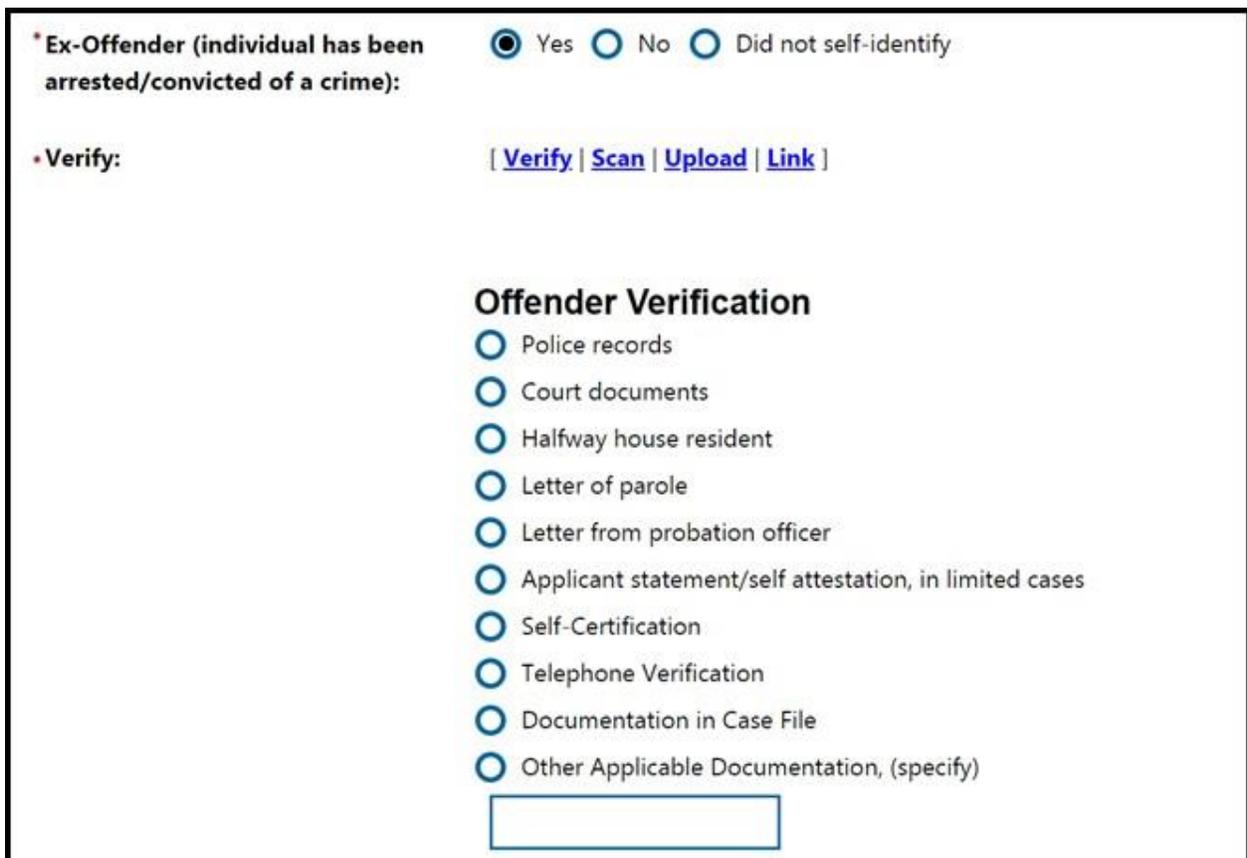


## Appendix III. CalJOBS Enrollment Guide

The following section highlights steps of the enrollment process that differ from WIOA Title I enrollment requirements. There are two instances where it is considered a special circumstance and participants can be enrolled into P2E even though the system will state eligibility has not been met. Practitioners seeking more general information about using CalJOBS should refer to the resources listed in Appendix IV. Note that this information applies to enrollment in the P2E Initiative only and does not apply to cases in which a user is co-enrolling a participant with another program.

### P2E Eligibility Requirement

Every participant has to either have been or currently is justice-involved and provide documentation to support this. In the application process the question “Ex-offender (individual has been arrested or convicted of a crime)” must be marked yes. A drop down menu will appear with documentation options. Select the appropriate verification and either upload into the system or keep as a hard copy in the case file.



\* Ex-Offender (individual has been arrested/convicted of a crime):  Yes  No  Did not self-identify

• Verify: [ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

**Offender Verification**

- Police records
- Court documents
- Halfway house resident
- Letter of parole
- Letter from probation officer
- Applicant statement/self attestation, in limited cases
- Self-Certification
- Telephone Verification
- Documentation in Case File
- Other Applicable Documentation, (specify)

### Right to Work Verification

During the Right to Work Verification step in the enrollment process, users will see the prompt pictured below, which asks the user to provide citizenship information for the client and states it *must* be provided. If services do not require coordination with an employer, staff is not required to verify Right to Work documents per [Workforce Service Directive 18-03 Pathways to](#)

[Services, Referral, and Enrollment](#). As a result, staff can scroll down and click “Remind me later.” This will allow staff to continue to the individual’s portfolio.

