EUC recipient has been selected for the EUC-REA program.
Exempt	EUC recipient has received like services and has been determined to be exempt from the EUC-REA program.
Waived	EUC recipient has been waived from one or more components of the the EUC-REA program.

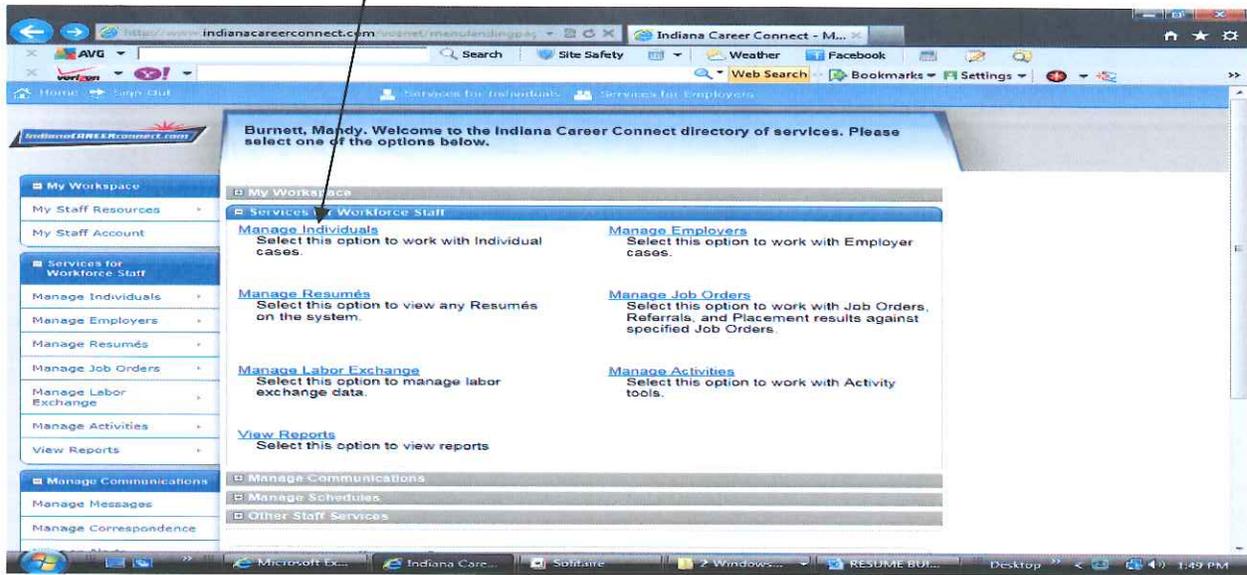
Attachment D

Staff Verification of EUC-REA Requirements

Verifying LMI:

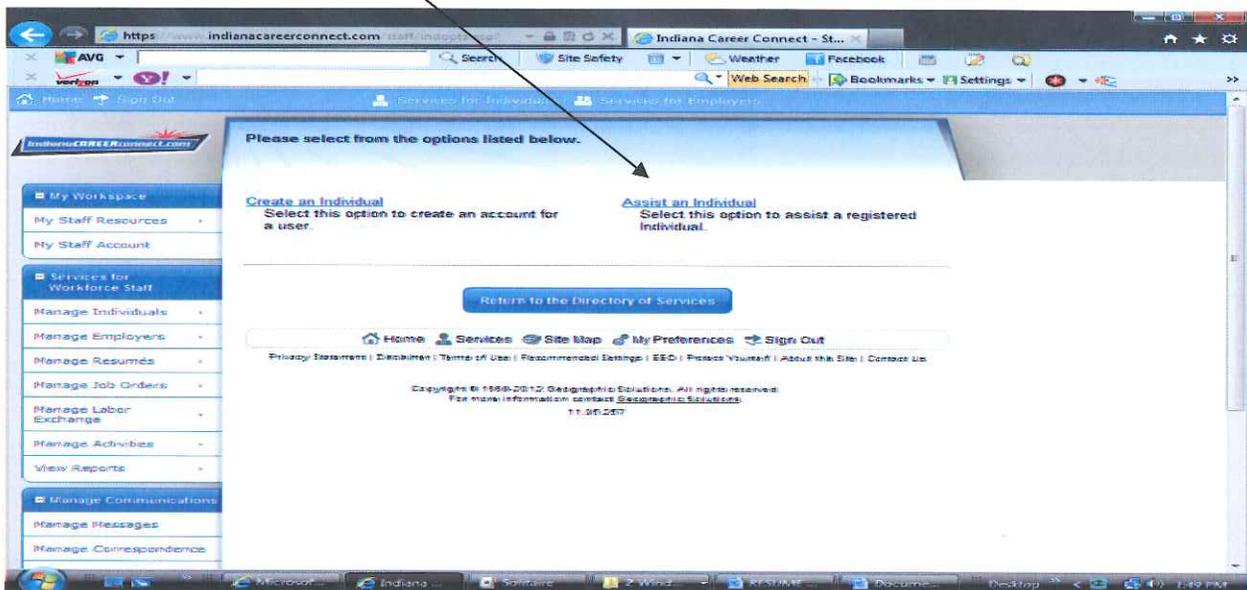
Step 1

Click on "Manage Individuals"



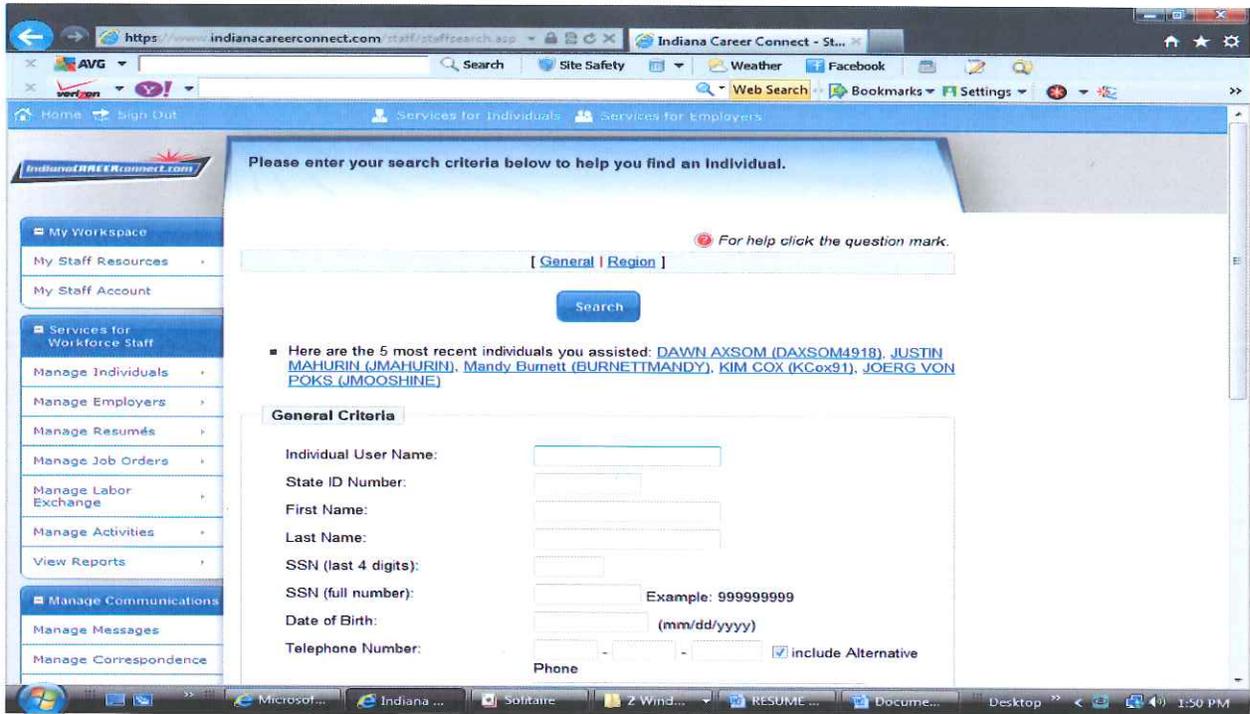
Step 2

Click on "Assist an Individual"

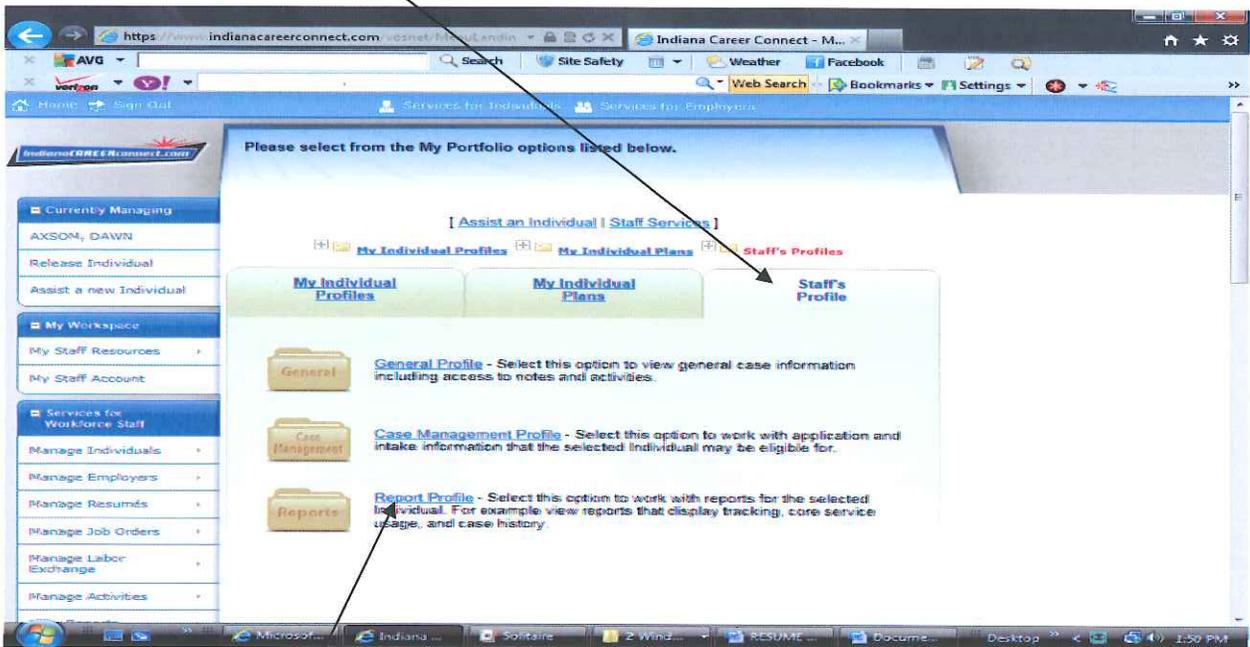


Step 3:

Locate the Customer

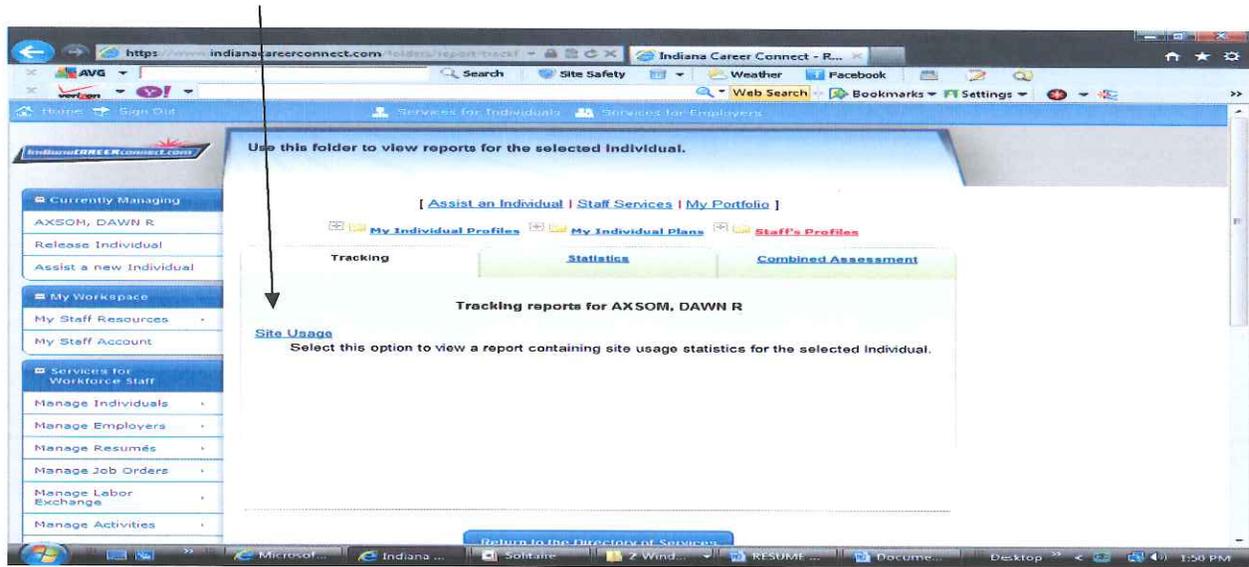


Step 4: Go to "Staff's Profile"

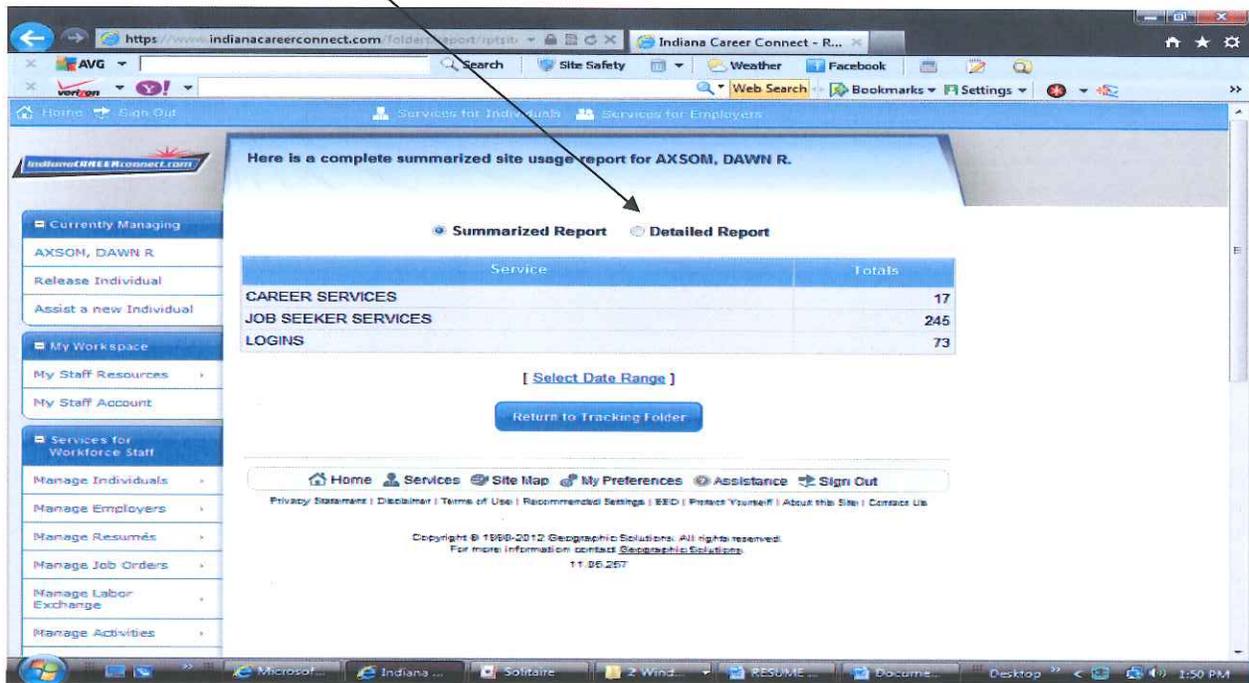


Step 5: Click on "Report Profile"

Step 6: Click on "Site Usage"

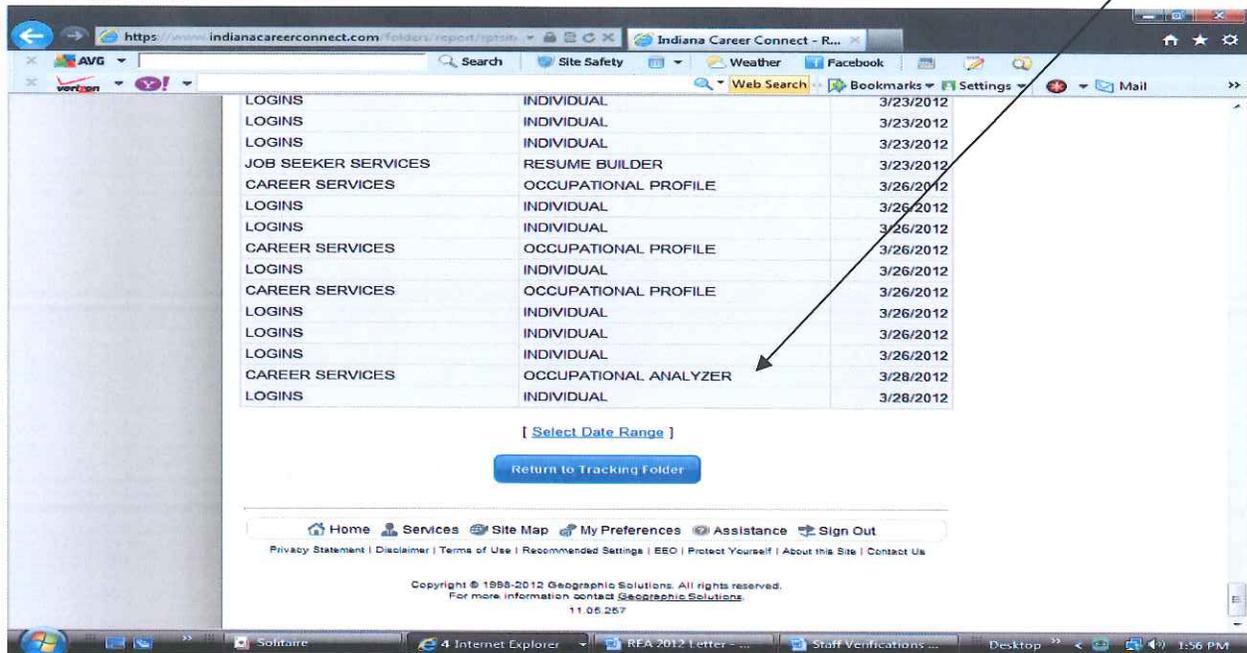


Step 7: Click on "Detailed Report"



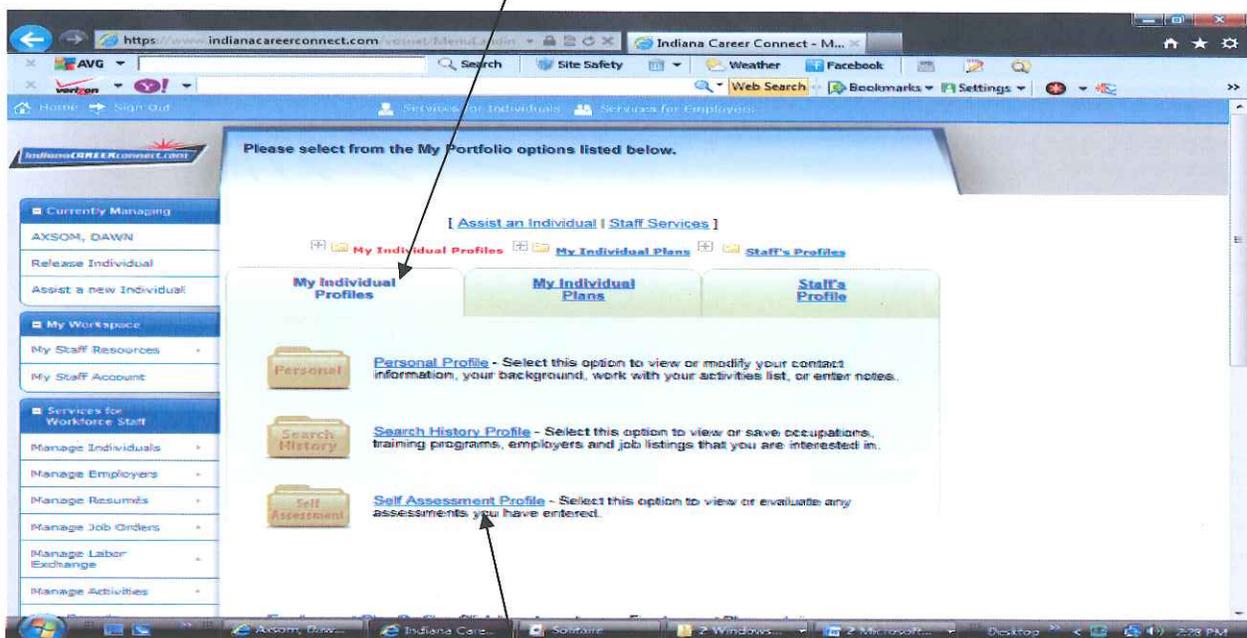
Step 8:

Scroll to the bottom of the page to locate the most recent activities. If they have followed the instructions completely, there will be a "Career Services: Occupational Analyzer" service listed



Verifying Skills Assessments have been completed: Follow steps 1 through 3 to bring up customer

Step 4: Click on "My Individual Profiles"



Step 5: Click on "Self Assessment Profiles"

Step 6: Check to see if skills have been entered on both the "Job Skills" and "Personal Skills" tabs

Use this folder to manage your Job Skills. Click *Edit* to modify your selections.

[Assist an Individual | Staff Services | My Portfolio]

By Individual Profiles My Individual Plans Staff's Profiles

Job Skills Personal Skills Workplace Skills Interests Work Values Multiple

For help click the question mark.

Skill Category	Skills you have selected
Computers & Mathematics	assist co-workers with software problems
Education & Social Services	adapt activities to meet participant needs, advise families with household problems, advise students, assess educational potential or need of students, collect academic research data, collect social or personal information, communicate student progress, compile data related to social service programs, conduct parent conferences, conduct research on work-related topics, conduct training for personnel, confer with managers, instructors, or customer representatives, consult with parents or school personnel to determine student needs More...
Entertainment & Media	edit written material, use knowledge of multi-media technology, write employee orientation or training materials
Financial Services	analyze applicant's financial status, analyze financial data, analyze financial information to project future revenues or expense, analyze social or economic data, compile data for financial reports, compute financial data, develop or maintain budgeting databases, examine financial documents to verify issue

WORK SEARCH LOG



Name: _____

Last 4 Digits of Your Social Security #: _____

Please provide detailed information for your required number of weekly work search activities in the space provided below:

Week of _____ to _____ (Sun. – Sat.)

