CalJOBS^{SM} Eligibility Explorer

USER GUIDE

Employment Development Department

Workforce Services Branch

2021

Eligibility Explorer Description ……..……..……. I

Individual: Creating an Eligibility Explorer Application ……. II

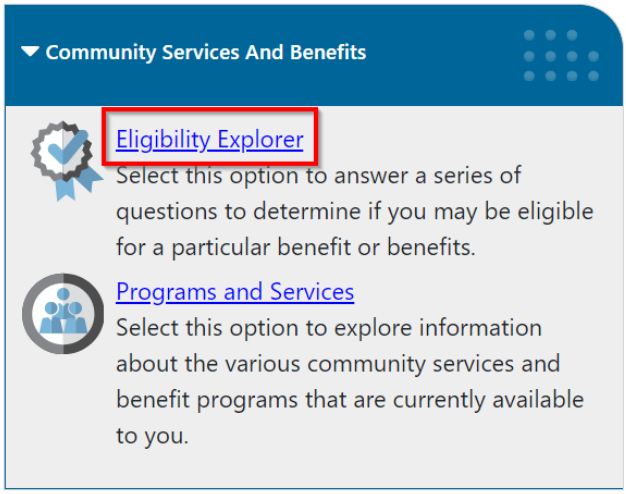
Staff: Viewing / Converting an Eligibility Explorer Application via the Navigation Menu ……..……..…… III

Staff: Viewing / Converting an Eligibility Explorer Application via the Programs Tab …….. IV

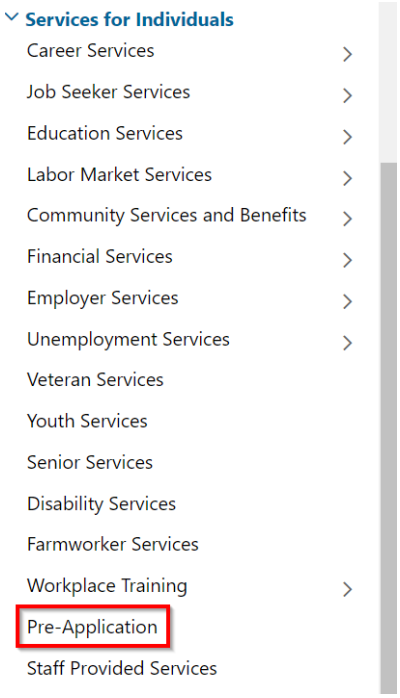
I. Eligibility Explorer Description

Job seekers who may be eligible for federal program services (Wagner-Peyser, Workforce Innovation and Opportunity Act (WIOA), etc.) can start a "self-service" Eligibility Explorer application in the CalJOBS system after registration, and check their eligibility at any time. The Eligibility Explorer application wizard that is launched helps individuals determine if they are qualified for services under various federal programs and provides the ability to provide information and verification documents before contacting AJCC staff for case management assistance. This will improve efficiency of in person services, as well as virtual services and saves time for both the job seeker and one-stop staff.

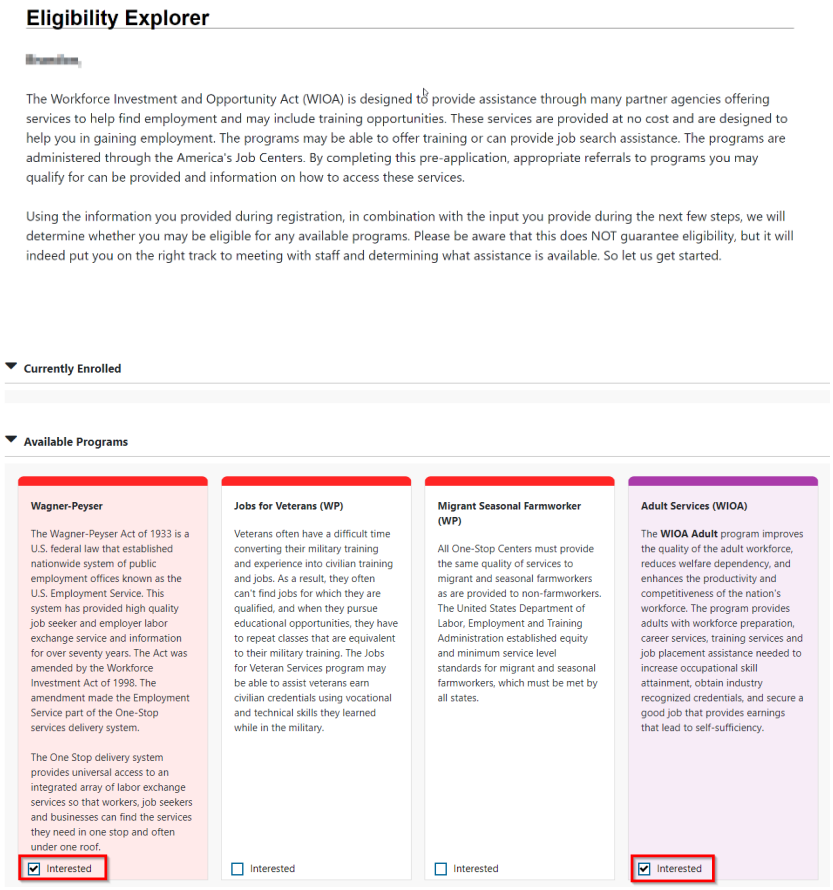
II. Individual: Creating an Eligibility Explorer Application



