

Create an Opportunity Works (OPW) Application

Step 1 – Navigating to the Staff Profile > Case Management Profile > Programs section

After you have created the Customer Registration and acknowledged receipt of the Career Career Consent you can create an Opportunity Works (OPW) Application. All OPW (and WIOA) information will be in the “Staff Profile” section of the Individual’s record. Click on the “+” sign next to the Staff Profile menu options to expand the menu options.

The screenshot shows the Career Connect web application interface. At the top, there is a navigation bar with 'Menu', 'Home', 'My Dashboard', 'Sign Out', and 'Services for Individuals'. Below this is a 'Quick Search' box and the 'Career Connect' logo. A message reads: 'Please select from the My Portfolio options listed below.' Below the message are links for '[Assist an individual | Staff Services]'. In the center, there are three menu items: 'My Individual Profiles', 'My Individual Plans', and 'Staff Profiles'. The 'Staff Profiles' item is highlighted with a yellow background and has a plus sign next to it. On the left side, there is a sidebar with 'Currently Managing' and 'My Staff Workspace' sections. Under 'Currently Managing', there is a list for 'GORDON, JENNY' with 'Service Tracking: ON' and a 'Release Individual' button. Under 'My Staff Workspace', there are 'My Staff Dashboard' and 'My Staff Resources'.

This screenshot shows the same Career Connect interface as the previous one, but with the 'Staff Profiles' menu expanded. The 'Staff Profiles' item is now highlighted in yellow and has a minus sign next to it. Below it, a list of sub-menu items is displayed: 'General Profile', 'Summary', 'Case Notes', 'Activities', 'Documents (Staff)', 'Case Management Profile', 'Case Summary', 'Programs', 'Plan', 'Assessments', and 'Report Profile'. The 'Case Management Profile' item is also highlighted in yellow. The rest of the interface, including the navigation bar, search box, and sidebar, remains the same as in the previous screenshot.

Click on Programs.

Menu Home My Dashboard Sign Out Services for Individuals

Quick Search

Enter Search...

Currently Managing

GORDON, JENNY

Service Tracking: ON

Release Individual

Assist a new Individual

My Staff Workspace

My Staff Dashboard

My Staff Resources

Please select from the My Portfolio options listed below.

[Assist an individual | Staff Services]

- My Individual Profiles
- My Individual Plans
- Staff Profiles
 - General Profile
 - Summary
 - Case Notes
 - Activities
 - Documents (Staff)
 - Case Management Profile
 - Case Summary
 - Programs**
 - Plan
 - Assessments
 - Report Profile

Step 2 – Creating the Opportunity Works application

Click on the “Create Generic Application” link in the Generic Program section to open the “Generic Program Wizard”. Use the Wizard to complete all 4 screens of the OPW Application. Answer all red-asterisked (*) questions until you reach the bottom of the page for each section. Then click the “next” button. If any answers are incomplete, an error message will appear identifying what needs to be corrected. Before you can move forward all errors must be corrected.

Show Summary Tabs Duran, Duran

Filter Applications: All

Filter Programs: All Programs

Filter Activities: Open Closed Voided

Title I - Workforce Development Apps: 1

Create Title I - Workforce Development (WIOA) Application

WIOA #314460 (Source ID: 10008158) - Complete

| | | | |
|------------------------|--|---------------------|------------|
| LWIA: | 07 - Chicago Cook Workforce Partnership | Application Date: | 07/15/2017 |
| Onestop: | 10 - Arlington Heights Workforce Center (8100) | Participation Date: | 07/15/2017 |
| Open/Total Activities: | 0 / 1 | Closure Date: | N/A |
| | | Exit Date: | N/A |

Generic Program Apps: 0

Create Generic Application

Step 3 – OPW Application Start Page

- “Identifying Information” and “Currently Participating In” sections are pre-filled for display / informational purposes.
- “General Information” section:
 - For applications completed prior to Career Connect, use the date the Participant signed the application as the Application Date and the Date of Eligibility; for new applications, use the actual date of Application/Eligibility as the dates.
 - Select the Office Location of the Office that completed the OPW Application
 - Select “OPW-Opportunity Works” for “Meets Program Eligibility”.
 - Click the “Next” button

| | | | |
|----------------------------|-------------------------------------|---------------------------------------|-----------------------------------|
| Start Page | Contact Information | Application Questions | Staff Information |
|----------------------------|-------------------------------------|---------------------------------------|-----------------------------------|

* Indicates required fields. For help click the question mark icon next to each section.

Identifying Information

Username: DDURAN5621

User ID: 255182

Benefit Year Beginning (BYB) Date:

Staff Created ID: 4532

Date App Created:

Staff Last Edited: 4532

Date Last Edited:


Currently Participating In


Currently participating in the following programs:

Workforce Innovation and Opportunity Act: Application Date: 07/15/2017
Participation Date: 07/15/2017

General Information

Participant Name: Gordon, Jenny

* Application Date: (mm/dd/yyyy)  Today

* Date of Eligibility: (mm/dd/yyyy)  Today

LWIA/Region: Chicago Cook Workforce Partnership

* Office Location: ▼

Attended a Rapid Response group orientation? Yes No

Event Search: [Click Here](#)

Rapid Response Event Number:

* Meets Program Eligibility: ▼


[Exit Wizard](#)

Next >>

Step 4 – Contact Information

All the information on this page pre-fills from the Customer Registration. Any updates made in the OPW Application will update the Customer record as well.

Review all information, make any edits, and click “Next”.



