

ENROLLMENT CHECKLIST FOR NEW T1 APPLICANTS

Initial Meeting:

Confirm individual is registered in Jobs4TN.

Provide an overview of AJC services. Include information about labor market and labor exchange, work readiness preparation, and job search support (T3) and career planning, supportive services, work-based learning, occupational skills training (T1) and information about services to target populations served by T2, T4, SCSEP, and SNAP/TANF.

Assess individual's goals and needs to establish eligibility and suitability for WIOA programs.

Complete an action plan with the individual that outlines preliminary steps to access next-phase services. Include what eligibility verifications must be submitted to you to confirm eligibility to T1 services (use the appropriate verification form to determine what paperwork must be collected – Adult, Dislocated Worker, or Youth – available [online](#)).

Initial Meeting Administrative Follow Up:

Enter a WP service code 101.

Enter a WP service code 108.

Create a case note summarizing the meeting and outlining individual's next steps/timeline.

Upload a copy of the action plan into Jobs4TN.

Make any appropriate referrals utilizing the [Connect With Us](#) link. Enter WP service code for referral(s) made. Case note day and method of referral, referral reason, and participant's expressed needs.

Eligibility Determination:

Collect all eligibility verifications, confirm the I9 documents are valid, and print to file the selective service acknowledgment letter from the sss.gov website (if applicable).

Complete the [online](#) eligibility verification form, print to file, and attach all checked verifications as a single PDF to upload into Jobs4TN following the [state's electronic case files policy](#) on document naming conventions.

Coordinate with T1 CSP to schedule enrollment appointment. Confirm with participant the date, time, and meeting format.

Enter case note confirming receipt of all needed verifications and enrollment date/time/format.

Enrollment Follow Up:

Enrollment Specialist will confirm via email an individual's participation in T1. Upon receipt of this confirmation, move forward with additional services to determine suitability for next-phase support.

TRAINING CHECKLIST FOR NEW T1 PARTICIPANTS

Participant/Staff Activities:

→ *Labor Market & Suitability Assessment*

Complete and review transferrable skills, work values, and interest assessments in Jobs4TN to ensure alignment with desired occupation.

Utilize Jobs4TN and/or [TN Career Explorer](#) for employment projections for desired occupation. Investigate employers within the individual's commute range who hire for that occupation.

Find five (5) current job openings in the desired occupation and determine if participant meets minimum hiring requirements upon completion of training. Identify transferable skills and skills gaps for entry into career.

→ *Training Program/Provider Research*

Have participant pull 2 ETPL programs for the desired occupation to research and interview the schools to determine which program will best meet their needs (schedule, cost, modality, performance outcomes, etc).

Confirm that the selected program will address skills gaps and credentialing needs for participant's entry into career.

→ *Determination of Need*

Examine participant's plan to meet financial and familial obligations while in training and during onramp to career. Determine if supportive services are needed.

Collect PELL and other financial assistance award documentation. Help participant identify and apply for other financial assistance that may help cover training costs.

Administrative Follow Up:

Use the Objective Assessment form in Jobs4TN to capture and record all collected participant, labor market, and training provider information.

Enter WP service codes 107, 125, 204. Case note summary of work with participant, including labor market support for the training program, summary of the participant's SWOT, and plan for successful completion of training and entry into training-related employment.

Case note the type and amount of supportive services needed for the participant to complete the training program.

Complete the [Individual Training Account Voucher](#), obtain participant and school signature, and upload the ITA packet as a single PDF into Jobs4TN: ITA form, ETPL printout, student aid report, LMI. Follow the [state's electronic case files policy](#) on document naming conventions.

Contact T1 Career Advisor to staff the participant's case and hand-off for development of IEP, Supportive Services Agreement, and execution of the ITA.