



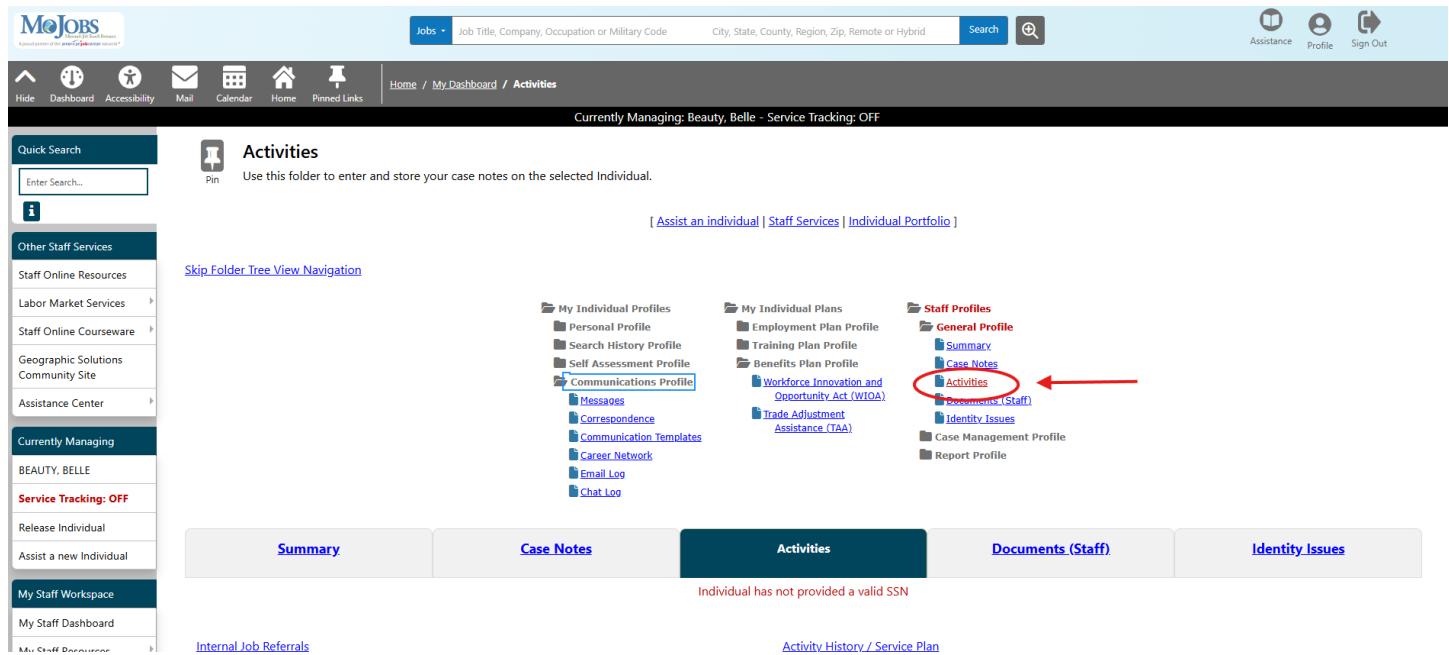
**Office of Workforce &
Community Initiatives**

