



## **WORKFORCE IMPLEMENTATION GUIDANCE (WIG) LETTER**

**DATE:** June 26, 2019

**NO:** WIG GA-19-012

**TO:** LOCAL WORKFORCE SYSTEM STAKEHOLDERS

**FROM:** Joe Dan Banker, Assistant Commissioner

**SUBJECT:** INSTRUCTIONS FOR ENTERING SUPPORTIVE SERVICES INTO VOS

### Case Management Profiles

- Select 'Programs' (The applicant's application and participation record will have already been completed)
- Click on all the '+' until you see the participant's activity chart
- Select 'Create Activity'

### General Information

- Customer Program Group – Select the correct funding stream
- LWDA Region – LWDA's region will display and cannot be changed
- Office Location – Select the correct office location

### Enrollment Information

#### Select Activity Code

➤ Activity Codes must be set-up prior to assigning customers through the 'Manage Provider' page

- Select Activity Code '181 – Supportive Service – Transportation Assistance'
- Enter actual begin date of supportive service for activity code 181
- Enter projected end date of supportive service for activity code 181
- Select 'next'

#### Enrollment Service Provider Information

- Select 'Provider' (provider or vendor who will be providing the supportive service)
- Select 'Service, Course or Contract'
- Select 'Transportation'
- Select 'next'

#### Enrollment Cost Information Page

'Total Support Service Costs – Unit Based'



➤ The unit based and unit cost will automatically populate these fields based on the information already entered through the 'Manage Provider support set-up

➤ The Northeast Georgia area has selected to use #Units to = 1 day. Local areas may choose to use #Units however they like.

- Enter the '# Units'

➤ VOS will automatically calculate the total costs for you.

Skip Financial Aid

Enrollment Budget Page

Enrollment Budget Information

- Select 'Click Here to Select a Budget'
- Select a budget –hit enter

Budget Allocation

- Under Action – Select 'Edit'
- Enter the amount funded for transportation under 'Funded Amount'
- Select 'Save'
- Select 'Next'

Skip Budget Planning Page

Closure Information

- Select 'Finish'

Repeat all steps above for each supportive service, i.e., childcare, housing, etc. with the correct activity code.

## **INSTRUCTIONS FOR ENTERING SUPPORTIVE SERVICES – CASE CLOSURE INFORMATION INTO VOS**

Case Management Profiles

- Select 'Programs' (The applicant's application and participation record will have already been completed)
- Click on all the '+' until you see the participant's activity chart.
- Select Activity Code '181 – Supportive Service – Transportation Assistance'
- Click on [EDIT ACTIVITY] at top of page

Select 'Enrollment Cost Information' at top of page

- 'Total Support Service Costs – Unit Based'



- The # Units will need to be changed to reflect the **actual amount** of transportation dollars spent while the participant was in training. Once the # Units have been changed, the 'Total Support Service Costs– Unit Based' will automatically change to reflect the actual costs.
- The actual costs that was changed on the 'Enrollment Cost' page will automatically change on the 'Enrollment Budget' page
- The actual costs will also automatically change on the 'Budget Planning' page

\*\* At the bottom of the 'Budget Planning' page you will see the following chart below. It will not be necessary to complete the voucher for each participant. The balance listed on the 'Enrollment Budget' will be used to confirm the actual costs of supportive service. Please ensure that this amount is accurate upon exit of participant.

FY14 Adult: FY14 LWDA availability (10/1/2013 - 6/30/2015)

**Budget Location:** Region 9 [LWDA/Region]

Funded Amount: \$144.00      Obligated Amount: \$0.00      Current Balance: \$144.00

Total Payments: \$0.00      Total Refunds: \$0.00      Total Paid: \$0.00

[ Add a Voucher ]

You have no records

Continue to click on 'Next' until you get to 'Closure Information'

Enter all Closure Information for the participant and click 'Finish'

**\*\*Note\*\***

If you end up providing less supportive services than initially budgeted, you will be required to change the 'Budget Allocation' before you can change the 'Enrollment Costs.'