Staff is required to verify Right to Work documents only when service triggers participation and necessitates coordination with an employer.

**Right to Work Verification**

Documentation to Right to Work must be provided to assist this individual. Please complete the following information.

**Individual:** Hello Kitty

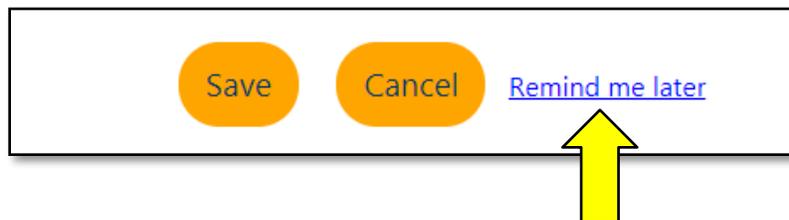
**Current Citizenship:**

**USCIS (Alien Registration) Number:**

**USCIS (Alien Registration) Expiration Date:**  Today

Select one from each column. All documents must be unexpired.

Documents that Establish Identity	Documents that Establish Employment Authorization
<input type="radio"/> U.S. Passport or U.S. Passport Card	<input type="radio"/> U.S. Passport or U.S. Passport Card
<input type="radio"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	<input type="radio"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
<input type="radio"/> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	<input type="radio"/> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa



### Citizenship Status

Users should select the Citizenship Status from the drop down menu that best reflects the individual they are serving. Please note that if selecting “None of the above” in the registration process (not the application) an error message will appear and will not allow users to continue. The CalJOBS unit is working to resolve this. If you encounter this problem at the time of registration then “Citizen of U.S. or U.S. Territory” should be selected. Once the user proceeds to the application this can be changed back to “None of the above” if that is accurate. This will not affect an individual’s eligibility for the P2E Initiative.

**\* U.S. Citizenship Status:**

**\* Verify:**

None of the above

None Selected

Citizen of U.S. or U.S. Territory

U.S. Permanent Resident

Alien/Refugee Lawfully Admitted to U.S.

None of the above

Selective Service

Users will be asked to select one of four options to describe the status of a male participant’s selective service registration: Yes, No, Exempt, or Not Applicable. Select the option that most accurately applies to the participant; however, users should note that selective service registration is not requirement for this grant and the user will be able to continue with the Title I Application if “No” is selected.

**\* Registered for the Selective Service:**

**Verify:**

**Selective Service Registration Number:**

Not Applicable

None Selected

Yes

No

Documented exemption from registration

Not Applicable

Users should also note that choosing the “not applicable” will cause an error message to appear that reads “The selected value cannot be ‘Not Applicable’ when gender is Male” (image below). This message will not prevent the user from continuing to complete the application and can be disregarded.

**\* Registered for the Selective Service:**

Not Applicable

The selected value cannot be "Not Applicable" when gender is Male

As mentioned above, selecting the “No” response in the selective service registration field will not prevent the user from completing the Title I Application; however selecting this option requires users to note several differences in the final steps of the enrollment process. On the final page of the application, the Eligibility Summary, the system will generate a list of all grant programs for which the participant is eligible (or not eligible). An individual that indicated “No” (and falls within the requirements for being registered) for Selective Service registration will not qualify for the WIOA Title I Adult program as shown below as Selective Service registration is a requirement for receiving WIOA services. This is considered a special circumstance where WIOA Title I eligibility is not met and the participant can be enrolled into the Non-WIOA special grant program. Note - If this participant were to be co-enrolled into the WIOA Title I program selective service would be required.

**Workforce Innovation and Opportunity Act (WIOA) Eligibility Information**

**Applicant Eligibility**

Applicant meets the definition for low income: No

Income Table: [Income Table](#)

Program	Eligible	Priority	Calculated Exception/Limitation	Reason(s) Not Eligible	Action
Adult	No			Selective Service is not met. Not Authorized To Work In US	<input type="checkbox"/> Inactive
Dislocated Worker	Undetermined			No DW Eligibility Date.	<input type="checkbox"/> Inactive
Youth	Undetermined			No Youth Eligibility Date.	<input type="checkbox"/> Inactive

VET = Veteran, BSD = Basic Skills Deficient, PA = Public Assistance, LI = Low Income, SLP = Additional Priorities

Users will need to scroll down this page to view additional funding streams.

When scrolling down, it shows the individual’s eligibility status for Non-WIOA Special Grants (State Funds) as “Not Applicable.”

