

Virtual Enrollment Guidance

Purpose: Provide guidance for staff on appropriate procedures for completing a virtual enrollment for clients during the COVID-19 Outbreak.

Pre-Screening/Program Overview

1. Case Manager will contact Individual to conduct assessment in order to determine needs and services available through the Adult, Dislocated Worker or Out of School Youth program.
2. Case Manager will determine the following:
 - Eligibility for Adult, Dislocated Worker or Out of School Youth services
 - Individual's access to: Internet/Computer/Smartphone
3. Case Manager will request Individual to create/update EmployNV account
4. Case Manager will send secure messages to Individual through EmployNV requesting copy of eligibility documents and will assist the Individual during this process

Once Eligibility is determined, Case Manager will move forward with Enrollment in the Adult, Dislocated Worker or Out of School Youth program.

Program Enrollment Process

1. Case Manager and Individual will complete and sign the following documents:
 - a) Initial Assessment (as appropriate)
 - b) Release of Information Form that includes EEO information
 - c) Workforce Authorization Form
 - d) Veteran's Priority of Service Form
2. Case Manager and Individual will complete/review the WIOA application in EmployNV.
3. Case Manager will select and print (or download) the WIOA application with disability information option.

Select the type of form to print:

Print Application with disability information

Print Application without disability information

Print Eligibility Information Only

4. Case Manager will send the WIOA application to the Individual for signature.
5. Case Manager will create Enrollment Case note and upload the WIOA application and other appropriate documents to the Documents tab in the Individual's EmployNV record.
6. Case Manager will schedule virtual appointment with Individual to complete and develop the ISS/IEP.