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



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

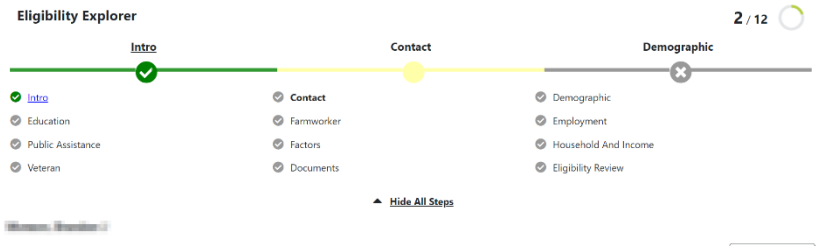


Review the information under "Eligibility Explorer" on the intro page.

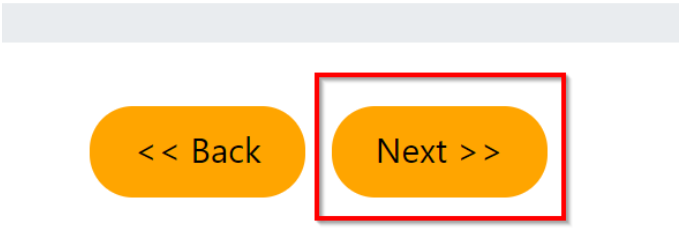
On the same screen, you will also see a "Currently Enrolled" section and an "Available Programs" section with program cards.

Review the information under each program card and **check the "Interested" checkbox** under each program that you would like to apply for.

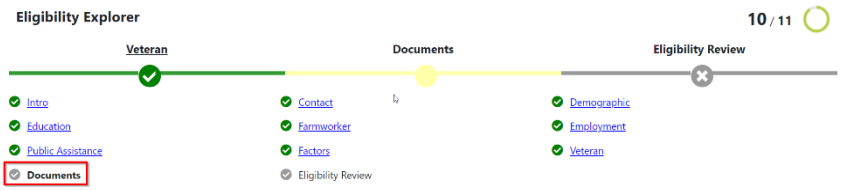
Click **"Next"** at the bottom of the page to start the Eligibility Explorer Application.



Complete each section by **verifying** that the pre-populated information from your CalJOBS registration is correct. Also, make sure to **enter information into the required fields**.

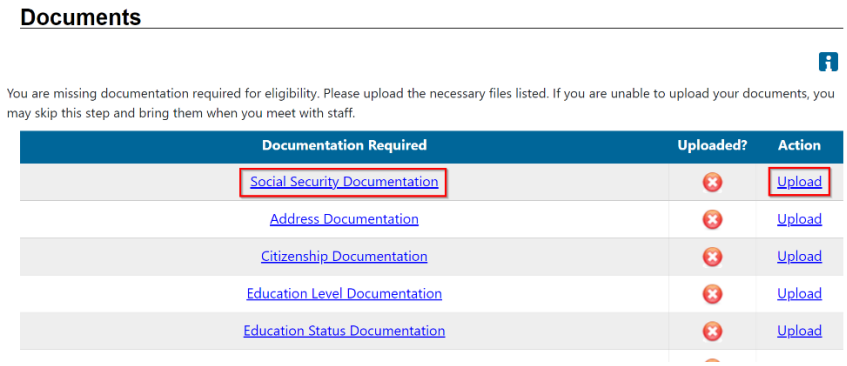


Once you are done completing a section, click "**Next**" to move onto the next section of the Eligibility Explorer application.



