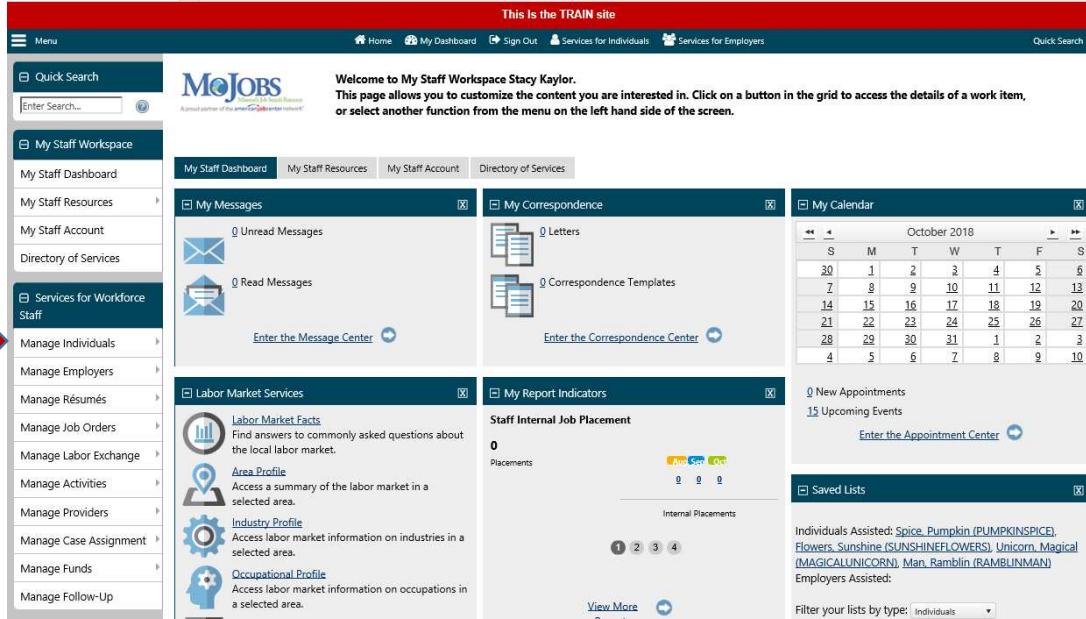


SNAP APPLICATION USER GUIDE

How to search for an individual in MoJobs.

From “My Staff Dashboard” Click on Manage Individuals in the left navigational menu



This is the TRAIN site

Welcome to My Staff Workspace Stacy Taylor. This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or select another function from the menu on the left hand side of the screen.

My Staff Workspace

- My Staff Dashboard
- My Staff Resources
- My Staff Account
- Directory of Services
- Services for Workforce Staff
 - Manage Individuals
 - Manage Employers
 - Manage Résumés
 - Manage Job Orders
 - Manage Labor Exchange
 - Manage Activities
 - Manage Providers
 - Manage Case Assignment
 - Manage Funds
 - Manage Follow-Up

My Staff Dashboard My Staff Resources My Staff Account Directory of Services

My Messages My Correspondence My Calendar

My Report Indicators

Labor Market Services

Staff Internal Job Placement

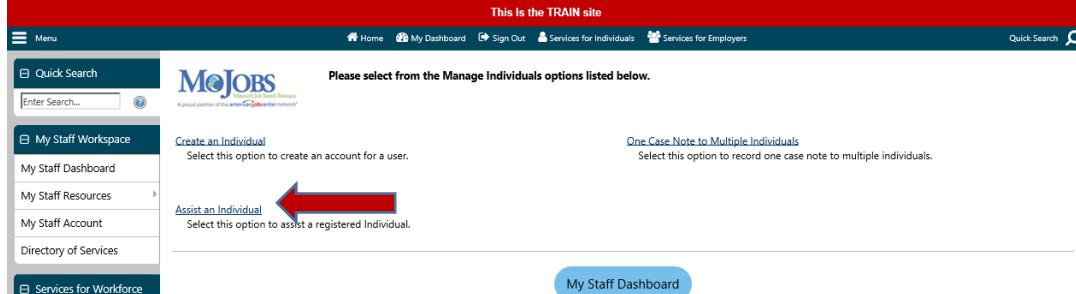
My Saved Lists

October 2018

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Enter the Message Center Enter the Correspondence Center Enter the Appointment Center

Next, click on “Assist an Individual”



This is the TRAIN site

Please select from the Manage Individuals options listed below.

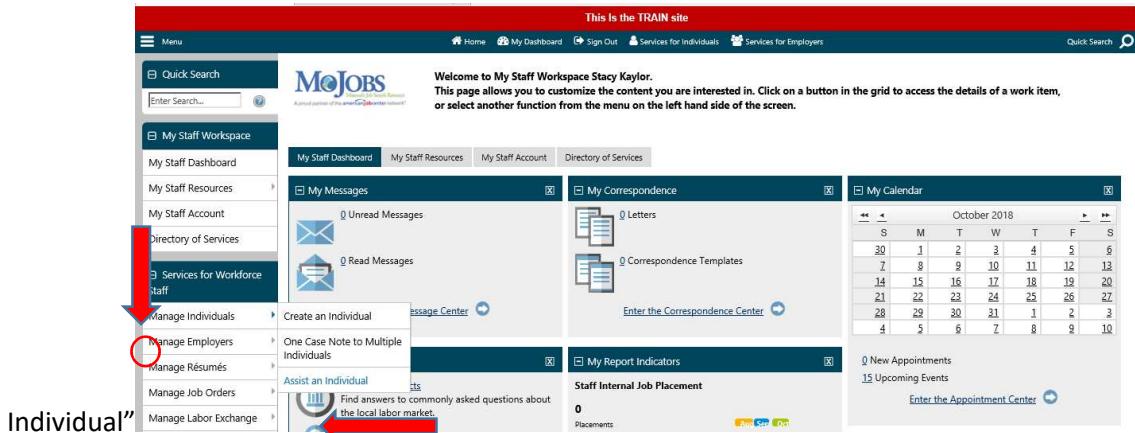
Create an Individual Select this option to create an account for a user.