COMPANY #1		
Name of Company:		
Address:		
City:	State:	Zip Code:
Name of Contact Person:		
Phone:	Email:	
Method of Contact (in person, phone, email, fax, etc.):		Date of Contact:
COMPANY #2		
Name of Company:		
Address:		
City:	State:	Zip Code:
Name of Contact Person:		
Phone:	Email:	
Method of Contact (in person, phone, email, fax, etc.):		Date of Contact:
COMPANY #3		
Name of Company:		
Address:		
City:	State:	Zip Code:
Name of Contact Person:		
Phone:	Email:	
Method of Contact (in person, phone, email, fax, etc.):		Date of Contact:

WorkOne Reemployment Services

▶ IndianaCareerConnect.com

IndianaCareerConnect.com is the #1 source of jobs in Indiana. Find a career close to home that matches your skills and experience or explore training opportunities to help you get the job you want. Search over 50,000 jobs located in your back yard for free!

▶ Hoosier Hot 50 Jobs

The Hoosier Hot 50 is a listing of the 50 fastest growing, high-wage jobs of tomorrow. This listing shows what jobs will be the most in-demand by 2018 in the state of Indiana. Take a moment to explore the profiles of each position online at www.HoosierHot50.com. Inside each job listing you'll meet a Hoosier who will give you an inside look at the position, along with salary information and education/training requirements.

▶ WorkINdiana

Fast-track your future! Take your skills to the next level with WorkINdiana. The WorkINdiana program allows you to earn your GED and a career certificate at the same time, giving you the boost you need to get the job you want. Pick from 15 different certificates ranging from Certified Nurse Assistant to Computer Technician. Choose a program today and start earning tomorrow! Visit www.in.gov/dwd/adulted.htm for more information or stop by your local WorkOne to choose a program today.

▶ Indiana Career Explorer

Whether you're looking for a new career or exploring career and college options, this online tool provides all the resources you will need to make it happen for you. Take control of your future, visit www.IndianaCareerExplorer.com. It is fast, easy, and free!

▶ WIN Career Readiness Courseware

Worldwide Interactive Network (WIN) Courseware is free online training available to Hoosier job seekers 24 hours a day, 7 days a week so you can work at your own pace. WIN can give you the boost you need to update your skills and stay competitive in the job market. Visit Indiana's WIN website, <http://ingov.wincshost.com>.

▶ National Career Readiness Certificate

The National Career Readiness Certificate proves you have the skills needed to succeed in the workplace and shows Hoosier employers you have what it takes to do the job. Visit your local WorkOne and find out how to get certified today.

▶ Veteran Services

At WorkOne, veterans go to the front of the line and each office has an onsite veteran's representative that assists with employment needs. Services provided to veterans include: direct job referrals, resume development, training and grant assistance, interview coaching and much more. Speak to a veteran's representative at your local WorkOne or visit www.in.gov/dwd/2424.htm for more information.

▶ Youth Services

WorkOne youth services can help you get the education and training you need to be successful. You will be paired with a Career Coach for one-on-one counseling and personalized support. Together you will develop goals and achieve success through career planning, training and mentoring that can lead to job placement. If you are between the ages of 16-21, visit your local WorkOne for more information.

For more information visit WorkOneWorks.com

WorkOneSM

WorkOne Reemployment Services

▶ IndianaCareerConnect.com

IndianaCareerConnect.com is the #1 source of jobs in Indiana. Find a career close to home that matches your skills and experience or explore training opportunities to help you get the job you want. Search over 50,000 jobs located in your back yard for free!

▶ [Hoosier Hot 50 Jobs](http://www.HoosierHot50.com)

The Hoosier Hot 50 is a listing of the 50 fastest growing, high-wage jobs of tomorrow. This listing shows what jobs will be the most in-demand by 2018 in the state of Indiana. Take a moment to explore the profiles of each position online at www.HoosierHot50.com. Inside each job listing you'll meet a Hoosier who will give you an inside look at the position, along with salary information and education/training requirements.

▶ [WorkINdiana](http://www.in.gov/dwd/adulted.htm)

Fast-track your future! Take your skills to the next level with WorkINdiana. The WorkINdiana program allows you to earn your GED and a career certificate at the same time, giving you the boost you need to get the job you want. Pick from 15 different certificates ranging from Certified Nurse Assistant to Computer Technician. Choose a program today and start earning tomorrow! Visit www.in.gov/dwd/adulted.htm for more information or stop by your local WorkOne to choose a program today.

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Whether you're looking for a new career or exploring career and college options, this online tool provides all the resources you will need to make it happen for you. Take control of your future, visit www.IndianaCareerExplorer.com. It is fast, easy, and free!

▶ [WIN Career Readiness Courseware](http://ingov.wincshost.com)

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▶ [Veteran Services](http://www.in.gov/dwd/2424.htm)

At WorkOne, veterans go to the front of the line and each office has an onsite veteran's representative that assists with employment needs. Services provided to veterans include: direct job referrals, resume development, training and grant assistance, interview coaching and much more. Speak to a veteran's representative at your local WorkOne or visit www.in.gov/dwd/2424.htm for more information.

▶ [Youth Services](http://www.in.gov/dwd/2424.htm)

WorkOne youth services can help you get the education and training you need to be successful. You will be paired with a Career Coach for one-on-one counseling and personalized support. Together you will develop goals and achieve success through career planning, training and mentoring that can lead to job placement. If you are between the ages of 16-21, visit your local WorkOne for more information.

For more information visit WorkOneWorks.com

WorkOneSM

Attachment G

Guidance for Granting Exemptions and Waivers Under the EUC-REA Program

Exemptions

Exemptions are for claimants who have received services like or similar to those specified under the EUC-REA program and are participating in an on-going work search review or have a Detailed Reporting Waiver and have been determined eligible for an exemption of all EUC-REA participation by the Department of Workforce Development.

Three categories of claimants are eligible for exemption:

1. Those who have completed the Orientation/Assessment/LMI/Work Search Review activities in the REA or Program and have had a bi-weekly work search review in the past three (3) months (13 weeks).
2. Those who have completed the four (4) required EUC-REA services: Orientation, Workforce Information, Skill Assessment and Work Search Review or who have been waived for one or more of these and completed the others within the past three (3) months (13 weeks).
3. Those who have elected full participation in the Worker Profiling and Reemployment Services (WPRS) program and have had a bi-weekly work search review in the past three (3) months (13 weeks).
4. Those in WIA- or TAA-approved training.

Note: Claimants we are exempting in this category must have a Detailed Reporting Waiver recorded in Cadet. If the Detailed Reporting Waiver is revoked for Completion of Training and the claimant is still claiming EUC benefits in Tier One or Two, they must begin documenting their work search and be called in for the Work Search Review.

➤ In TrackOne, record: "EUC-REA – Exempt." In the case note put the reason for exemption.

Waivers

We can waive participation in one or more parts of the EUC-REA process for those claimants who have received services like or similar to those specified under the EUC-REA program, whose distance from the nearest WorkOne or Express center would make participation a hardship, or who have a Detailed Reporting Waiver. They can be waived from participation in the appropriate part of the process but not from the program as a whole except as noted below. Waivers can be granted after the claimant has been scheduled for the Orientation and responded to the letter to report a situation where a waiver may be appropriate.

There are three (3) categories of waiver:

1. Claimants for whom we determine participation will be a hardship due to excessive travel (in excess of 50 miles) and we have determined will not have to report to a WorkOne center to participate in EUC-REA services. This would include non-Interstate claimants who reside in a surrounding state and whose residence is more than 50 miles from the nearest WorkOne center providing EUC-REA services.

Note: These claimants are not waived from maintaining a detailed record of their work search activities except as noted in “2” below and may be subject to a random audit of their work search provided for in the EUC-REA program.

➤ In TrackOne, record: “EUC-REA – Waiver.” In the case note put the reason for the waiver.

2. Claimants who have a Detailed Reporting Waiver for their work search and, therefore, do not have to participate in the Work Search Review (but still need to report for the Orientation/Skill Assessment/LMI-Workforce Information Services) portion of the EUC-REA program. This category would include claimants who report a return to work date after receiving an Orientation Scheduling letter.

Note: It is important to note that work search itself is a required part of UI eligibility and cannot be waived for any EUC-REA participant. UI waives detailed reporting of work search for claimants in good standing with union hiring halls, those who have a return to work date to full-time employment within 60 days of their last layoff and those in approved training. Claimants we are waiving for this category must have a Detailed Reporting Waiver recorded in Cadet. If the Detailed Reporting Waiver is revoked for any reason (such as claiming benefits past the 60 day return to work date) and the claimant is still claiming EUC benefits in Tier One or Two, they must begin documenting their work search and be called in for the Work Search Review.

See: Local Office UI Procedures pp 17&18.

➤ In TrackOne, record: “EUC-REA – Waiver.” In the case note put the reason for the waiver.

3. Those claimants who have completed similar services to the Orientation/Skill Assessment/LMI (Workforce Information Services) portion of the EUC-REA program in the past 13 weeks but still need to report for the Work Search Review. If they haven’t completed all three parts of the required services there would be no waiver.

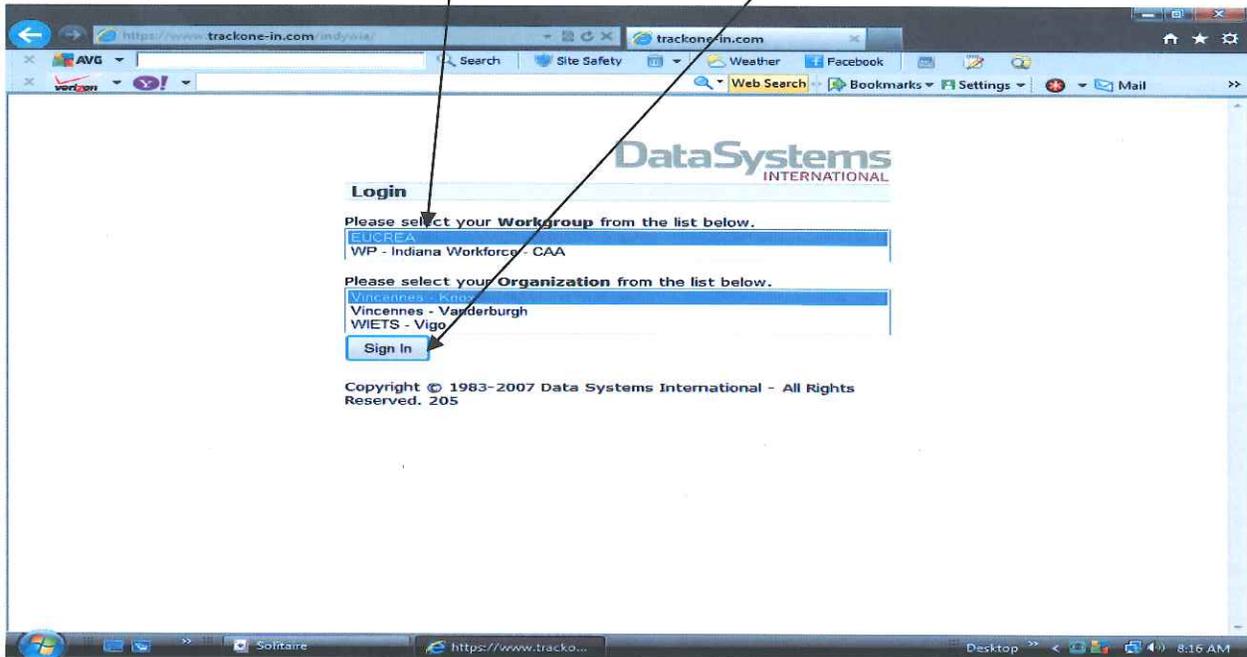
➤ In TrackOne, record: “EUC-REA – Waiver.” In the case note put the reason for the waiver.

Attachment H EUC-REA and TrackOne Staff Guide

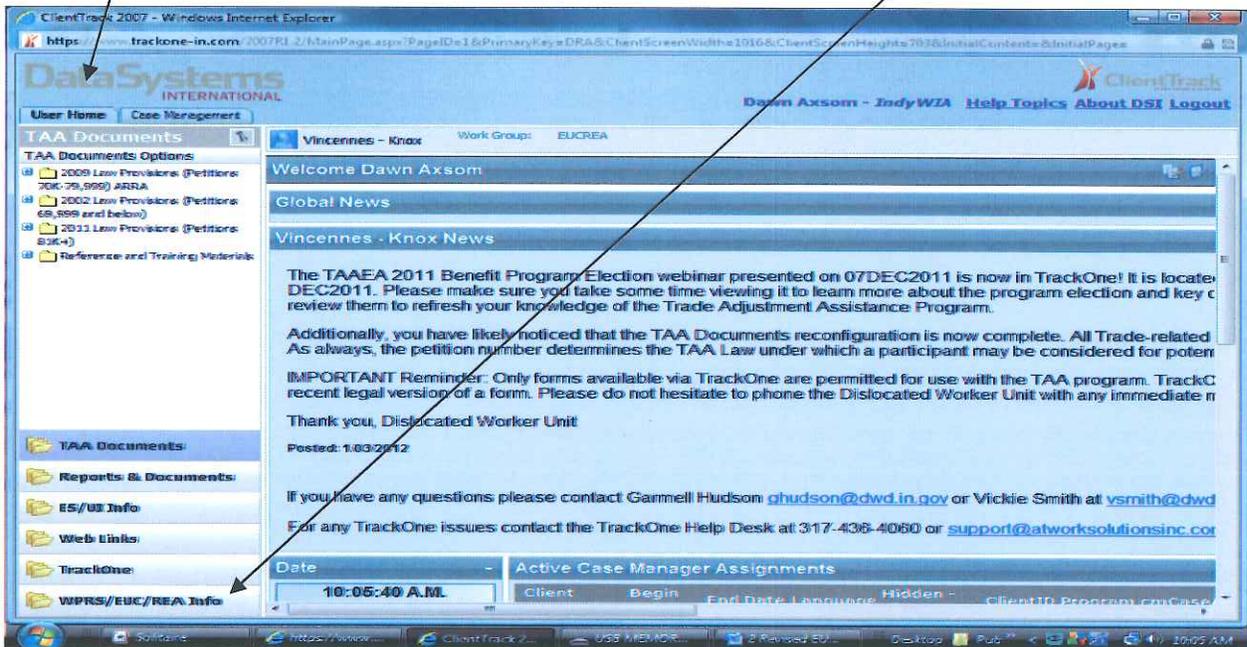
Extracting EUC-REA Lists from TrackOne

Sign on to TrackOne by entering your user name and password

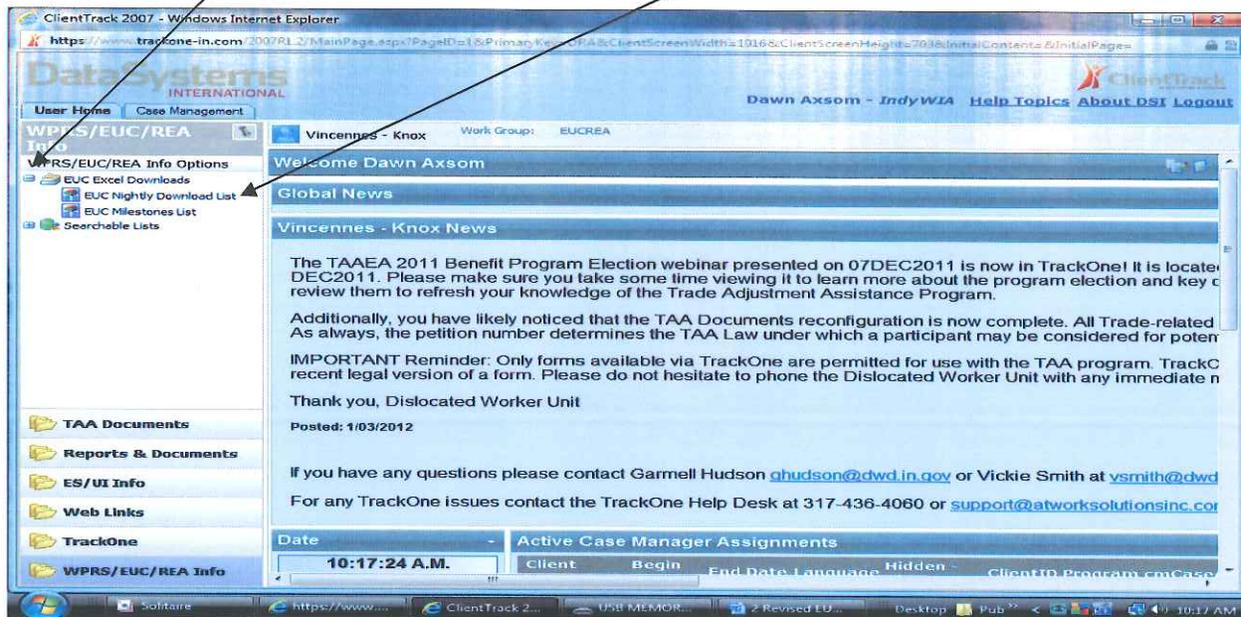
Click on EUC-REA so that it is highlighted. Click on "Sign In"



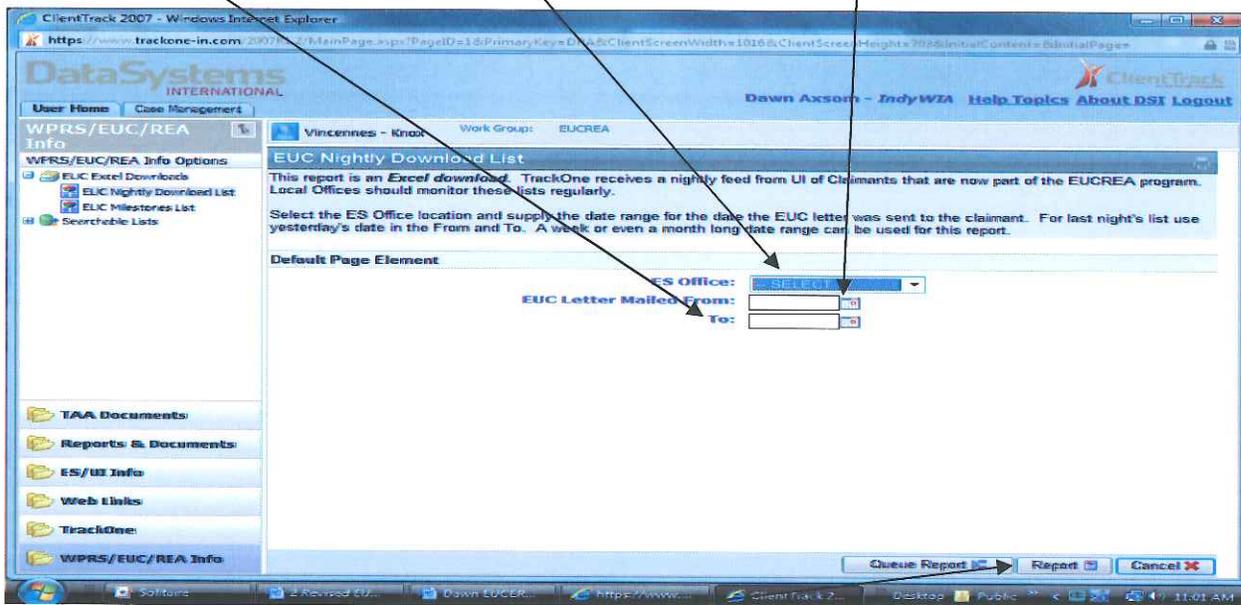
Make sure you are on the "User Home" tab. Click on "WPRS/EUC/REA Info"



Click on "EUC Excel Downloads." Click on "EUC Nightly Download List"



Select your office from the drop down box. Enter the date range (the "From" date is a Sunday date and the "To" date is a Saturday date)



Click on "Report"

This produces your list. To export your list to Excel for your mail merge, click on the Excel icon.