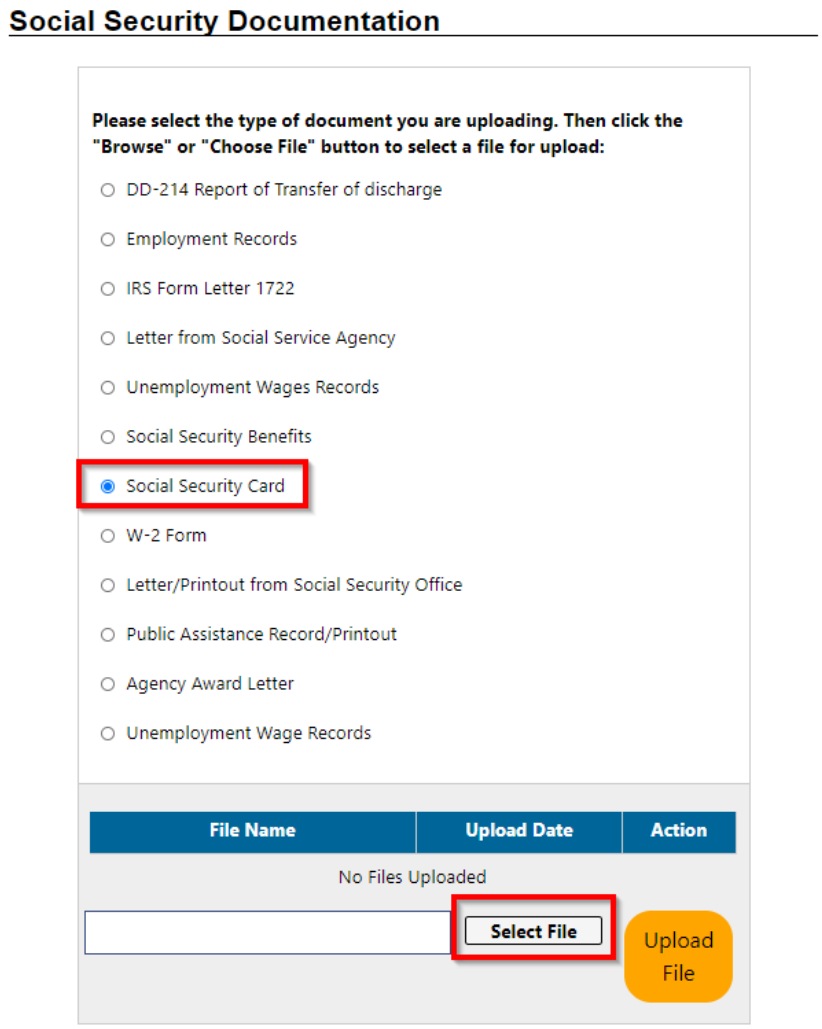
Documents Section

The 2nd to last section of the Eligibility Explorer is the Documents section. In this section you can **upload documentation required for eligibility**. If you are unable to upload your documents, you may skip this step and bring them when you meet with staff.



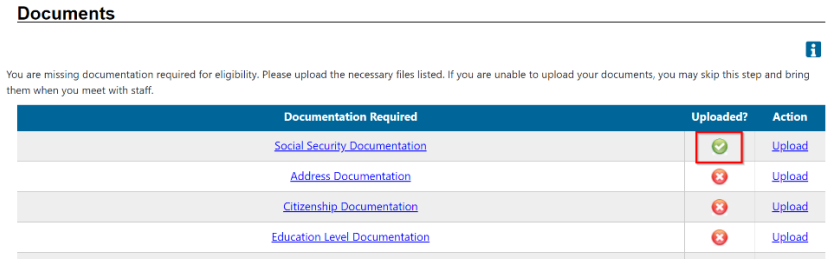
Documents Section (cont.)

Click on the documentation name (Social Security Documentation, Address Documentation, etc.) in the Documentation Required column **or click on the Upload link** next to the documentation type that you would like to upload.

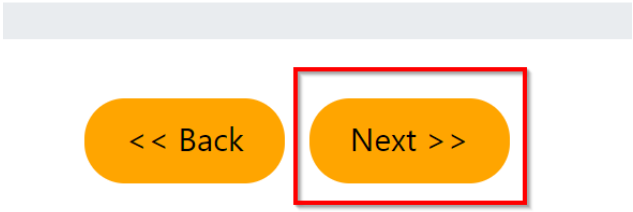


Select the type of document you are uploading. Then click the "**Select File**" button to select a file for upload. Finally, click the "**Upload File**" button to upload the file.

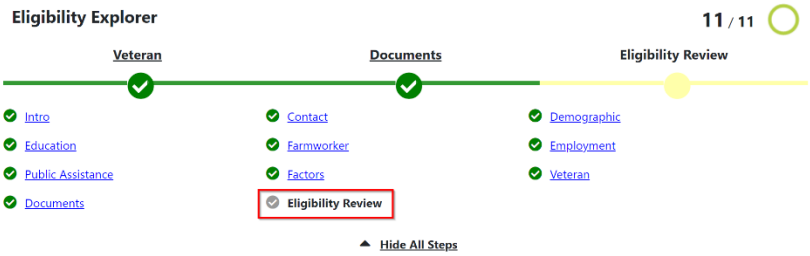
Click "**Close**" to close the pop-up window.



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

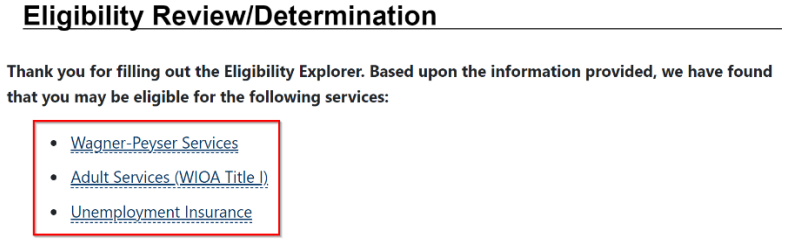


When you are done uploading the required documentation, click "**Next"** to move onto the final section (Eligibility Review) of the Eligibility Explorer application.