One Case Note to Multiple Individuals Select this option to record one case note to multiple individuals.

Assist an Individual Select this option to assist a registered Individual.

My Staff Dashboard

Or from “My Staff Dashboard” place the cursor over the “Manage Individuals” drop-down menu and click “Assist an



This is the TRAIN site

Welcome to My Staff Workspace Stacy Taylor. This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or select another function from the menu on the left hand side of the screen.

My Staff Workspace

- My Staff Dashboard
- My Staff Resources
- My Staff Account
- Directory of Services
- Services for Workforce Staff
 - Manage Individuals
 - Create an Individual
 - One Case Note to Multiple Individuals
 - Assist an Individual
 - Manage Employers
 - Manage Résumés
 - Manage Job Orders
 - Manage Labor Exchange

My Staff Dashboard My Staff Resources My Staff Account Directory of Services

My Messages My Correspondence My Calendar

My Report Indicators

Labor Market Services

Staff Internal Job Placement

October 2018

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Enter the Message Center Enter the Correspondence Center Enter the Appointment Center

If you have recently worked with the individual they may appear on the “Quick Assist” List – this is the last 5 individuals you have assisted

This is the TRAIN site

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

For help click the question mark icon.

[Quick Assist | General | Office]

Quick Assist

You have saved Individual item(s) in My Search Lists.

Here are the 5 most recent individuals you assisted: [Spice, Pumpkin \(PUMPKINSPICE\)](#) [Flowers, Sunshine \(SUNSHINEFLOWERS\)](#) [Unicorn, Magical \(MAGICALUNICORN\)](#) [Man, Ramblin \(RAMBLINMAN\)](#)

Assist

[Top | Search | Bottom]

If you have not worked with the individual before search for the individual in the “General Criteria”

You can search using 1 field or multiple fields (do not enter too many criteria into the search or you may not receive any results).

Once you have entered the Search criteria scroll to the bottom of the screen and click “Search”

General Criteria

Individual Username:	<input type="text"/>
Individual User ID:	<input type="text"/> <input type="radio"/> Starts with these #s <input checked="" type="radio"/> Matches exactly
State ID Number:	<input type="text"/>
SNAP Case Number:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
SSN (last 4 digits):	<input type="text"/>
SSN (full number):	<input type="text"/> Example: 9999999999
Date of Birth:	<input type="text"/> (MM/DD/YYYY)
Telephone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> <input type="checkbox"/> Include Alternate
Email Address:	<input type="text"/>
Registration IP:	<input type="text"/>
Login IP:	<input type="text"/>
Résumé Available:	<input type="text"/> None Selected
Individual Registered within:	<input type="text"/> days
Last Login Date:	Between <input type="text"/> <input type="text"/> Today And <input type="text"/> <input type="text"/> Today
Program Participation (Active only):	<input type="text"/> None Selected
Application # (Open or closed):	<input type="text"/>
Individual User Status:	<input type="text"/> None Selected

Recommended search options:

Last Name and SSN or First Name and SSN, Last Name and DOB or First Name and DOB,

Last Name and last 4 of SSN, First Name and last 4 of SSN,

First Name, Last Name and DOB or First Name, Last Name and SSN

Not Recommended search options:

Phone Number

Email Address

Registration IP or Login IP

Example of Search:

General Criteria

Individual Username:	<input type="text"/>
Individual User ID:	<input type="text"/>
<input type="radio"/> Starts with these #s	
<input checked="" type="radio"/> Matches exactly	
State ID Number:	<input type="text"/>
SNAP Case Number:	<input type="text"/>
First Name:	<input type="text" value="Jack"/>
Last Name:	<input type="text"/>
SSN (last 4 digits):	<input type="text"/>
SSN (full number):	<input type="text"/> Example: 9999999999
Date of Birth:	<input type="text" value="10/31/1978"/> <input type="button" value="MM/DD/YYYY"/>

And results:

This is the TRAIN site

Menu Home My Dashboard Sign Out Services for Individuals Services for Employers

MoJOBS Missouri Small Business A proud partner of the America's Small Business

To assist a specific Individual, click on a link in the Action column below.

Results View: [Summary](#) | [Detailed](#)
To sort on any column, click a column title.

User Name	First Name	Last Name	SSN	Vet	State ID	Last Login Date	Last Exited	Created	Action	Select
JACKOLANTERN	Jack	O'Lantern	0468	1433	10/05/2018			10/05/2018	Summary Tab Case Notes Tab Activities Tab Programs Tab	<input type="checkbox"/>

Save New List

1 Records found

SEARCH CRITERIA: First name begins with Jack and date of birth equals 10/31/1978 12:00:00 AM

Records per page:

[\[New search criteria \]](#) [\[Modify current criteria\]](#)

Click on the User Name to go to the Individual Record

If you do not find the individual on the first search you may modify the search criteria and add or remove criteria.

Once you click on the User Name the Left Navigation Menu will display the person you are working with under "Currently Managing"

This is the TRAIN site

Home My Dashboard Sign Out Services for Individuals Services for Employers Quick Search

MoJOBS Member Job Board Institute A proud partner of the American Center Network

Please select from the My Portfolio options listed below.