ClientTrack 2007 - Windows Internet Explorer
<https://www.trackone-in.com/2007R1.2/MainPage.aspx?PageID=1&PrimaryKey=DRA&ClientScreenWidth=1016&ClientScreenHeight=703&InitialContent=&InitialPage=>

Report Viewer
 Page 1 of 3

ESOffice	EUCLetterDate	ClientID	First
BEDFORD	04/04/2012	1749911	DEANNA
BEDFORD	04/04/2012	234524	JERRY
BEDFORD	04/04/2012	1740664	JASON
BEDFORD	04/05/2012	312775	RANDALL
BEDFORD	04/05/2012	1722439	CAROL
BEDFORD	04/05/2012	394428	CLIFFORD
BEDFORD	04/05/2012	580575	ROBERT
BEDFORD	04/05/2012	1742603	JOSHUA
BEDFORD	04/05/2012	1694567	DANA
BEDFORD	04/05/2012	1140681	KATHY
BEDFORD	04/05/2012	1742253	JOHN
BEDFORD	04/02/2012	56949	TAMMY
BEDFORD	04/02/2012	934943	ROBERT
BEDFORD	04/02/2012	1689650	GINA
BEDFORD	04/02/2012	153819	TINA
BEDFORD	04/02/2012	442043	DONLAD
BEDFORD	04/02/2012	152079	TIMOTHY

Sort your list by "EUCLetterDate" before saving. Highlight the spread sheet by clicking on the box in the left-hand corner. Click on "Sort & Filter"

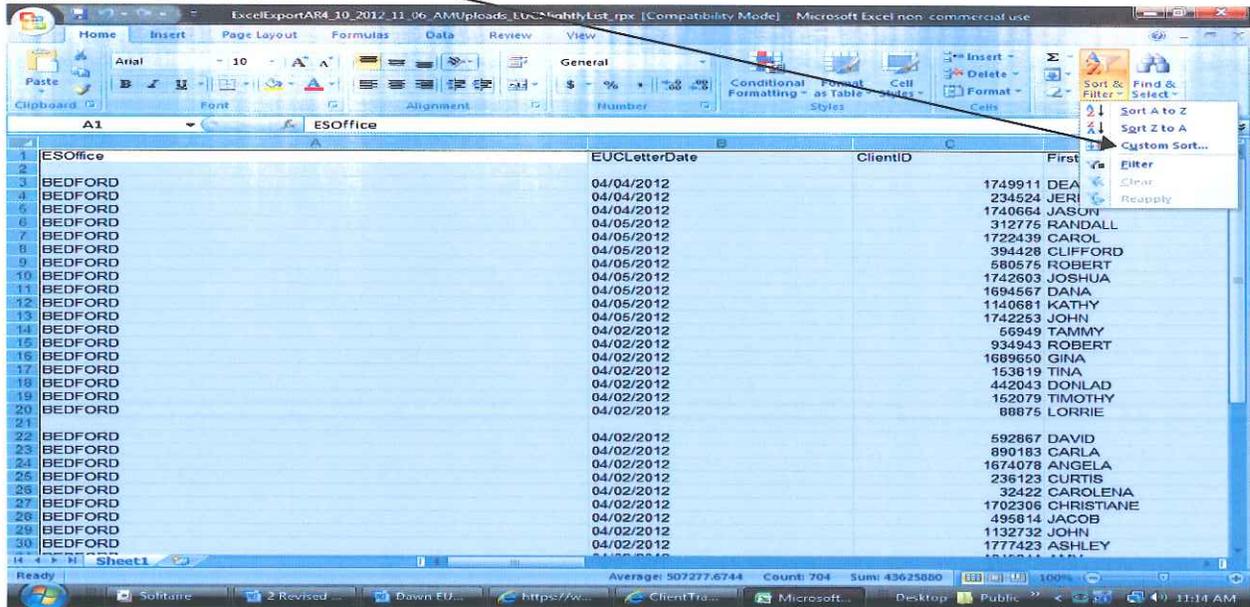
ExcelExportAR4_10_2012_11_06_AMUploads_EUCNightlyList.xlsx [Compatibility Mode] - Microsoft Excel non-commercial use

Home Insert Page Layout Formulas Data Review View

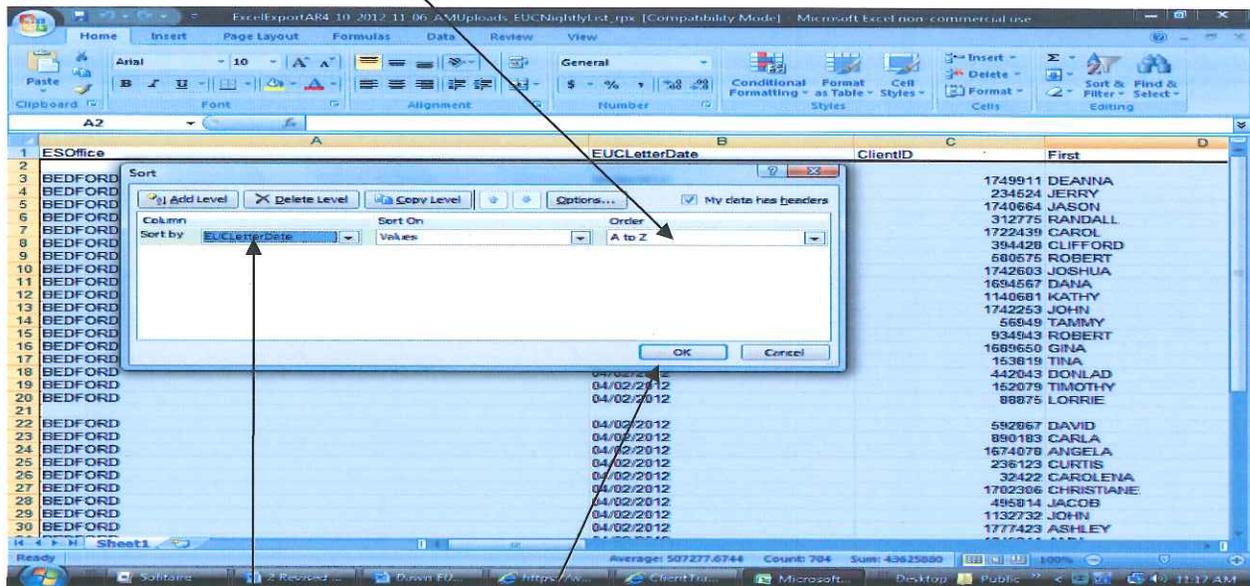
Clipboard Font Alignment Number Conditional Formatting Styles Cell Styles Delete Format Cells Sort & Filter Find & Select Editing

	A	B	C	D
1	ESOffice	EUCLetterDate	ClientID	First
2				
3	BEDFORD	04/04/2012	1749911	DEANNA
4	BEDFORD	04/04/2012	234524	JERRY
5	BEDFORD	04/04/2012	1740664	JASON
6	BEDFORD	04/05/2012	312775	RANDALL
7	BEDFORD	04/05/2012	1722439	CAROL
8	BEDFORD	04/05/2012	394428	CLIFFORD
9	BEDFORD	04/05/2012	580575	ROBERT
10	BEDFORD	04/05/2012	1742603	JOSHUA
11	BEDFORD	04/05/2012	1694567	DANA
12	BEDFORD	04/05/2012	1140681	KATHY
13	BEDFORD	04/05/2012	1742253	JOHN
14	BEDFORD	04/02/2012	56949	TAMMY
15	BEDFORD	04/02/2012	934943	ROBERT
16	BEDFORD	04/02/2012	1689650	GINA
17	BEDFORD	04/02/2012	153819	TINA
18	BEDFORD	04/02/2012	442043	DONLAD
19	BEDFORD	04/02/2012	152079	TIMOTHY
20	BEDFORD	04/02/2012	88875	LORRIE
21				
22	BEDFORD	04/02/2012	592867	DAVID
23	BEDFORD	04/02/2012	890183	CARLA
24	BEDFORD	04/02/2012	1674078	ANGELA
25	BEDFORD	04/02/2012	236123	CURTIS
26	BEDFORD	04/02/2012	32422	CAROLENA
27	BEDFORD	04/02/2012	1702306	CHRISTIANE
28	BEDFORD	04/02/2012	495814	JACOB
29	BEDFORD	04/02/2012	1132732	JOHN
30	BEDFORD	04/02/2012	1777423	ASHLEY

Click on "Custom Sort"



Click on "My data has headings"



Select "Sort By: EUCLetter Date." Click on "OK"

Be sure to save two (2) copies of the spread sheet using a name that indicates the date range and use of the spread sheet. You will need one for **reporting** your weekly numbers and one to generate Orientation letters. For example for the week of 04/01/12 through 04/07/12:

you could "name" one worksheet "01 Apr 12 Report" and the other worksheet "01 Apr 12 Letters"

Transfer Out

There may be claimants on your list that need to be transferred to a different region. Please follow the instructions from the "Transfer Procedures" document to ensure these claimants are transferred appropriately and in a timely manner.

Once transfers have been identified, you need to indicate this on your Report spread sheet. You can utilize the highlighting function. You will need at least two (2) colors: one for your **transfers** and one for your **exempts**.

In the example below (Spreadsheet "named" **01 Apr 12 Report**) the three claimants that are highlighted in yellow were transferred out of the region according to procedure.

	EUC/Office	EUC/LetterDate	ClientID	First	Last	SSN	DOB	Address
1	BEDFORD	04/02/2012	56949	TAMMY	FIELDS	XXX-XX-4159	01/03/1968	7161 E SYLVANIA RD
2	BEDFORD	04/02/2012	934943	ROBERT	FRAZIER	XXX-XX-0347	06/15/1959	295 FLINTWOOD DR
3	BEDFORD	04/02/2012	1609650	GINA	BEYERS	XXX-XX-7264	12/23/1963	2986 STATE ROAD 60 E
4	BEDFORD	04/02/2012	153815	TINA	WELP	XXX-XX-2095	03/08/1973	4140 WILHELM STRASSE APT 3
5	BEDFORD	04/02/2012	442043	DONLAD	BALLARD	XXX-XX-2917	02/12/1975	720 VALLEY MISSION LN
6	BEDFORD	04/02/2012	152079	TIMOTHY	BOWDEN	XXX-XX-0404	04/04/1989	150 Dale St
7	BEDFORD	04/02/2012	80875	LORRIE	ASBURY	XXX-XX-6266	06/23/1971	1501 23RD ST
8	BEDFORD	04/02/2012	592867	DAVID	DUNCAN	XXX-XX-9328	07/31/1974	196 SUNNY SLOPES CIR
9	BEDFORD	04/02/2012	890193	CARLA	COMBS	XXX-XX-1166	10/30/1972	1109 COPPERHEAD VALLEY RD
10	BEDFORD	04/02/2012	1674078	ANGELA	THORP	XXX-XX-9082	09/02/1972	78 S HILL DR
11	BEDFORD	04/02/2012	236123	CURTIS	KERN JR	XXX-XX-8293	03/29/1965	304 MOUNICE RD
12	BEDFORD	04/02/2012	32422	CAROLENA	HARRISON	XXX-XX-4436	07/25/1960	636 HAROLD SMITH RD
13	BEDFORD	04/02/2012	1702306	CHRISTIANE	JOHNSON	XXX-XX-2464	06/03/1964	1827 15TH ST
14	BEDFORD	04/02/2012	495814	JACOB	NIKIRK	XXX-XX-3764	05/20/1986	200 DOE RUN DR
15	BEDFORD	04/02/2012	1132732	JOHN	BURTON	XXX-XX-7420	09/02/1984	301 DIXIE HWY
16	BEDFORD	04/02/2012	1777423	ASHLEY	CABAGE	XXX-XX-5650	08/01/1990	3922 DIXIE HWY
17	BEDFORD	04/02/2012	1649811	AMY	WILLIAMS	XXX-XX-0382	06/21/1976	2825 G ST
18	BEDFORD	04/02/2012	1762284	LAURA	QUALKRINBUSH	XXX-XX-6922	11/15/1942	288 W BERNADINE DR
19	BEDFORD	04/02/2012	54086	JERINA	HAGEMER	XXX-XX-8440	09/25/1984	7370 WEST COUNTY ROAD
20	BEDFORD	04/02/2012	1748015	JOHN	MOORE	XXX-XX-9226	01/06/1953	916 SHAWSWICK STATION RD
21	BEDFORD	04/02/2012	987253	MICHAEL	LEE	XXX-XX-7758	08/26/1985	209WEST OAK ST
22	BEDFORD	04/02/2012	1606644	DAVID	MEEHAN	XXX-XX-4783	01/14/1969	10856 W CO RD 450 S
23	BEDFORD	04/02/2012	1765416	DAVID	WILSON	XXX-XX-8602	12/20/1959	303 LINCOLN AVE
24	BEDFORD	04/02/2012	14781	SHERRY	BLACKWELL	XXX-XX-8771	08/05/1961	545 S 8TH ST
25	BEDFORD	04/02/2012	730288	MONICA	HOUGHIN	XXX-XX-0781	03/29/1969	2923 EMMONS RIDGE RD
26	BEDFORD	04/02/2012	858675	LANCE	MCCRIDE	XXX-XX-1088	03/06/1983	340 W WASHINGTON ST
27	BEDFORD	04/02/2012	1718607	PATRICIA	WILLIAMS-LANE	XXX-XX-6430	01/06/1987	432 RAVINE DR
28	BEDFORD	04/02/2012	30445	LISA	MULLINAX	XXX-XX-2720	02/07/1986	431 GM DR
29	BEDFORD	04/02/2012	807600	MICHAEL	ROBBINS SR	XXX-XX-6200	05/04/1965	1723 RARDEN HL
30	BEDFORD	04/02/2012	1745911	DEANNA	BOSTOCK	XXX-XX-5100	05/04/1964	311 COLLEGE AVE

You will now need to "delete" these names from your "Orientation" spread sheet (**01 Apr 12 Letters**) because these people will NOT get an Orientation letter from you.

	EUC/Office	EUC/LetterDate	ClientID	First	Last	SSN	DOB	Address
1	ESOffice							
2	BEDFORD	04/02/2012	56949	TAMMY	FIELDS	XXX-XX-4159	01/03/1968	7161 E SYLVANIA RD
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7	BEDFORD	04/02/2012	890193	CARLA	COMBS	XXX-XX-1166	10/30/1972	1109 COPPERHEAD VALLEY RD
8	BEDFORD	04/02/2012	1674078	ANGELA	THORP	XXX-XX-9082	09/02/1972	78 S HILL DR
9	BEDFORD	04/02/2012	236123	CURTIS	KERN JR	XXX-XX-8293	03/29/1965	304 MOUNICE RD
10	BEDFORD	04/02/2012	32422	CAROLENA	HARRISON	XXX-XX-4436	07/25/1960	636 HAROLD SMITH RD
11	BEDFORD	04/02/2012	1702306	CHRISTIANE	JOHNSON	XXX-XX-2464	06/03/1964	1827 15TH ST
12	BEDFORD	04/02/2012	495814	JACOB	NIKIRK	XXX-XX-3764	05/20/1986	200 DOE RUN DR
13	BEDFORD	04/02/2012	1132732	JOHN	BURTON	XXX-XX-7420	09/02/1984	301 DIXIE HWY
14	BEDFORD	04/02/2012	1777423	ASHLEY	CABAGE	XXX-XX-5650	08/01/1990	3922 DIXIE HWY
15	BEDFORD	04/02/2012	1762284	LAURA	QUALKRINBUSH	XXX-XX-6922	11/15/1942	288 W BERNADINE DR
16	BEDFORD	04/02/2012	54086	JERINA	HAGEMER	XXX-XX-8440	09/25/1984	7370 WEST COUNTY ROAD
17	BEDFORD	04/02/2012	1748015	JOHN	MOORE	XXX-XX-9226	01/06/1953	916 SHAWSWICK STATION RD
18	BEDFORD	04/02/2012	987253	MICHAEL	LEE	XXX-XX-7758	08/26/1985	209WEST OAK ST
19	BEDFORD	04/02/2012	1606644	DAVID	MEEHAN	XXX-XX-4783	01/14/1969	10856 W CO RD 450 S
20	BEDFORD	04/02/2012	1765416	DAVID	WILSON	XXX-XX-8602	12/20/1959	303 LINCOLN AVE
21	BEDFORD	04/02/2012	14781	SHERRY	BLACKWELL	XXX-XX-8771	08/05/1961	545 S 8TH ST
22	BEDFORD	04/02/2012	730288	MONICA	HOUGHIN	XXX-XX-0781	03/29/1969	2923 EMMONS RIDGE RD
23	BEDFORD	04/02/2012	858675	LANCE	MCCRIDE	XXX-XX-1088	03/06/1983	340 W WASHINGTON ST
24	BEDFORD	04/02/2012	1718607	PATRICIA	WILLIAMS-LANE	XXX-XX-6430	01/06/1987	432 RAVINE DR
25	BEDFORD	04/02/2012	30445	LISA	MULLINAX	XXX-XX-2720	02/07/1986	431 GM DR
26	BEDFORD	04/02/2012	807600	MICHAEL	ROBBINS SR	XXX-XX-6200	05/04/1965	1723 RARDEN HL
27	BEDFORD	04/02/2012	1745911	DEANNA	BOSTOCK	XXX-XX-5100	05/04/1964	311 COLLEGE AVE
28	BEDFORD	04/02/2012	1745911	DEANNA	BOSTOCK	XXX-XX-5100	05/04/1964	311 COLLEGE AVE
29	BEDFORD	04/02/2012	1745911	DEANNA	BOSTOCK	XXX-XX-5100	05/04/1964	311 COLLEGE AVE
30	BEDFORD	04/02/2012	1745911	DEANNA	BOSTOCK	XXX-XX-5100	05/04/1964	311 COLLEGE AVE

You can now see that claimants Tina, David and Amy are no longer on the spreadsheet

("named" **01 Apr 12 Letters**) you will use to generate your letters

Exempt

Use your list to review TrackOne to identify claimants that are eligible for "Exemption." Utilize the "Guidance for Granting Exemptions and Waivers Under the EUC-REA Program" to determine which claimants are eligible for an exemption

OR

Click on "Searchable Lists." Click on "Potential EUC Exempt List"

The screenshot shows the ClientTrack 2007 web application. The main content area displays the "Potential EUC Exempt List" with the following instructions:

Use the parameters to narrow your search for a particular nightly EUC list. The list denotes the claimants with Training, REA or WPRS services in their past and may be Exempt from EUCREA. The *Last Training Date*, *Last REA Service* and *Last WPRS Service* columns can be sorted by clicking on the column header.

If a claimant has a date in one of the three columns, then a further review of their service history is required. Use the menu item "View Service Hist."

If the claimant meets the exempt or waiver definition then set the EUCREA eligibility, add the service record and case note.

It is recommended this list is worked before generating the mail merge list. Use the EUC Milestones download list which has columns for the Exempt or Waiver dates which will identify those claimants to be removed from the mail merge list.

Search filters are set to:

- ES Office: BEDFORD
- EUC Assess Date: 04/02/2012

18 records found.

ES Office	EUC Assess Date	Name	Selected EUC	First Sch Orientation	Last Training Date	Last REA Service	Last WPRS Service	Exempt Waiver
BEDFORD	4/2/2012	QUALKINBUSH, LAURA E	4/3/2012				3/26/2012	4/9/2012
BEDFORD	4/2/2012	WILLIAMS, AMY L	4/3/2012	4/10/2012			7/27/2011	
BEDFORD	4/2/2012	CABAGE, ASHLEY	4/3/2012	4/10/2012				
BEDFORD	4/2/2012	BURTON, JOHN	4/3/2012	4/10/2012				
BEDFORD	4/2/2012	NIKIRK, JACOB T	4/3/2012	4/10/2012				
BEDFORD	4/2/2012	JOHNSON, CHRISTIANE	4/3/2012	4/10/2012			7/27/2011	

Enter your ES Office

Date: Special NOTE: You will need to run the list for EVERY day within your date range. For example, if your download list is from 04/01/12 (Sunday) to 04/07/12 (Saturday), you will need to run this list for 04/01/12, 04/02/12, 04/03/12, 04/04/12, 04/05/12, 04/06/12, and 04/07/12. You may have some days that do not produce a list, but this will ensure you are capturing everyone for the entire week.

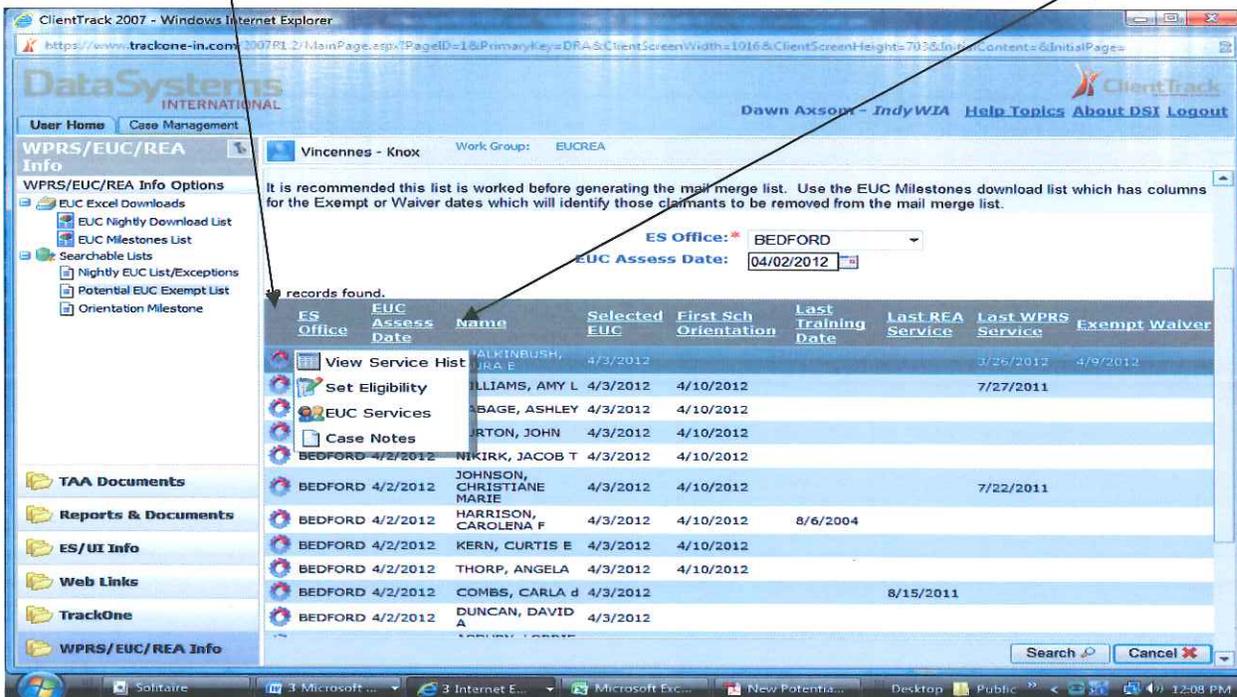
This list will indicate if the claimant has received REA- or WPRS-funded services or training services in the past.

The screenshot shows the ClientTrack 2007 interface. At the top, it says "DataSystems INTERNATIONAL" and "ClientTrack". The user is logged in as "Dawn Axson - IndyWIA". The main content area displays a list of 18 records for the "BEDFORD" office, filtered by an "EUC Assess Date" of "04/02/2012". The table below lists the claimants and their service dates.