Step 2 of 4. Enter your information below. When you are finished click the [Next >>](#) button.

[Start Page](#) **Contact Information** [Application Questions](#) [Staff Information](#)

* Indicates required fields. For help click the question mark icon.

Name

* First Name:

M.I.:

* Last Name:

Residential Address

* Address 1:

Address 2:

* City:

* State:

* Zip:

* County / Parish:

Ward : [\[Ward Lookup\]](#)

Country:

Mailing Address

Address could NOT be standardized: False

Check here to use residential address information Staff has reviewed this address for correctness

Step 5 – Application Questions (Eligibility)

- The OPW Application consists of 22 questions to help staff determine Participation eligibility and collect additional participant characteristics for program tracking purposes.
- **NOTE:** Staff must know the eligibility rules for the OPW program. The questions provide a guide for eligibility, but the application does not use any “logic” to determine eligibility.
- Verification is required for any question with a “Verify” list. Click the “Verify” link to display the list of allowable documentation for the question and select the document that you have in your possession to verify the information you claim on the application. Any documentation identified must be placed into the customer’s case file for future audits.
- Click “Next”.



Step 3 of 4. Enter your information below. When you are finished click the Next >> button.

[Start Page](#) [Contact Information](#) **Application Questions** [Staff Information](#)

* Indicates required fields. ? For help click the question mark icon

Enrollment and Eligibility

Complete these questions in order to enroll participants into Opportunity Works. ***For all questions requiring verification, verify and document eligibility in Career Connect and case file.***

*1. Participant's age at time of enrollment? [**Participant must be 16 to 24 years of age at time of enrollment.]

- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Birth Certificate

Verify age at enrollment

- Birth Certificate
- Hospital Record of Birth
- Federal, State or Local Gov't ID Card
- DD-214 Report of Transfer or Discharge (if DOB shown)
- Baptismal Certificate (if DOB shown)
- Social Security Administration NUM Printout
- Public Assistance/Social Service Records
- School Records
- Driver's License
- Passport
- Other (requires prior approval)

Step 6 – Staff Information

- Click the check box next to the “Staff Attestation” indicating that all the entries you made are true, complete, and accurate.
- Click the “Assign Me” link to Case Assign yourself to this OPW application. (Note that Case Assignment access is forthcoming.)
- Add a case note indicating that the application/eligibility process is complete. (Save the case note.)
- After saving the Case Note, click “Finish”.

[Start Page](#) [Contact Information](#) [Application Questions](#) **Staff Information**

* Indicates required fields. For help click the question mark icon.

Staff Information

* **Staff Attestation:**

I certify that all the entries made by me are true, complete and accurate, and are supported by written documentation, which I have reviewed and retained on file, in accordance with the selected program requirements. I have checked the application against the relevant eligibility rules and this individual is eligible for the program selected. Further, I UNDERSTAND THAT ANY FRAUDULENT OR IRREGULAR ENTRIES ON THIS DOCUMENT MAY BE PUNISHABLE BY LAW.

* Staff Position:

Staff Created ID: 4532

Date Created: 08/29/2017

Staff Edited ID: 4532

Date Last Edited: 08/29/2017

Current Case Manager: Case currently Not Assigned to a Case Manager
[Assign Case Manager](#)
[Assign Me](#)
[Remove Case Manager Assignment](#)

Previous Case Manager:

Case Note:

[Add a new Case Note](#) | [Show Filter Criteria](#)]

| ID | Create Date | Subject | Action |
|---------|-------------|---------------------------|----------------------|
| 2856157 | 08/29/2017 | Completed OPW Eligibility | Edit |

Page 1 of 1 Rows: 25

[Exit Wizard](#)

[<< Back](#) [Finish](#) [Print](#)

Step 7 – Print Application

- Click on the printer icon next to printer icon to print the OPW Application. (Make sure pop-ups are enabled in your web browser.)

Generic Program

[Create Generic Application](#)

☰ ✖ 📄 📅 Opportunity Works #314461 - Complete

| | | | |
|------------------------|--|-------------------|------------|
| LWIA: | 07 - Chicago Cook Workforce Partnership | Application Date: | 07/15/2017 |
| Onestop: | 10 - Arlington Heights Workforce Center (8100) | Exit Date: | N/A |
| Open/Total Activities: | 0 / 3 | | |

- The full application will display in a new window. Click on “Print” or the printer icon to print the application.
- The program Participant and the agency staff person should sign the application and a hard copy must be included in the Participant’s file. (For paper applications taken before Career Connect, print and staple the Career Connect application to the original application. The Participant and staff do **NOT** need to re-sign.)

GenericPrint.ashx - Google Chrome

Secure | <https://stagingta3.geosolinc.com/150/vos17000031/vosnet/reports/PrintForms/Handlers/GenericPrint.as...>

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☰ Menu

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 - Online Surveys
- Communications
 - Messages
 - Correspondence

WIOA #3

LWIA:
Onestop:
Open/Total Activities:

Generic Program

[Create Generic Application](#)

☰ ✖ 📄 📅 Opportur

LWIA:
Onestop:
Open/Total Activities:

Identifying Information

Username: JG@HOME45
User ID: 255180
Benefit Year Beginning (BYB) Date: 08/29/2017
Staff Created ID: 4532
Date App Created: 08/29/2017
Staff Last Edited: 4532
Date Last Edited: 08/29/2017

Currently Participating In

Currently participating in the following programs:

Generic Programs: Opportunity Works
Application Date: 07/15/2017
Eligibility Date: 07/15/2017