Currently Managing O'LANTERN, JACK

Service Tracking: ON

Release Individual

Assist a new Individual

My Staff Workspace

My Staff Dashboard

My Staff Resources

My Staff Account

Directory of Services

Services for Workforce Staff

Manage Individuals

Manage Employers

Manage Résumés

Manage Job Orders

Quick Search

[Assist an individual | Staff Services]

[My Individual Profiles | My Individual Plans | Staff Profiles]

My Individual Profiles

My Individual Plans

Staff Profiles

General Profile - Select this option to view general case information including access to notes and activities.

Case Management Profile - Select this option to work with application and intake information that the selected Individual may be eligible for.

Report Profile - Select this option to work with reports for the selected Individual. For example view reports that display tracking, core service usage, and case history.

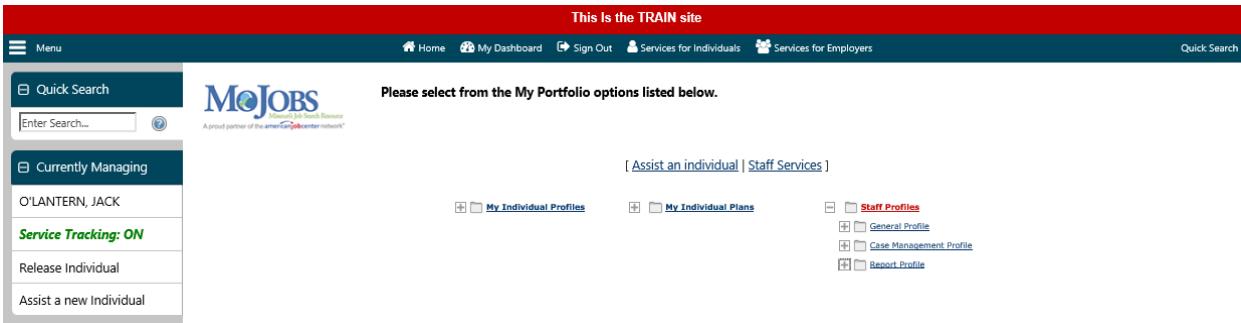
Return to Directory of Services



After working with any participant remember to **RELEASE THE INDIVIDUAL** in the left navigation menu.

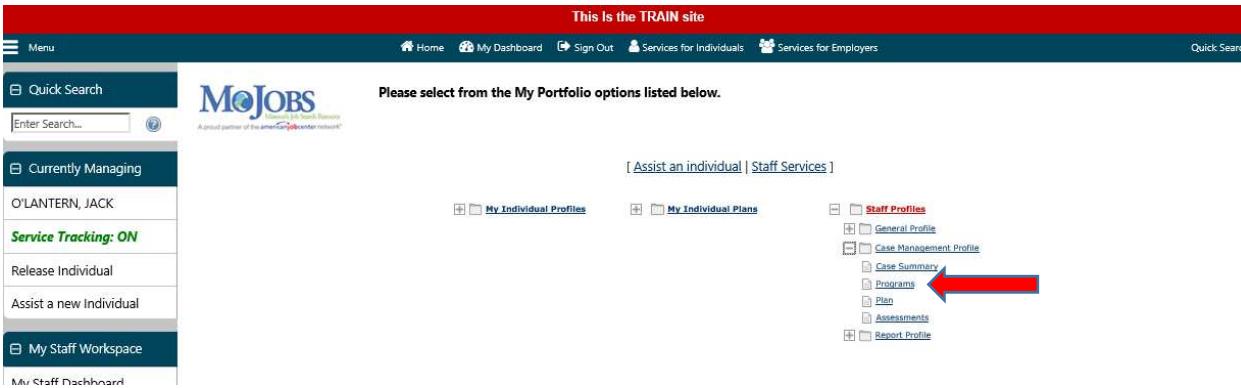
How to determine if a participant is a Volunteer or ABAWD in MoJobs?

From the Individual Record – expand the “Staff Profiles” column



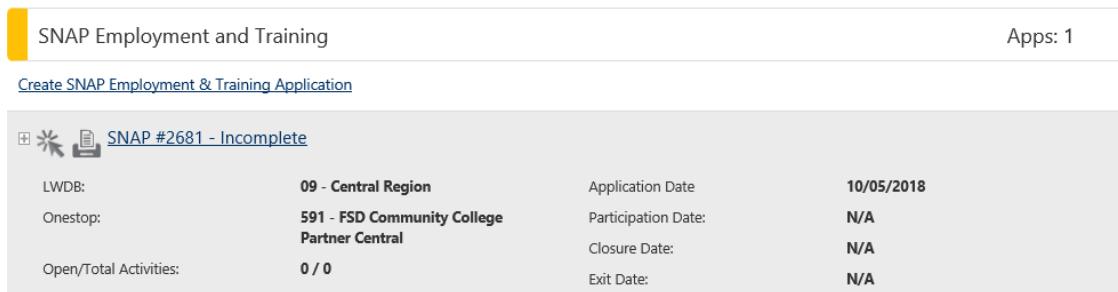
This screenshot shows the MoJobs 'My Portfolio' section. The 'Staff Profiles' tree view is expanded, showing 'General Profile', 'Case Management Profile', and 'Report Profile'. The 'Case Management Profile' node is highlighted with a red box and an arrow pointing to it. Other nodes like 'Case Summary', 'Programs', 'Plan', and 'Assessments' are also visible under 'Case Management Profile'.

Next, expand the “Case Management Profile” and click on “Programs”



This screenshot shows the MoJobs 'My Portfolio' section. The 'Case Management Profile' node under 'Case Summary' is expanded, and the 'Programs' node is highlighted with a red box and an arrow pointing to it.