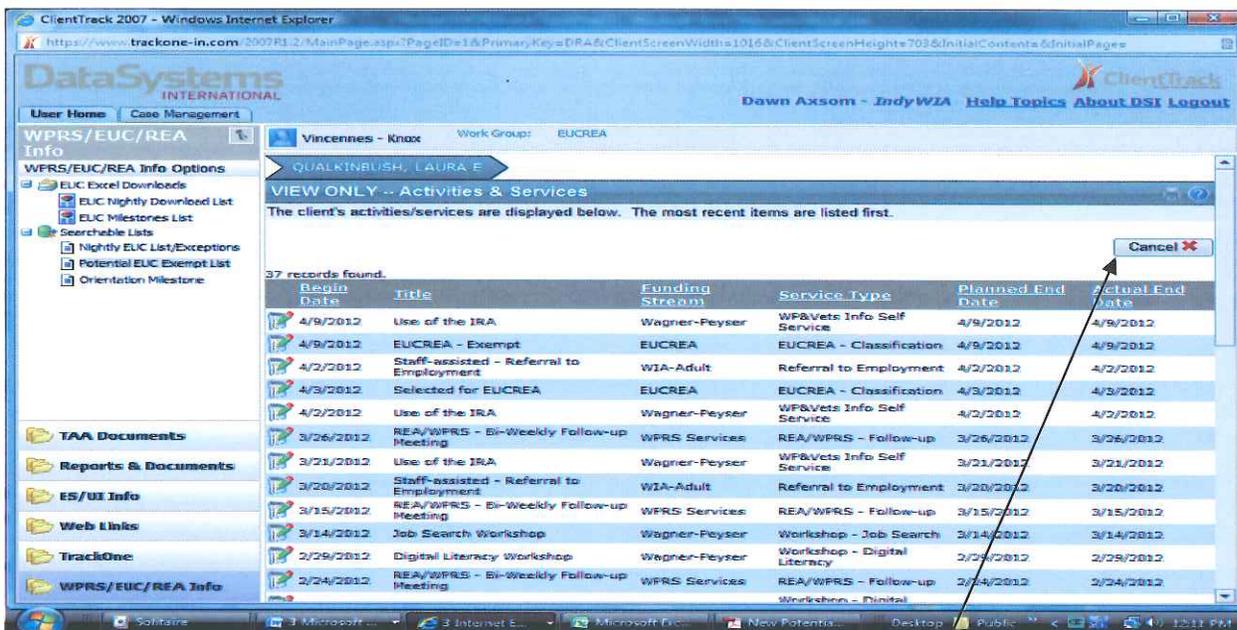
ES Office	EUC Assess Date	Name	Selected EUC	First Sch Orientation	Last Training Date	Last REA Service	Last WPRS Service	Exempt Waiver
BEDFORD	4/2/2012	QUALKINBUSH, LAURA E	4/3/2012				3/26/2012	4/9/2012
BEDFORD	4/2/2012	WILLIAMS, AMY L	4/3/2012	4/10/2012			7/27/2011	
BEDFORD	4/2/2012	CABAGE, ASHLEY	4/3/2012	4/10/2012				
BEDFORD	4/2/2012	BURTON, JOHN	4/3/2012	4/10/2012				
BEDFORD	4/2/2012	NIKIRK, JACOB T	4/3/2012	4/10/2012				
BEDFORD	4/2/2012	JOHNSON, CHRISTIANE MARIE	4/3/2012	4/10/2012			7/22/2011	
BEDFORD	4/2/2012	HARRISON, CAROLINA F	4/3/2012	4/10/2012	8/6/2004			
BEDFORD	4/2/2012	KERN, CURTIS E	4/3/2012	4/10/2012				
BEDFORD	4/2/2012	THORP, ANGELA	4/3/2012	4/10/2012				
BEDFORD	4/2/2012	COMBS, CARLA d	4/3/2012				8/15/2011	
BEDFORD	4/2/2012	DUNCAN, DAVID A	4/3/2012					

If a date is present, the staff person must explore the claimant's record further to determine eligibility for exemption. This can be done from the list.

Click in the "Wheel" beside the person's name. This will give you four (4) choices. Select "View Service History"



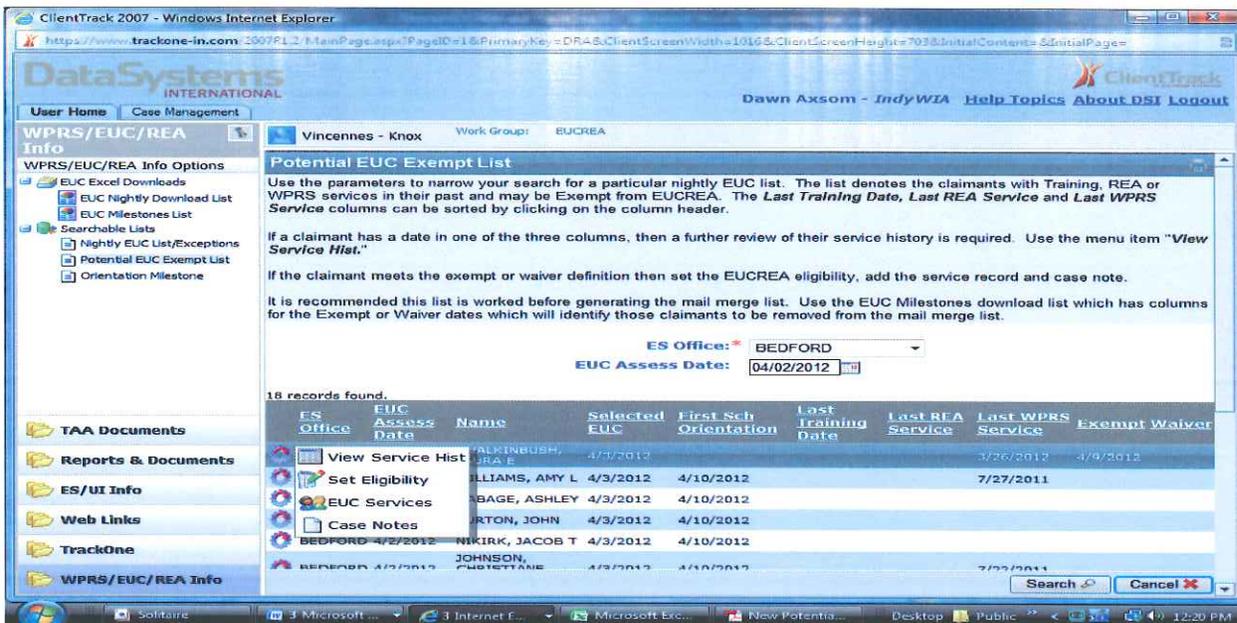
This will take you to the selected claimant's service history screen



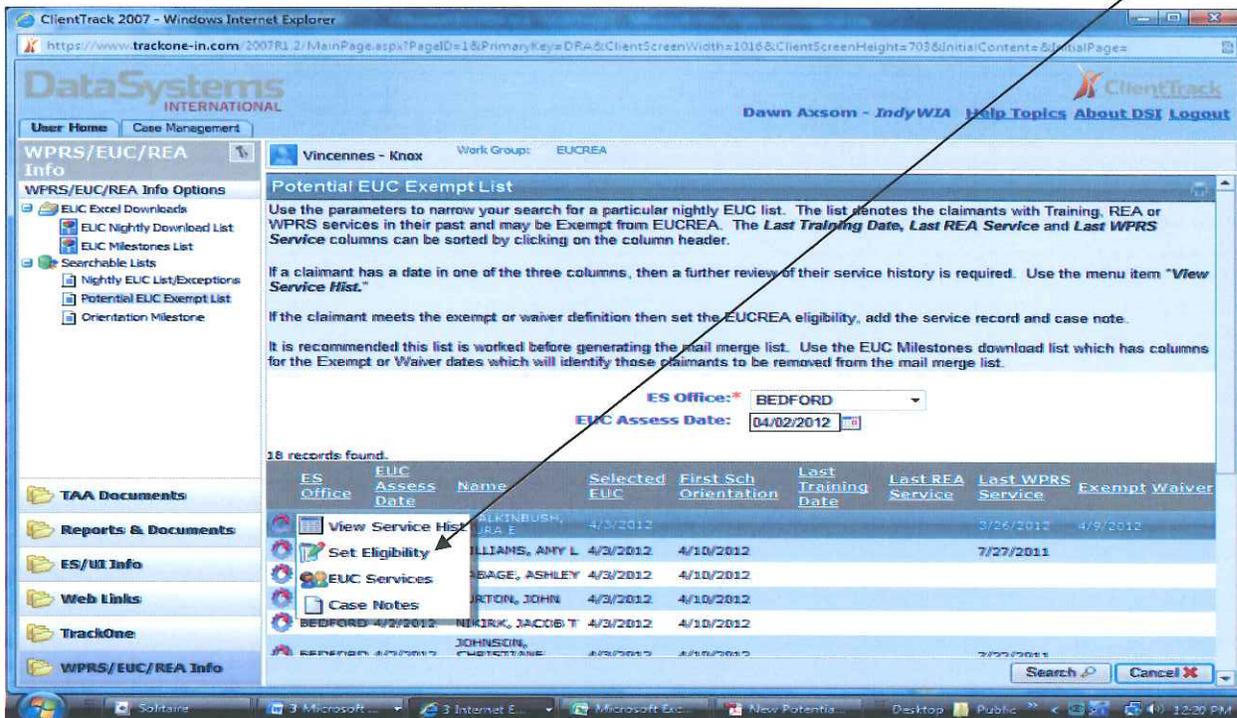
Review the claimant's services and utilize the "Guidance for Granting Exemptions and Waivers Under the EUC-REA Program" to determine if they are eligible for an exemption

When you are finished, click on "Cancel." This will take you back to the list

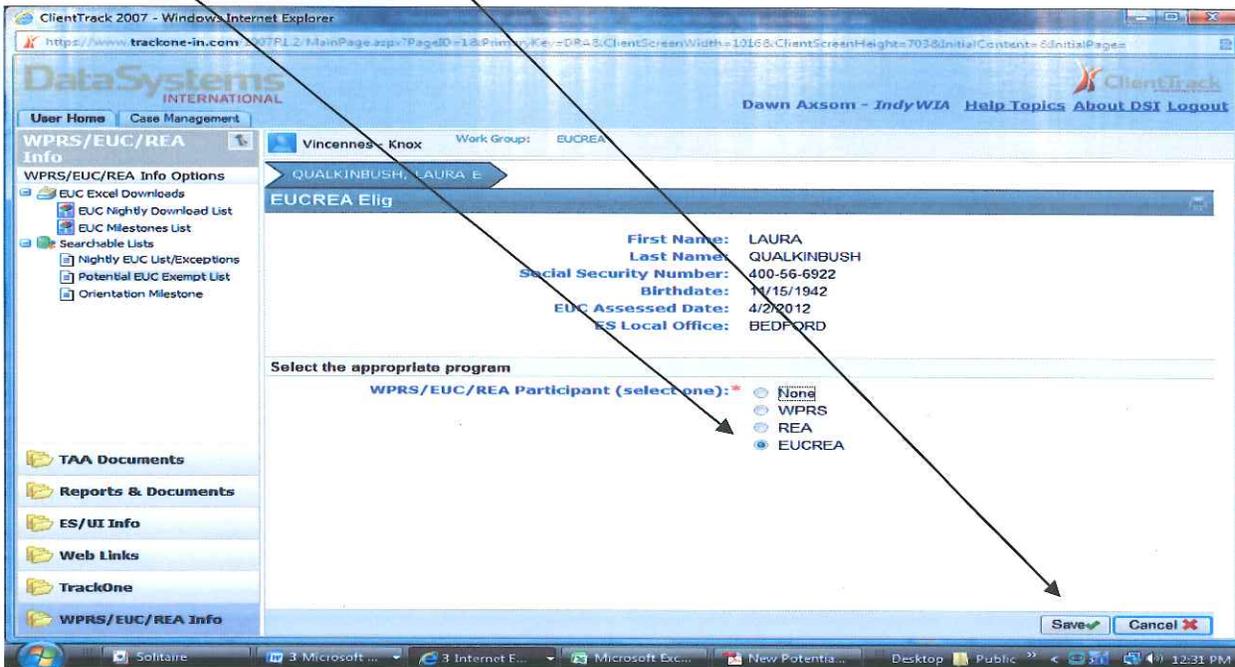
If the claimant is eligible for the exemption, you will need to enter that service. This can be done from your list



Click on the "wheel" beside the claimant's name that is eligible for exemption. Click on "Set Eligibility"

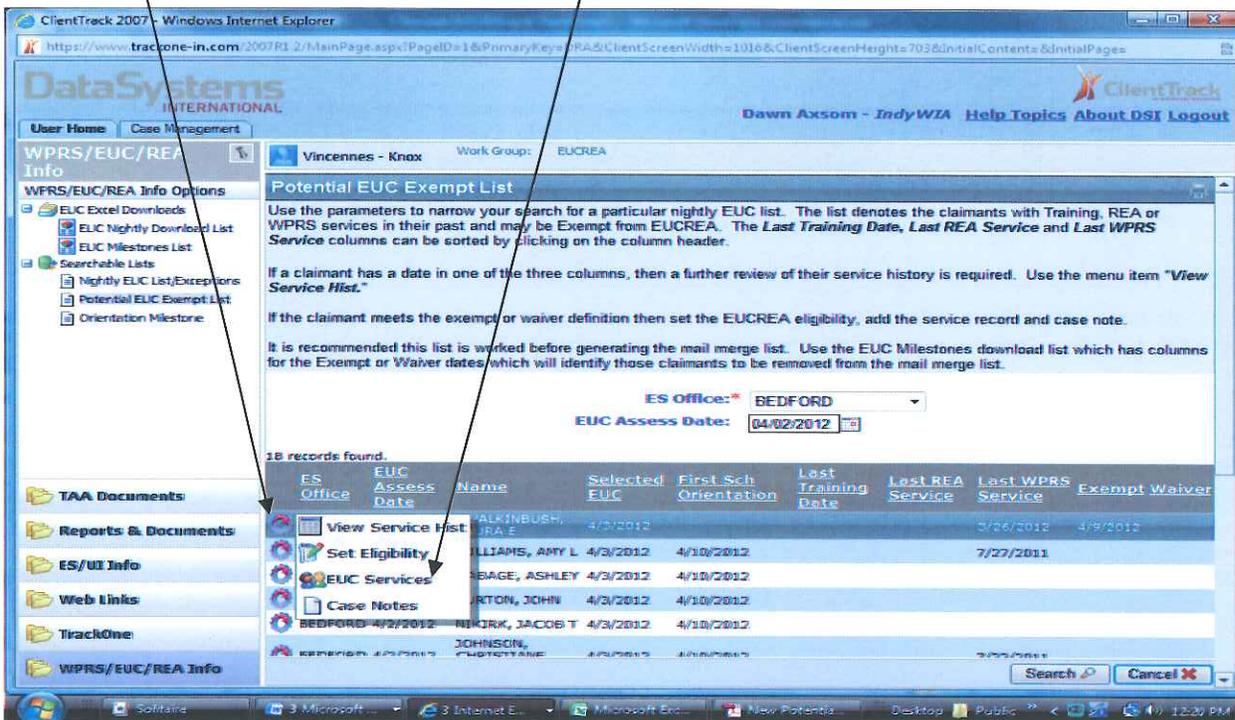


Click on "EUC-REA." Click on "Save"



Note: If the claimant is being exempted because of REA or WPRS services, you'll need to go back into this screen to change them back to those programs after entering the EUC-REA Exempt.

Click on the "wheel" again. Click on "EUC Services"



Click on "Add Services"

The screenshot shows the ClientTrack 2007 interface. The user is logged in as Dawn Axson - IndyWIA. The main content area displays 'EUCREA Services' for client Vincennes - Knox. A table lists 15 records with columns for Begin Date, Title, Funding Stream, Service Type, Planned End Date, and Actual End Date. An arrow points from the text 'Click on "Add Services"' to the 'Add Services' button located below the table.

Begin Date	Title	Funding Stream	Service Type	Planned End Date	Actual End Date
4/9/2012	EUCREA - Exempt	EUCREA	EUCREA - Classification	4/9/2012	4/9/2012
4/3/2012	Selected for EUCREA	EUCREA	EUCREA - Classification	4/3/2012	4/3/2012
3/26/2012	REA/WPRS - Bi-Weekly Follow-up Meeting	WPRS Services	REA/WPRS - Follow-up	3/26/2012	3/26/2012
3/15/2012	REA/WPRS - Bi-Weekly Follow-up Meeting	WPRS Services	REA/WPRS - Follow-up	3/15/2012	3/15/2012
2/24/2012	REA/WPRS - Bi-Weekly Follow-up Meeting	WPRS Services	REA/WPRS - Follow-up	2/24/2012	2/24/2012
2/7/2012	REA/WPRS - Bi-Weekly Follow-up Meeting	WPRS Services	REA/WPRS - Follow-up	2/7/2012	2/7/2012
1/23/2012	REA/WPRS - Bi-Weekly Follow-up Meeting	WPRS Services	REA/WPRS - Follow-up	1/23/2012	1/23/2012
1/13/2012	REA/WPRS - Bi-Weekly Follow-up Meeting	WPRS Services	REA/WPRS - Follow-up	1/13/2012	1/13/2012
12/30/2011	REA/WPRS - Bi-Weekly Follow-up Meeting	WPRS Services	REA/WPRS - Follow-up	12/30/2011	12/30/2011
12/30/2011	REA/WPRS - Bi-Weekly Follow-up Meeting	WPRS Services	REA/WPRS - Follow-up	12/30/2011	12/30/2011

Click on the magnifying glass.

The screenshot shows the ClientTrack 2007 interface for adding a new activity. The user is logged in as Dawn Axson - IndyWIA. The main content area displays 'EUCREA Activity' for client Vincennes - Knox. The form includes fields for Begin Date, Activity/Service Title, Funding Stream, Service Type, Provider, Status, Planned End Date, Actual End Date, and Record Created By. A magnifying glass icon is located next to the Activity/Service Title field, and an arrow points from the text 'Click on the magnifying glass.' to this icon.

Begin Date: 04/10/2012

Activity/Service Title: [Magnifying Glass Icon]

Funding Stream:

Service Type:

Provider:

Status: Active

Planned End Date: 04/10/2012

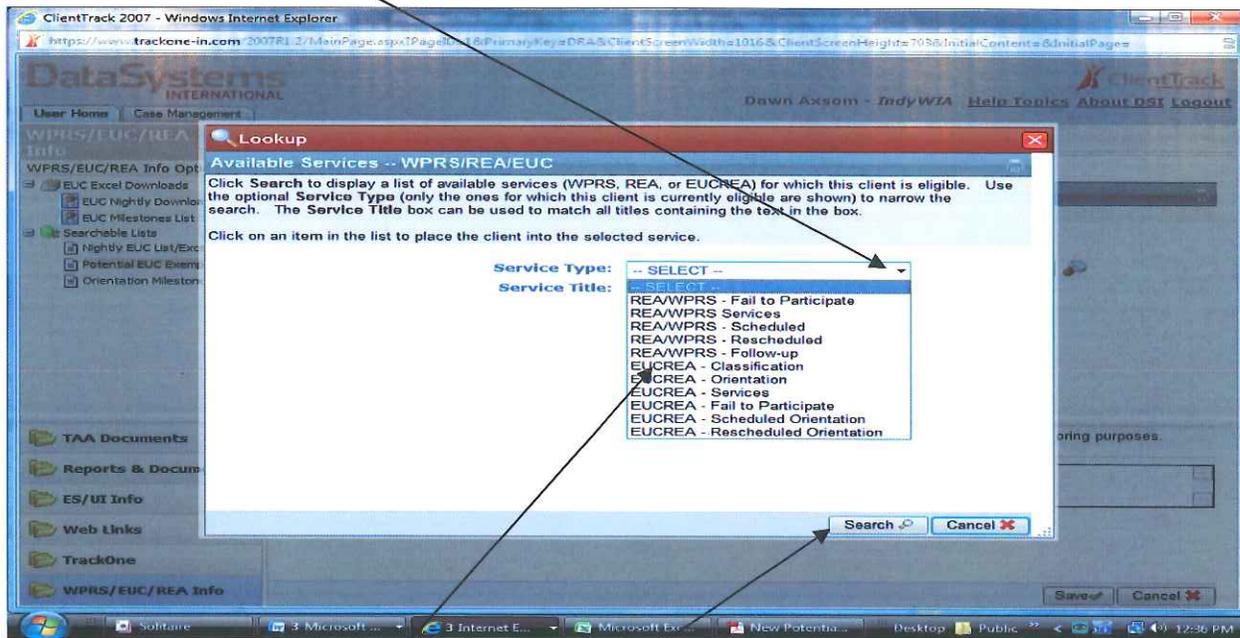
Actual End Date:

Record Created By:

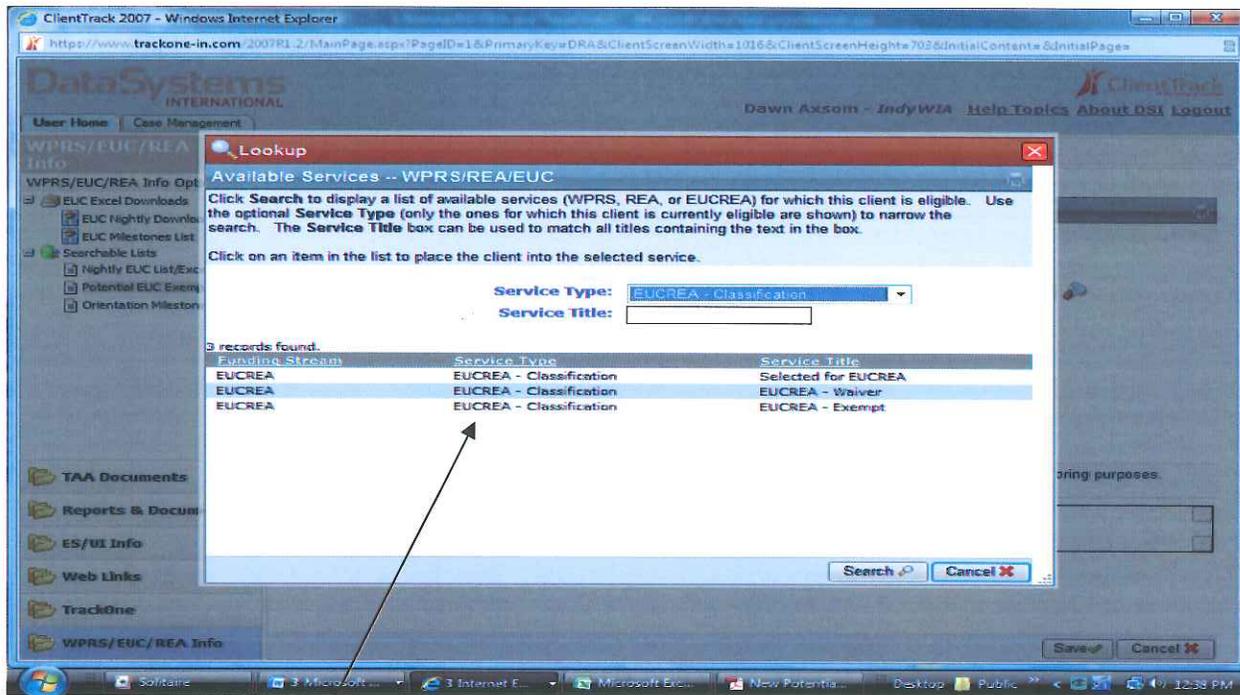
Service Notes:

Created Date:

Click on "Service Type" drop down box.

