

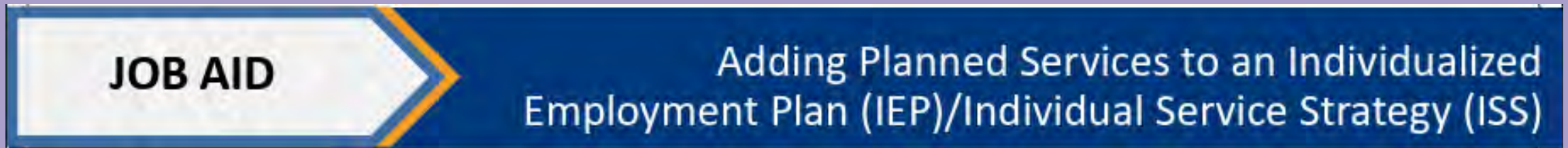


Individual Employment Plan & Individual Service Strategy Training

The following training materials were developed and published by the Pennsylvania Department of Labor and Industry and are housed under the HELP tab in the Commonwealth Workforce Development System (CWDS) by navigating the following prompts:

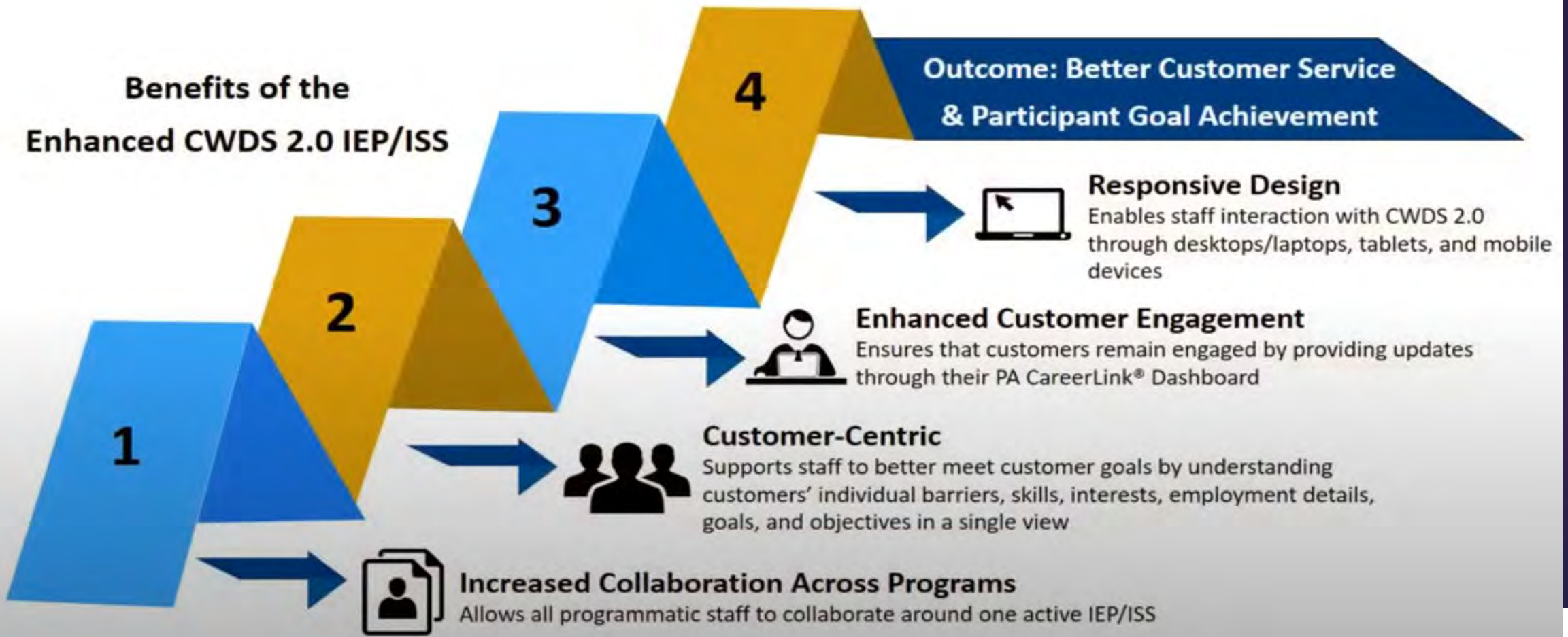
CWDS Help > Documents > Groups > Desk Guides & Training Materials > IEP-ISS Training Resources

The CWDS Job Aid is titled as such:



The following illustrates the end-to-end sequence of steps which Title I Staff take in CWDS to add a planned service to an existing IEP/ISS. This example uses a Dislocated Worker case. However, these same steps can be used for Adult, Youth, or Labor Exchange cases.

The Individual Employment Plan (IEP) and the Individual Service Strategy (ISS) in CWDS are being enhanced to enable staff to better serve and prepare Pennsylvania's job seekers for today's workplace. Staff users from all programs will now have one comprehensive view of a customer's IEP/ISS. Starting **October 5th**, staff users will only be able to access IEP(s)/ISS(s) in CWDS 2.0.



Creating a (Career) Planned Service for a Dislocated Worker

- 1 After logging onto the CWDS System, search for the desired participant from the *Participant Search* screen.
- 2 Select the **Participant** tile.