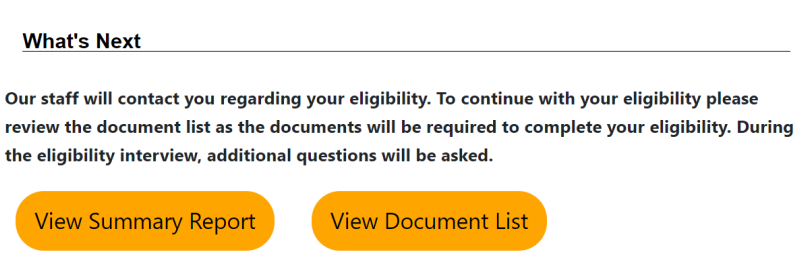
Eligibility Review Section

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



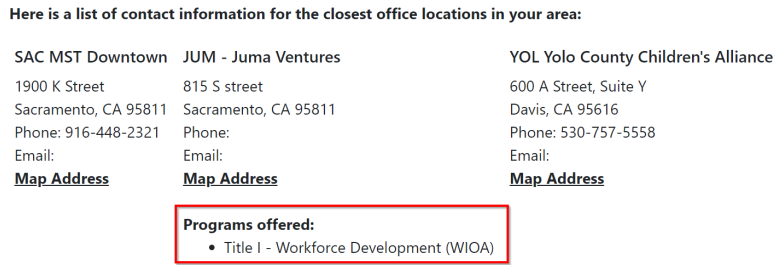
Eligibility Review Section (cont.)

In this section, you can see what services you may be eligible for under **"Eligibility Review/Determination"** .



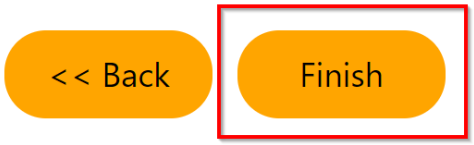
Eligibility Review Section (cont.)

You can also view and/or print a summary of your application by clicking on "**View Summary Report"** or view/print a list of documents that you have uploaded by clicking on "**View Documents List"**.



Eligibility Review Section (cont.)

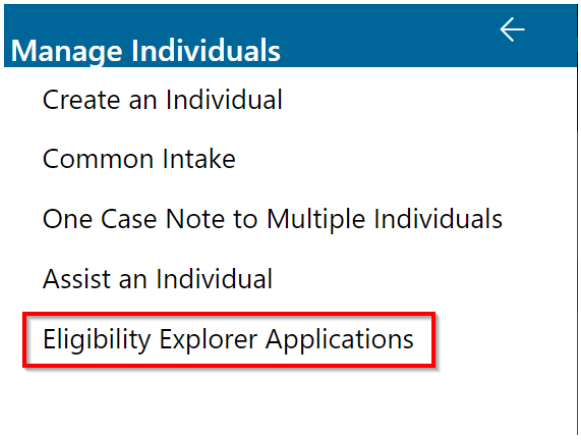
At the bottom of this section there is a list of the closest offices and the programs that they offer.



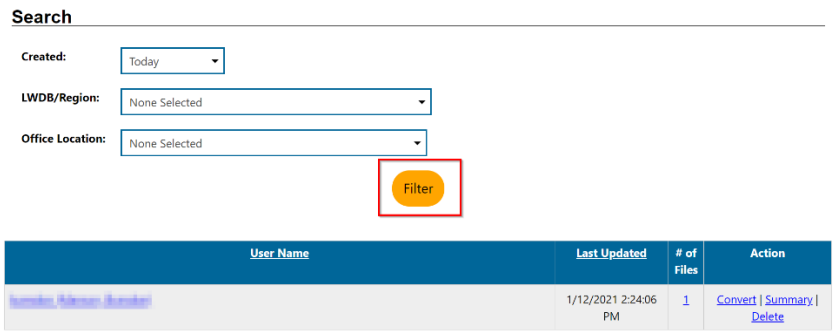
Eligibility Review Section (cont.)

The final step is to submit the Eligibility Explorer application by clicking on "**Finish**".

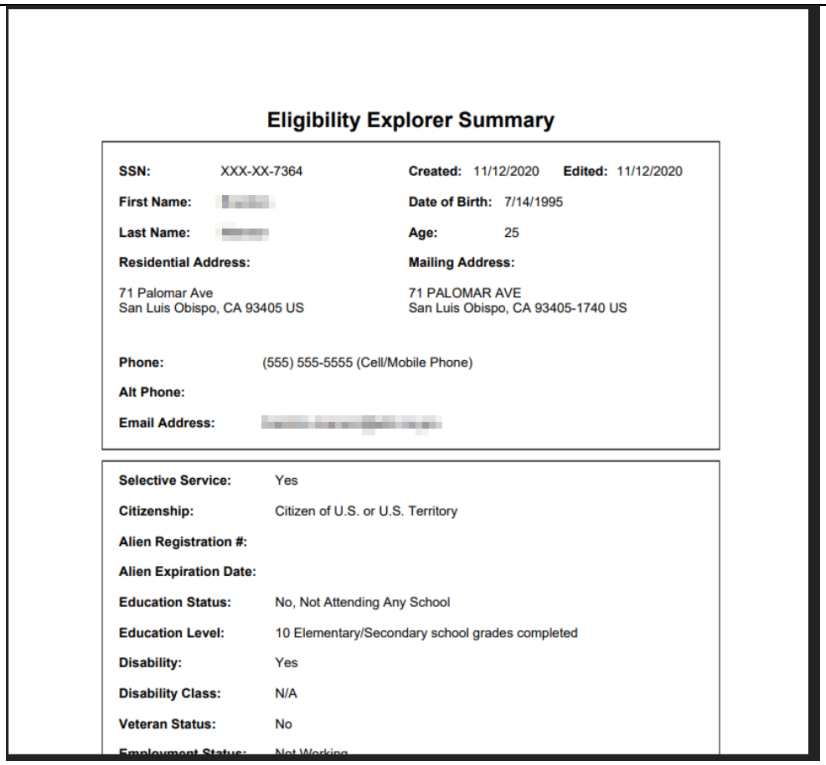
III. Staff: Viewing / Converting an Eligibility Explorer Application via the Navigation Menu



