

TAA/WIA Dual Enrollment Services Flowchart

Benefit Rights Interview (2 ½ hours)

TAA/TRA Overview	Required Eligibility Documents
Program Eligibility Documentation	Individual Employment Plan
Statewide Vendor List	Demand Occupations
Dual Enrollment Checklist	Training Application
Case Manager Assigned	

Career Resource Center Services
(ongoing self-serve)

CWDS Online Resume with Job Preferences	Computers	Internet Connection
Job Openings	Fax, Mail, and Copying	Employer Applications
Phone Banks		

EMPLOYMENT
Provide Employment Related Information
Participate in 12-Month Follow-up Activities

Required Activities
Customer Responsibility

- ♦Adult Basic Learning Examination (ABLE) (1 ½ hours – reading comprehension, basic math, percentages, decimals, fractions, pre-algebra)
- ♦Job and Labor Market Overview (1 ½ hours)
- ♦Work Connections Workshop (1½ hours)
- ♦Career Resource Room Activity (ongoing)
- ♦CWDS Activity Log or Job Search Activity Sheet

Optional Activities

Career Decision Making Workshop (2 hours) WinWay Resume Workshop (1 ½ hours)

Complete Paperwork
Prior to the Case Management Meeting

Dual Enrollment Checklist	CWDS Activity Log or Job Search Activity Sheet
Training Application (if applicable)	Individual Employment Plan (IEP)
Civil Rights Form/Release Forms	

Case Management Meeting (2 hours)
Scheduled at the BRI

Waiver Issued
Initial Training Application
Review/Develop Individual Employment Plan (IEP)

- ✓ Discuss Suitability for Training
- ✓ Submit Training Application to the School

WIA Registration

- ✓ Program Eligibility Documentation

Requests for training must be submitted at least 30 working days before the training start date to assure that start date.

Job Search Path

- Intensive Job Club
- Career Resource Center (ongoing)
- On-the-Job (OJT) Training Program
- Contact with Business & Industry Representatives

Training Path

- Return of Training Application from School
- Submission of final Training Application for approval
- Receive approval notification from Trade Coordination Services
- Enrollment into Job Search Path upon Completion of Training