The screenshot shows the 'Participant Search' page in the Commonwealth Workforce Development System. The page has a dark sidebar on the left with navigation options like 'Dashboard', 'Participant Search', and 'Add Participant'. The main content area has a search bar at the top with the text '3480626' entered. A red circle with the number '1' is placed over the search bar. Below the search bar, there are filters for 'COUNTY' (Bratford (1)) and 'CITY' (NEW ALBANY (1)). A results list is shown below, with a red circle and the number '2' highlighting a participant tile. The tile contains the following information: '06/14/1976 | 570-350-1821 | Full/ Not Complete | cwrds_test1@gmail.com | PO BOX 301 130 LAWRENCE ST, NEW ALBANY, PA 18823'. The page also includes a navigation menu at the top with 'HOME', 'SEARCH', 'APPS', 'ACCESSIBILITY', and 'HELP', and a user profile icon in the top right corner.

3 The *Participant Summary* screen displays. Scroll down to the *Plans* tile and select the **WF - IEP/ISS (Active)**.

Commonwealth Workforce Development System [UAT]

PARTICIPANT

Participant Summary

Plans 3

WF - IEP/ISS (Active)

Plan Begin Date 04/05/2023

4 The *Individual Employment Plan (IEP) / Individual Service Strategy (ISS)* screen displays. Select **Edit IEP/ISS**.

5 Scroll down to the *Objectives: Employment* section. Select **ADD PLANNED SERVICE**.
NOTE An *Objective* must be established prior to adding a *Planned Service*.

Objective	Begin Date	Estimated End Date	Actual End Date	Objective Status	Objective Manager	Actions
training	04/05/2023	09/30/2024		In Progress	Amy Dunn	

6 The *Planned Service* pop-up displays. Select **Basic Career Services** from the **SERVICE CATEGORY** dropdown list. Once selected, only *Basic Career Services* options display.

NOTE This example uses *Basic Career Services*, however, select the service category as appropriate.

Planned Service close

Service Code, Type, or Description **SEARCH**

SERVICE CATEGORY

- Select -

Assessment Testing Services

6 Basic Career Services

Follow Up Services (Adult/Dislocated Worker)

Individualized Career Services

Supportive Services

Training Services

Testing Services

WPA
1

Description

SELECT

7 Additionally, you can enter a specific service code in the *Search* Text box as an alternative way to populate the service. Locate the desired service and select **SELECT**.

Planned Service
close

7
WCS01

SERVICE CATEGORY

-Select-

WPA

1

Category	Code	Type	Description	
Basic Career Services	WCS01	Staff-Assisted	Job Search and Placement Assistance, including Career Counseling	<div style="font-size: 24px; font-weight: bold; border: 1px solid black; border-radius: 50%; padding: 2px 5px; display: inline-block; margin-right: 5px;">7</div> <input style="background-color: #0056b3; color: white; padding: 5px 15px; border: none;" type="button" value="SELECT"/>

- 8 The *Selected Planned Service* pop-up displays. Complete the required fields with the appropriate details for the planned service. Select **SAVE**.

Selected Planned Service


SERVICE
WCS01 - Basic Career Services - Staff-Assisted Job Search and Placement Assistance, Including Career Counseling

START DATE **ESTIMATED END DATE** **ACTUAL END DATE**

STATUS
Not Started

COMMENTS
Training for JobAide

20 characters of 1000

9 The IEP/ISS screen displays. Scroll down to the *Objectives: Employment* section and expand the *Training* section by selecting the *Expand* icon .

Once expanded, verify that the added *Planned Service* is listed.

NOTE To edit information listed, select the **Edit** icon .

Objectives: Employment

Objective	Begin Date	Estimated End Date	Actual End Date	Objective Status	Objective Manager	Actions
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">-</div> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">9</div> <div>training</div> </div>	04/05/2023	09/30/2024		In Progress	Amy Dunn	

Planned Service	Start Date	Estimated End Date	Actual End Date	Service Status	Comments	Actions
WCS01 - Staff-Assisted Job Search and Placement Assistance, including Career Counseling	04/26/2023	04/26/2023		Not Started	View	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">9</div> <div style="margin-left: 5px;">   </div> </div>

Creating a (Training) Planned Service for a Dislocated Worker

1

To add a *Training Service* to an IEP/ISS, select **ADD PLANNED SERVICE**.

Objectives: Employment

Objective	Begin Date	Estimated End Date	Actual End Date	Objective Status	Objective Manager	Actions
training	04/05/2023	09/30/2024		In Progress	Amy Dunn	

1
ADD PLANNED SERVICE

Planned Service	Start Date	Estimated End Date	Actual End Date	Service Status	Comments	Actions
WCS01 - Staff-Assisted Job Search and Placement Assistance, including Career Counseling	04/25/2023	04/25/2023		In Progress	View	

- The *Planned Services* pop-up displays. From the *SERVICE CATEGORY* dropdown list select **Training Services**. Locate the desired *Training Services* from the generated list and select the **SELECT** option for that service.

