



1N & 1E Eligibility & Service Procedure

Overview

National Dislocated Worker Grant (NDWG or 1N) and State Rapid Response Additional Assistance Eligibility (1E) grants are resources for serving additional Dislocated Workers whom might have been affected at a national level or in a higher scale due to specific lay-off events. Each NDWG or 1E grant has specific criteria. In addition, 1N and 1E grants are usually temporary and are not received every Program Year.

The purpose of this procedure is to explain how to enroll and track dislocated customers who are receiving services through NDWG and 1E grants. **Only agencies receive 1N or 1E Funding should attach customers to this grant.**

Procedures for Adding 1N or 1E Eligibility

1. For new customers, enter the customer registration and WIOA application in Career Connect as a Dislocated Worker. Use any Dislocated Worker Category. For existing Dislocated Workers who are being added to a 1E or 1N grant, start with step 2 below.

Application/Registration Information

Application Closed Never Enrolled: Close application, never enrolled

* Application Date: (mm/dd/yyyy) [Today](#)

Adult Eligibility:

Dislocated Worker Eligibility:

Dislocated Worker Eligibility Date: (mm/dd/yyyy) [Today](#)

Youth Eligibility:

Incumbent Worker Eligibility:

State Specific Dislocated Worker Eligibility Edits

Dislocated Worker Category:

Category 3: Individual is terminated or laid off, or has received notice of termination or layoff, from employment as a result of the **Permanent closure of or substantial layoff** at a plant, facility or enterprise.

[Congratulations! This record meets all State Specific edit requirements.](#)

- On the Eligibility and Grants screen of the application certify the customer for the “National Dislocated Worker Grant NDWG” for 1N OR “Statewide Rapid Response Additional Assistance Eligibility” for 1E, and attach the application to the applicable 1N or 1E Grant.
- For 1N grantees, select “Yes” for National Dislocated Worker Grant (NDWG).

Home My Dashboard Sign Out Services for Individuals Quick Search

WIOA Grant Eligibility

Changes in this section will create immediate updates to the record.

Incumbent Worker Eligibility: Yes No Not Applicable Inactive
 Applicant does not meet the requirements for Incumbent Worker eligibility.

National Dislocated Worker Grant NDWG: Yes No Not Applicable

Statewide Adult Eligibility: Yes No Not Applicable Inactive
 Applicant does not meet the requirements for Statewide Adult eligibility.

Statewide Dislocated Worker Eligibility: Yes No Not Applicable Inactive

Statewide Youth Eligibility: Yes No Not Applicable Inactive
 Applicant does not meet the requirements for Statewide Youth eligibility.

Statewide Rapid Response Additional Assistance Eligibility: Yes No Not Applicable Inactive

- Then scroll down and click “Add” to attach the customer to the applicable NDWG (1N) grant. ***If there is more than one grant, please confirm the grant number to ensure that you are selecting the correct one.***

Home My Dashboard Sign Out Services for Individuals Quick Search

Grants

No grants have been added.
 Select from the list of available grants.

| Grant Type | Grant ID | Grant Name | Local Grant Code | Date Added | Action |
|--------------------------|----------|--|------------------|------------|---------------------|
| National DW Grant (NDWG) | 1 | CCWP - Sector Partnership NEG (15672007) | 1567 | | Add |

- For 1E eligibility, select “Yes” for “State Rapid Response Additional Assistance Eligibility”.

WIOA Grant Eligibility

Changes in this section will create immediate updates to the record.

Incumbent Worker Eligibility: Yes No Not Applicable Inactive
 Applicant does not meet the requirements for Incumbent Worker eligibility.

National Dislocated Worker Grant NDWG: Yes No Not Applicable

Statewide Adult Eligibility: Yes No Not Applicable Inactive
 Applicant does not meet the requirements for Statewide Adult eligibility.

Statewide Dislocated Worker Eligibility: Yes No Not Applicable Inactive

Statewide Youth Eligibility: Yes No Not Applicable Inactive
 Applicant does not meet the requirements for Statewide Youth eligibility.