<b>Statewide Adult Eligibility:</b>	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Applicant does not meet the requirements for Statewide Adult eligibility.				
<b>Statewide Dislocated Worker Eligibility:</b>	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Applicant does not meet the requirements for Statewide Dislocated Worker eligibility.				
<b>Statewide Youth Eligibility:</b>	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Applicant does not meet the requirements for Statewide Youth eligibility.				
<b>Statewide Rapid Response Additional Assistance Eligibility:</b>	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
Applicant does not meet the requirements for Statewide Rapid Response Additional Assistance eligibility.				
<b>Non-WIOA Grants</b>				
<b>Non-WIOA Special Grants:</b>	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive
<b>Local Funded Grants:</b>	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not Applicable	<input type="checkbox"/> Inactive

To enroll the individual into the P2E Initiative users should select “Yes” next to the Non-WIOA Special Grant option. A list of Non-WIOA Special Grants will appear. This list will differ from agency to agency depending on the grants your organization has been awarded or has access to. Select the corresponding funding stream to enroll the participant into the grant program by selecting “Add” under the Action column of the Grants table.

**Non-WIOA Grants**

**Non-WIOA Special Grants:**  Yes  No  Not Applicable  Inactive

**Local Funded Grants:**  Yes  No  Not Applicable  Inactive

**Grants**

No grants have been added.

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
NonWIOA Special Grant	188	HIGH GROWTH & EMERG IND	150		<a href="#">Add</a>
NonWIOA Special Grant	354	2023 - Prop 39 Cohort 2.0 Adult Participant Only	2023		<a href="#">Add</a>
NonWIOA Special Grant	402	AB 2060 3.0 Participants	2045		<a href="#">Add</a>

**Current Case Manager:** Case currently Not Assigned to a Case Manager  
[Assign Case Manager](#)

[Assign Me](#)  
[Remove Case Manager Assignment](#)

**Previous Case Manager:**

Once the grant has been added, the screen will look similar to image below in which the selected grant appears in a new table with “Remove” listed as an option under the Action column. If the grant code selected is incorrect, click “remove” under the Action column and select the correct grant. If the correct grant has been selected, click “finish” at the bottom of the page and the individual will be enrolled into the funding stream.

**Non-WIOA Grants**

**Non-WIOA Special Grants:**  Yes  No  Not Applicable  Inactive

**Local Funded Grants:**  Yes  No  Not Applicable  Inactive

**Grants**

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
NonWIOA Special Grant	354	2023 - Prop 39 Cohort 2.0 Adult Participant Only	2023	08/21/2019	<a href="#">Remove</a>

Select from the list of available grants.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
NonWIOA Special Grant	188	HIGH GROWTH & EMERG IND	150		<a href="#">Add</a>
NonWIOA Special Grant	402	AB 2060 3.0 Participants	2045		<a href="#">Add</a>

**Current Case Manager:** Case currently Not Assigned to a Case Manager  
[Assign Case Manager](#)

[Assign Me](#)  
[Remove Case Manager Assignment](#)

**Previous Case Manager:**

<< Back [Finish](#)

### Low Income Exception for Youth

At the onset of the application if the user enters an eligibility date for a youth and has entered that the participant is attending school this will prompt WIOA Title I eligibility requirements for in-school youth, ages 14-21 years of age. WIOA Title I requires two barriers for in-school youth, low income and a barrier. Under the P2E program the automatic barrier is ex-offender. P2E does not require that the individual be low income. Answer all the income questions accurately. If low income is not met the participant will not qualify for the WIOA Title I Youth program on the final screen (similar to the screenshots provided above for selective service) but can still be enrolled into P2E. This is considered a special circumstance where WIOA Title I eligibility is not met and the participant can be enrolled into the Non-WIOA special grant program. Note - if this participant were to be co-enrolled into the WIOA Title I program low income would be required.

### Formerly Incarcerated and Justice Involved Categories in CalJOBS

As described on pages 3-4 and illustrated by the figures in Appendix I, P2E eligible participants will fall into one of several subcategories of the justice-involved or formerly incarcerated population. The CalJOBS system has been updated to allow practitioners to select these options for P2E participants. The following images depict how CalJOBS users can select the categories that correspond to eligible participants.

**Miscellaneous Employment**

\* Prison to Employment participant:  Yes  No

\* If formerly incarcerated, what type of facility was the sentence served?:

\* Post Release Classification:

\* Year released from custody:

\* Total time incarcerated:  Years (0-60)  Months (0-11)

\* Total number of offenses:

After you complete the Miscellaneous Barriers section of the application users will complete the section called Miscellaneous Employment with a question specifically for P2E: “Prison to Employment participant.” Selecting the “Yes” button causes additional questions/fields populate. The options for some questions will change depending on how the user answers the preceding questions.