Go to **Manage Individuals** under "Services for Workforce Staff" from the navigation menu on the left side, and click **Eligibility Explorer Applications.**



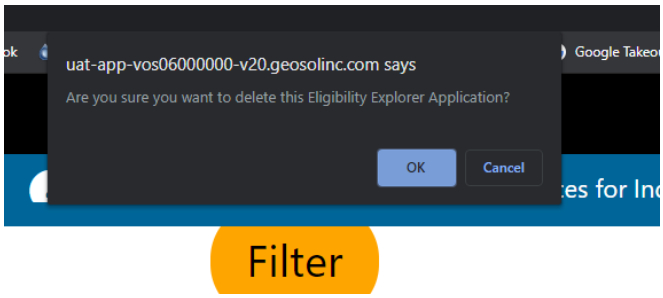
(Optional) Select the appropriate search criteria and click **Filter**.



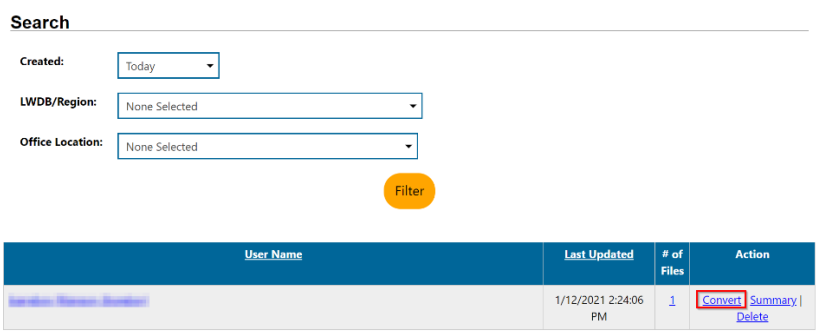
Eligibility Explorer Summary

SSN:	XXX-XX-7364	**Created:** 11/12/2020	**Edited:** 11/12/2020
First Name:	[redacted]	**Date of Birth:**	7/14/1995
Last Name:	[redacted]	**Age:**	25
Residential Address:		**Mailing Address:**	
71 Palomar Ave San Luis Obispo, CA 93405 US		71 PALOMAR AVE San Luis Obispo, CA 93405-1740 US	
Phone:	(555) 555-5555 (Cell/Mobile Phone)		
Alt Phone:			
Email Address:	[redacted]		

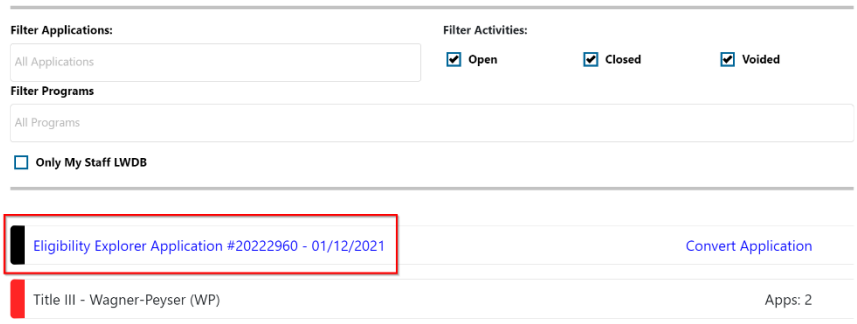
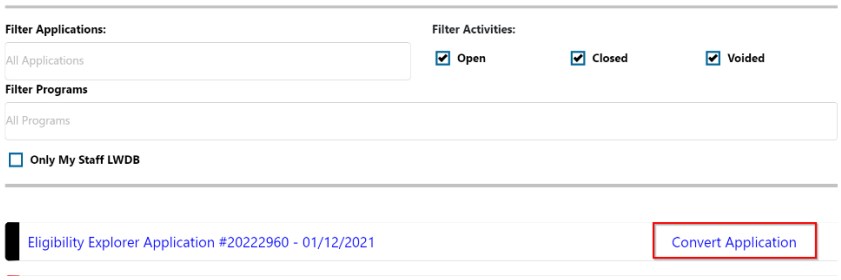
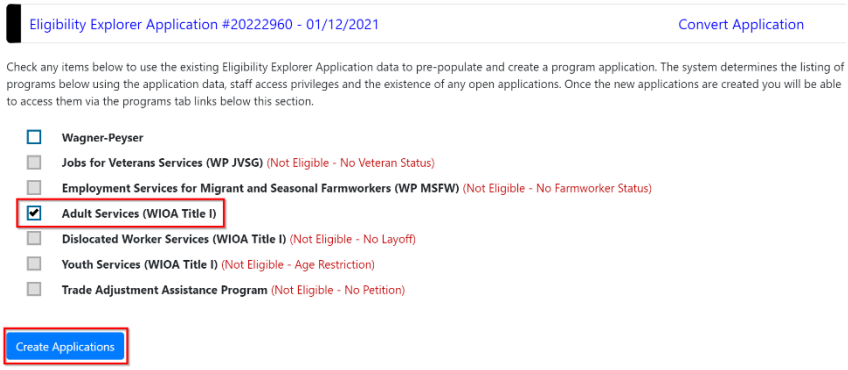
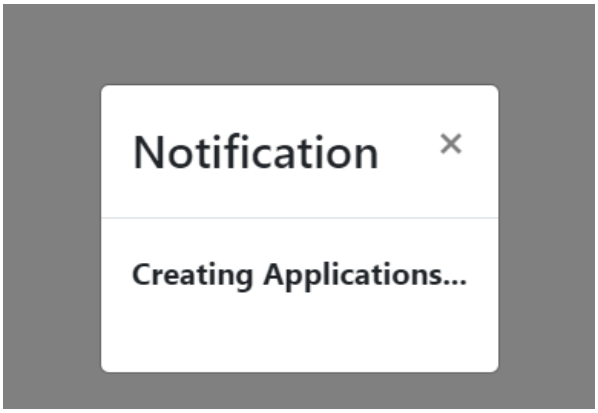
Selective Service:	Yes
Citizenship:	Citizen of U.S. or U.S. Territory
Alien Registration #:	
Alien Expiration Date:	
Education Status:	No, Not Attending Any School
Education Level:	10 Elementary/Secondary school grades completed
Disability:	Yes
Disability Class:	N/A
Veteran Status:	No
Employment Status:	Not Working