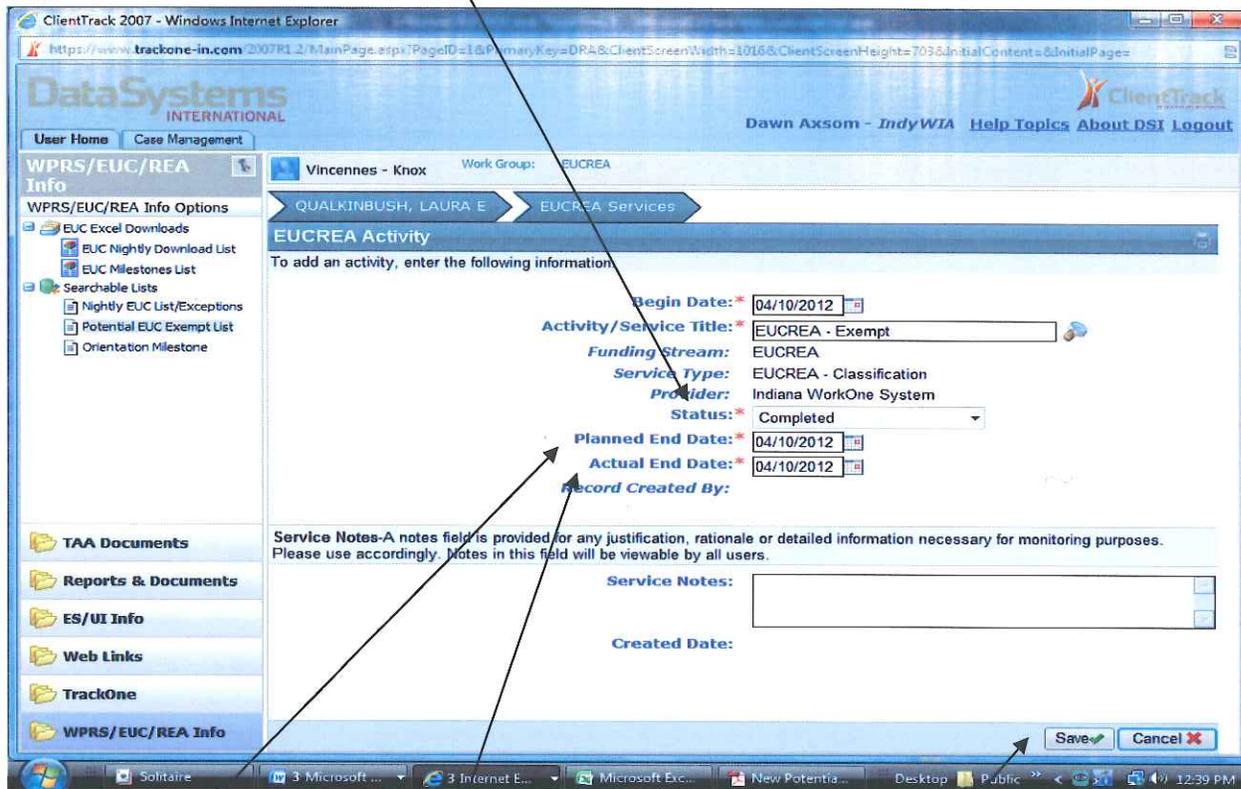


Select "EUC-REA - Classification" Click on "Search"

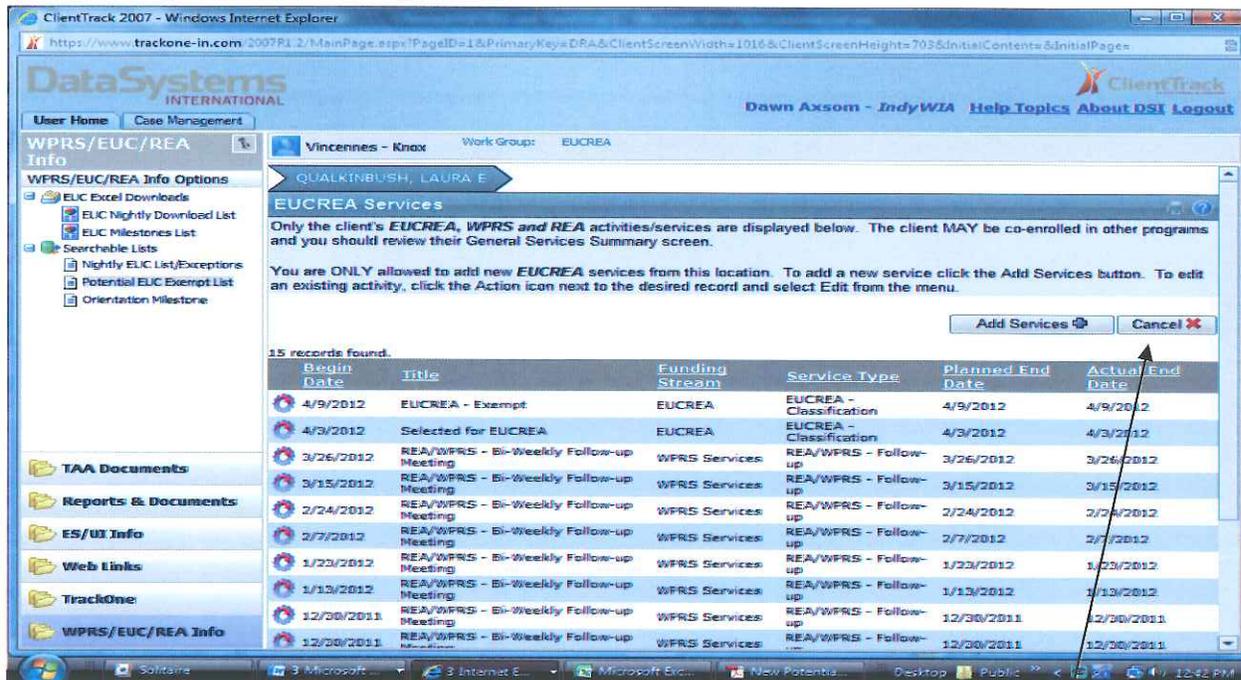


Select "EUC-REA-Exempt"

Make sure the "Status" is "Completed"



The "Planned End Date" and the "Actual End Date" should be the same. Click on "Save"



You are back on the services screen. You need to get back to your list. Click on "Cancel"

Click on the "wheel" again and select "Case Notes"

Potential EUC Exempt List

Use the parameters to narrow your search for a particular nightly EUC list. The list denotes the claimants with Training, REA or WPRS services in their past and may be Exempt from EUCREA. The *Last Training Date*, *Last REA Service* and *Last WPRS Service* columns can be sorted by clicking on the column header.

If a claimant has a date in one of the three columns, then a further review of their service history is required. Use the menu item "View Service Hist."

If the claimant meets the exempt or waiver definition then set the EUCREA eligibility, add the service record and case note.

It is recommended this list is worked before generating the mail merge list. Use the EUC Milestones download list which has columns for the Exempt or Waiver dates which will identify those claimants to be removed from the mail merge list.

ES Office: * BEDFORD
EUC Assess Date: 04/02/2012

18 records found.

ES Office	EUC Assess Date	Name	Selected EUC	First Sch Orientation	Last Training Date	Last REA Service	Last WPRS Service	Exempt Waiver
BEDFORD	4/3/2012	WALKINBUSH, LAURA E	<input checked="" type="checkbox"/>	4/10/2012			3/26/2012	4/9/2012
BEDFORD	4/3/2012	WILLIAMS, AMY L	<input checked="" type="checkbox"/>	4/10/2012			7/27/2011	
BEDFORD	4/3/2012	WAGAGE, ASHLEY	<input checked="" type="checkbox"/>	4/10/2012				
BEDFORD	4/3/2012	BURTON, JOHN	<input checked="" type="checkbox"/>	4/10/2012				
BEDFORD	4/2/2012	NIKIRK, JACOB T	<input checked="" type="checkbox"/>	4/10/2012				
BEDFORD	4/2/2012	JOHNSON, CHRISTIANE	<input checked="" type="checkbox"/>	4/10/2012			7/22/2011	

Click on "Add New"

Client Case Notes

The client's case notes you have rights to view are listed here. Click **Add New** to create a new case note. To print, check the Print box next to one or more case notes you wish to print, and click the **Print Selected** button.

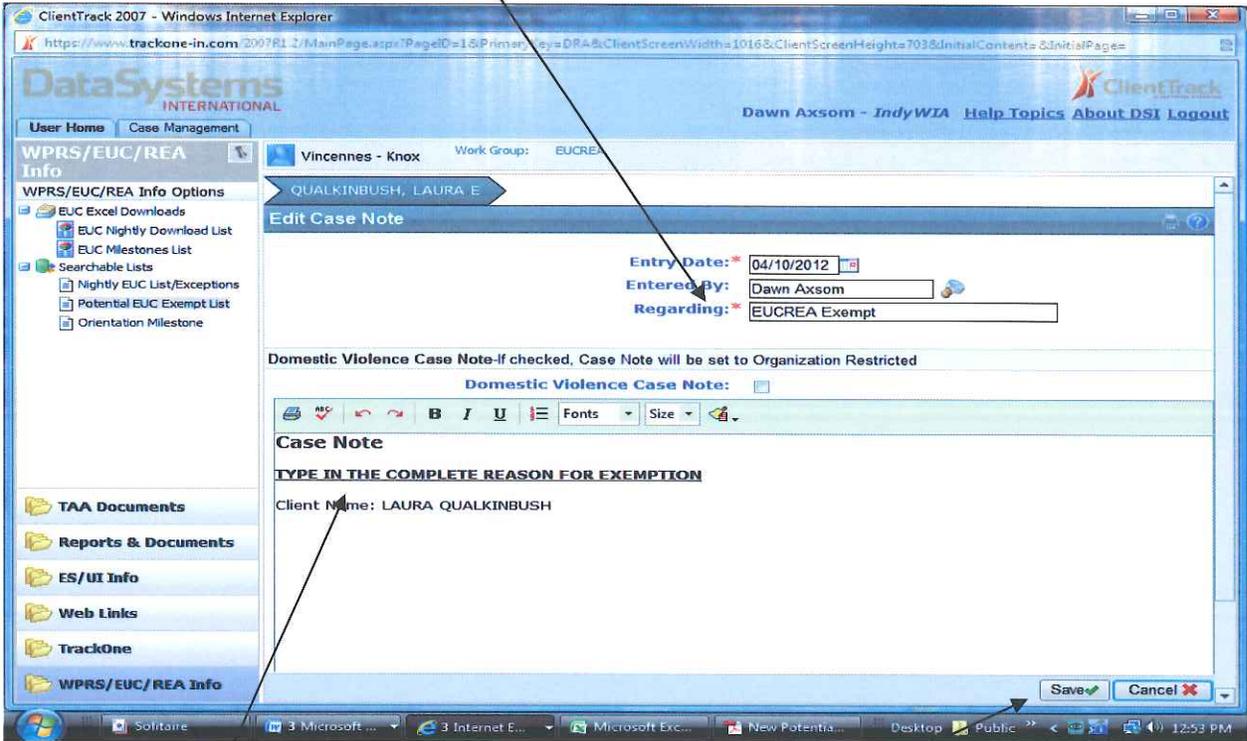
NOTE: Once a case note is saved, additional changes will not be allowed.

Add New

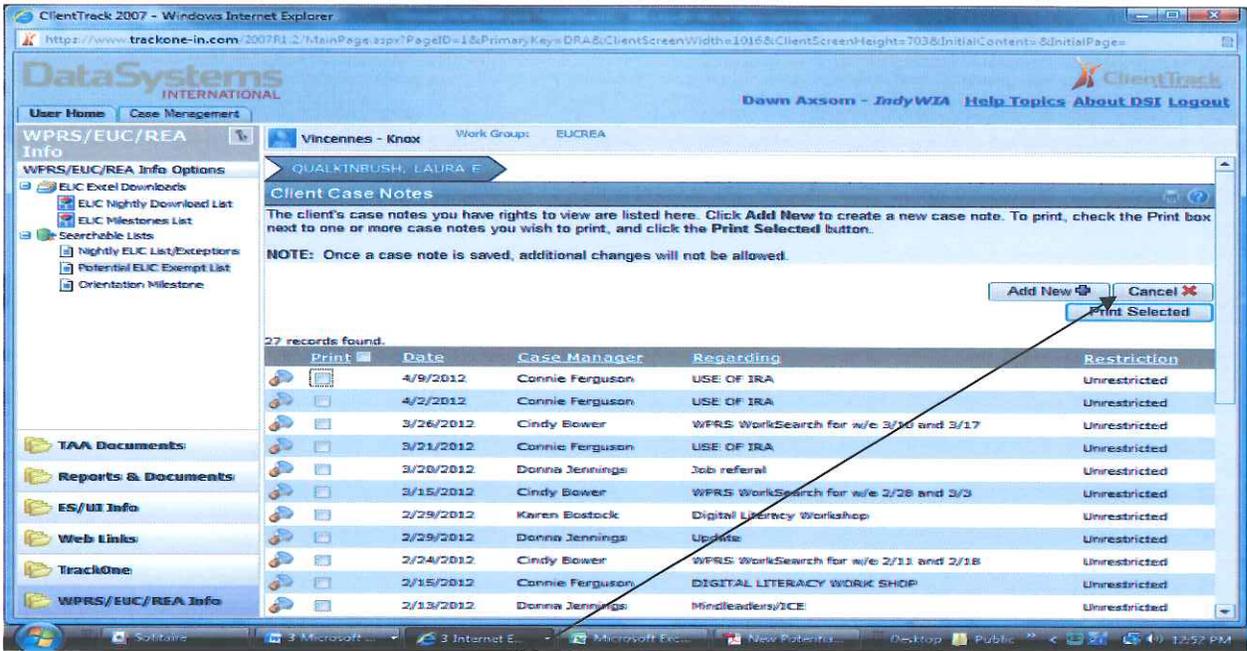
27 records found.

Print	Date	Case Manager	Regarding	Restriction
<input type="checkbox"/>	4/9/2012	Connie Ferguson	USE OF IRA	Unrestricted
<input type="checkbox"/>	4/2/2012	Connie Ferguson	USE OF IRA	Unrestricted
<input type="checkbox"/>	3/26/2012	Cindy Bower	WPRS WorkSearch for w/e 3/10 and 3/17	Unrestricted
<input type="checkbox"/>	3/21/2012	Connie Ferguson	USE OF IRA	Unrestricted
<input type="checkbox"/>	3/20/2012	Donna Jennings	Job referral	Unrestricted
<input type="checkbox"/>	3/15/2012	Cindy Bower	WPRS WorkSearch for w/e 2/26 and 3/3	Unrestricted
<input type="checkbox"/>	2/29/2012	Karen Bostock	Digital Literacy Workshop	Unrestricted
<input type="checkbox"/>	2/29/2012	Donna Jennings	Update	Unrestricted
<input type="checkbox"/>	2/24/2012	Cindy Bower	WPRS WorkSearch for w/e 2/11 and 2/16	Unrestricted
<input type="checkbox"/>	2/15/2012	Connie Ferguson	DIGITAL LITERACY WORK SHOP	Unrestricted
<input type="checkbox"/>	2/13/2012	Donna Jennings	Mindleaders/ICE	Unrestricted

Enter "EUC-REA Exempt" in the "Regarding" area



Make sure you type in the complete details justifying the exemption. Click on "Save"



Click on "Cancel" to return to your list

You will work through your the list and all lists that are generated from the dates within your date range. (See the "Special Note" on the bottom of page 5)

You will need to open your saved spread sheet "01 Apr 12 Report" and identify the claimants that were exempted for your report. Utilize the **highlighting** function. Curtis, John, and Lee were determined to be exempted from participation according to program guidelines.

	A	B	C	D	E	F	G	H
1	ESOffice	EUCLetterDate	ClientID	First	Last	SSN	DOB	Address
2	BEDFORD	04/02/2012	56949	TAMMY	FIELDS	XXX-XX-4159	01/03/1968	7161 E SYLVANIA RD
3	BEDFORD	04/02/2012	934943	ROBERT	FRAZIER	XXX-XX-0347	06/15/1959	285 FLINTWOOD DR.
4	BEDFORD	04/02/2012	1689650	GINA	BEYERS	XXX-XX-7264	12/23/1963	2986 STATE ROAD 60 E
5	BEDFORD	04/02/2012	153819	TINA	WELP	XXX-XX-2095	03/08/1973	4140 WILHELM STRASSE APT 3
6	BEDFORD	04/02/2012	442043	DONLAD	BALLARD	XXX-XX-2917	02/12/1975	720 VALLEY MISSION LN
7	BEDFORD	04/02/2012	152079	TIMOTHY	BOWDEN	XXX-XX-0404	04/04/1989	150 Dale St.
8	BEDFORD	04/02/2012	88875	LORRIE	ASBURY	XXX-XX-5266	06/23/1971	1501 23RD ST
9	BEDFORD	04/02/2012	592867	DAVID	DUNCAN	XXX-XX-9328	07/31/1974	196 SUNNY SLOPES CIR
10	BEDFORD	04/02/2012	890183	CARLA	COMBS	XXX-XX-1166	10/30/1972	1109 COPPERHEAD VALLEY RD
11	BEDFORD	04/02/2012	1674078	ANGELA	THORP	XXX-XX-9082	09/02/1972	78 S HILL DR
12	BEDFORD	04/02/2012	236123	CURTIS	KERN JR	XXX-XX-8293	03/29/1965	304 MOUNCE RD
13	BEDFORD	04/02/2012	32422	CAROLENA	HARRISON	XXX-XX-4436	07/25/1960	636 HAROLD SMITH RD
14	BEDFORD	04/02/2012	1702306	CHRISTIANE	JOHNSON	XXX-XX-2464	06/03/1964	1827 15TH ST
15	BEDFORD	04/02/2012	495814	JACOB	NIKIRK	XXX-XX-3794	05/20/1986	200 DOE RUN DR
16	BEDFORD	04/02/2012	1132732	JOHN	BURTON	XXX-XX-7420	08/02/1984	301 DIXIE HWY
17	BEDFORD	04/02/2012	1777423	ASHLEY	CABAGE	XXX-XX-5650	08/01/1990	3922 DIXIE HWY
18	BEDFORD	04/02/2012	1649811	AMY	WILLIAMS	XXX-XX-0382	06/21/1976	2825 Q ST
19	BEDFORD	04/02/2012	1762294	LAURA	QUALKINBUSH	XXX-XX-6922	11/15/1942	208 W BERNADINE DR
20	BEDFORD	04/03/2012	54086	JENNA	HAGEMIER	XXX-XX-9440	09/25/1984	7370 WEST COUNTY ROAD
21	BEDFORD	04/03/2012	1748015	JOHN	MOORE	XXX-XX-9226	01/06/1953	916 SHAWSWICK STATION RD
22	BEDFORD	04/03/2012	987253	MICHAEL	LEE	XXX-XX-7568	08/26/1985	209 WEST OAK ST
23	BEDFORD	04/03/2012	1580644	DAVID	MEEHAN	XXX-XX-4783	01/14/1959	10896 W CO. RD. 450 S
24	BEDFORD	04/03/2012	1765416	DAVID	WILSON	XXX-XX-9602	12/20/1959	303 LINCOLN AVE
25	BEDFORD	04/03/2012	14781	SHERRY	BLACKWELL	XXX-XX-8771	08/05/1961	545 S 8TH ST
26	BEDFORD	04/03/2012	730288	MONICA	HOUCHIN	XXX-XX-0781	03/29/1969	2923 EMMONS RIDGE RD
27	BEDFORD	04/03/2012	859675	LANCE	MCBRIDE	XXX-XX-1088	03/06/1983	340 W WASHINGTON ST
28	BEDFORD	04/03/2012	1718607	PATRICIA	WILLIAMS-LANE	XXX-XX-6430	01/06/1957	432 RAVINE DR
29	BEDFORD	04/03/2012	30449	LISA	MULLINAX	XXX-XX-2720	02/07/1966	431 GM DR
30	BEDFORD	04/03/2012	807600	MICHAEL	ROBBINS SR	XXX-XX-6250	05/04/1965	1723 RARIDEN HL

NOTE: You can now determine your weekly numbers categories for "Exempted," "Transferred Out," and "Sent" for your report. In the example above you will have three (3) "exempted" and three (3) "Transferred Out." All claimants without a highlighted color will be "Sent"

You now need to remove the exempted claimants from your spread sheet "01 Apr 12 Letters" because they do NOT receive an Orientation letter

	A	B	C	D	E	F	G	H
1	ESOffice	EUCLetterDate	ClientID	First	Last	SSN	DOB	Address
2	BEDFORD	04/02/2012	56949	TAMMY	FIELDS	XXX-XX-4159	01/03/1968	7161 E SYLVANIA RD
3	BEDFORD	04/02/2012	934943	ROBERT	FRAZIER	XXX-XX-0347	06/15/1959	285 FLINTWOOD DR.
4	BEDFORD	04/02/2012	1689650	GINA	BEYERS	XXX-XX-7264	12/23/1963	2986 STATE ROAD 60 E
5	BEDFORD	04/02/2012	442043	DONLAD	BALLARD	XXX-XX-2917	02/12/1975	720 VALLEY MISSION LN
6	BEDFORD	04/02/2012	152079	TIMOTHY	BOWDEN	XXX-XX-0404	04/04/1989	150 Dale St.
7	BEDFORD	04/02/2012	88875	LORRIE	ASBURY	XXX-XX-5266	06/23/1971	1501 23RD ST
8	BEDFORD	04/02/2012	890183	CARLA	COMBS	XXX-XX-1166	10/30/1972	1109 COPPERHEAD VALLEY RD
9	BEDFORD	04/02/2012	1674078	ANGELA	THORP	XXX-XX-9082	09/02/1972	78 S HILL DR
10	BEDFORD	04/02/2012	32422	CAROLENA	HARRISON	XXX-XX-4436	07/25/1960	636 HAROLD SMITH RD
11	BEDFORD	04/02/2012	1702306	CHRISTIANE	JOHNSON	XXX-XX-2464	06/03/1964	1827 15TH ST
12	BEDFORD	04/02/2012	495814	JACOB	NIKIRK	XXX-XX-3794	05/20/1986	200 DOE RUN DR
13	BEDFORD	04/02/2012	1777423	ASHLEY	CABAGE	XXX-XX-5650	08/01/1990	3922 DIXIE HWY
14	BEDFORD	04/02/2012	1762294	LAURA	QUALKINBUSH	XXX-XX-6922	11/15/1942	208 W BERNADINE DR
15	BEDFORD	04/03/2012	54086	JENNA	HAGEMIER	XXX-XX-9440	09/25/1984	7370 WEST COUNTY ROAD
16	BEDFORD	04/03/2012	1748015	JOHN	MOORE	XXX-XX-9226	01/06/1953	916 SHAWSWICK STATION RD
17	BEDFORD	04/03/2012	1580644	DAVID	MEEHAN	XXX-XX-4783	01/14/1959	10896 W. CO. RD. 450 S
18	BEDFORD	04/03/2012	1765416	DAVID	WILSON	XXX-XX-9602	12/20/1959	303 LINCOLN AVE
19	BEDFORD	04/03/2012	14781	SHERRY	BLACKWELL	XXX-XX-8771	08/05/1961	545 S 8TH ST
20	BEDFORD	04/03/2012	730288	MONICA	HOUCHIN	XXX-XX-0781	03/29/1969	2923 EMMONS RIDGE RD
21	BEDFORD	04/03/2012	859675	LANCE	MCBRIDE	XXX-XX-1088	03/06/1983	340 W WASHINGTON ST
22	BEDFORD	04/03/2012	1718607	PATRICIA	WILLIAMS-LANE	XXX-XX-6430	01/06/1957	432 RAVINE DR
23	BEDFORD	04/03/2012	30449	LISA	MULLINAX	XXX-XX-2720	02/07/1966	431 GM DR
24	BEDFORD	04/03/2012	807600	MICHAEL	ROBBINS SR	XXX-XX-6250	05/04/1965	1723 RARIDEN HL
25	BEDFORD	04/04/2012	745790	CHRISTINA	COUKOULIS	XXX-XX-5815	07/09/1985	1330 I ST. APT. A
26	BEDFORD	04/04/2012	385402	RYAN	HALL	XXX-XX-0339	07/10/1985	425 DALE ST
27	BEDFORD	04/04/2012	1749911	DEANNA	BOSTOCK	XXX-XX-6092	09/04/1964	311 COLLEGE AVE
28	BEDFORD	04/04/2012	234524	JERRY	KNOY	XXX-XX-5430	10/17/1974	1014 W. WARREN ST.
29	BEDFORD	04/04/2012	1740664	JASON	BURKHART	XXX-XX-0754	02/15/1984	2230 29TH ST.
30	BEDFORD	04/05/2012	312775	RANDALL	GERKIN	XXX-XX-2759	02/15/1958	5301 US HIGHWAY 50 W

As you can see Tina, David, Amy, Curtis, John, and Lee are no longer on your spread sheet that will be used to create your mail merge to send letters for Orientation

You will find instructions on how to complete the mail merge in the EUC-REA Check list.