**MoJobs Internal
Referral Guide**

OWCI Guide for navigating
and completing internal referrals

Where to go and how to get there

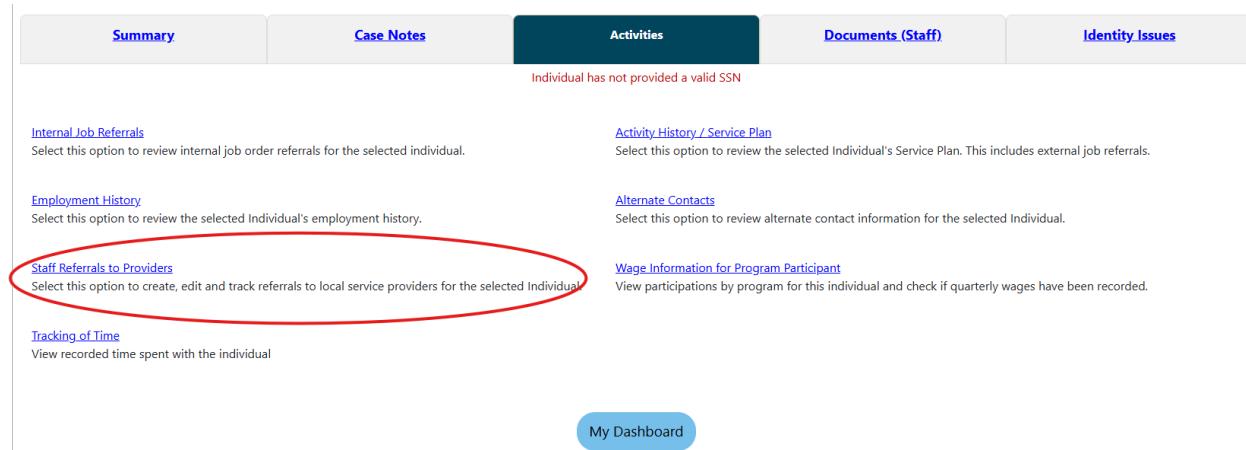
Start by opening the center column folder labeled *Staff Profiles* > *General Profile* > then select *Activities*.



The screenshot shows the MoJOBS dashboard. The top navigation bar includes links for Jobs, Search, and User profile options (Assistance, Profile, Sign Out). The main content area shows the 'Activities' folder under 'Staff Profiles' in the navigation tree. A red arrow points to the 'Activities' link in this tree. Below the tree, there are tabs for Summary, Case Notes, Activities (which is highlighted in dark blue), Documents (Staff), and Identity Issues. A message 'Individual has not provided a valid SSN' is displayed. At the bottom, there are links for Internal Job Referrals and Activity History / Service Plan.

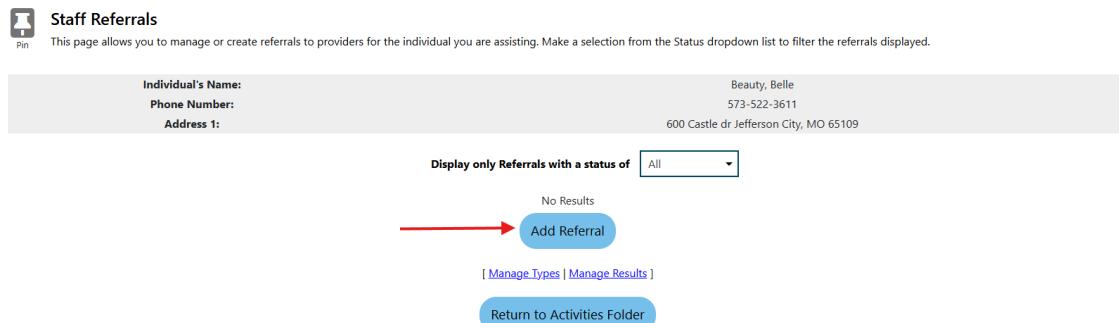
The following screen will look like this:

Select “Staff Referrals to Providers”.



The screenshot shows the 'Activities' screen with tabs for Summary, Case Notes, Activities (which is highlighted in dark blue), Documents (Staff), and Identity Issues. A message 'Individual has not provided a valid SSN' is displayed. Under the 'Activities' tab, there are several options: Internal Job Referrals, Activity History / Service Plan, Employment History, Alternate Contacts, Staff Referrals to Providers (which is circled in red), and Wage Information for Program Participant. At the bottom, there is a 'My Dashboard' button.

Here select “Add Referral” to enter a new referral.



The screenshot shows the 'Staff Referrals' page. It includes fields for Individual's Name (Beauty, Belle), Phone Number (573-522-3611), and Address (600 Castle dr Jefferson City, MO 65109). A dropdown for 'Display only Referrals with a status of' is set to 'All'. Below this is a 'No Results' message and a blue 'Add Referral' button. At the bottom, there are links for Manage Types and Manage Results, and a 'Return to Activities Folder' button.

