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**CalJOBS<sup>SM</sup> Eligibility Explorer**

**USER GUIDE**

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**Employment Development Department**

**Workforce Services Branch**

**2021**

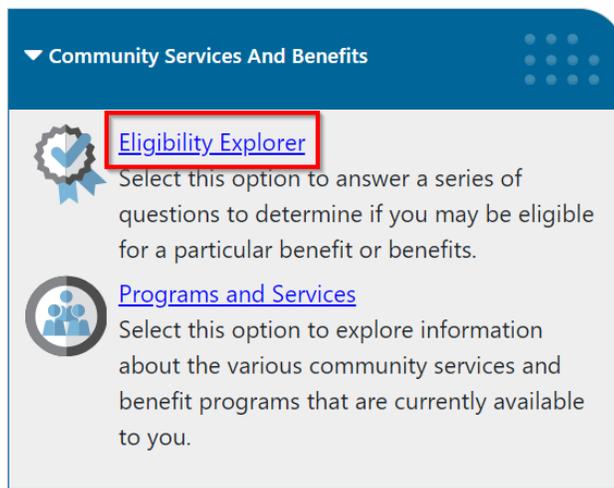
Eligibility Explorer Description ..... I

Individual: Creating an Eligibility Explorer Application ..... II

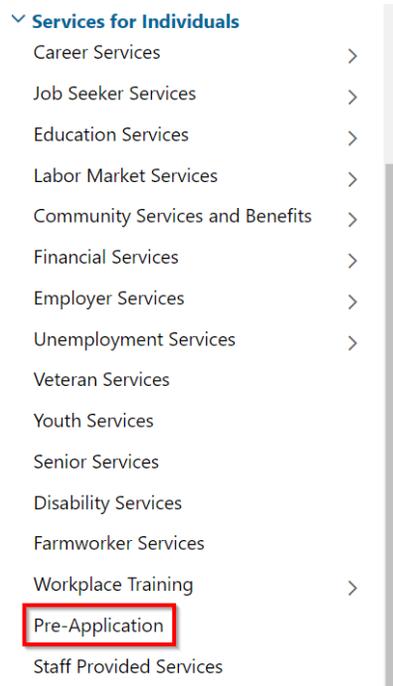
**I. Eligibility Explorer Description**

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”.

## Eligibility Explorer

### Introduction

The Workforce Investment and Opportunity Act (WIOA) is designed to provide assistance through many partner agencies offering services to help find employment and may include training opportunities. These services are provided at no cost and are designed to help you in gaining employment. The programs may be able to offer training or can provide job search assistance. The programs are administered through the America's Job Centers. By completing this pre-application, appropriate referrals to programs you may qualify for can be provided and information on how to access these services.

Using the information you provided during registration, in combination with the input you provide during the next few steps, we will determine whether you may be eligible for any available programs. Please be aware that this does NOT guarantee eligibility, but it will indeed put you on the right track to meeting with staff and determining what assistance is available. So let us get started.

### Currently Enrolled

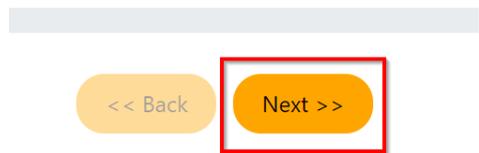
### Available Programs

<p><b>Wagner-Peyser</b></p> <p>The Wagner-Peyser Act of 1933 is a U.S. federal law that established nationwide system of public employment offices known as the U.S. Employment Service. This system has provided high quality job seeker and employer labor exchange service and information for over seventy years. The Act was amended by the Workforce Investment Act of 1998. The amendment made the Employment Service part of the One-Stop services delivery system.</p> <p>The One Stop delivery system provides universal access to an integrated array of labor exchange services so that workers, job seekers and businesses can find the services they need in one stop and often under one roof.</p> <p><input checked="" type="checkbox"/> Interested</p>	<p><b>Jobs for Veterans (WP)</b></p> <p>Veterans often have a difficult time converting their military training and experience into civilian training and jobs. As a result, they often can't find jobs for which they are qualified, and when they pursue educational opportunities, they have to repeat classes that are equivalent to their military training. The Jobs for Veteran Services program may be able to assist veterans earn civilian credentials using vocational and technical skills they learned while in the military.</p> <p><input type="checkbox"/> Interested</p>	<p><b>Migrant Seasonal Farmworker (WP)</b></p> <p>All One-Stop Centers must provide the same quality of services to migrant and seasonal farmworkers as are provided to non-farmworkers. The United States Department of Labor, Employment and Training Administration established equity and minimum service level standards for migrant and seasonal farmworkers, which must be met by all states.</p> <p><input type="checkbox"/> Interested</p>	<p><b>Adult Services (WIOA)</b></p> <p>The WIOA Adult program improves the quality of the adult workforce, reduces welfare dependency, and enhances the productivity and competitiveness of the nation's workforce. The program provides adults with workforce preparation, career services, training services and job placement assistance needed to increase occupational skill attainment, obtain industry recognized credentials, and secure a good job that provides earnings that lead to self-sufficiency.</p> <p><input checked="" type="checkbox"/> Interested</p>
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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.

## Eligibility Explorer

2 / 12

Progress bar showing steps: Intro (checked), Contact (active), Demographic (locked).

- Intro**
  - Education
  - Public Assistance
  - Veteran
- Contact**
  - Farmworker
  - Factors
  - Documents
- Demographic**
  - Demographic
  - Employment
  - Household And Income
  - Eligibility Review

[Hide All Steps](#)

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 2<sup>nd</sup> 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

You are missing documentation required for eligibility. Please upload the necessary files listed. If you are unable to upload your documents, you may skip this step and bring them when you meet with staff.