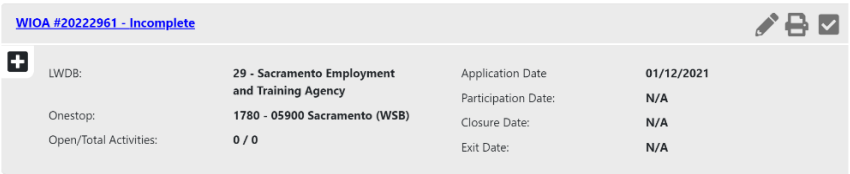


(Optional) You can see a summary of the individual's Eligibility Explorer application by clicking **Summary** or delete the Eligibility Explorer application by clicking on **Delete**.

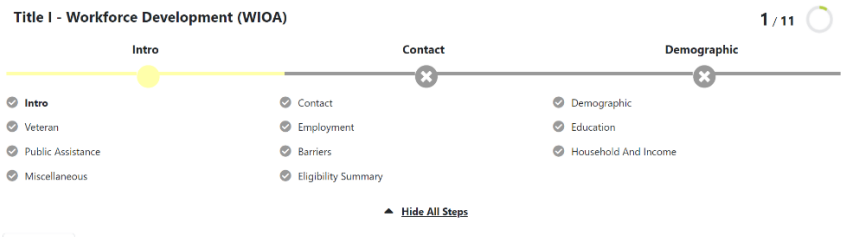


From the display of pre-applications, click **Convert** under "Action" for the associated username that you would like to convert.

	When you click on "Convert" you will be taken to the individual's **Programs Tab** where you will see an Eligibility Explorer Application category at the top of the screen.
	Click on **"Convert Application"** to convert the application.
	The Eligibility Explorer applications category will expand to show the programs that the individual is eligible for and/or the applications that your staff account has access to. **Check the box** next to the application(s) that you want to convert and click the **"Create Applications"** checkbox.
	A pop up will appear that lets you know that the applications are being created

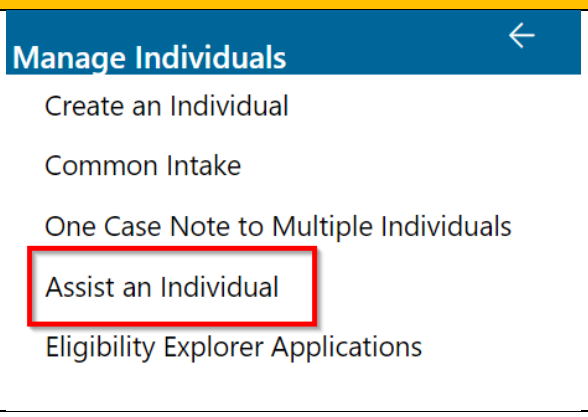


Scroll down to the respective category (Title I, Title III, National Farmworkers Jobs Program (NFJP), etc.) and you will notice that **a full application has been created**.