Planned Service
close

Service Code, Type, or Description
SEARCH

SERVICE CATEGORY 2

Training Services
▼

WPA

1

Category	Code	Type	Description	
Training Services	WTS01	Occupational Skills Training		<div style="background-color: #004a87; color: white; padding: 5px 15px; display: inline-block; border-radius: 3px;"> SELECT </div>

- The *Selected Planned Service pop-up* displays. Complete the required fields with the appropriate details for the planned service. Select **SAVE & ADD TRAINING**.

Selected Planned Service: The *Selected Planned Service pop-up* displays. Complete the required fields with the appropriate details for the planned service. Select **SAVE & ADD TRAINING**.

The screenshot shows a 'Selected Planned Service' pop-up window. The form includes the following fields:

- SERVICE:** WTS01 - Training Services - Occ
- START DATE:** 05/01/2023
- ESTIMATED END DATE:** 12/15/2023
- ACTUAL END DATE:** mm/dd/yyyy
- STATUS:** Not Started
- COMMENTS:** Training for future employment. (30 characters of 1000)

At the bottom of the pop-up, there are three buttons: CANCEL, SAVE & ADD TRAINING (highlighted with a red circle and the number 3), and SAVE & ADD ANOTHER. The main window behind the pop-up also has a 'SAVE & ADD TRAINING' button highlighted with a red circle and the number 3.

4 The *Training Program* pop-up displays. To add a *Training Program* to the *Planned Services* details, select the desired **Program Type** from the dropdown list. Scroll through the auto-populated courses, locate the desired course and select the **SELECT** option for that course.

Training Program
close

Course Title, Provider or Expected Outcome

SEARCH

COUNTY

- Select -

PROGRAM TYPE

Adult Training (ETPL)

Course Title	Provider	Expected Outcome	
CDL Class A	160 Driving Academy	Occupational License	<div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">SELECT</div>
CDL A Truck Driver Training Course	160 Driving Academy	Occupational License	<div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;"> 4 SELECT </div>
CDL Class A	160 Driving Academy	Occupational License	<div style="background-color: #0056b3; color: white; padding: 2px 10px; display: inline-block; border: none;"> SELECT </div>

- 5 The *Selected Training Program* screen displays. Input any relevant comments and select **SAVE**.

Selected Training Program

COURSE
CDL Class A - 160 Driving Academy

COMMENTS

Training for a CDL license

26 characters of 1000

5

CANCEL SAVE


- The IEP/ISS screen displays. Locate the *Objectives: Employment* section and view the added training by selecting the **Expand** icon  .

Objectives: Employment

Objective #	Begin Date	Estimated End Date	Actual End Date	Objective Status	Objective Manager	Actions
6 training	04/05/2023	09/30/2024		In Progress	Amy Dunn	
ADD PLANNED SERVICE						
Planned Service	Start Date	Estimated End Date	Actual End Date	Service Status	Comments	Actions
WCS01 - Staff-Assisted Job Search and Placement Assistance, Including Career Counseling	04/25/2023	04/25/2023		In Progress	View	 
 WTS01 - Occupational Skills Training	05/01/2023	12/15/2023		Not Started	View	 



7


The recently added training service displays. Next, expand the recently added service by selecting the **Expand** icon  .






Objectives: Employment

Objective	Begin Date	Estimated End Date	Actual End Date	Objective Status	Objective Manager	Actions
 training	04/05/2023	09/30/2024		In Progress	Amy Dunn	
ADD PLANNED SERVICE						
Planned Service	Start Date	Estimated End Date	Actual End Date	Service Status	Comments	Actions
WCS01 - Staff-Assisted Job Search and Placement Assistance, including Counseling	04/25/2023	04/25/2023		In Progress	View	 
 WTS01 - Occupational Skills Training	05/01/2023	12/15/2023		Not Started	View	 

7

8 Verify the detailed information for the added *Training Planned Service*.

NOTE To edit dates or update information to reflect current provided services, select the **Edit** icon .

 WTS01 - Occupational Skills Training	05/01/2023	12/15/2023	Not Started	View	 
Course Title	Training Provider	Expected Outcome	Comments	Actions	
CDL Class A	160 Driving Academy	Occupational License	View	 	

9 Update *Dates* and *Status* if appropriate. Select **SAVE**.

Selected Planned Service


SERVICE
WTS01 - Training Services - Occupational Skills Training

START DATE: 05/01/2023 ESTIMATED END DATE: 12/15/2023 ACTUAL END DATE:


STATUS:

COMMENTS: Training for future enrollment

0 characters of 1000

10 The *IEP/ISS* screen displays. Locate the *Objectives: Employment* section and expand the *training* section by selecting the **Expand** icon .

The training service(s) display. Next, validate the edited service details for accuracy.

NOTE If updating a service to **Completed/Partially Completed**, select **SAVE & ADD TO SERVICE RECORD** .

When this occurs, services auto-populate to reflect changes on the service record screen.

Objectives: Employment

Objective	Begin Date	Estimated End Date	Actual End Date	Objective Status	Objective Manager	Actions
 Training	04/05/2023	09/30/2024		In Progress	Amy Dunn	
ADD PLANNED SERVICE						
Planned Service	Start Date	Estimated End Date	Actual End Date	Service Status	Comments	Actions
WCS01 - Staff-Assisted Job Search and Placement Assistance, including Career Counseling	04/25/2023	04/25/2023		In Progress	View	 
 WTS01 - Occupational Skills Training	04/25/2023	12/15/2023		In Progress	View	 

Confirming Services were added to the Service Record

NOTE The following example shows a **Completed Service**. The service record only reflects services that are **Partially Completed/Completed** when you select **SAVE & ADD TO SERVICE RECORD**.