Scroll down until you see the yellow “SNAP Employment and Training” application



This screenshot shows the 'SNAP Employment and Training' application details. The application number is SNAP #2681 - Incomplete. The table includes the following data:

LWDB:	09 - Central Region	Application Date	10/05/2018
Onestop:	591 - FSD Community College Partner Central	Participation Date:	N/A
Open/Total Activities:	0 / 0	Closure Date:	N/A
		Exit Date:	N/A

Note: In MoJobs production the app will appear as SNAP #XXXX – Partial

If the individual does not have a SNAP application in MoJobs: immediately send the SkillUP Eligibility and DCN Verification Form to FSD.Agreements@dss.mo.gov to verify the participant's Food Stamp eligibility and status as ABAWD or Volunteer.

If the individual has a SNAP application that has an “Exit Date” and the participant states they are currently receiving Food Stamps: immediately send the SkillUP Eligibility and DCN Verification Form to FSD.Agreements@dss.mo.gov to verify the participant's Food Stamp eligibility and status as ABAWD or Volunteer.

Next, click on the plus sign next to the SNAP application

[Create SNAP Employment & Training Application](#)

SNAP #2681 - Complete			
LWDB:	09 - Central Region	Application Date	10/05/2018
Onestop:	591 - FSD Community College Partner Central	Participation Date:	10/10/2018
Open/Total Activities:	1 / 3	Closure Date:	N/A
		Exit Date:	N/A

The SNAP application is expanded and the Participation Type will display as Voluntary or ABAWD

SNAP #2681 - Complete			
LWDB:	09 - Central Region	Application Date	10/05/2018
Onestop:	591 - FSD Community College Partner Central	Participation Date:	10/10/2018
Open/Total Activities:	1 / 3	Closure Date:	N/A
Case Information			
Case Number:	 Participation Type: Voluntary		
Location and Staff			
LWDB:	09 - Central Region	Onestop:	591 - FSD Community College Partner Central
Create Staff:	Stacy Kaylor (5387)	Edit Staff:	Stacy Kaylor (5387)
Case Manager:	N/A	Temporary Case Manager:	N/A

After working with any participant remember to **RELEASE THE INDIVIDUAL** in the left navigation menu.

How to complete a Partial SNAP Application and SkillUP Enrollment

Click on the “Starburst” or “Flower” next to the SNAP application

SNAP Employment and Training

Apps: 1

[Create SNAP Employment & Training Application](#)

SNAP #2681 - Incomplete

LWDB:	09 - Central Region	Application Date	10/05/2018
Onestop:	591 - FSD Community College Partner Central	Participation Date:	N/A
Open/Total Activities:	0 / 0	Closure Date:	N/A
		Exit Date:	N/A

Most fields will be pre-populated, it is important to review the application with the participant to ensure all information is accurate and up to date. Required Fields are marked with a red asterisk *.

If at any time you need to leave the application click on “Exit Wizard” link – you may come back and complete the application by clicking the “starburst” next to the SNAP application

The “Start Page” tab indicates whether the participant is an ABAWD or Volunteer, verify DOB, Region and Office/Location and click Next

Application Staff Application Document Management Application Eligibility Application Participation

Start Page Application Contact Application Demographic Application Employment Application Veteran Application Public Assistance

Indicates required fields. *For help click the question mark icon next to each section.*

Identifying Information

Username:	JACKOLANTERN
User ID:	5781
State ID:	1433
Benefit Year Beginning (BYB) Date:	

General Information

Application ID:	2681
Staff User ID:	5387 - Kaylor, Stacy
* Application Date:	10/05/2018 (mm/dd/yyyy) <input type="button" value="Today"/>
* Participation Type:	<input type="button" value="Voluntary"/>
* Application Status:	<input type="button" value="Active"/>
* LWIA/Region:	<input type="button" value="Central Region"/>
* Office Location:	<input type="button" value="FSD Community College Partner Central"/>

[Exit Wizard](#)

[Next >>](#)

Verify all Information on the “Application Contact” tab and click Next

Application Staff	Application Document Management	Application Eligibility	Application Participation
Start Page	Application Contact	Application Demographic	Application Employment
<p>* Indicates required fields.  For help click the question mark icon.</p> <p>Name</p> <p>* First Name: <input type="text" value="Jack"/></p> <p>M.I: <input type="text"/></p> <p>* Last Name: <input type="text" value="O'Lantern"/></p>		Application Veteran	Application Public Assistance
<p>Social Security</p> <p>* SSN: (do not enter dashes, eg: 999999999) <input type="text" value="900-00-0468"/> [Edit SSN] Individual has not provided a valid SSN</p>			
<p>Residential Address</p> <p>* Address 1: <input type="text" value="666 Spooky Hollow Ln"/></p> <p>Address 2: <input type="text"/></p> <p>* City: <input type="text" value="Columbia"/></p> <p>* State: <input style="width: 100px;" type="text" value="Missouri"/></p> <p>* Zip: <input type="text" value="65201"/></p> <p>* County / Parish: <input style="width: 100px;" type="text" value="Boone County"/></p> <p>Country: <input style="width: 100px;" type="text" value="United States"/></p>			
<p>Mailing Address</p> <p><input type="checkbox"/> Check here to use residential address information</p> <p>* Mailing Address 1: <input type="text" value="666 Spooky Hollow Ln"/></p> <p>Mailing Address 2: <input type="text"/></p> <p>Directions: <input type="text"/></p>			

On the “Application Demographic” tab verify all information and make sure you answer the English Language Learner question, then click Next