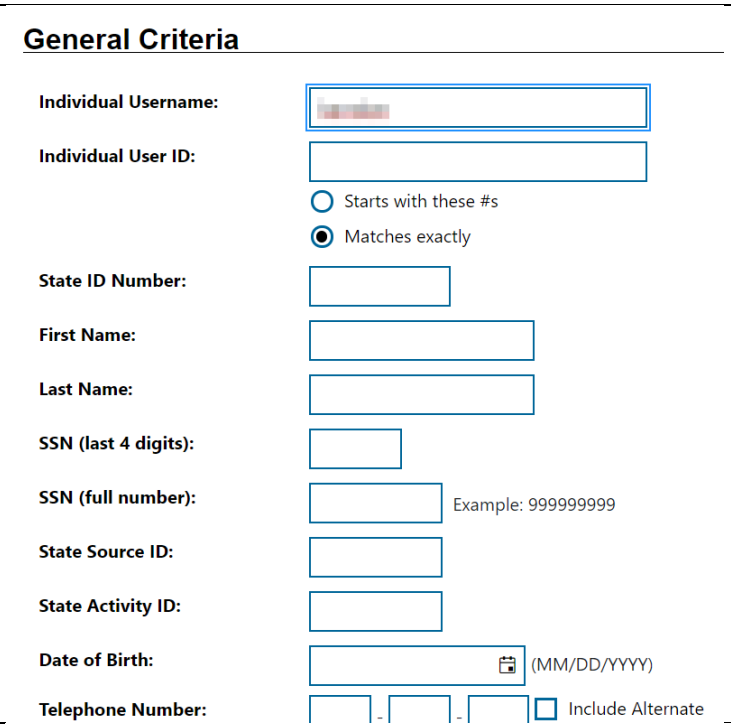


Click on the respective application to complete the application as you normally would. The created application will be pre-populated with the information that the individual entered in his/her Eligibility Explorer application.

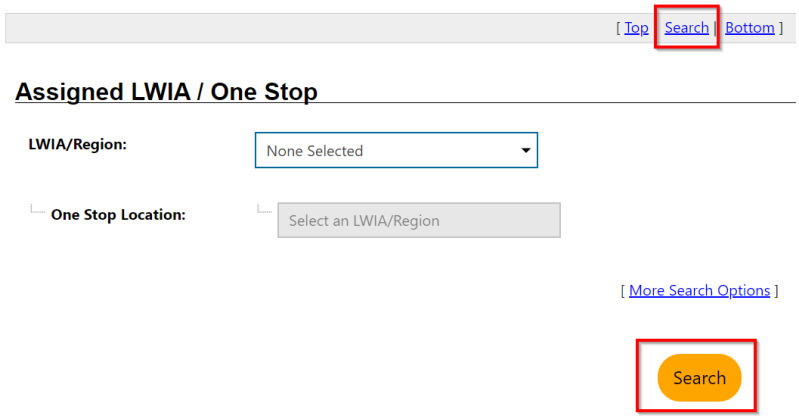
IV. Staff: Viewing / Converting an Eligibility Explorer Application via the Programs Tab



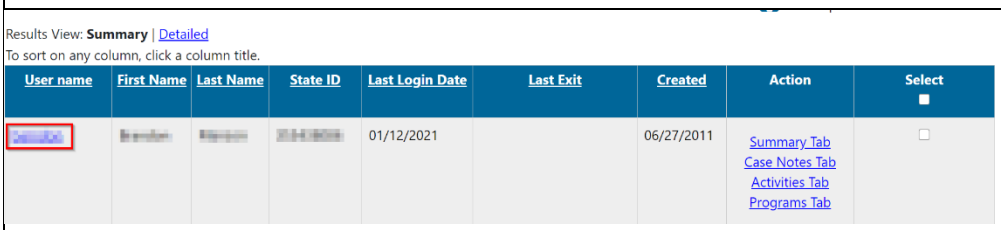
Go to **Manage Individuals** under "Services for Workforce Staff" from the navigation menu on the left side, and click **Assist an Individual.**



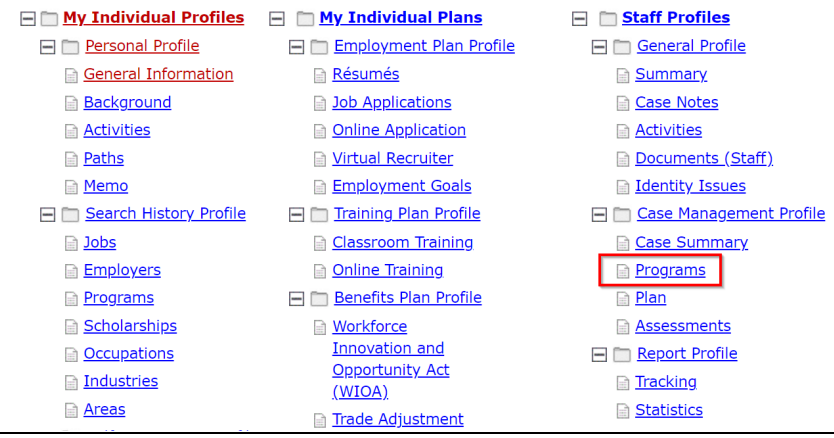
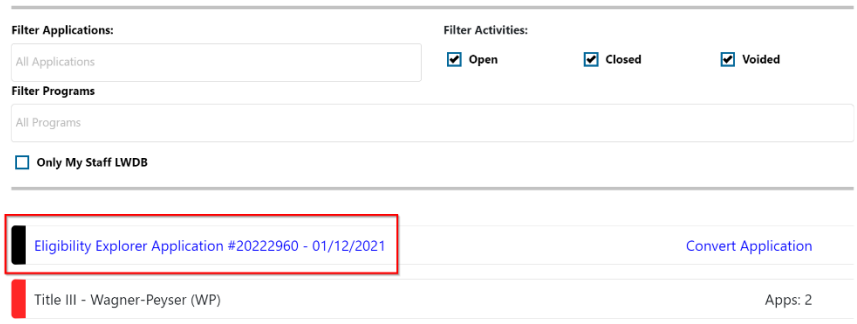
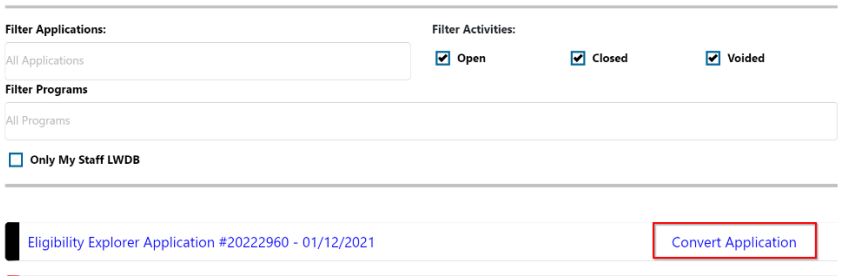
Input the appropriate search criteria