The *Select Funding Stream and Services* screen displays. Complete the required fields. Select the radio button for the desired *Planned Service*. Select **Continue**.

Select Funding Stream and Services

To add a Service Authorization, please select a Case. Click the "Get Service Selection" button to pre-populate the search criteria.
*Required Fields are Indicated by **

Select	Participant Id	Participant	Case Id	Current Office	Case Status	Program(s)	Application Start Date
<input checked="" type="checkbox"/>	3480636	Mohn, JOAN d.	21717802	PA CAREERLINK BRADFORD/SULLIVAN COUNTIES (Northern Tier Workforce Development Area)	Eligible	WIOA - Dislocated Worker	04/05/2023
<input type="checkbox"/>	3480636	Mohn, JOAN d.	11632132	PA CAREERLINK BRADFORD/SULLIVAN COUNTIES (Northern Tier Workforce Development Area)	Eligible	Self-Service Labor Exchange	
<input type="checkbox"/>	3480636	Mohn, JOAN d.	11632131	PA CAREERLINK BRADFORD/SULLIVAN COUNTIES (Northern Tier Workforce Development Area)	Eligible	Labor Exchange	

[Get Service Selections](#)

Please enter your search criteria and click the Search button. You may modify your search criteria and click the Search button to display the new search results.

Program Eligibility and Funding Streams

*Program Eligibility: [Get Funding Stream](#)

1 *Funding Stream:

Search Service Catalog

Program: [Get Service Category](#)

Service Category:

Service Code:

Service Type:

[Search](#) [Clear](#)

To remove service(s) select the service and click the Remove Service(s) button below. To add the service(s) listed to the service record click the Continue button located below the Remove Service(s) button.

Select	Service Category	Service Code	Service Type	Service Description
<input checked="" type="checkbox"/>	Basic Career Services	WCS01	Staff-Assisted Job Search and Placement Assistance, Including Career Counseling	

[Remove Service\(s\)](#)

[Back](#) [Continue](#) **1**

The *Workforce Service Details* screen displays. Validate the required information for accuracy. Select **Continue**.

Workforce Service Details

Complete the details for each service and click the "Continue" button.

Required Fields are Indicated by *

Participant ID	Participant	Case Id	Current Office	Case Status	Program(s)	Application Start Date
3480636	Mohn, JOAN d	21717802	PA CAREERLINK BRADFORD/SULLIVAN COUNTIES	Eligible	WIOA - Dislocated Worker	04/05/2023

Program Eligibility and Funding Streams

Program Eligibility: WIOA - Dislocated Worker
 Funding Stream: Dislocated Worker Local
 Course Name:

Staff-Assisted Job Search and Placement Assistance, Including Career Counseling (WCS01)

2 * Start Date(MM/DD/YYYY) 4 - 25 - 2023 [Select Date](#)

Contract Number #1 [Get Contract Number #1](#) [Clear Contract Number #1](#)

DWG Project ID

Contract Number

*Service Authorization Status Authorized
 0 characters of 1500

Comment

Job Site Code

LWIA Field1

LWIA Field2 2

[Back To Select Services And Funding Stream](#) [Check Spelling](#) [Continue](#)

Completing Common Measures Information

NOTE The system displays the *Common Measures* screen. This screen only displays when program participation is triggered by the first value-added service. The system pre-populates screen information with information previously entered on a *Common Measures* or *WIOA Title I Application* screen. The information serves as a baseline and is reported to federal agencies.

Staff must complete the *Demographic, Employment, Education, Military Information and Factors that May Impact Obtaining or Retaining Employment, Migrant and Seasonal Farmworkers, Low Income/Public Assistance Information* sections.

Complete all required fields and select **SAVE & CONTINUE**.

Low Income / Public Assistance Information

FAMILY SIZE (NUMBER OF DEPENDENTS INCLUDING FORMERLY) 1

IS CURRENTLY OR HAS RECEIVED FOOD STAMPS/CHIP IN THE LAST 6 MONTHS

Yes No

YOUR CHILD IS ELIGIBLE FOR OR RECEIVED PREVIOUSLY PROVIDED FOOD OR OTHER FOOD PROGRAMS (THE NATIONAL SCHOOL LUNCH ACT)

Yes No

IS CURRENTLY OR HAS RECEIVED TANF IN THE LAST 6 MONTHS

Yes No

IS CURRENTLY OR HAS RECEIVED SUPPLEMENTARY SECURITY INCOME (SSI) IN THE LAST 6 MONTHS

Yes and a Thirty Dollar No Yes

TOTAL ANNUAL FAMILY INCOME

EMPLOYMENT TYPE

IS CURRENTLY OR HAS RECEIVED FEDERAL HOUSING ASSISTANCE (SECTION 8) IN LAST 6 MONTHS

Yes No

IS CURRENTLY OR HAS RECEIVED FEDERAL SECURITY DISABILITY ASSISTANCE (SEE 1) IN LAST 6 MONTHS

Yes and a Thirty Dollar No Yes

FOUR LIVES IN A HOME/PROPERTY 1

Yes No

CANCEL **Save & Continue**

2 The Common Measures Confirmation screen displays. Confirm the data for accuracy and select **SAVE & CONTINUE** .

Common Measures Confirmation

Use correct information in order to receive increased grant funding and services that may be available for you. We appreciate the information, its accuracy and privacy. All information will remain confidential.