### Miscellaneous Employment

\* Prison to Employment participant:  Yes  No

\* If formerly incarcerated, what type of facility was the sentence served?: 

- None Selected
- Federal facility
- State Facility
- County Facility
- Not Applicable

\* Post Release Classification:

\* Year released from custody:

\* Total time incarcerated:  Years (0-60)  Months (0-11)

\* Total number of offenses:

The first question asks “If formerly incarcerated, in what type of facility was the sentence served?” The options are: Federal, State, County, and Not Applicable. For individuals eligible under the “Formerly Incarcerated” category, one of the three facility types should be selected. For individuals eligible under the “Justice-Involved” category, the “Not Applicable” option should be selected.

### Miscellaneous Employment

\* Prison to Employment participant:  Yes  No

\* If formerly incarcerated, what type of facility was the sentence served?:

\* Type of State Facility: 

- None Selected
- State prison
- Male Community Reentry Program (MCRP)
- Custody to Community Transition Reentry Program (CCTRP)
- Alternative Custody Program (ACP)
- Community Prisoner Mother Program (CPMP)
- Division of Juvenile Justice (DJJ)

\* Post Release Classification:

\* Year released from custody:

\* Total time incarcerated:  Years (0-60)  Months (0-11)

\* Total number of offenses:

After selecting a facility type, a corresponding set of options will be displayed based on the selection of the prior dropdown menu. The image above displays types of State Facilities

because the “State Facility” has been selected. Different options will display for the Federal, County, and “Not Applicable” selections.

### Miscellaneous Employment

\* Prison to Employment participant:  Yes  No

\* If formerly incarcerated, what type of facility was the sentence served?: State Facility

\* Type of State Facility: State prison

\* Post Release Classification: None Selected

\* Year released from custody: Federal Supervision  
State Parole  
County Probation, include Post Release Community Supervision (PRCS)

\* Total time incarcerated:  Years (0-60)  0 Months (0-11)

\* Total number of offenses:

Next, in the Post Release Classification field users should select the applicable option in the dropdown menu. Options include Federal Supervision, State Parole, County Probation.

### Miscellaneous Employment

\* Prison to Employment participant:  Yes  No

\* If formerly incarcerated, what type of facility was the sentence served?: State Facility

\* Type of State Facility: State prison

\* Post Release Classification: State Parole

\* Type of State Supervision: None Selected

Once a Post Release Classification selection is made, users will see an additional field for the Type of Supervision, with different options for State, Federal, and County. Options are as follows:

Federal Supervision: Federal Probation (FR) or Federal Supervised Release (FSR)

State Parole: Residential Programs or Outpatient and Drop-In Programs

County Probation: Post Release Community Supervision (PRCS) or Fully discharged, not under any post-release supervision

### Miscellaneous Employment

\* Prison to Employment participant:  Yes  No

\* If formerly incarcerated, what type of facility was the sentence served?:

\* Type of State Facility:

\* Post Release Classification:

\* Type of State Supervision:

\* Year released from custody:

\* Total time incarcerated:  Years (0-60)  Months (0-11)

\* Total number of offenses:

<< Back **Next >>**

Lastly, users should input additional information about the participant’s year of release, total time of incarceration, and number of offenses. The year of release should be entered for the participant’s most recent period of incarceration. Total time incarcerated should be entered for all instances of incarceration and should not be limited to the most recent instance. Total number of offenses should include, to the extent possible, all convictions for that individual and should not be limited to that individual’s most recent sentencing. Once all relevant information is entered, users should select the “Next” option to save this information and advance to the next step of the application.

## Appendix IV. References and Additional CalJOBS Resources

In addition to information presented in this document and [WSIN 17-09/WSDD 202](#), practitioners who will be using CalJOBS for the first time may find the following resources useful in developing a working familiarity with the system.

[CalJOBS homepage](#)

[EDD CalJOBS General Information](#)

[CalJOBS mobile app](#)

CalJOBS Training Webinar Series and P2E Data Guide Webinar

[P2E CalJOBS Training Part 1.pdf](#)

[P2E CalJOBS Training Part 2A.pdf](#)

[P2E CalJOBS Training Part 2B.pdf](#)

[P2E CalJOBS Training Part 3.pdf](#)

[P2E Data Reporting Webinar](#)

[P2E Data Reporting Webinar – Audio](#)

[P2E Data Reporting Webinar – Q&A](#)

References

[CWDB Request for Applications \(RFA\) #84049](#) (P2E Initiative Direct and Supportive Service Grants RFA)

[Senate Bill \(SB\) 866 \(Sec. 42, Article 4\)](#)

[WIOA \(Public Law 113-128\)](#)

[WSIN 17-09](#)

[WSDD 202](#)