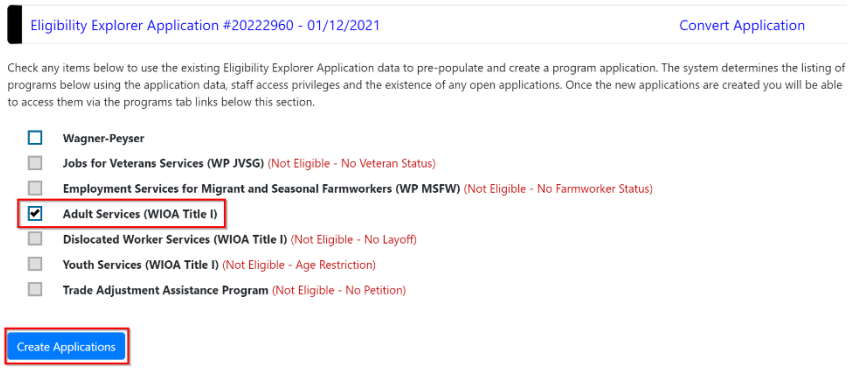


Click on the blue **Search link** or scroll to the bottom and click the orange **Search button.**

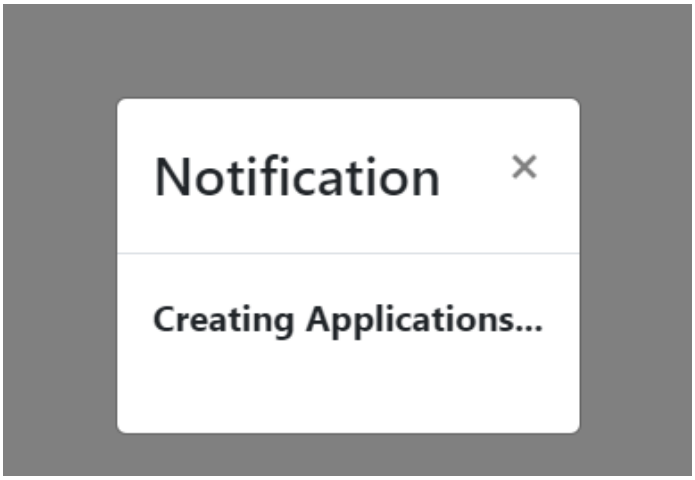


Click on the individual's user name to assist the individual.

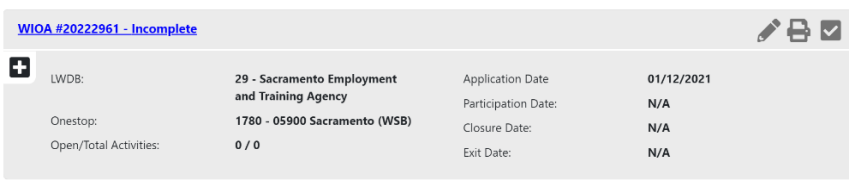
<table>
<tr>
<td> 
</td>
<td>Navigate to the individual’s Programs Tab by expanding the “Staff Profiles” list at the top of the page and clicking on Programs under “Case Management Profile.”</td>
</tr>
<tr>
<td> 
</td>
<td>At the top of the page, you will see an Eligibility Explorer Application category.</td>
</tr>
<tr>
<td> 
</td>
<td>Click on “Convert Application” to convert the application.</td>
</tr>
</table>



The Eligibility Explorer applications category will expand to show the programs that the individual is eligible for and/or the applications that your staff account has access to. **Check the box** next to the application(s) that you want to convert and click the **"Create Applications"** checkbox.



A pop up will appear that lets you know that the applications are being created



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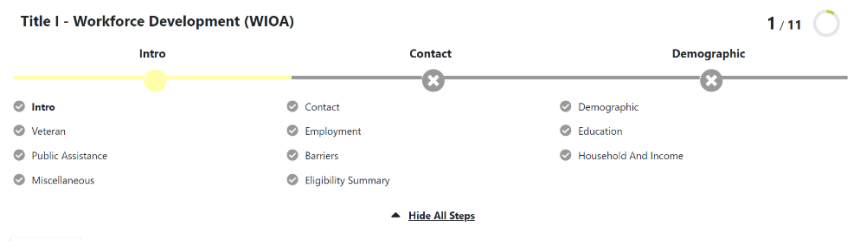

Click on the respective application to complete the application as you normally would. The created application will be pre-populated with the information that the individual entered in his/her Eligibility Explorer application.