Demographic information

ETHNICITY

- Mexican/Latino
- Non-Hispanic/Latino
- Do not wish to disclose

RACE

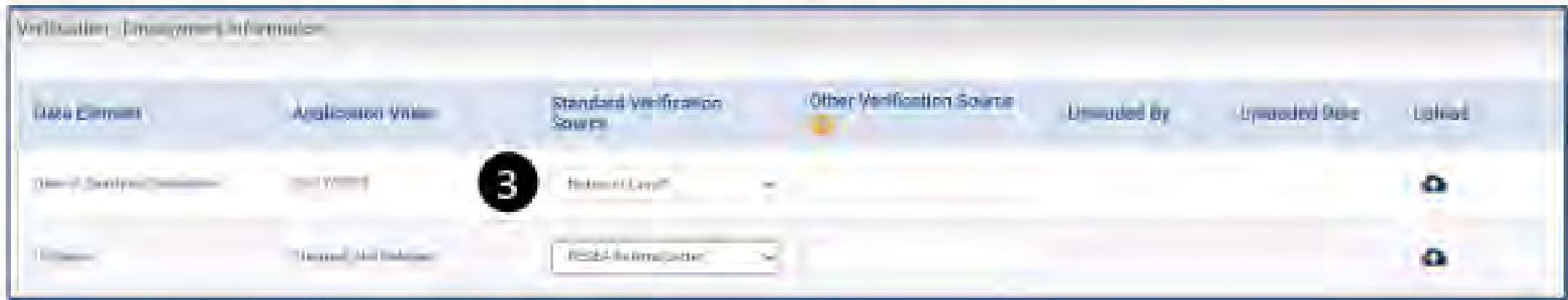
- American Indian or Alaska Native
- Asian
- Black or African American
- Hawaiian Native or Other Pacific Islander
- White
- Do not wish to disclose

Employment information

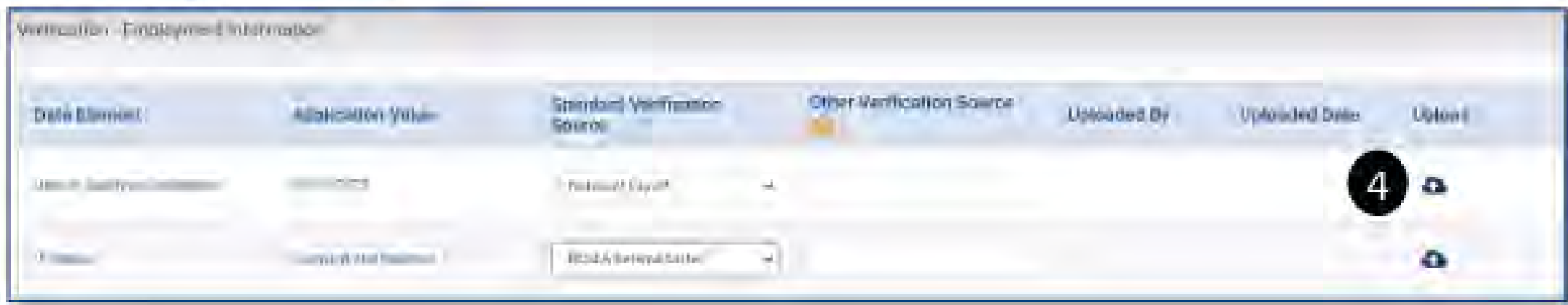
EMPLOYMENT STATUS Not employed

IF NOT EMPLOYED, LAST DAY WORKED 11/17/2021

- The Common Measure Outcomes screen displays. Scroll down and locate the *Verification* section(s) (*Employment, Education, Factors that May Impact Obtaining Or Retaining Employment Status, Low Income/Public Assistance Information*) to upload a verification source. Select a **Standard Verification Source** from the dropdown list.



- Select the **Upload** icon



- 5 The *Upload Verification Source Document* pop-up displays. Locate the **DOCUMENT TITLE** text box and type in the name of the document to upload and select **Choose File**.