The following screen will populate with 3 sections: “General Information”, “Type of Referral” and “Provider Information.” It will look like this:

General Information

User ID:	2559458
Referral Staff User:	Cooper, Bailey (FS1997)
*LWDB/Region:	<input type="text" value="09 - Central Region"/>
*Office Location of Referral:	<input type="text" value="093007 - FAMILY SUPPORT DIVISION"/>
*Date of Referral:	<input type="text" value="01/09/2026"/> Today (MM/DD/YYYY)
*Program Making Referral:	<input type="text" value="SNAP Employment and Training"/>

[Edit Individual Profile](#)

First Name:	Belle
Middle Initial:	
Last Name: (including suffix e.g. Jr, Sr, PhD, etc.)	Beauty
Address 1:	600 Castle dr
Address 2:	
City:	Jefferson City
State:	MO
Zip: (99999-9999)	65109
Phone Number:	(573) 522 - 3611
Alternate Phone Number:	
Special Program:	<input type="text" value="None Selected"/>

Fill out the four red asterisks * and then scroll down to the next section.

Type of Referral

*Referral Type:	<input type="checkbox"/> Referred to UMOS (United Migrant Opportunity Services) <input checked="" type="checkbox"/> Other
*Other Description:	<input type="text" value="WIOA"/>
*Reason for Referral:	<input type="text" value="Tuition Assistance"/>
*Additional Information Regarding Referral:	<input type="text" value="Participant is in need of tuition assistance for LPN program."/>

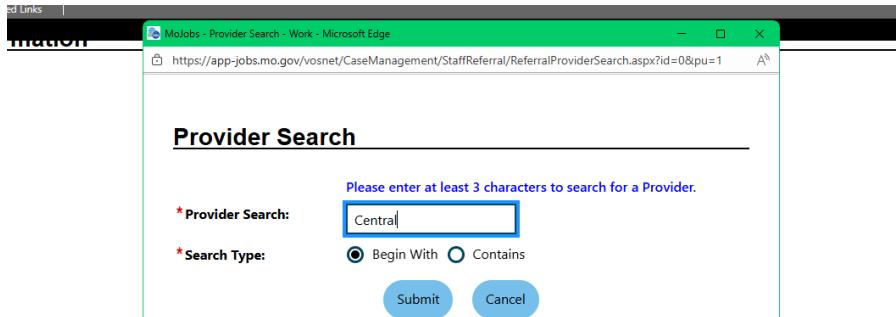
Fill out the four red asterisks * , include as much detail as possible in the additional information section and then scroll down to the next section.

Provider Information:

Provider Information

Referral To:	Search for Provider
* Provider Name:	<input type="text"/>
Location:	<input type="text" value="None Selected"/>
* Address 1:	<input type="text"/>

Click “Search for Provider”. This is the easiest way to obtain all the necessary information for the provider.



Provider Search

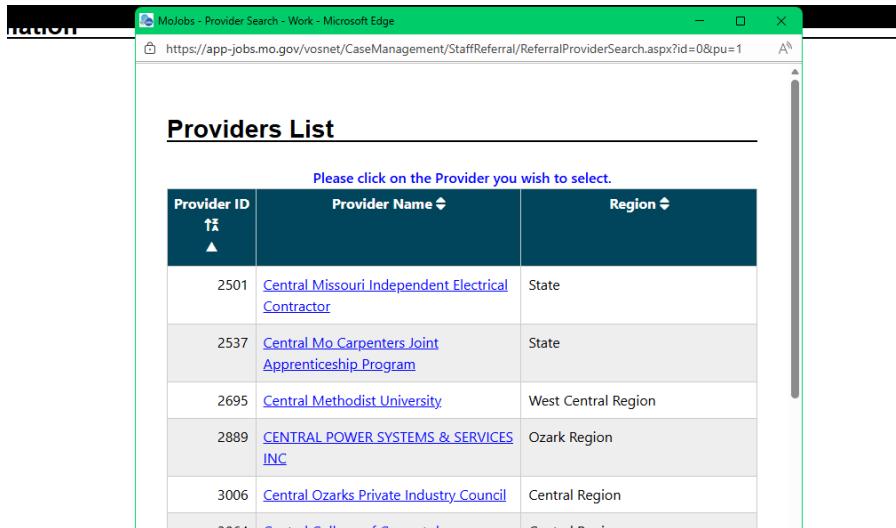
Please enter at least 3 characters to search for a Provider.

*** Provider Search:**

*** Search Type:** Begin With Contains

Submit **Cancel**

Enter the provider's name you are looking for and click “Submit”.



Providers List

Please click on the Provider you wish to select.