Scheduled for Orientation

Once you have your letters, you will need to enter "Eligibility" and the "Scheduled for Orientation" service

After you have signed-in to the system, click on "WPRS/EUC/REA Info"

Click on "Searchable Lists." Click on "Nightly EUC/Exceptions"

Select your ES Office from the drop down box.

The screenshot displays the ClientTrack 2007 web application. The main content area is titled "Searchable Nightly EUC List and Exceptions" and includes a search form with the following fields:

- ES Office:** A dropdown menu currently set to "BEDFORD".
- EUC Access Date:** A date field set to "04/02/2012".
- Result:** A dropdown menu currently set to "-- SELECT --". A dropdown menu is open, showing three options: "Matched by PartyID", "Matched by SSN and Name", and "Not in T1, Not Processed".

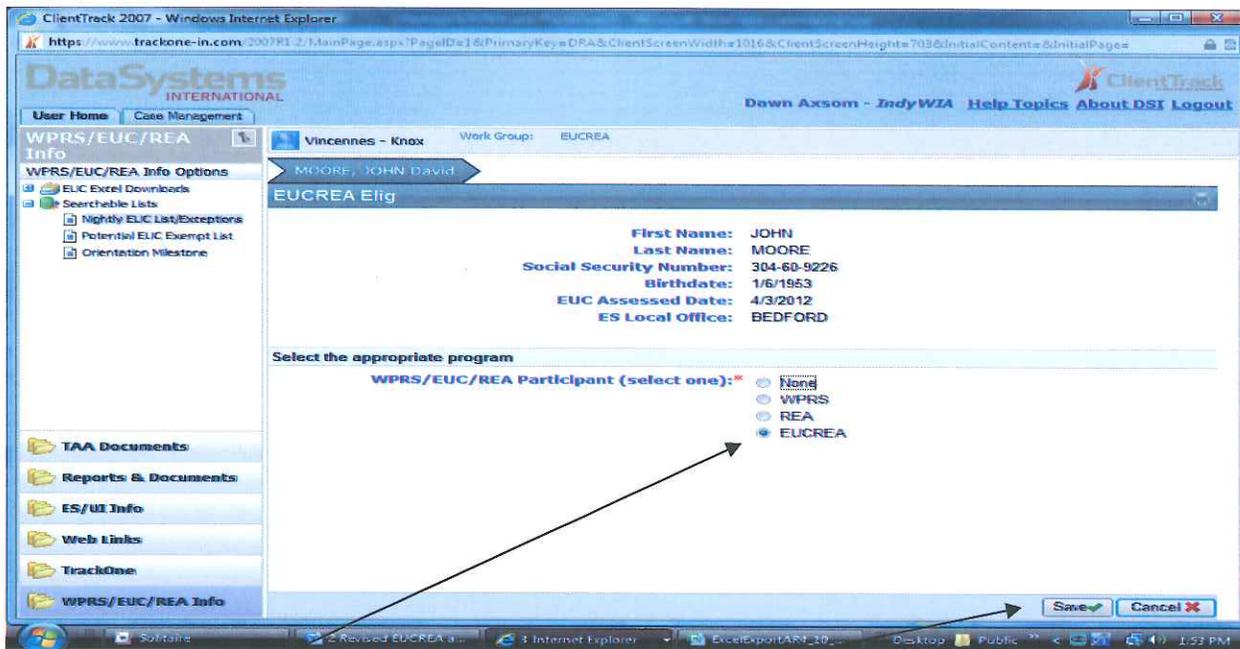
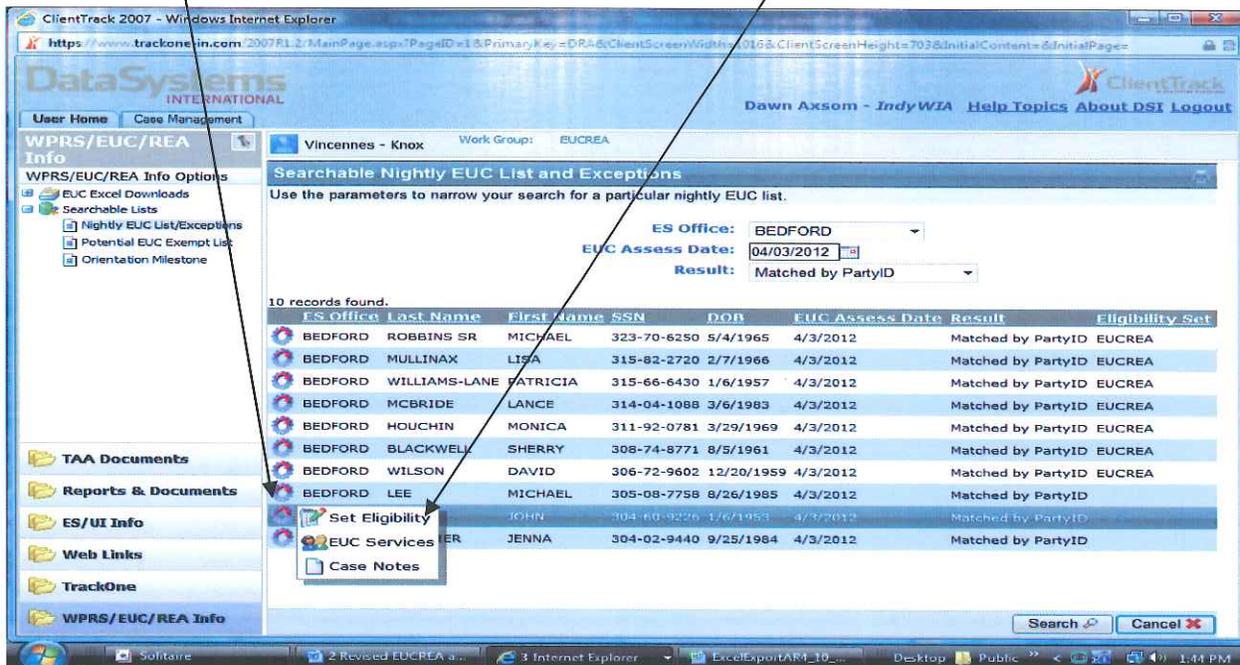
Below the search form, it states "0 records found." and displays a table with the following columns: "ES Office", "Last Name", "First Name", "SS", "Result", and "Eligibility Set". The table is currently empty, with the text "No results found." displayed below the column headers.

The interface also includes a sidebar on the left with navigation options such as "WPRS/EUC/REA Info", "TAA Documents", "Reports & Documents", "ES/UI Info", "Web Links", "TrackOne", and "WPRS/EUC/REA Info". The bottom of the page features a "Search" button and a "Cancel" button.

Date: Special NOTE: You will need to run the list for EVERY day within your date range. For example, if your download list is from 04/01/12 (Sunday) to 04/07/12 (Saturday), you will need to run this list for 04/01/12, 04/02/12, 04/03/12, 04/04/12, 04/05/12, 04/06/12, and 04/07/12. You may have some days that do not produce a list, but this will ensure you are capturing everyone for the entire week.

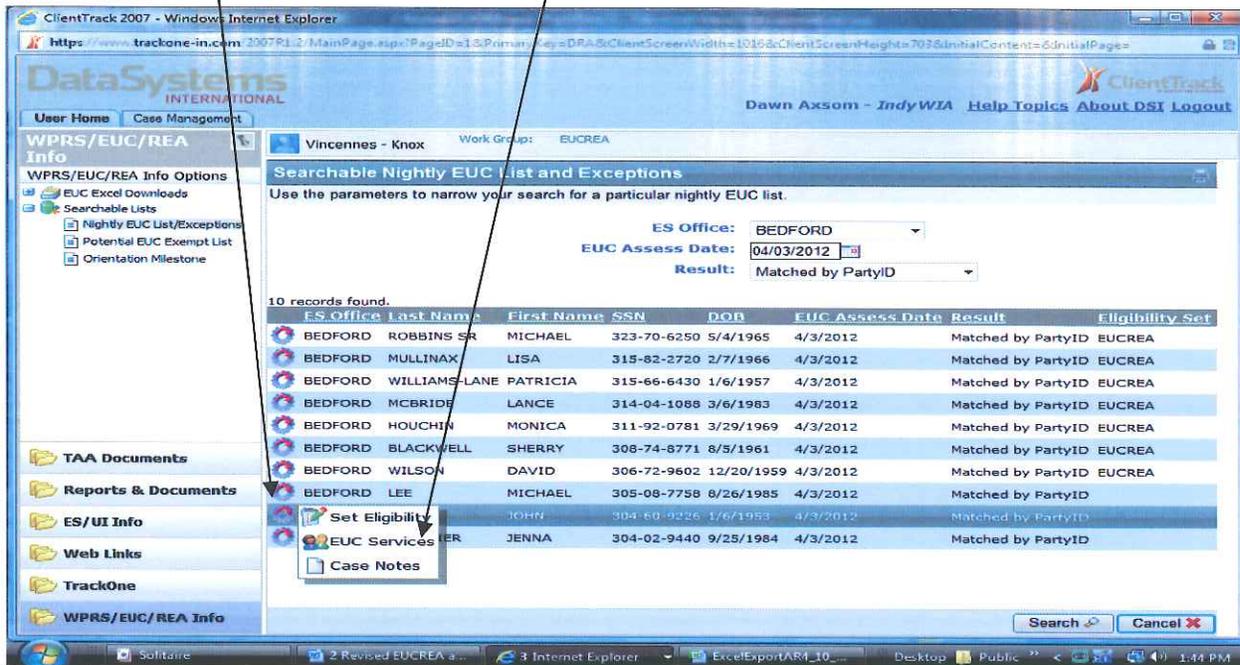
Select "Matched by PartyID." Click on "Search"

Click on the "Wheel" beside the claimant's name. Click on "Set Eligibility"

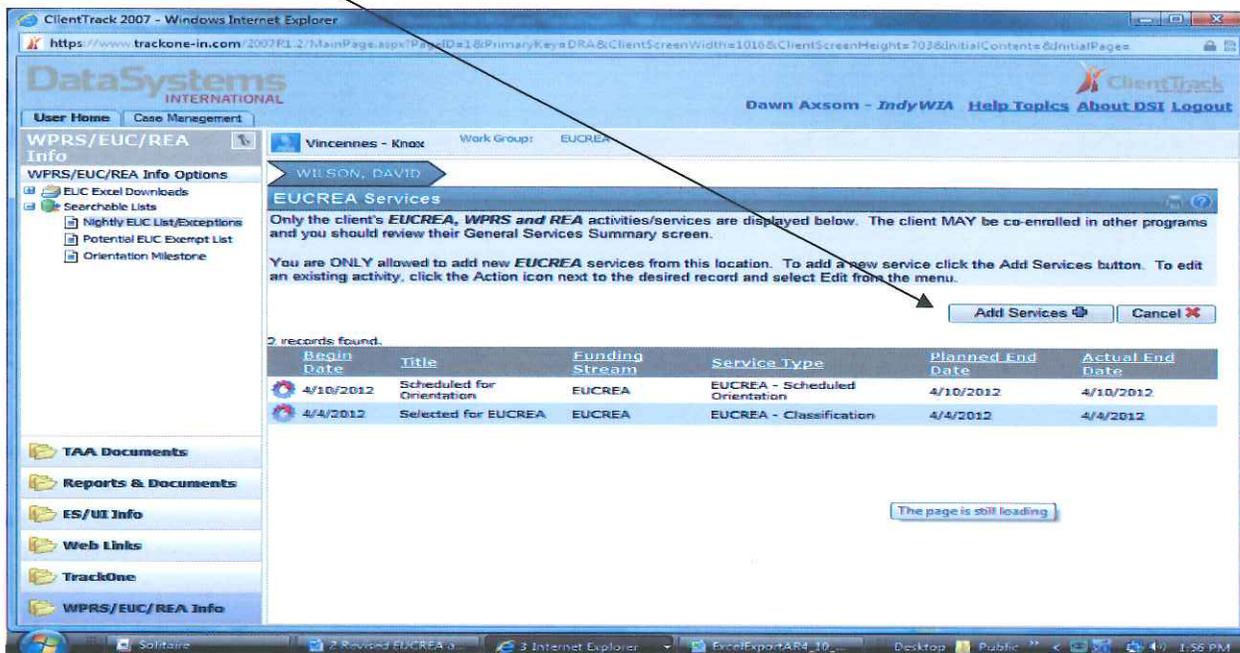


Make sure "EUC-REA" is selected. Click "Save"

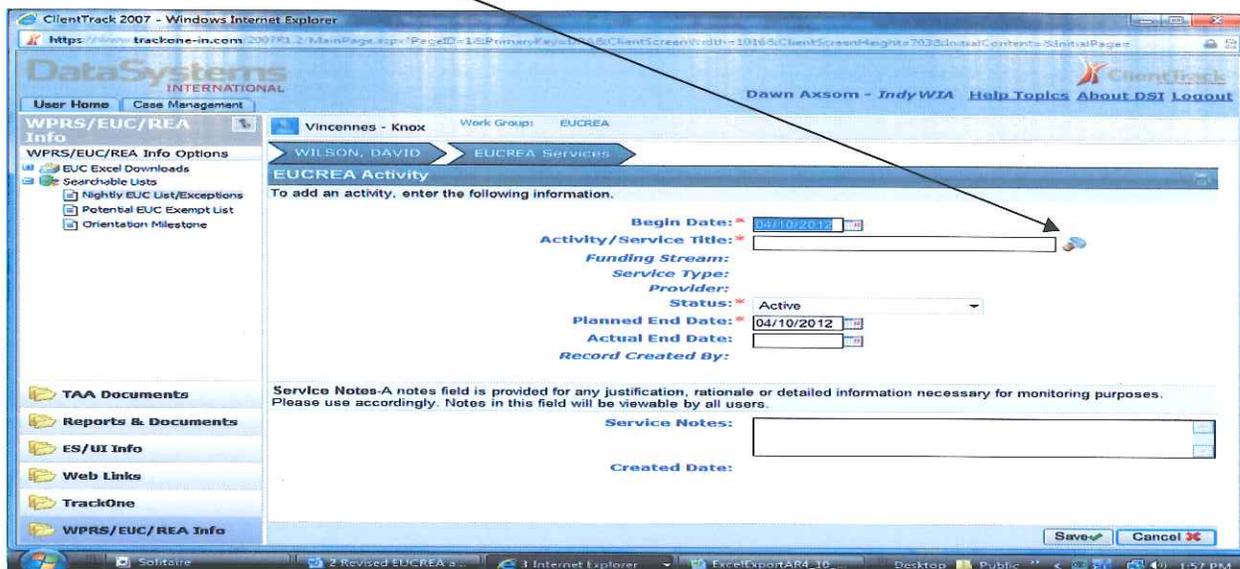
Click on the "Wheel." Click on "EUC Services"



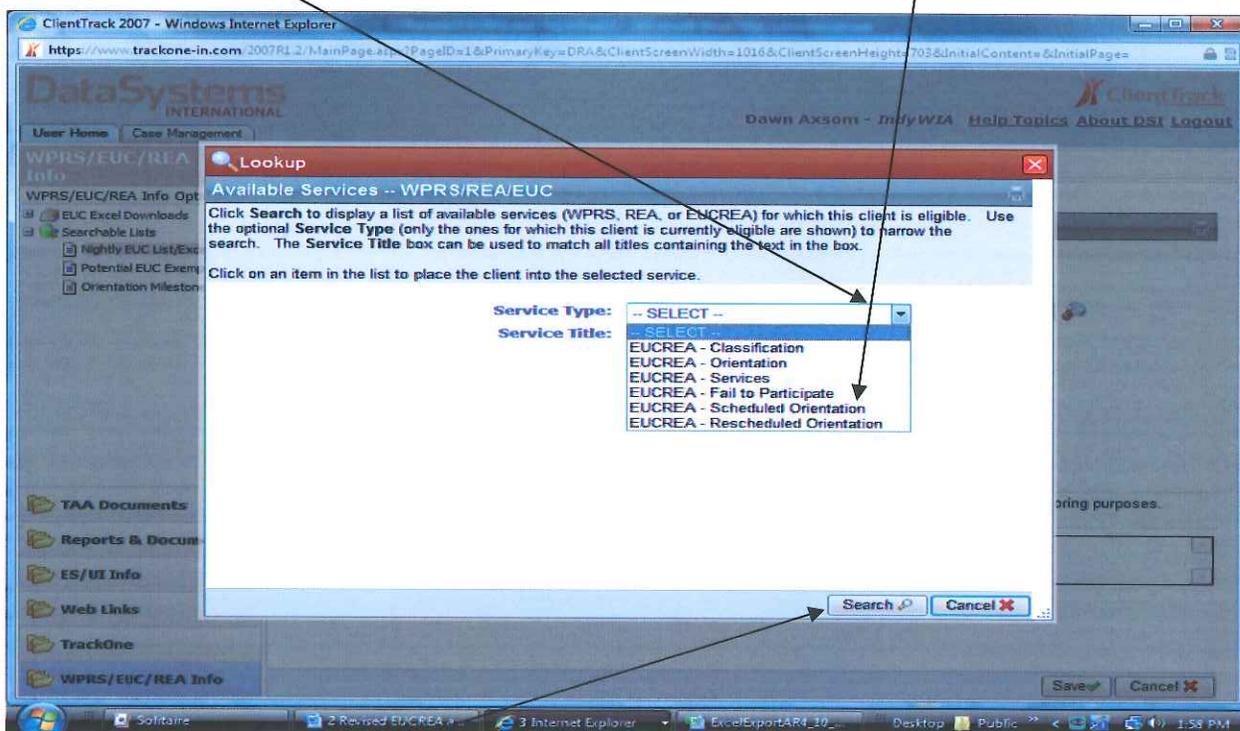
Click on "Add Services"



Click on the magnifying glass

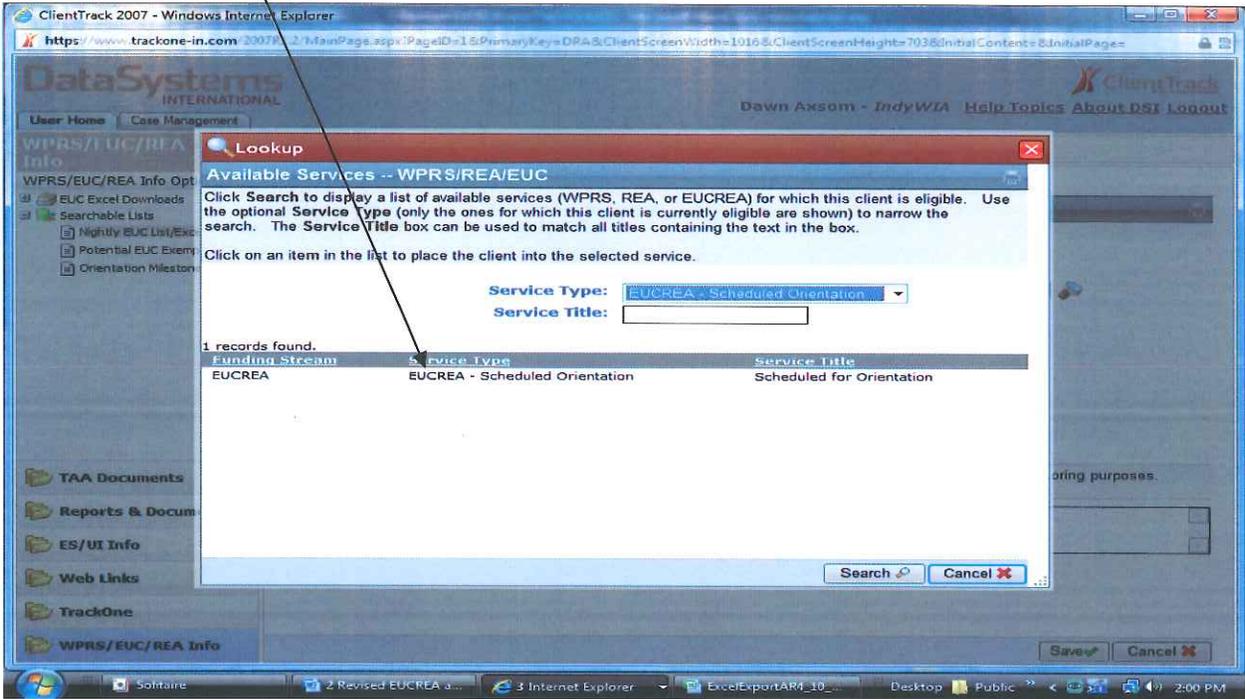


Click on the "Service Type" drop down box. Select "Scheduled for Orientation"

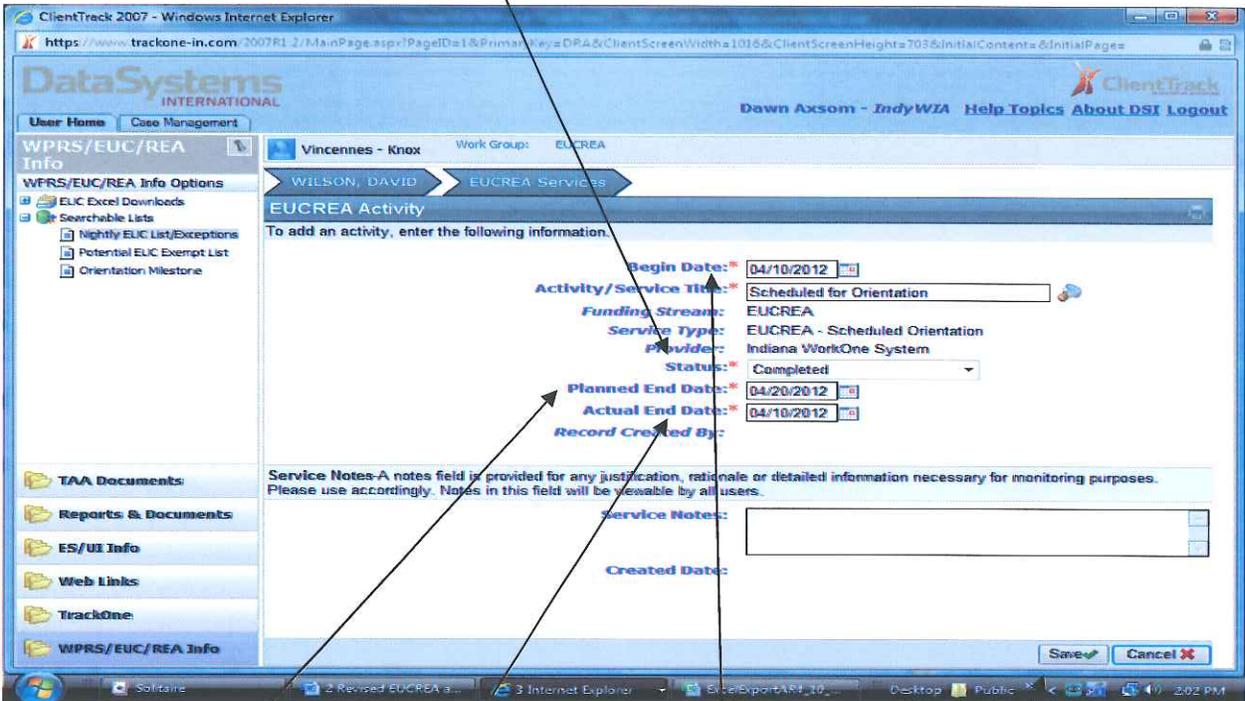


Click on "Search"

Click on the service



Make sure the "Status" is "Completed"



The "Planned End Date" is the date they are to come into the office for their Orientation.

