



TECHNICAL ASSISTANCE MEMO #7

DATE: JUNE 1, 2008
TO: YOUTH WIA SERVICE PROVIDERS
FROM: AMY GIMLIN, SWWDC PROGRAM COORDINATOR
PROGRAM AFFECTED: WIA YOUTH PROGRAMS
RE: DOCUMENTING WEX AND TUITION PAYMENTS IN SKIES

Once the case manager has determined the participant is eligible for a Paid Work Experience (WEX) or tuition payment the following steps need to be taken to ensure proper documentation in SKIES.

For **WEX** activity use the following steps:

1. Go to Job Seeker>Service Plan>Service Plan Tab> in the ONET code enter the ONET code for the participant's occupational choice.
2. Go to Job Seeker>Service Plan>Services Tab> in the Objectives Needed Services field click on the pull down menu to choose the appropriate service type "Training". The case manager will always choose "Employment Services (youth only)" under the "Training" section.
3. Go to Job Seeker>Service Plan>Services Tab> in the Provider Service field click on the drop down menu and choose "Paid Work Experience (youth only)".
4. Go to Job Seeker>Service Plan>Services Tab> in the Provider field the case manager will enter the sponsor name for the WEX. For example, "ESD 112/Construction Academy" or "ESD 112/Central Park Early Learning Center".
5. Go to Job Seeker>Service Plan>Services Tab> in the Course field the case manager must enter the training provided by the WEX or the Academy attended. For example, "Health Care Academy" or the occupation for which the training is being provided "Construction".
6. Go to Job Seeker>Service Plan>Services Tab> double check the staff assigned, office name, program affiliation, and contract are all correct.
7. Go to Job Seeker>Service Plan>Services Tab> enter the planned start date, planned exit date and actual start date.
8. Write a case note that gives a good explanation of the WEX.

For **tuition payments** use the following steps:

1. Go to Job Seeker>Service Plan>Service Plan Tab> in the ONET code enter the ONET code for the participant's occupational choice.
2. Go to Job Seeker>Service Plan>Services Tab> in the Objectives Needed Services field click on the pull down menu to choose the appropriate service type "Supportive Service". The case manager will always choose "Supportive Service" under the "Supportive Service" section.
3. Go to Job Seeker>Service Plan>Services Tab> in the Provider Service field click on the drop down menu and choose "Supportive Services – Other".

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4. Go to Job Seeker>Service Plan>Services Tab> in the Provider field the case manager will enter the Educational Institution providing the training for which we are paying. For example, "Clark College" or "Ashmead College".
5. Go to Job Seeker>Service Plan>Services Tab> in the Course field the case manager must enter the occupation for which the training is being provided. For example, "Welding" or "Dental Assistant".
6. Go to Job Seeker>Service Plan>Services Tab> double check the staff assigned, office name, program affiliation, and contract are all correct.
7. Go to Job Seeker>Service Plan>Services Tab> enter the planned start date, planned exit date and actual start date.
8. Write a case note that gives a good explanation of the payment of tuition.

See below for a screen shot of the SKIES Service Plan where the case manager will enter the WEX activity or tuition payment.

The screenshot displays the SKIES Service Plan - Services tab. The top menu bar includes File, Job Seeker, Provider, Employer, Staff Functions, Administrative, Reports, Help, and Window. The SKIES logo is visible on the left. The main form area contains the following sections:

- Objectives:** Type: C, CORE SERVICES. A red box highlights the 'Type' dropdown.
- Services:** A table with columns: Provider, Course, Enroll. The first row shows 'INTERNET TECHNICAL ASSISTANCE' in the Provider column.
- Staff Assigned:** MORITZ, KRISTINE, Office: SKIES MANAGEMENT.
- Dates:** Planned Start Date: 03/17/2006, Planned End Date: 03/17/2006.
- Program Affiliation:** No Program Affiliation (checked).
- Contract:** A text field.
- Actual Outcome:** A text field.
- Participation Hours:** Weekly, Minimum, Completed, Attending, Grade.

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