Provider ID	Provider Name	Region
2501	Central Missouri Independent Electrical Contractor	State
2537	Central Mo Carpenters Joint Apprenticeship Program	State
2695	Central Methodist University	West Central Region
2889	CENTRAL POWER SYSTEMS & SERVICES INC	Ozark Region
3006	Central Ozarks Private Industry Council	Central Region

Select the provider you are searching; this will prepopulate the provider information in this section.

Referral To:	Search for Provider
* Provider Name:	<input type="text" value="Central Ozarks Private Industry Council"/>
Location:	<input type="text" value="Central Ozarks Private Industry Council"/>
* Address 1:	<input type="text" value="1107 Kingshighway"/>
Address 2:	<input type="text"/>
* City:	<input type="text" value="Rolla"/>
* State:	<input type="text" value="Missouri"/>

*** State:** Missouri

*** Zip:** 65401

Contact: Patricia Rogers

*** Contact Person:** Patricia Rogers

*** Contact Phone:** 573 - 201 - 1143 Extension

Contact Email: referrals@copicinc.org

Once this information is completed, select “Save”.

Contract: None Selected

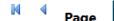
Program/Service: None Selected

 **Save** **Cancel** **Save & Print**
[Return to Referral List](#)

The completion page will populate:

 **Staff Referrals**
 This page allows you to manage or create referrals to providers for the individual you are assisting. Make a selection from the Status dropdown list to filter the referrals displayed.

Individual's Name:	Beauty, Belle			
Phone Number:	573-522-3611			
Address 1:	600 Castle dr Jefferson City, MO 65109			
Display only Referrals with a status of All				
To sort on any column, click a column title.				
LWIA/Region	Provider	Date	Status	Action
09	Central Ozarks Private Industry Council	01/09/2026	Open	Edit Delete Inactivate

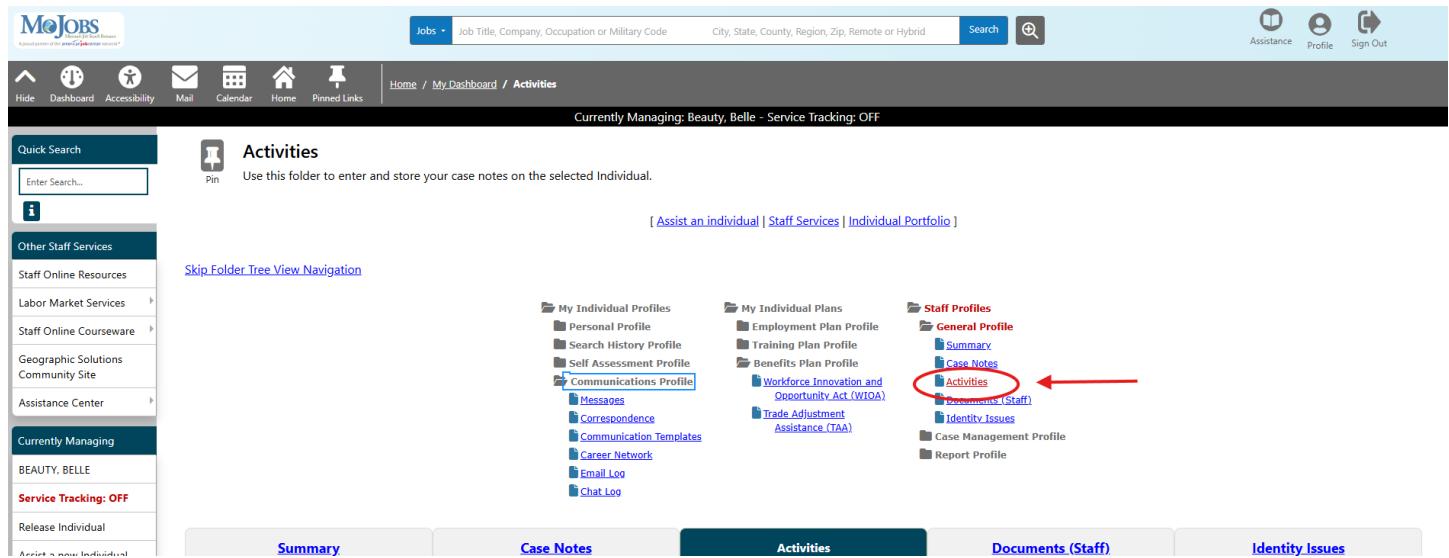
 Page **1** Of 1  Rows per page: **10**

[Add Referral](#) [\[Manage Types | Manage Results \]](#)
[Return to Activities Folder](#)

Now the referral is complete. Select “Return to Activities Folder” to return to the Navigation Tree menu.