Upload Verification Source Document close X

DATA ELEMENT
Date of Qualifying Dislocation

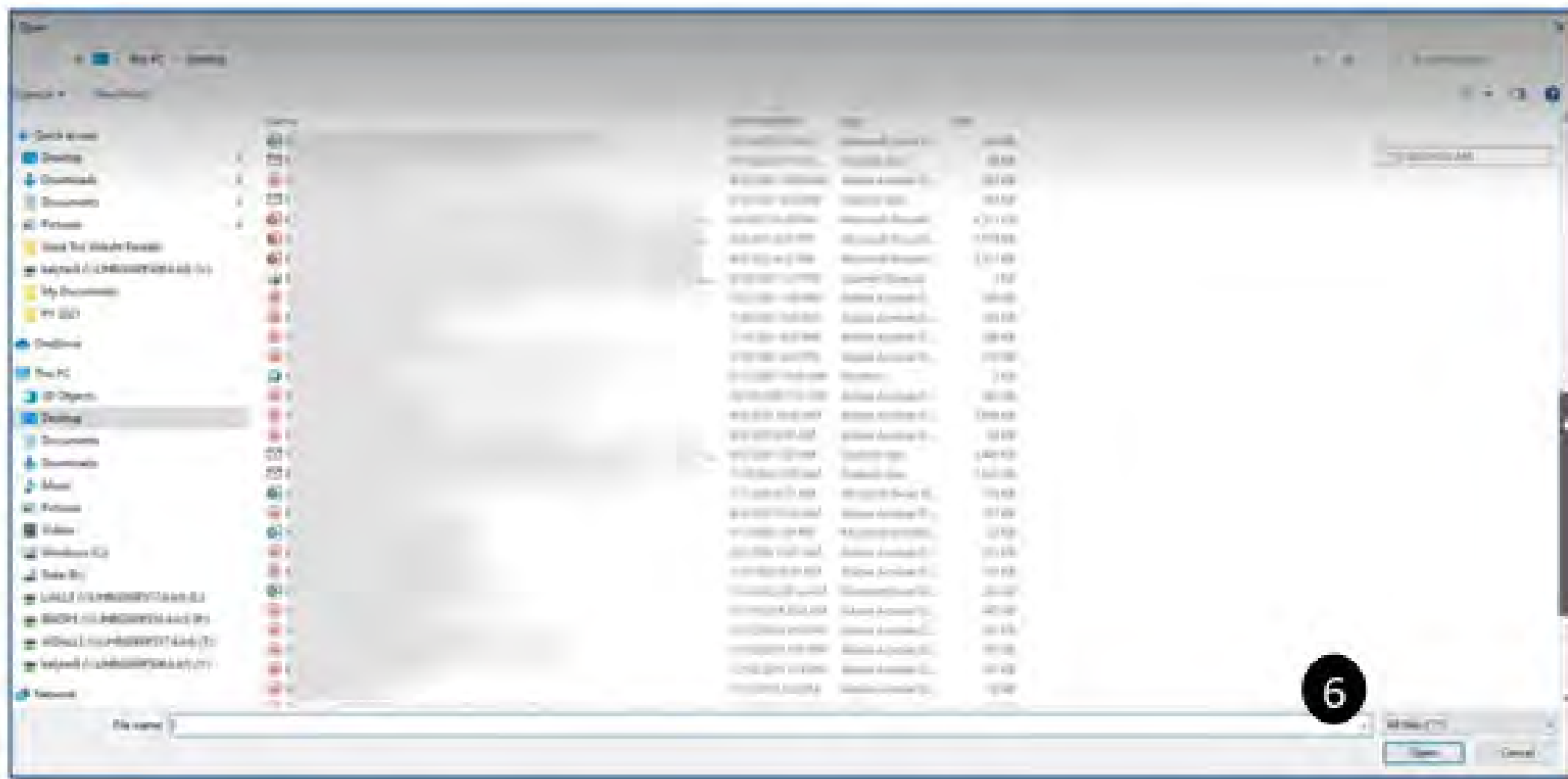
VERIFICATION SOURCE
Notice of Layoff

DOCUMENT TITLE required
Notice of Layoff

SUPPORTING DOCUMENT
Choose File file chosen

CANCEL UPLOAD

- 6 Select a verification document from the PC pop-up (only a PDF version will be accepted). Select **Open**.





7

The *Upload Verification Source Document pop-up* displays. Select **UPLOAD**.

8

Locate the *Uploaded By* and *Uploaded Date* to verify that the document was successfully uploaded. Additionally, the icon changes to a Download icon .

NOTE All *Standard Verification Source Documents* are recommended to be uploaded and will be required in the future to be uploaded for data validation.

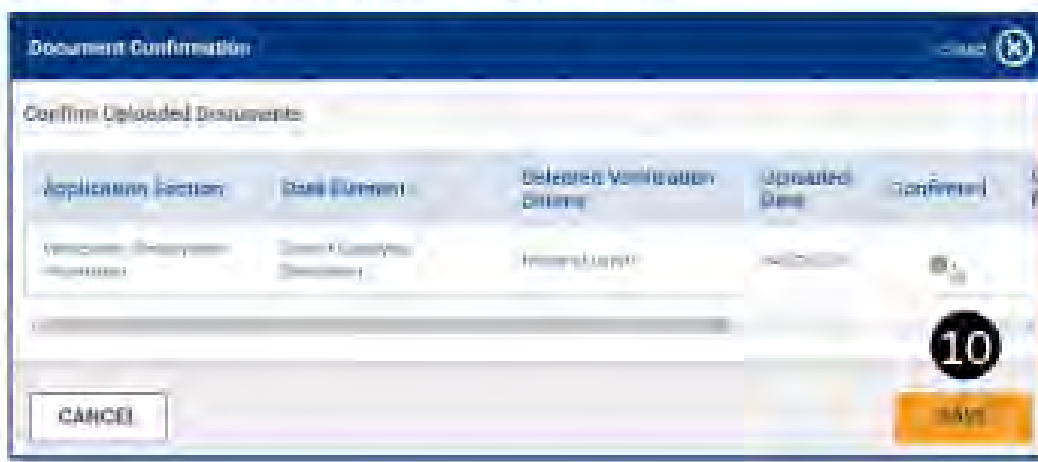
Data Element	Application Value	Standard Verification Source	Other Verification Source	Uploaded By	Uploaded Date	Upload
Open-End Standard Document	00000000	Notice of Layoff		XXXXXXXXXX	XXXXXXXXXX	 

9

10

After all *Standard Verification Source* documents have been uploaded, scroll to the bottom of the screen and select **Confirm Documents** .