Application Staff	Application Document Management	Application Eligibility	Application Participation
Start Page	Application Contact	Application Demographic	Application Employment
<p>* Indicates required fields.  For help click the question mark icon.</p> <p>Individual Information</p> <p>* Date of Birth: <input style="width: 100px;" type="text" value="10/31/1978"/> (mm/dd/yyyy) </p> <p>Age: <input type="text" value="39"/></p> <p>* Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Did not self-identify</p> <p>* Do you have a disability? <input type="radio"/> Yes, I do have a disability. <input checked="" type="radio"/> No, I don't have a disability. <input type="radio"/> Not Specified (optional)</p> <p>Type of Disability: <input style="width: 100px;" type="text" value="None Selected"/></p> <p>* English Language Learner <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Are you a U.S. Citizen? <input style="width: 100px;" type="text" value="Citizen of U.S. or U.S. Territory"/></p> <p>USCIS (Alien Registration) Number: <input type="text" value="e.g. A123456789"/></p> <p>USCIS (Alien Registration) Expiration Date: <input style="width: 100px;" type="text"/> (mm/dd/yyyy) </p>		Application Veteran	Application Public Assistance
<p>Educational Information</p> <p>* Are You Attending School? <input style="width: 100px;" type="text" value="No, Not Attending Any School"/></p> <p>Federal Definition of Attending School: Not attending school; Secondary School Graduate or has a recognized equivalent</p> <p>* Individual Registration Highest Grade Completed: <input style="width: 100px;" type="text" value="High School Diploma"/></p>		<p>Ethnic Origin</p>	

On the Application Employment Tab, verify the Employment and Unemployment Status as well as the desired occupation and title. If the participant is currently employed, staff will enter the employment information on this tab by clicking “Add a new Employment History” at the bottom of the screen

Application Staff	Application Document Management	Application Eligibility	Application Participation
Start Page	Application Contact	Application Demographic	Application Employment

* Indicates required fields.

For help click the question mark icon.

Employment Information

* Employment Status: Employed

* Unemployment Eligibility Status: Neither Claimant nor Exhaustee

Desired Occupation and Title #1: 47211100 [Search for O*Net Code](#)
Electricians

Desired Occupation and Title #2: None Selected [Search for O*Net Code](#)

Type of job looking for: Electrician

Years of experience in this area:

Type of employment desired: None Selected

Full-time or part-time: None Selected

Employment History

Company Name	City	Job Title (Occupation)	Start/End Dates	Action
No Employment History				

 [\[Add a new Employment History\]](#)

Enter all required employer information then scroll down and click Save at the bottom of the screen

Employer

* Employer Name: Halloween City

Address:

Store / Location Number:

Zip Code: 65201

* City: Columbia

* State / Province: Missouri

* Country: United States

Job Title

Please enter a job title below for this employment history. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

* Job title: Sales Associate

Occupation

Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.

Suggested occupation(s):

Retail Salespersons

[[Search for an occupation](#)]

* Occupation title: **Retail Salespersons**

Occupation code: 41203100

Position

Once you have saved the Employment History it will appear under the “Employment Information” section

Employment Information

* Employment Status: Employed

* Unemployment Eligibility Status: Neither Claimant nor Exhaustee

Desired Occupation and Title #1: 47211100 [Search for O*Net Code](#)
Electricians

Desired Occupation and Title #2: None Selected [Search for O*Net Code](#)

Type of job looking for: Electrician

Years of experience in this area: [empty input]

Type of employment desired: None Selected

Full-time or part-time: None Selected

Employment History

Company Name	Location	Job Title (Occupation)	Start/End Dates	Action
Halloween City	Columbia, MO	Sales Associate (Retail Salespersons)	09/15/2018 - present	Edit Delete

◀ ▶ Page of 1 [»](#)

Rows:

Verify all information on the “Application Veteran” tab, then click Next

Application Staff	Application Document Management	Application Eligibility	Application Participation
Start Page	Application Contact	Application Demographic	Application Employment
Application Veteran			Application Public Assistance

* Indicates required fields.

Military Service

Veterans and their spouses may be entitled to State and Federal Benefits. Please answer the following questions.

* Are you the Spouse/Dependent of someone in the active-duty military service, National Guard or Reserves who are currently activated? Yes No

* **Question 1.** Are you within 24 months of retirement or 12 months of discharge from the military (Transitioning Service Member)? Yes No

* **Question 2.** Have you served on active duty in the armed forces and were discharged or released from such service under conditions other than dishonorable? Yes No

* **Question 3.** Are you the spouse of a veteran who has a total service connected disability, is Missing In Action, captured in the line of duty by a hostile force, is a Prisoner Of War or who died from a service connected disability? Yes No

If you answered No to questions 1, 2 and 3 above please proceed to the bottom of the page and click the Next button.

Verify all information on the “Application Public Assistance” tab – the Supplemental Nutrition Assistance Program (SNAP) question should be marked Yes when working with SkillUP participants. Click Next

Note: If you are creating a new SNAP application, FSD Counselor should always state “FSD Processing Center” and Counselor phone number should be 855-373-4636 (FSD INFO) and the Case Number is the DCN

Application Staff	Application Document Management	Application Eligibility	Application Participation
Start Page	Application Contact	Application Demographic	Application Employment
Application Veteran			Application Public Assistance

* Indicates required fields.

For help click the question mark icon.

Public Assistance Aid

* FSD Counselor: FSD Processing Center

* Counselor Phone Number: 855 - 373 - 4636 Ext:

Case Number:

Individual is receiving, or in the past 6 months has received, the following:

* Temporary Assistance for Needy Families (TANF) Yes No

* Supplemental Security Income (SSI) Yes No

* Social Security Disability Insurance Income (SSDI) Yes No

* Refugee Cash Assistance (RCA) Yes No

* General Assistance (GA) Yes No

* Supplemental Nutrition Assistance Program (SNAP) Yes No

* Receiving or Notified of Pell Grant: Yes No

* Are you a Publicly Supported Foster Child? Yes, I am a publicly supported Foster Child No, I am not a publicly supported Foster Child

The “Application Staff” tab is where staff will add themselves or, if needed assign another staff member as the Case Manager. Add a Case Note. Click Next

Start Page	Application Contact	Application Demographic	Application Employment	Application Veteran	Application Public Assistance
Application Staff	Application Document Management		Application Eligibility		Application Participation

* Indicates required fields.