Documentation Required	Uploaded?	Action
<a href="#">Social Security Documentation</a>	✘	<a href="#">Upload</a>
<a href="#">Address Documentation</a>	✘	<a href="#">Upload</a>
<a href="#">Citizenship Documentation</a>	✘	<a href="#">Upload</a>
<a href="#">Education Level Documentation</a>	✘	<a href="#">Upload</a>
<a href="#">Education Status Documentation</a>	✘	<a href="#">Upload</a>

## 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.

**Social Security Documentation**

Please select the type of document you are uploading. Then click the "Browse" or "Choose File" button to select a file for upload:

- DD-214 Report of Transfer of discharge
- Employment Records
- IRS Form Letter 1722
- Letter from Social Service Agency
- Unemployment Wages Records
- Social Security Benefits
- Social Security Card
- W-2 Form
- Letter/Printout from Social Security Office
- Public Assistance Record/Printout
- Agency Award Letter
- Unemployment Wage Records

File Name	Upload Date	Action
No Files Uploaded		
<input type="text"/>	<input type="button" value="Select File"/>	<input type="button" value="Upload File"/>

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.

**Documents**

You are missing documentation required for eligibility. Please upload the necessary files listed. If you are unable to upload your documents, you may skip this step and bring them when you meet with staff.

Documentation Required	Uploaded?	Action
<a href="#">Social Security Documentation</a>	<input checked="" type="checkbox"/>	<a href="#">Upload</a>
<a href="#">Address Documentation</a>	<input type="checkbox"/>	<a href="#">Upload</a>
<a href="#">Citizenship Documentation</a>	<input type="checkbox"/>	<a href="#">Upload</a>
<a href="#">Education Level Documentation</a>	<input type="checkbox"/>	<a href="#">Upload</a>

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

	<p>When you are done uploading the required documentation, click <b>“Next”</b> to move onto the final section (Eligibility Review) of the Eligibility Explorer application.</p>
	<p><b><u>Eligibility Review Section</u></b></p> <p>The last section of the Eligibility Explorer application is the <b>Eligibility Review</b> section.</p>
<p><b><u>Eligibility Review/Determination</u></b></p> <p>Thank you for filling out the Eligibility Explorer. Based upon the information provided, we have found that you may be eligible for the following services:</p> <ul style="list-style-type: none"> <li>• <a href="#">Wagner-Peyser Services</a></li> <li>• <a href="#">Adult Services (WIOA Title I)</a></li> <li>• <a href="#">Unemployment Insurance</a></li> </ul>	<p><b><u>Eligibility Review Section (cont.)</u></b></p> <p>In this section, you can see what services you may be eligible for under <b>“Eligibility Review/Determination”</b>.</p>
<p><b><u>What's Next</u></b></p> <p>Our staff will contact you regarding your eligibility. To continue with your eligibility please review the document list as the documents will be required to complete your eligibility. During the eligibility interview, additional questions will be asked.</p> <p><a href="#">View Summary Report</a>   <a href="#">View Document List</a></p>	<p><b><u>Eligibility Review Section (cont.)</u></b></p> <p>You can also view and/or print a summary of your application by clicking on <b>“View Summary Report”</b> or view/print a list of documents that you have uploaded by clicking on <b>“View Documents List”</b>.</p>

# Eligibility Explorer User Guide

<p>Here is a list of contact information for the closest office locations in your area:</p> <table border="0"><tr><td><b>SAC MST Downtown</b> 1900 K Street Sacramento, CA 95811 Phone: 916-448-2321 Email: <a href="#">Map Address</a></td><td><b>JUM - Juma Ventures</b> 815 S street Sacramento, CA 95811 Phone: Email: <a href="#">Map Address</a></td><td><b>YOL Yolo County Children's Alliance</b> 600 A Street, Suite Y Davis, CA 95616 Phone: 530-757-5558 Email: <a href="#">Map Address</a></td></tr></table> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"><p><b>Programs offered:</b></p><ul style="list-style-type: none"><li>• Title I - Workforce Development (WIOA)</li></ul></div>	<b>SAC MST Downtown</b> 1900 K Street Sacramento, CA 95811 Phone: 916-448-2321 Email: <a href="#">Map Address</a>	<b>JUM - Juma Ventures</b> 815 S street Sacramento, CA 95811 Phone: Email: <a href="#">Map Address</a>	<b>YOL Yolo County Children's Alliance</b> 600 A Street, Suite Y Davis, CA 95616 Phone: 530-757-5558 Email: <a href="#">Map Address</a>	<p><b>Eligibility Review Section (cont.)</b></p> <p>At the bottom of this section there is a list of the closest offices and the programs that they offer.</p>
<b>SAC MST Downtown</b> 1900 K Street Sacramento, CA 95811 Phone: 916-448-2321 Email: <a href="#">Map Address</a>	<b>JUM - Juma Ventures</b> 815 S street Sacramento, CA 95811 Phone: Email: <a href="#">Map Address</a>	<b>YOL Yolo County Children's Alliance</b> 600 A Street, Suite Y Davis, CA 95616 Phone: 530-757-5558 Email: <a href="#">Map Address</a>		
<div style="text-align: center; margin-top: 50px;"><div style="display: inline-block; border: 1px solid red; padding: 10px; margin: 0 20px;"><b>&lt;&lt; Back</b></div><div style="display: inline-block; border: 1px solid red; padding: 10px; margin: 0 20px;"><b>Finish</b></div></div>	<p><b>Eligibility Review Section (cont.)</b></p> <p>The final step is to submit the Eligibility Explorer application by clicking on <b>“Finish”</b>.</p>			