A *Document Confirmation pop-up* displays. Review the information for accuracy and select the **Confirmed** radio button. Select **SAVE**.

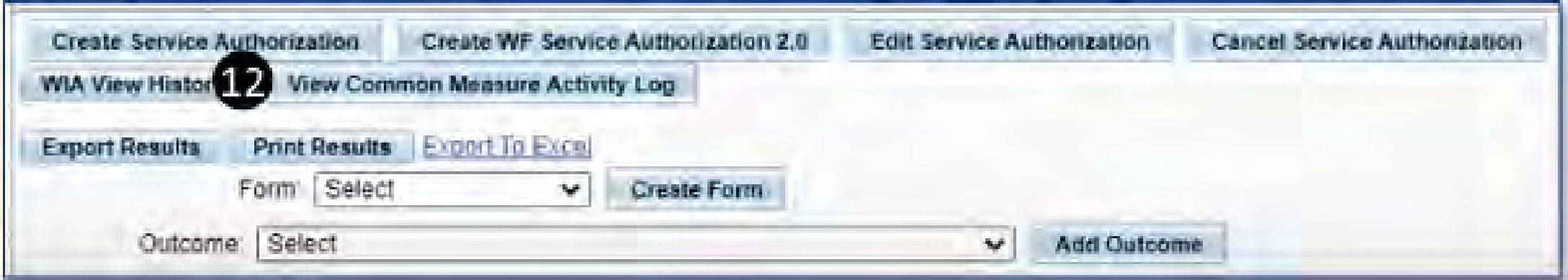


The *Common Measures* screen displays a message of validation.



Scroll to the bottom of the screen and select **SAVE** .

- 12 The *Participant Service Record* screen displays. Scroll to the bottom of the screen and select **View Common Measure Activity Log**.



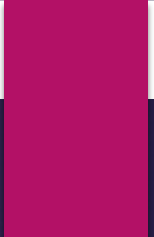
- 13 The *Common Measures Program Activity Log* screen displays. Locate the corresponding E01 Link for the appropriate program under View Common Measures to view the information on the CWDS 2.0 screen.

Common Measures Program Activity Log

This is the activity based on program participation for Common Measures.

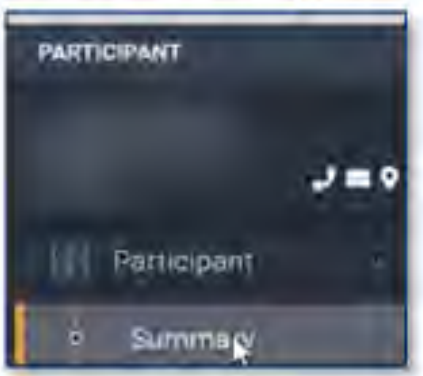
Common Measures Program Summary			
Program	Start Date	End Date	View Common Measure
Labor Exchange	01/02/2013	01/02/2013	E01
WIOA - Dislocated Worker	04/25/2023		W01

The 'View Common Measure' column for the 'Labor Exchange' row contains a circled '13' next to the 'E01' link.



Adding a Training Service to the Service Record

From the Left Navigation Pane, select **Summary**.



Next, select **WF- IEP/ISS (Active)**



1

2

3

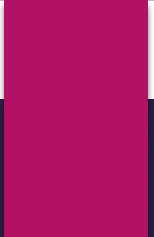
The *Individual Employment Plan (IEP) / Individual Service Strategy (ISS)* screen displays. Select **EDIT IEP/ISS**

Individual Employment Plan (IEP) / Individual Service Strategy (ISS)

Learn about the new Individual Employment Plan (IEP) / Individual Service Strategy (ISS) page through an on-screen interactive tour.

This form is currently in View Only mode. Call the GHR EP/ISS team if you need to make changes.

3




4

Locate the *Objectives: Employment* section and expand the *training section* by selecting the Expand icon .

5

Locate the *Training Service* and select the **Edit** icon .

Training		04/05/2023	09/30/2024	In Progress	Amg Eden	
ADD PLANNED SERVICE						
Planned Service	Start Date	Estimated End Date	Actual End Date	Service Status	Comments	Actions
WTSD South Assessment, Job Search and Placement Assistance, including Career Counseling	04/25/2023	04/25/2023		Completed	View	 
WTSD Counseling Skills Training	04/25/2023	12/15/2023		In Progress	View	 

6

The system auto-populates the *Planned Service* box. Scroll to the *Selected Planned Service* section and update the **STATUS** to reflect **Partially Completed** or **Completed** then select **SAVE & ADD TO SERVICE RECORD** to continue.