To complete a referral

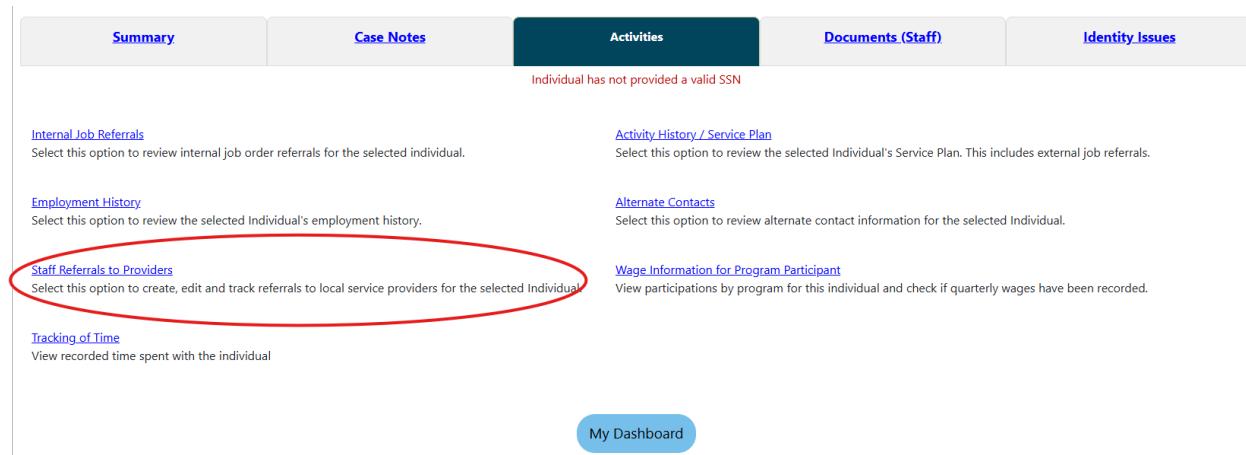
Start by opening the center column folder labeled *Staff Profiles* > *General Profile* > then select *Activities*.



The screenshot shows the MoJOBS dashboard with the following details:

- Header:** MoJOBS, Jobs, Search bar, City, State, County, Region, Zip, Remote or Hybrid, Search, Magnifying glass icon.
- Top Navigation:** Hide, Dashboard, Accessibility, Mail, Calendar, Home, Pinned Links, Home / My Dashboard / Activities.
- Message Bar:** Currently Managing: BEAUTY, BELLE - Service Tracking: OFF.
- Left Sidebar:** Quick Search, Other Staff Services (Staff Online Resources, Labor Market Services, Staff Online Courseware, Geographic Solutions, Community Site, Assistance Center), Currently Managing (BEAUTY, BELLE, Service Tracking: OFF), Release Individual.
- Center Content:** Activities section. Sub-sections include My Individual Profiles, My Individual Plans, Staff Profiles (General Profile, Activities, Case Notes, Correspondence, Identity Issues, Case Management Profile, Report Profile), and a list of activities like Personal Profile, Employment Plan Profile, Training Plan Profile, Benefits Plan Profile, Workforce Innovation and Opportunity Act (WIOA), Trade Adjustment Assistance (TAA), and Case Notes.
- Bottom Navigation:** Summary, Case Notes, Activities (highlighted in dark blue), Documents (Staff), Identity Issues.