Statewide Rapid Response Additional Assistance Eligibility: Yes No Not Applicable Inactive

- Scroll down and click “Add” to attach the customer to the applicable 1E grant. *If there is more than one grant, please confirm the grant number to ensure that you are selecting the correct one.*

Grants

No grants have been added.
 Select from the list of available grants.

| Grant Type | Grant ID | Grant Name | Local Grant Code | Date Added | Action |
|---|----------|--|------------------|------------|---------------------|
| SW Rapid Response Additional Assistance | 3 | 1E-Statewide Rapid Response Addl Asst (15651007) | NA | | Add |
| SW Rapid Response Additional Assistance | 12 | 1E-Sector Specialist (17651007) | NA | | Add |

- Once you “Add” the applicable grant, the Grants section of the screen will update as displayed below. If the option to “Remove” the grant does not display, then the customer has not been properly added to the grant.

The screenshot shows a web application interface with a dark blue header containing navigation links: Home, My Dashboard, Sign Out, and Services for Individuals. A search bar is located in the top right corner. Below the header, there are radio buttons for 'Additional Assistance Eligibility' with options 'Yes' (selected), 'No', and 'Not Applicable', and a checkbox for 'Inactive'. The main section is titled 'Grants' and contains a table with the following data:

| Grant Type | Grant ID | Grant Name | Local Grant Code | Date Added | Action |
|--|----------|--|------------------|------------|------------------------|
| SIW Rapid Response Additional Assistance | 3 | 1E-Statewide Rapid Response Addl Asst (15651007) | Not Defined | 03/13/2019 | Remove |

Below the table, there is a link: [Select from the list of available grants.](#) A red arrow points from the top right towards the 'Remove' link, and a green arrow points from the top right towards the 'Inactive' checkbox.

- Once the customer has been attached to the applicable grant, click “Finish” to save. You will now be able to add 1N or 1E services for the customer.

Procedures for Adding 1N or 1E Services

1. Go to the WIOA Activities/Enrollments/Services screen & click “Create Activity/Enrollment/Service”.

This is the TRAINING site. DO NOT add live data.

Menu: Home, My Dashboard, Sign Out, Services for Individuals, Quick Search

Activities / Enrollments / Services 2

[Create Activity / Enrollment / Service](#)

Search:

| Status | Activity / Provider | WZ | Funding / Grant | Projected Begin Date | Actual Begin Date | Projected End Date | Actual End Date |
|--------|---|----|--|----------------------|-------------------|--------------------|---|
| C | 205 - Develop IEP - Same Day Service Business And Career Services Inc. | W | Statewide Rapid Response Add'l Assistance DW 1E-Statewide Rapid Response Add'l Asst (15651007) | N/A | 01/15/2019 | 01/15/2019 | 01/15/2019 Successful Completion |
| C | 203 - Case Management - Same Day Service Business And Career Services Inc. | W | Statewide Rapid Response Add'l Assistance DW 1E-Statewide Rapid Response Add'l Asst (15651007) | N/A | 01/15/2019 | 01/15/2019 | 01/15/2019 Successful Completion |

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2. Select the appropriate Customer Program Group:
 - Select Stateside Rapid Response Add'l Assistance if the service is being attached to a 1E grant.
 - Select National Dislocated Worker Grant (NDWG) if the service is being attached to a 1N grant.

This is the TRAINING site. DO NOT add live data.

Menu: Home, My Dashboard, Sign Out, Services for Individuals, Quick Search

Service Tracking: ON

Release Individual
Assist a new Individual

My Staff Workspace
My Staff Dashboard
My Staff Resources
My Staff Account
Directory of Services

Services for Workforce Staff
Manage Individuals
Manage Employers
Manage Résumés
Manage Job Orders
Manage Labor Exchange
Manage Activities
Manage Providers
Manage Case Assignment
Manage Follow-Up
Manage Service

General Information

Participant User Name: OREO2
Participant State ID: 3917748
Last Name, First Name MI: Cookie, Oreo
Social Security Number: 1099
Address: 69 W Washington Ave
Chicago, IL 60609

Application Summary: Program: Title I - Workforce Development (WIOA)
Application Date: 01/15/2019
Earliest Eligibility Date: 01/15/2019

Participation Date: 01/15/2019

* Customer Program Group: 94 - Statewide Rapid Response Add'l Assistance DW

* LWDB: Chicago Cook Workforce Partnership
LWDB cannot be modified if staff has local region assignment.

* Office Location: Arlington Heights Workforce Center (8100)

3. Scroll to Enrollment Information section and add the appropriate Grant. *(This step is unique to 1N & 1E services.)*

4. In the State Specific Information section, select the 1N or 1E grant again for State Fund. As shown in this example, the grant names may not match, so you must make sure that the **State Fund number match the Grant number** selected in the Enrollment Information section.

5. Complete the rest of the service data entry as you would for any other WIOA service.