The "Actual End Date" is the same as the "Begin Date." Click on "Save"

Click on "Cancel" to return to your list

ClientTrack 2007 - Windows Internet Explorer
https://www.trackone-in.com/2007R1.2/MainPage.aspx?PageID=1&PrimaryKey=DRA&ClientScreenWidth=1016&ClientScreenHeight=703&InitialContents&InitialPage=

DataSystems INTERNATIONAL ClientTrack
Down Axsom - IndyWIA Help Topics About DSI Logout

User Home Case Management
WPRS/EUC/REA Info
WPRS/EUC/REA Info Options
EUC Excel Downloads
Searchable Lists
Nightly EUC List/Exceptions
Potential EUC Exempt List
Orientation Milestone

Vincennes - Knox Work Group: EUCREA
WILSON, DAVID

EUCREA Services

Only the client's **EUCREA, WPRS and REA** activities/services are displayed below. The client MAY be co-enrolled in other programs and you should review their **General Services Summary** screen.

You are **ONLY** allowed to add new **EUCREA** services from this location. To add a new service click the **Add Services** button. To edit an existing activity, click the **Action** icon next to the desired record and select **Edit** from the menu.

Add Services **+** Cancel **X**

2 records found.

Begin Date	Title	Funding Stream	Service Type	Planned End Date	Actual End Date
4/10/2012	Scheduled for Orientation	EUCREA	EUCREA - Scheduled Orientation	4/10/2012	4/10/2012
4/4/2012	Selected for EUCREA	EUCREA	EUCREA - Classification	4/4/2012	4/4/2012

TAA Documents
Reports & Documents
ES/UI Info
Web Links
TrackOne
WPRS/EUC/REA Info

2 Revised EUCREA a... 3 Internet Explorer ExcelExportAR4_10... Desktop Public 2:05 PM

Click on the "Wheel." Click on "Case Notes"

ClientTrack 2007 - Windows Internet Explorer
https://www.trackone-in.com/2007R1.2/MainPage.aspx?PageID=1&PrimaryKey=DRA&ClientScreenWidth=1016&ClientScreenHeight=703&InitialContents&InitialPage=

DataSystems INTERNATIONAL ClientTrack
Down Axsom - IndyWIA Help Topics About DSI Logout

User Home Case Management
WPRS/EUC/REA Info
WPRS/EUC/REA Info Options
EUC Excel Downloads
Searchable Lists
Nightly EUC List/Exceptions
Potential EUC Exempt List
Orientation Milestone

Vincennes - Knox Work Group: EUCREA

Searchable Nightly EUC List and Exceptions

Use the parameters to narrow your search for a particular nightly EUC list.

ES Office: BEDFORD
EUC Assess Date: 04/03/2012
Result: Matched by PartyID

10 records found.

ES Office	Last Name	First Name	SSN	DOB	EUC Assess Date	Result	Eligibility Set
BEDFORD	ROEBINS SR	MICHAEL	323-70-6250	5/4/1965	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	MULINAX	LISA	315-82-2720	2/7/1966	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	WILLIAMS-LANE	PATRICIA	315-66-6430	1/6/1957	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	MCBRIDE	LANCE	314-04-1088	3/6/1983	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	HOUCHIN	MONICA	311-92-0781	3/29/1969	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	BLACKWELL	SHERRY	308-74-8771	8/5/1961	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	WILSON	DAVID	306-72-9602	12/20/1959	4/3/2012	Matched by PartyID	EUCREA
		MICHAEL	305-08-7758	8/26/1985	4/3/2012	Matched by PartyID	EUCREA
		JOHN	304-60-9226	1/6/1953	4/3/2012	Matched by PartyID	EUCREA
		JENNA	304-02-9440	9/25/1984	4/3/2012	Matched by PartyID	EUCREA

Set Eligibility
EUC Services
Case Notes

Search Cancel

TAA Documents
Reports & Documents
ES/UI Info
Web Links
TrackOne
WPRS/EUC/REA Info

2 Revised EUCREA a... 3 Internet Explorer ExcelExportAR4_10... Desktop Public 2:05 PM

Click on "Add New"

The screenshot shows the 'Client Case Notes' page for Michael Lee. The page includes a table with 13 records. The 'Add New' button is located in the top right corner of the main content area.

Print	Date	Case Manager	Regarding	Restriction
<input type="checkbox"/>	4/10/2012	Carol Solis	EUCREA	Unrestricted
<input type="checkbox"/>	2/8/2012	Patricia Colvin	Work Readiness Workshop	Unrestricted
<input type="checkbox"/>	2/8/2012	Rita Tincher	ES	Unrestricted
<input type="checkbox"/>	2/2/2012	April Easter	Back to Work Date	Unrestricted
<input type="checkbox"/>	1/25/2012	Cindy Bower	NC/NS for JS W/S	Unrestricted
<input type="checkbox"/>	1/18/2012	Cheryl Graham	Federal	Unrestricted
<input type="checkbox"/>	1/11/2012	April Easter	NC/NS for Job Search W/S	Unrestricted
<input type="checkbox"/>	1/9/2012	April Easter	WPRS Orientation	Unrestricted
<input type="checkbox"/>	1/3/2012	April Easter	WPRS Selection	Unrestricted
<input type="checkbox"/>	12/27/2011	Rita Tincher	ES	Unrestricted
<input type="checkbox"/>	12/12/2011	Rita Tincher	ES	Unrestricted

Type in "EUC-REA Sceduled for Orientation" in the "Regarding" area.

The screenshot shows the 'Edit Case Note' page. The 'Regarding' field is filled with 'EUCREA Sceduled for Orientation'. The 'Entry Date' is 04/10/2012 and the 'Entered By' is Dawn Axsom. The page also includes a text area for the case note body.

Entry Date: 04/10/2012
 Entered By: Dawn Axsom
 Regarding: EUCREA Sceduled for Orientation

Domestic Violence Case Note-If checked, Case Note will be set to Organization Restricted
 Domestic Violence Case Note:

Case Note
 Type Orientation details.
 Client Name: MICHAEL LEE

Type in the Oreintation details in the case note body. Click on "Save"

You will need to go through all of these steps for each person. (Eligibility, Scheduled for Orientation, and case note)

Click on "Cancel" to return to your list

ClientTrack 2007 - Windows Internet Explorer
 https://www.trackone-in.com/2007R1.2/MainPage.aspx?PageID=1&PrimaryKey=DRA&ClientScreenWidth=1016.5&ClientScreenHeight=793&InitialContent=6&InitialPage=

DataSystems INTERNATIONAL
 Dawn Axson - IndyWIA Help Topics About DSI Logout

User Home Case Management
 Vincennes - Knox Work Group: EUCREA

WPRS/EUC/REA Info
 WPRS/EUC/REA Info Options
 EUC Excel Downloads
 Searchable Lists
 Nightly EUC List/Exceptions
 Potential EUC Exempt List
 Orientation Milestone

LEE, MICHAEL A

Client Case Notes
 The client's case notes you have rights to view are listed here. Click **Add New** to create a new case note. To print, check the **Print** box next to one or more case notes you wish to print, and click the **Print Selected** button.
 NOTE: Once a case note is saved, additional changes will not be allowed.

Add New

13 records found.

Print	Date	Case Manager	Regarding	Restriction
<input type="checkbox"/>	4/10/2012	Carol Solis	EUCREA	Unrestricted
<input type="checkbox"/>	2/8/2012	Patricia Colvin	Work Readiness Workshop	Unrestricted
<input type="checkbox"/>	2/8/2012	Rita Tincher	ES	Unrestricted
<input type="checkbox"/>	2/2/2012	April Easter	Back to Work Date	Unrestricted
<input type="checkbox"/>	1/25/2012	Cindy Bower	NC/NS for JS W/S	Unrestricted
<input type="checkbox"/>	1/18/2012	Cheryl Graham	Federal Employment Workshop	Unrestricted
<input type="checkbox"/>	1/11/2012	April Easter	NC/NS for Job Search W/S	Unrestricted
<input type="checkbox"/>	1/9/2012	April Easter	WPRS Orientation	Unrestricted
<input type="checkbox"/>	1/3/2012	April Easter	WPRS Selection	Unrestricted
<input type="checkbox"/>	12/27/2011	Rita Tincher	ES	Unrestricted
<input type="checkbox"/>	12/12/2011	Rita Tincher	ES	Unrestricted

TAA Documents
 Reports & Documents
 ES/UI Info
 Web Links
 TrackOne
 WPRS/EUC/REA Info

ClientTrack 2007 - Windows Internet Explorer
 https://www.trackone-in.com/2007R1.2/MainPage.aspx?PageID=1&PrimaryKey=DRA&ClientScreenWidth=1016&ClientScreenHeight=793&InitialContent=6&InitialPage=

DataSystems INTERNATIONAL
 Dawn Axson - IndyWIA Help Topics About DSI Logout

User Home Case Management
 Vincennes - Knox Work Group: EUCREA

WPRS/EUC/REA Info
 WPRS/EUC/REA Info Options
 EUC Excel Downloads
 Searchable Lists
 Nightly EUC List/Exceptions
 Potential EUC Exempt List
 Orientation Milestone

Searchable Nightly EUC List and Exceptions
 Use the parameters to narrow your search for a particular nightly EUC list.

ES Office: BEDFORD
 EUC Assess Date: 04/03/2012
 Result: Matched by PartyID

10 records found.

ES Office	Last Name	First Name	SSN	DOB	EUC Assess Date	Result	Eligibility Set
BEDFORD	ROBBINS SR	MICHAEL	323-70-6250	5/4/1965	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	MULLINAX	LISA	315-82-2720	2/7/1966	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	WILLIAMS-LANE	PATRICIA	315-66-6430	1/6/1957	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	MCBRIDE	LANCE	314-04-1088	3/6/1985	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	HOUCHIN	MONICA	311-92-0781	3/29/1969	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	BLACKWELL	SHERRY	306-74-8771	8/5/1961	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	WILSON	DAVID	306-72-9602	12/20/1959	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	LEE	MICHAEL	305-08-7758	8/26/1985	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	MOORE	JOHN	304-60-9226	1/6/1953	4/3/2012	Matched by PartyID	EUCREA
BEDFORD	HAGEMIER	JENNA	304-02-9440	9/25/1964	4/3/2012	Matched by PartyID	EUCREA

Search

TAA Documents
 Reports & Documents
 ES/UI Info
 Web Links
 TrackOne
 javascript: /EUC/REA Info

You will follow these instructions for every one on the list for each day in your date range

Date: Special NOTE: You will need to run the list for EVERY day within your date range. For example, if your download list is from 04/01/12 (Sunday) to 04/07/12 (Saturday), you will need to run this list for 04/01/12, 04/02/12, 04/03/12, 04/04/12, 04/05/12, 04/06/12, and 04/07/12. You may have some days that do not produce a list, but this will ensure you are capturing everyone for the entire week.

All EUC-REA services can be entered in this manner. The following is a list of services that will be entered according to activity:

Attended Orientation and completed all related activities:

1. EUC-REA-Orientation- Completed - Orientation
2. EUC-REA-Services- Skill Assessment
3. EUC-REA-Services- Work Search Review
4. EUC-REA-Services- Workforce Information Services

(Enter case note)

Rescheduled Orientation: See EUC-REA Check list documents and UI Local Office Procedures for instructions related to time frames and UI issues

1. EUC-REA-Rescheduled Orientation- Rescheduled for Orientation

(Enter case note)

Waiver: See "Guidance for Granting Exemptions and Waivers Under the EUC-REA Program"

1. EUC-REA-Classification-EUC-REA-Waiver

(Enter case note describing service[s] waived from)

Failed to Participate in Orientation: See EUC-REA check list documents and UI Local Office Procedures for instructions related to time frames and UI issues

1. EUC-REA-Fail to Participate- Failure to Participate - Orientation

If claimants participate in the Orientation but fail to complete other required services, enter the Failure to Participate as appropriate.

(Enter case note)

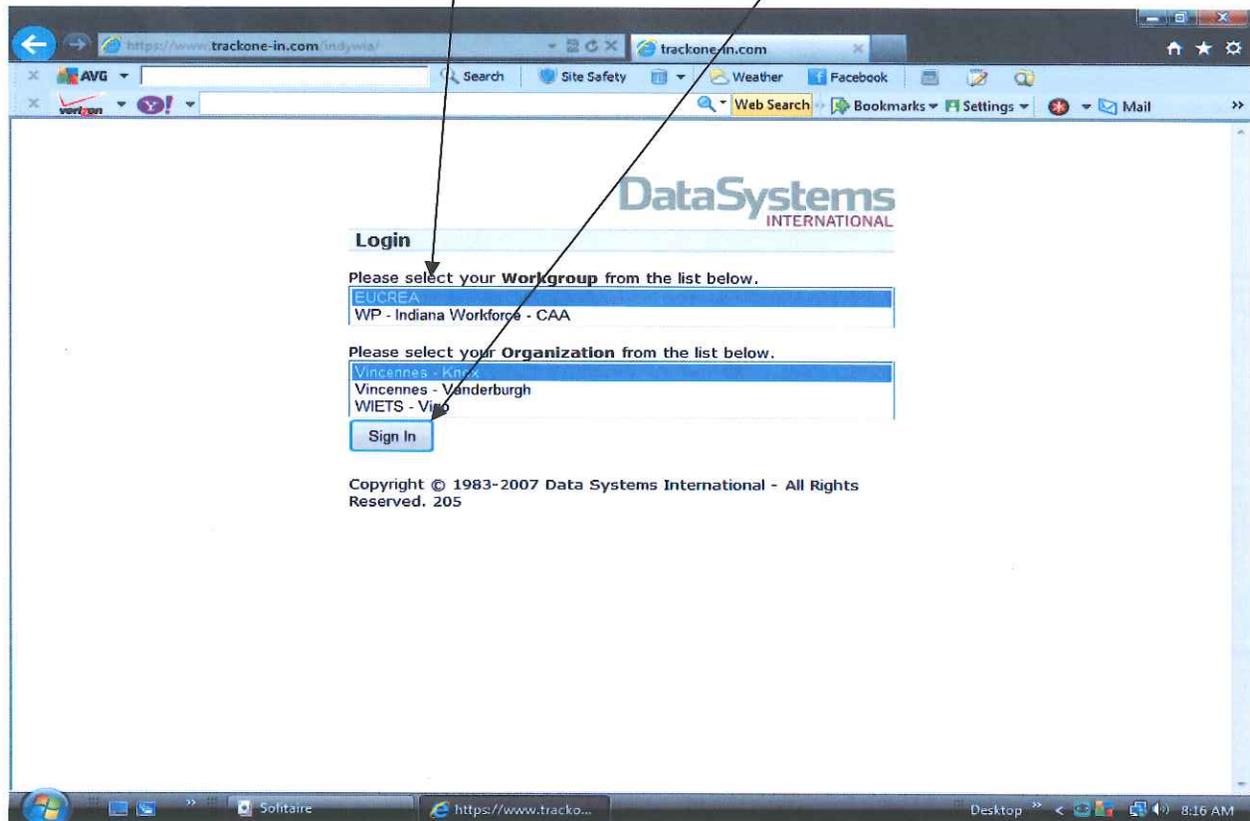
Just remember that if you chose to use Enter Services from the "User Home," you will need to run your list for every day.

(Date: Special NOTE: You will need to run the list for EVERY day within your date range. For example, if your download list is from 04/01/12 (Sunday) to 04/07/12 (Saturday), you will need to run this list for 04/01/12, 04/02/12, 04/03/12, 04/04/12, 04/05/12, 04/06/12, and 04/07/12. You may have some days that do not produce a list, but this will ensure you are capturing everyone for the entire week.)

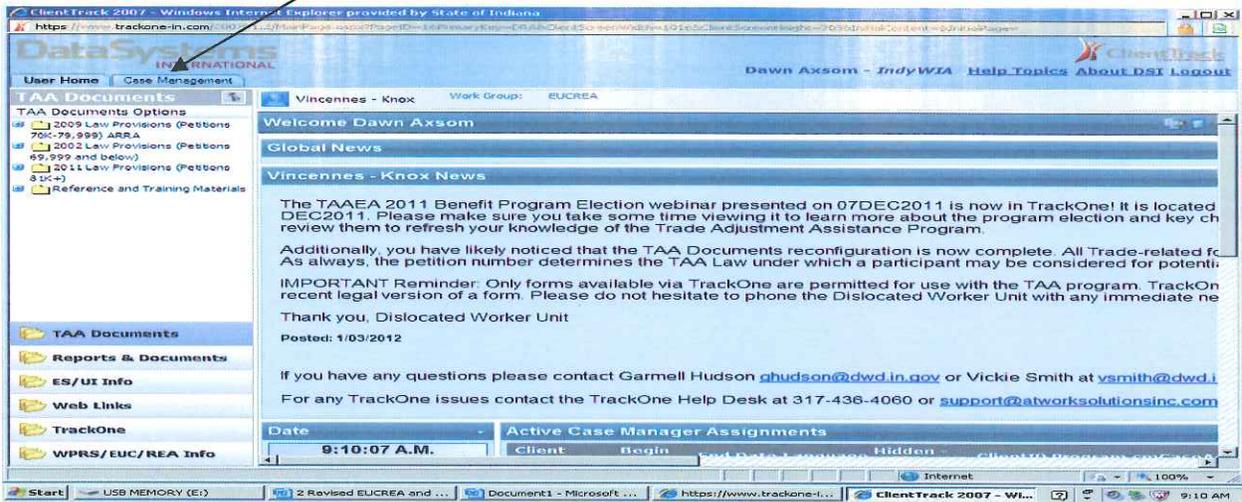
Entering Services from the Case Management Tab

Sign on to TrackOne by entering your user name and password

Click on EUC-REA so that it is highlighted. Click on "Sign In"

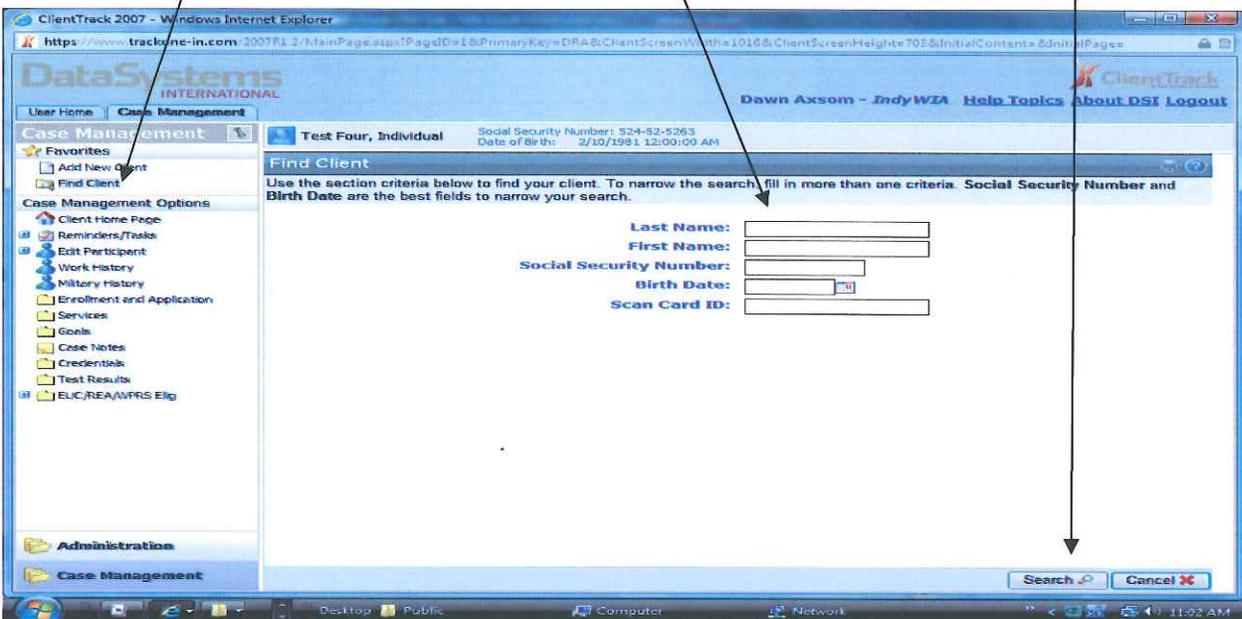


Click on the "Case Management" tab

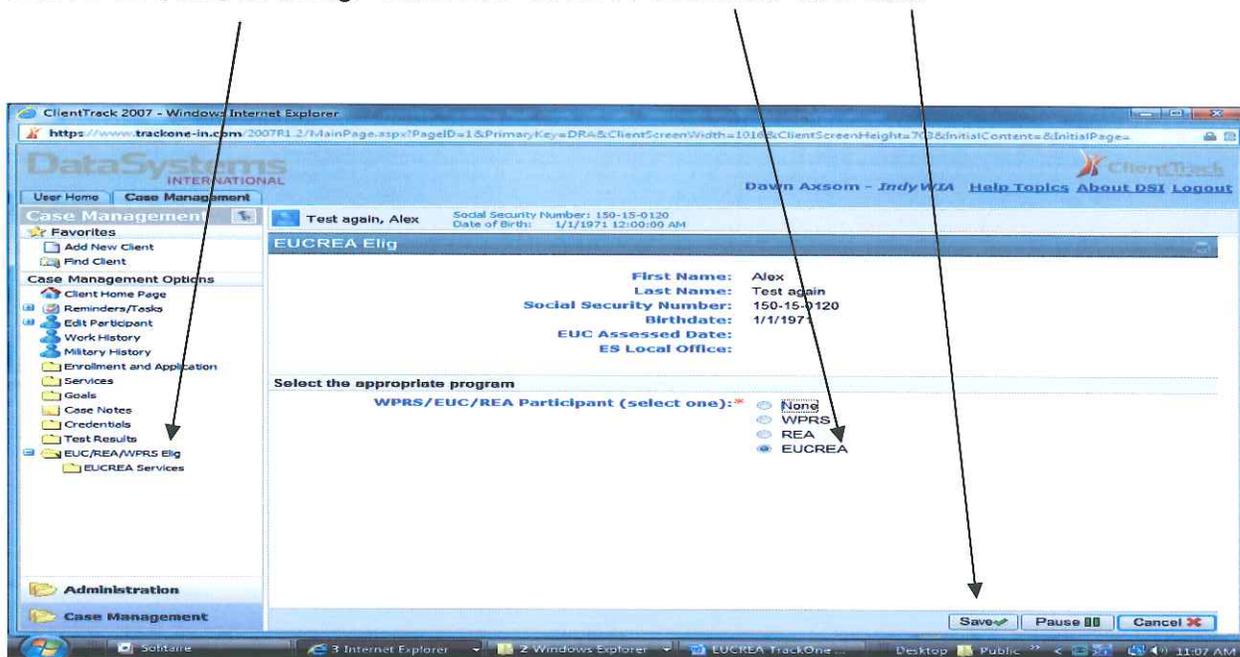


Click on "Find Client." Enter the claimant's identifying information to access claimant's record.

