

Missouri Work Assistance New Employee Check List

The new MWA Employee Check List is to be used when the MWA provider hires a new team member. The staff member will not gain access to the MWA or SkillUP system(s) until all forms and trainings have been completed.

The following requirements must be completed prior to attaining access to the MWA Case Management System and the SkillUP system. The new employee must complete all trainings and receive their certification(s).

- ✓ Once the training certification is received, the employee and supervisor complete:
 - *The MWA Department of Social Services Access Request Form, and
 - *Department of Social Services Confidentiality Agreement
- ✓ Email the completed forms to FSD.E&TInquiry@dss.mo.gov

All forms can be found the OWCI Provider Portal -

[Employment and Training Provider Portal | Missouri Department of Social Services](#)

MWA Classes are virtual, alternate training methods can be discussed by emailing:

FSD.WIT.CIU.Training@dss.mo.gov

Any questions, special requests, refresher trainings, or special accommodation can be requested though the DSS Office of Workforce and Community Initiatives (OWCI) Provider Portal.