NOTE The *STATUS* must be *Updated* for **SAVE & ADD TO SERVICE RECORD** to become active to select.

The screenshot displays a web form titled "Selected Planned Service". The form contains the following fields and elements:

- SERVICE:** WTS01 - Training Services - Occupational Skills Training
- START DATE:** 06/05/2023
- ESTIMATED END DATE:** 12/15/2023
- ACTUAL END DATE:** (empty)
- STATUS:** A dropdown menu is open, showing "Partially Completed" selected. A circled "6" is placed over this dropdown.
- COMMENTS:** A text area containing "Trained for Entrepreneurship".
- Character Count:** 10 characters of 1000.
- Buttons:** "CANCEL", "SAVE & ADD TRAINING", "SAVE & ADD TO SERVICE RECORD" (highlighted in yellow), and "SAVE & ADD ANOTHER". A circled "6" is placed over the "SAVE & ADD TO SERVICE RECORD" button.

- The system auto-populates the *Funding Stream and Services* screen. Locate the *Program Eligibility and Funding Streams* section. From the *Funding Stream* dropdown list, select the appropriate **Funding Stream**. Locate the desired service and select the radio button. Select **Continue**.

Please enter your search criteria and click the Search button. You may modify your search criteria and click the Search button to display the new search results.

Program Eligibility and Funding Streams

Program Eligibility: WIOA - Dislocated Worker **7**

Funding Stream: Dislocated Worker Local

Search Service Catalog

Program: WIOA - Dislocated Worker

Service Category: Training Services

Service Code: WTSD1

Service Type: Occupational Skills Training

To remove service(s) select the service and click the Remove Service(s) button below. To add the service(s) listed to the service record click the Continue button located below the Remove Service(s) button.

Services Included in Authorization

Serial	Service Category	Service Code	Service Type	Service Description
<input checked="" type="checkbox"/>	Training Services	WTSD1	Occupational Skills Training	

7

8

The system auto-populates the **Workforce Service Details** screen. Complete the *required* information. Select **Continue**.

Complete the details for each service and click the "Continue" button
Required Fields are indicated by *

Participant(s) Case List						
Participant ID	Participant	Case Id	Current Office	Case Status	Program(s)	Application Start Date
3480636	Mohn, JOAN d.	21717802	PA CAREERLINK BRADFORD/SULLIVAN COUNTIES	Participating	WIOA - Dislocated Worker	04/05/2023

Program Eligibility and Funding Streams

Program Eligibility: WIOA - Dislocated Worker
Funding Stream: Dislocated Worker Local
Course Name:

Occupational Skills Training (WT S01)

*Start Date(MM/DD/YYYY) 4 - 25 - 2023 [Select Date](#)

*Estimated End Date(MM/DD/YYYY) 12 - 15 - 2023 [Select Date](#)

*Established ITA or Contract for Services ITA

*Course/Program Information CDLA Truck Driver Training Course
[Course/Program Information](#)

Institution Name 160 Driving Academy

PA Institution Code

CIP Code 490205 Truck & Bus Driver/Commercial Vehicle Operator & Instructor

*Get O*NET Occupation Heavy and Tractor-Trailer T [Get O*NET Code](#) [Clear O*NET Code](#)

O*NET Code 53-3032.00

*Hours Per Week 20

*Full Grant Recipient No

Contract Number #1 [Get Contract Number #1](#) [Clear Contract Number #1](#)

DWG Project ID

Contract Number

*Service Authorization Status Authorized
0 characters of 1500

Comment

Job Site Code

LWDA Field 1

LWDA Field 2

*Cost \$ (999,999,999.00) 4000

Standard Verification Source Other Verification Source Verification Source
[Select](#) [Upload](#)

[Back To Select Services And Funding Stream](#) [Check Spelling](#) [Continue](#)

8

8

9

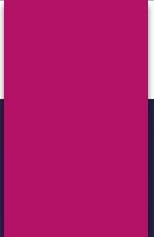
The system auto-populates the **Workforce Service Details Confirmation** screen. Select **Save and Finish**.



10

The system returns to the *IEP/ISS* screen. To confirm the service was added successfully, select **Service Auths** from the Left Navigation Pane.





11

The system auto-populates the **Participant Service Record** screen. To validate the addition of the training service, scroll to the *Service Authorization Search Results* and locate the newly added Training Service.

Select	Service Auth ID	WPA	Program(s)	Association ID	Service Type	Start - Estimated End Date	Contract/Fund	Funding Stream	Service Auth Status	PD Status	Created by Office	Local WPA
<input type="checkbox"/>	87140770	WORKFORCE	WIOA - Dislocated Worker	1020542	Staff-Assisted Job Search and Placement Assistance Including Career Counseling	04/25/2023 - 04/25/2023	180224011 - 22 DW 2nd Local	Dislocated Worker Local	Authorized		PENNSYLVANIA CWDS CONSORTIUM	South Central Workforce Development Area
<input type="checkbox"/>	87140771	WORKFORCE	WIOA - Dislocated Worker	1020542	Occupational Skills Training (WTS01)	04/25/2023 - 12/15/2023	180224011 - 22 DW 2nd Local	Dislocated Worker Local	Authorized		PENNSYLVANIA CWDS CONSORTIUM	South Central Workforce Development Area

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