For help click the question mark icon.

Staff Information

SNAP Eligibility: Yes

* Staff Position: Staff

Staff Created ID: 5387

Date Created: 10/05/2018

Staff Edited ID: 5387

Date Last Edited: 10/09/2018

Current Case Manager: Case currently Not Assigned to a Case Manager

[Assign Case Manager](#)

[Assign Me](#)

[Remove Case Manager Assignment](#)

Previous Case Manager:

Case Note:

[[Add a new Case Note](#) | [Show Filter Criteria](#)]

ID	Create Date	Subject	Action
No data found.			

The “Application Document Management” tab allows staff to upload documents to MoJobs. Remember to NEVER enter confidential documents into MoJobs, these should be stored in a confidential file in office. Click Next

Start Page	Application Contact	Application Demographic	Application Employment	Application Veteran	Application Public Assistance
Application Staff	Application Document Management			Application Eligibility	Application Participation

* Indicates required fields.  For help click the question mark icon.

SNAP Program Document(s)

Listed below are the documents available on the selected Individual. Click the View link below to view that particular item.

No records found

Uploaded and scanned documents with spaces in the document name may be incompatible with some browsers. These spaces will be replaced with _ when saving the document in our system.

[Add a Document](#)

The “Application Eligibility” tab displays the SNAP eligibility. Click Next to complete enrollment.

Start Page	Application Contact	Application Demographic	Application Employment	Application Veteran	Application Public Assistance
Application Staff	Application Document Management			Application Eligibility	Application Participation

* Indicates required fields.  For help click the question mark icon next to each section.

Eligibility Information

Eligible for SNAP? Yes 

TO PROCEED DIRECTLY TO ENROLLMENT CLICK THE NEXT BUTTON
TO NOT ENROLL AT THIS TIME CLICK THE FINISH BUTTON

[Exit Wizard](#)

[<< Back](#) [Next >>](#) [Finish](#)

The “Application Participation” tab must be completed to finish enrollment. Enter the participation date (should be the same day the SNAP application is completed) Staff can click on the calendar to choose a date or can click on Today to input today's date. Click Next

Start Page	Application Contact	Application Demographic	Application Employment	Application Veteran	Application Public Assistance
Application Staff	Application Document Management			Application Eligibility	Application Participation

* Indicates required fields.  For help click the question mark icon.

General Information

Login Name: JACKOLANTERN
 User ID: 5781
 State ID: 1433
 Name: Jack O'Lantern
 SSN: 900-00-0468
 Application Date: 10/05/2018
 Eligibility Date: 10/05/2018

Participation Information

* Participation Date  
 Participation Age 39
 * Highest Education Level Achieved Attained High School Diploma
 * Participation Type Voluntary

The Activity Enrollment screen populates. Remember all items marked with * are required fields.

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollment Budget	Budget Planning	Closure Information
---------------------	------------------	-----------------	---------------	-------------------	-----------------	---------------------

General Information

Participant User Name:	JACKOLANTERN
Participant State ID:	1433
Last Name, First Name MI:	O'Lantern, Jack
Social Security Number:	0468
Address:	666 Spooky Hollow Ln Columbia, MO 65201
Application Summary:	Program:SNAP Employment and Training Application Date:10/05/2018 Eligibility Date:10/05/2018
Participation Date:	10/10/2018
* Customer Program Group:	50A - SNAP E and T
* LWDB:	Central Region
LWDB cannot be modified if staff has local region assignment.	
* Office Location:	FSD Community College Partner Central

Note: the Actual Begin Date is pre-populated with the Participation Date.

Enrollment information

* Activity Code:	<input type="text"/> <input type="button" value="Select Activity Code"/>
Projected Begin Date:	<input type="text"/> <input type="button" value="Today"/>
Actual Begin Date:	10/10/2018 Actual begin date may not be modified on the first activity.
* Projected End Date:	<input type="text"/> <input type="button" value="Today"/>

Staff may add a Comment on the “General Information” tab but cannot enter a Case Note until the activity has been saved

Staff Information

Staff ID:	5387								
* Position:	Staff								
Current Case Manager:	Case currently Not Assigned to a Case Manager Assign Case Manager Assign Me Remove Case Manager Assignment								
Previous Case Manager:	<input type="text"/>								
Comments:	<input type="text"/>								
Case Notes:	Add a new Case Note Show Filter Criteria <table border="1"> <thead> <tr> <th>ID</th> <th>Create Date</th> <th>Subject</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="4">No data found.</td> </tr> </tbody> </table>	ID	Create Date	Subject	Action	No data found.			
ID	Create Date	Subject	Action						
No data found.									

The first activity on a SNAP application will be the Funding Source. Click on “Select Activity Code” a new window will pop up. Providers will select the appropriate funding source for their agency. Note: ABAWDs will never be the SkillUP FNS funding source

To select an activity, click on an activity link below. Activities that do not have a link mean there are no programs offered for the selected customer group and / or region.

Activity Code	Activity Title	Provider Type
S20	SkillUP FNS	PS - Other
S10	SkillUP TANF	PS - Other

[Close Window](#)

18.1

After selecting the appropriate code, enter the projected end date of today, and click Next.

Enrollment Information

* Activity Code: SkillUP TANF [Select Activity Code](#)

Projected Begin Date: [Today](#)

Actual Begin Date:
Actual begin date may not be modified on the first activity.