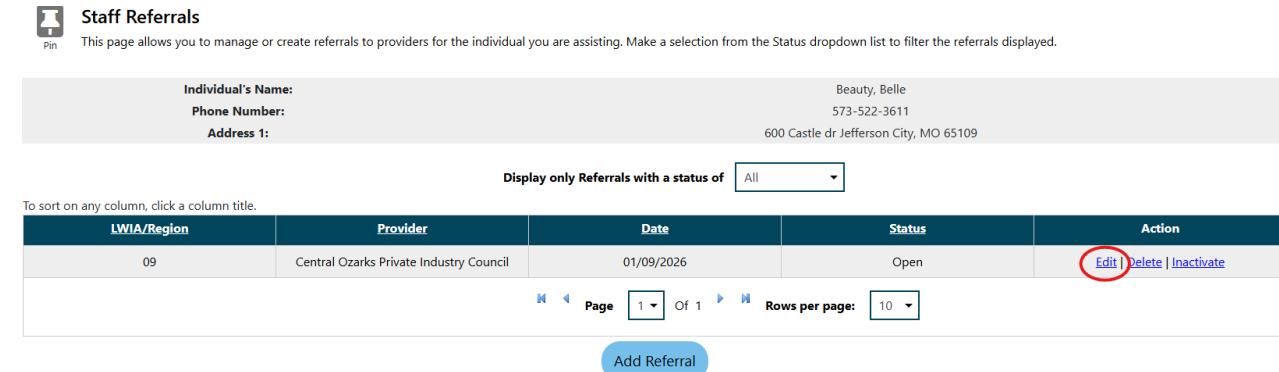
Select “Staff Referrals to Providers”.



The screenshot shows the 'Activities' section with the following options:

- Summary, Case Notes, Activities (highlighted in dark blue), Documents (Staff), Identity Issues.
- Internal Job Referrals: Select this option to review internal job order referrals for the selected individual.
- Employment History: Select this option to review the selected individual's employment history.
- Staff Referrals to Providers: Select this option to create, edit and track referrals to local service providers for the selected individual. (This option is circled in red.)
- Tracking of Time: View recorded time spent with the individual.
- Activity History / Service Plan: Select this option to review the selected individual's Service Plan. This includes external job referrals.
- Alternate Contacts: Select this option to review alternate contact information for the selected individual.
- Wage Information for Program Participant: View participations by program for this individual and check if quarterly wages have been recorded.

Select “Edit” on the referral that applies to the appropriate program



The screenshot shows the 'Staff Referrals' page with the following details:

- Header:** Staff Referrals, This page allows you to manage or create referrals to providers for the individual you are assisting. Make a selection from the Status dropdown list to filter the referrals displayed.
- Individual's Information:** Individual's Name: Beauty, Belle, Phone Number: 573-522-3611, Address 1: 600 Castle dr Jefferson City, MO 65109.
- Filter:** Display only Referrals with a status of: All.
- Table:** A table showing a list of referrals. The columns are LWIA/Region, Provider, Date, Status, and Action. The first row shows LWIA/Region: 09, Provider: Central Ozarks Private Industry Council, Date: 01/09/2026, Status: Open, and Action: Edit | Delete | Inactivate. (The 'Edit' link is circled in red.)
- Page Navigation:** Page 1 of 1, Rows per page: 10.
- Buttons:** Add Referral.

Review the information that was provided, then scroll down to the “Referral Result” section.

Referral Result



Individual attended session at referral provider: Yes No

Comments:

Status:

Last Edited Date: 01/09/2026 10:34:40 AM

Last Edited By: Cooper, Bailey (FS1997)

Answer the three questions (you must enter a status to close the referral).

Individual attended session at referral provider: Yes No

Comments:

Scheduled informational session with participant on 1/15/2026.

Status:

Once this information is completed, select “Save”.



The next page will populate and now the “Status” of the referral should reflect “Completed”.

Staff Referrals
This page allows you to manage or create referrals to providers for the individual you are assisting. Make a selection from the Status dropdown list to filter the referrals displayed.

Individual's Name:	Beauty, Belle		
Phone Number:	573-522-3611		
Address 1:	600 Castle dr Jefferson City, MO 65109		
Display only Referrals with a status of <input type="button" value="All"/>			
To sort on any column, click a column title.			
LWIA/Region	Provider	Date	Status
09	Central Ozarks Private Industry Council	01/09/2026	<input checked="" type="radio"/> Completed
<input type="button" value="Edit Delete Inactivate"/>			
Page <input type="button" value="1"/> Of 1 Rows per page: <input type="button" value="10"/>			
<input type="button" value="Add Referral"/>			
[Manage Types Manage Results]			
<input type="button" value="Return to Activities Folder"/>			

Please note:

For WIOA referrals:

The 136 service/activity under the Wagner-Peyser Application will automatically populate.

For "Other" referrals such as the SkillUP, EDA grant, etc:

The 140 service/activity under the Wagner-Peyser Application will automatically populate.