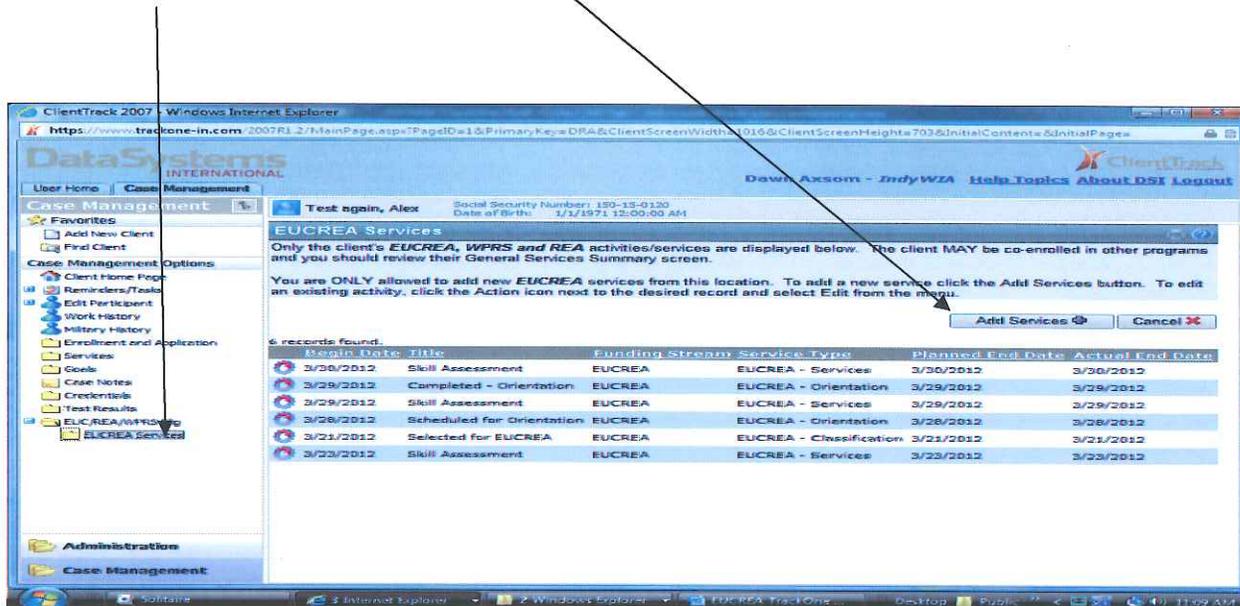
Click on "Search"



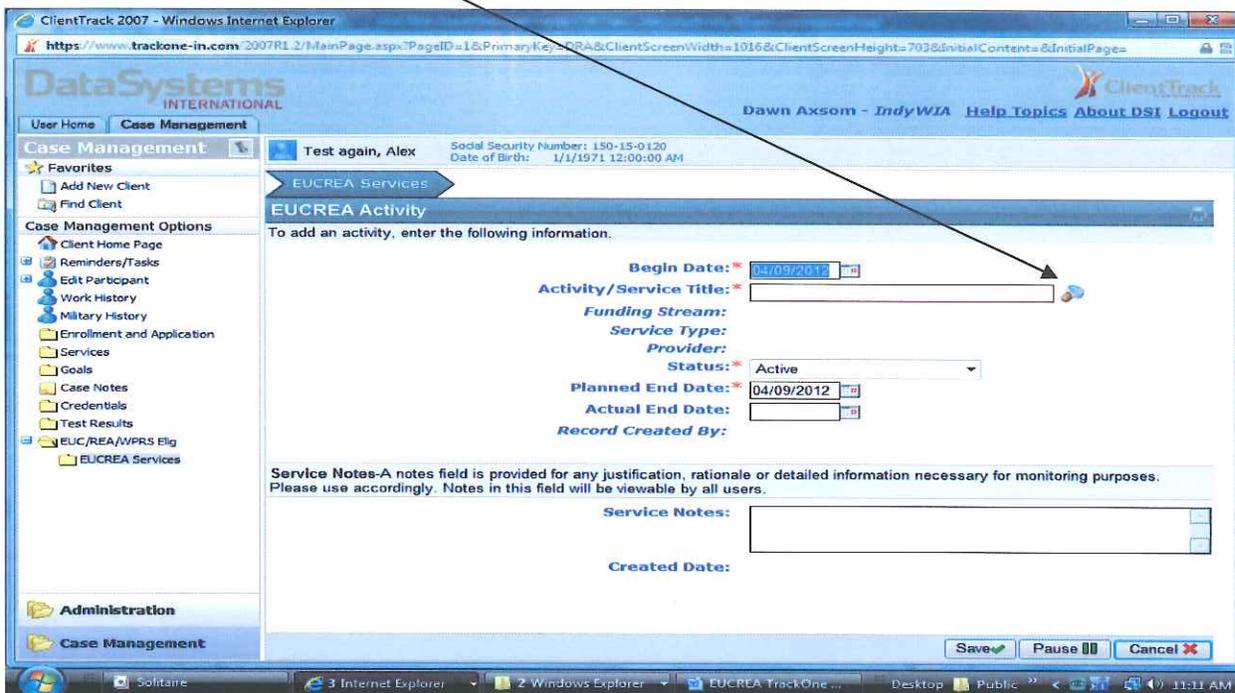
Click on "EUC/REA/WPRS Elig." Make sure "EUC-REA" is selected. Click "Save"



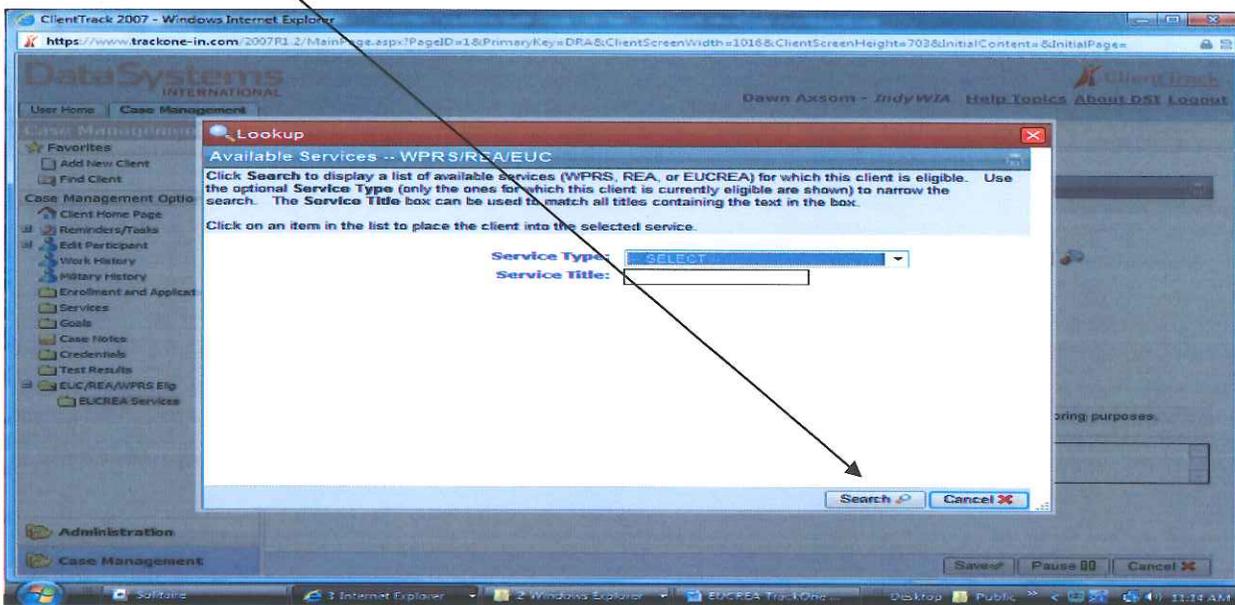
Click on "EUC-REA Services." Click on "Add Services"



Click on the magnifying glass



Click on "Search"



This will show a complete list of EUC-REA Services

The screenshot shows the ClientTrack 2007 web application interface. A 'Lookup' dialog box is open, displaying a list of 13 records found. The dialog box includes instructions on how to use the search and a table of available services. The table has three columns: Funding Stream, Service Type, and Service Title. The records are as follows:

Funding Stream	Service Type	Service Title
EUCREA	EUCREA - Rescheduled Orientation	Rescheduled for Orientation
EUCREA	EUCREA - Classification	Selected for EUCREA
EUCREA	EUCREA - Fail to Participate	Failure to Participate - Work Search Review
EUCREA	EUCREA - Fail to Participate	Failure to Participate - Workforce Info Svcs
EUCREA	EUCREA - Fail to Participate	Failure to Participate - Skill Assessment
EUCREA	EUCREA - Services	Skill Assessment
EUCREA	EUCREA - Orientation	Completed - Orientation
EUCREA	EUCREA - Services	Work Search Review
EUCREA	EUCREA - Services	Workforce Information Services
EUCREA	EUCREA - Scheduled Orientation	Scheduled for Orientation
EUCREA	EUCREA - Fail to Participate	Failure to Participate - Orientation
EUCREA	EUCREA - Classification	EUCREA - Waiver
EUCREA	EUCREA - Classification	EUCREA - Exempt

The dialog box also includes a 'Service Type' dropdown menu currently set to 'SELECT...' and a 'Service Title' text input field. At the bottom of the dialog are 'Search' and 'Cancel' buttons. The background shows the main application interface with a sidebar menu and a top navigation bar.

Select the appropriate service for the activity performed. Complete the service page according to the instructions provided above

If you are adding multiple services for the same person, be sure to click on " EUCREA Services" each time before clicking on "Add Services"

The screenshot shows the ClientTrack 2007 interface. The user is logged in as Dawn Axson - IndyWIA. The client profile for TAMMY JO FIELDS is displayed, with Social Security Number 303-92-4159 and Date of Birth 1/3/1968. The page title is "EUCREA Services".

Instructions on the page state: "Only the client's EUCREA, WPRS and REA activities/services are displayed below. The client MAY be co-enrolled in other programs and you should review their General Services Summary screen." and "You are ONLY allowed to add new EUCREA services from this location. To add a new service click the Add Services button. To edit an existing activity, click the Action icon next to the desired record and select Edit from the menu."

The table below shows 14 records found:

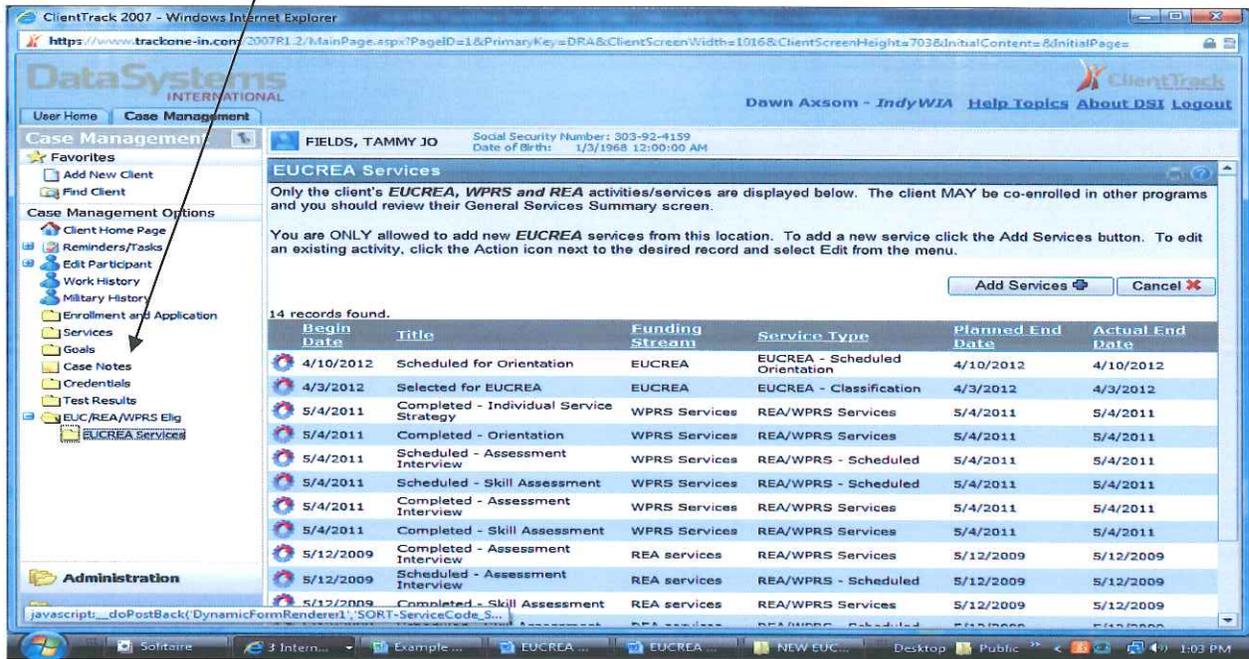
Begin Date	Title	Funding Stream	Service Type	Planned End Date	Actual End Date
4/10/2012	Scheduled for Orientation	EUCREA	EUCREA - Scheduled Orientation	4/10/2012	4/10/2012
4/3/2012	Selected for EUCREA	EUCREA	EUCREA - Classification	4/3/2012	4/3/2012
5/4/2011	Completed - Individual Service Strategy	WPRS Services	REA/WPRS Services	5/4/2011	5/4/2011
5/4/2011	Completed - Orientation	WPRS Services	REA/WPRS Services	5/4/2011	5/4/2011
5/4/2011	Scheduled - Assessment Interview	WPRS Services	REA/WPRS - Scheduled	5/4/2011	5/4/2011
5/4/2011	Scheduled - Skill Assessment	WPRS Services	REA/WPRS - Scheduled	5/4/2011	5/4/2011
5/4/2011	Completed - Assessment Interview	WPRS Services	REA/WPRS Services	5/4/2011	5/4/2011
5/4/2011	Completed - Skill Assessment	WPRS Services	REA/WPRS Services	5/4/2011	5/4/2011
5/12/2009	Completed - Assessment Interview	REA services	REA/WPRS Services	5/12/2009	5/12/2009
5/12/2009	Scheduled - Assessment Interview	REA services	REA/WPRS - Scheduled	5/12/2009	5/12/2009
5/12/2009	Completed - Skill Assessment	REA services	REA/WPRS Services	5/12/2009	5/12/2009
5/12/2009	Scheduled - Skill Assessment	REA services	REA/WPRS - Scheduled	5/12/2009	5/12/2009

The left navigation menu includes: Favorites (Add New Client, Find Client), Case Management Options (Client Home Page, Reminders/Tasks, Edit Participant, Work History, Military History, Enrollment and Application, Services, Goals, Case Notes, Credentials, Test Results, EUC/REA/WPRS Elig, EUCREA Services), Administration, and Case Management.

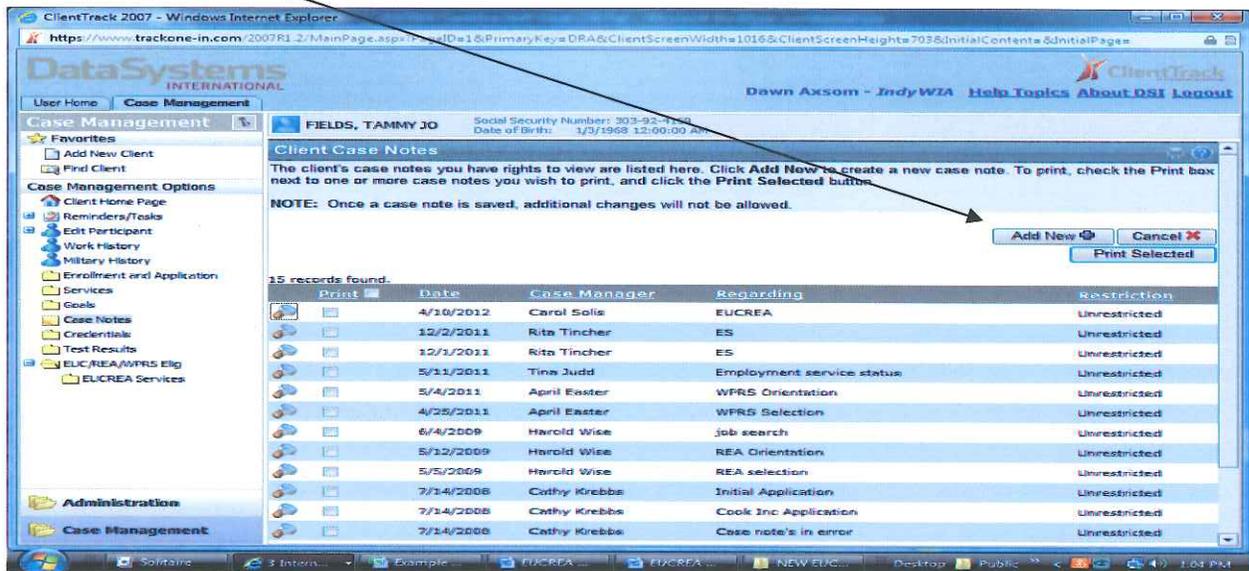
The bottom of the screen shows the Windows taskbar with several open browser windows and the system clock at 1:11 PM.

You will need to enter a case note for the service(s) that were provided/ posted

Click on "Case Notes"



Click on "Add New"



Make sure the date matches the date the service was provided

The screenshot displays the 'Edit Case Note' interface in ClientTrack 2007. The client information is TAMMY JO FIELDS, with Social Security Number 303-92-4159 and Date of Birth 1/3/1968. The form fields are as follows:

Field	Value
Entry Date	04/12/2012
Entered By	Dawn Axsom
Regarding	

Below the form, there is a checkbox for 'Domestic Violence Case Note' and a rich text editor for the 'Case Note' containing the text 'Client Name: TAMMY FIELDS'. At the bottom right, the 'Save' button is highlighted with a green checkmark.

The "Regarding" area should reflect what service was provided

Type in the details related to the service that was provided

Click on "Save"

skill assessment and LMI or review. At the One-Stop Operator's or Regional Operator's discretion, other methods of assessment and LMI distribution may be incorporated into the Orientation to meet this requirement.

- Staff will conduct a one-on-one review of the claimant's work search documentation for compliance and to offer suggestions for improving the work search. Any A&A (Able, Available and Actively seeking work) or work search issues discovered during the review will be given to UI office Leads for adjudication. WorkOne staff will record the Orientation and all other services provided in TrackOne and case note the completion of required participation on the EUC-REA Tracking Report.
- At the conclusion of the Orientation session, staff will identify those claimants who failed to participate and give that information to the UI office Lead for a Determination of Eligibility for EUC.

Frequently asked questions about the newly required in-person work search review process is available at: <http://www.in.gov/dwd/files/REA2012FAQ.pdf>. Also, attached are several items that give detailed instructions on the EUC-REA process and provide references for staff.

Questions on the TAB may be directed to:
Steve Gault
Regional Coordinator
812.675.2481

Attachments:

- A: EUC-REA Check lists
- B: EUC-REA Notification Letter Merge Code Version
- C: EUC-REA Services - TrackOne Quick Reference
- D: Staff Verification of EUC-REA Requirements
- E: DWD Work Search Log
- F: WorkOne Reemployment Services handout (color and black & white versions)
- G: Guidance for Granting Exemptions and Waivers Under the EUC-REA Program
- H: EUC-REA and TrackOne Staff Guide