* Projected End Date: [Today](#) 

On the “Service Provider” tab select your agency from the Provider list, select the Service and select your office location from the Provider Locations. Note: the training region does not have providers loaded at this time. Please notify DWD Support if the provider information is not complete or incorrect.

General Information Service Provider Enrollment Cost Financial Aid Enrollment Budget Budget Planning Closure Information

Enrollment Service Provider Information

Enrollment Summary: Enrollment ID: 3604
Username: JACKOLANTERN
SNAP Application ID: 2681
Activity Code: 213 - Comprehensive Assessment
Activity Dates: 10/12/2018 - 10/12/2018

* Provider: Better Family Life
Provider Cannot be modified.

* Service, Course or Contract: Office Services
Provider Service cannot be modified.

Provider Locations: ARCHS BFL
456 2nd st
Saint Louis, MO 63118
You do not have the privilege to modify Provider Locations

Provider Contacts:
You do not have the privilege to modify Provider Contacts

* Occupational Training Code: Not Applicable

At this time the Enrollment Cost, Financial Aid, Enrollment Budget, and Budget Planning tabs will not be completed on services in the SNAP application. Click Next until you reach the Closure Information tab

Enter the Last Activity Date as Today and select Successfully Completed in the Completion Code. Add a Case Note and click Finish

Closure Information

Enrollment Summary:
 Enrollment ID: 3535
 Username: JACKOLANTERN
 SNAP Application ID: 2681
 Activity Code: S10 - SkillUP TANF
 Activity Dates: 10/10/2018 - 10/10/2018

Last Activity Date:  

Completion Code: 

Case Notes: [\[Add a new Case Note \]](#) [\[Show Filter Criteria \]](#)

ID	Create Date	Subject	Action
6675	10/10/2018	Funding Source	 

 Rows: 

This is what the activity should look like once it is completed

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
 S10 - SkillUP TANF Better Family Life	 SNAP E and T			N/A	10/10/2018	10/10/2018	 10/10/2018 Successful Completion

After working with any participant remember to **RELEASE THE INDIVIDUAL** in the left navigation menu.

How to enter an activity/service/enrollment in MoJobs.

Expand the SNAP application and expand the Activities/Enrollments/Services tab. Click on Create Activity/Enrollment/Service.

SNAP Employment and Training Apps: 1

[Create SNAP Employment & Training Application](#)

 [SNAP #2681 - Complete](#)

LWDB:	09 - Central Region	Application Date	10/05/2018
Onestop:	591 - FSD Community College Partner Central	Participation Date:	10/10/2018
Open/Total Activities:	0 / 1	Closure Date:	N/A
		Exit Date:	N/A

Case Information

Case Number: **Participation Type:** Voluntary

Location and Staff

LWDB: 09 - Central Region **Onestop:** 591 - FSD Community College Partner Central
Create Staff: [Stacy Kaylor \(5387\)](#) **Edit Staff:** [Stacy Kaylor \(5387\)](#)
Case Manager: N/A **Temporary Case Manager:** N/A

Self Assessment

Communication Letters

Participation **10/10/2018**

Activities / Enrollments / Services **1**

[Create Activity / Enrollment / Service](#) 

The Activity Enrollment screen populates. Remember all items marked with * are required fields.

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollment Budget	Budget Planning	Closure Information
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General Information

Participant User Name: JACKOLANTERN

Participant State ID: 1433

Last Name, First Name MI: O'Lantern, Jack

Social Security Number: 0468

Address: 666 Spooky Hollow Ln
Columbia, MO 65201

Application Summary: Program:SNAP Employment and Training
Application Date:10/05/2018
Eligibility Date:10/05/2018

Participation Date: 10/10/2018

*** Customer Program Group:** 50A - SNAP E and T

*** LWDB:** Central Region
LWDB cannot be modified if staff has local region assignment.

*** Office Location:** FSD Community College Partner Central

The Enrollment Information tab is used to enter the activity code projected begin, actual begin date and projected end dates. Click on Select Activity Code, then select an activity from the pop up window.

Enrollment Information

* Activity Code: [\[Select Activity Code\]](#) 

Projected Begin Date:  Today

Actual Begin Date:  Today

* Projected End Date:  Today

To select an activity, click on an activity link below. Activities that do not have a link mean there are no programs offered for the selected customer group and / or region.

Activity Code	Activity Title	Provider Type
S20	SkillUP FNS	PS - Other
S01	Initial Assessment	PS - Office Services
S10	SkillUP TANF	PS - Other
S02	Attended TAP Workshop	PS - Office Services
S03	Referred to other Services	PS - Office Services
S04	Internships	PS - Work Experience
S05	Attended Workshop - Career & Skills Assessment	PS - Office Services
S06	Pre-Apprenticeship	PS - Work Experience
S07	Attended Workshop - Career Advancement and Enhancement	PS - Office Services
S08	Occupational Skills Training - Approved Provider (ITA)	PS - Approved Provider

Projected Begin Date – is not a required field, but should be used when entering an activity that a participant will be entering in the future (e.g. participant starts OJT in a week)

Actual Begin Date – this date will be entered on the day the participant starts the activity (you cannot enter a future date in this field)

Projected End Date – for all one day services this will be today, but staff can enter a future date in this field for trainings that have a duration of more than 1 day.

Enrollment Information

* Activity Code: 213 Comprehensive Assessment [\[Select Activity Code\]](#) 

Projected Begin Date: 10/12/2018  Today 

Actual Begin Date: 10/12/2018  Today 

* Projected End Date: 10/12/2018  Today 

Refer to the SNAP application Activity and Service Guide for definitions and durations of each service on the SNAP application.

Staff may add a Comment on the “General Information” tab but cannot enter a Case Note until the activity has been saved. Click Next

Staff Information

Staff ID:	5387									
* Position:	<input style="border: 1px solid #ccc; padding: 2px 5px; width: 100px; height: 20px; border-radius: 5px;" type="button" value="Staff"/> 									
Current Case Manager:	Case currently Not Assigned to a Case Manager									
	Assign Case Manager									
	Assign Me									
	Remove Case Manager Assignment									
Previous Case Manager:	<input style="border: 1px solid #ccc; padding: 2px 5px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="Previous Case Manager"/>									
Comments:	Comprehensive Assessment completed with Jack 10/12/18									
Case Notes:	<p>[Add a new Case Note Show Filter Criteria]</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>ID</th> <th>Create Date</th> <th>Subject</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="4">No data found.</td> </tr> </tbody> </table>		ID	Create Date	Subject	Action	No data found.			
ID	Create Date	Subject	Action							
No data found.										

The Service Provider tab populates. Click on Select Provider and choose your agency from the pop up list. Click on Select Service, Course or Contract and select the appropriate option. Staff must also click on Provider Location and select the correct office address.

General Information	Service Provider	Enrollment Cost	Financial Aid	Enrollment Budget	Budget Planning	Closure Information
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Enrollment Service Provider Information

Enrollment Summary: Enrollment ID: 3604 Username: JACKOLANTERN SNAP Application ID: 2661 Activity Code: 213 - Comprehensive Assessment Activity Dates: 10/12/2018 - 10/12/2018	* Provider: <input style="border: 1px solid #ccc; padding: 2px 5px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="Select Provider"/>  * Service, Course or Contract: <input style="border: 1px solid #ccc; padding: 2px 5px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="Select Service, Course or Contract"/>  Provider Locations: <input style="border: 1px solid #ccc; padding: 2px 5px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="Select Provider Locations"/>  Provider Contacts: <input style="border: 1px solid #ccc; padding: 2px 5px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="Select Provider Contacts"/>  * Occupational Training Code: Not Applicable
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If staff are unable to find their agency or office location, or they see that a provider record is incorrect, please contact dwdsupport@ded.mo.gov or call 866-506-0251.

Enrollment Service Provider Information

Enrollment Summary:	Enrollment ID: 3604 Username: JACKOLANTERN SNAP Application ID: 2681 Activity Code: 213 - Comprehensive Assessment Activity Dates: 10/12/2018 - 10/12/2018
* Provider:	<input type="text" value="Better Family Life"/> [Select Provider]
* Service, Course or Contract:	<input type="text" value="Office Services"/> [Select Service, Course or Contract]
Provider Locations:	<input type="text" value="ARCHS BFL
456 2nd st
Saint Louis, MO 63118"/> [Select Provider Locations]
Provider Contacts:	<input type="text"/> [Select Provider Contacts]
* Occupational Training Code:	Not Applicable

At this time staff will not complete the Enrollment Cost, Financial Aid, Enrollment Budget or Budget Planning Tabs. Click Next until you reach the Closure Information tab.

Last Activity Date – This is the date the participant completes the activity. Reminder: one day activities must be closed the same day.

Completion Code – Staff will choose from the drop down list for the appropriate code.

Case Note – Case notes should be added every time staff work with a participant. When case notes are added to an activity, it is tied to that activity, but can still be viewed from the Case Notes tab under the General Profile.

Case Note Details

<input type="checkbox"/> Please check to suppress this Case Note	
* Contact Date: <input type="text" value="10/12/2018"/> [Today]	
Type ID: <input type="text" value="3604"/> Delete	
* LWIA/Region: <input type="text" value="Central Region"/>	
* Office Location: <input type="text" value="FSD Community College Partner Central"/>	
* Program: <input type="text" value="SNAP Employment and Training"/>	
App ID: <input type="text" value="None Selected"/>	
Partner Program: <input type="text" value="None Selected"/>	
* Subject: <input type="text" value="Comprehensive Assessment"/> [X]	
Contact Type: <input type="text" value="None Selected"/>	
* Case Note Description:	
<input type="text" value="Completed Objective Assessment Summary with Jack in office today."/>	
[Spell Check]	

Click Finish to complete the activity

Enrollment Summary:	Enrollment ID: 3604 Username: JACKOLANTERN SNAP Application ID: 2681 Activity Code: 213 - Comprehensive Assessment Activity Dates: 10/12/2018 - 10/12/2018								
Last Activity Date:	10/12/2018 Today								
Completion Code:	Successful Completion								
Case Notes:	Add a new Case Note Show Filter Criteria <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Create Date</th> <th>Subject</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>6680</td> <td>10/12/2018</td> <td>Comprehensive Assessment</td> <td> </td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> « « Back Finish Delete </div> <div style="text-align: right; margin-top: 10px;"> Rows: 25 </div>	ID	Create Date	Subject	Action	6680	10/12/2018	Comprehensive Assessment	
ID	Create Date	Subject	Action						
6680	10/12/2018	Comprehensive Assessment							

The activity now displays as Closed and the Actual End Date displays the completion code as well.

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
213 - Comprehensive Assessment	Better Family Life		SNAP E and T	10/12/2018	10/12/2018	10/12/2018	<u>10/12/2018</u> Successful Completion

After working with any participant remember to **RELEASE THE INDIVIDUAL** in the left navigation menu.

The 4 activities that must be completed on each SkillUP participant prior to enrollment in any training programs are:

213 Comprehensive Assessment – This activity is added when you complete the Objective Assessment Summary

205 Develop Service Strategies – This activity is added when you complete the IEP with the participant.

101 Orientation - This activity is added after the participant has attended an informational session on the SkillUP program.

107 Provision of Labor Market Research – This activity is added when you review Labor Market Information with the participant.

Each activity above is a one day activity and must be closed by staff the same day.