Completing Participant Wagner-Peyser Applications in WorkInTexas.com (WIT)

The purpose of this desk aid is to provide step-by-step instructions for staff completing customer Wagner-Peyser (W-P) applications in WIT to enroll them as participants in the W-P program.

Who must complete a Wagner-Peyser (W-P) application?

Customers who are receiving financial assistance and work with staff to complete an Individual Employment Plan (IEP) in WIT must complete an application to be enrolled in the W-P program.

Enrollment in the following programs must be accompanied by W-P enrollment:

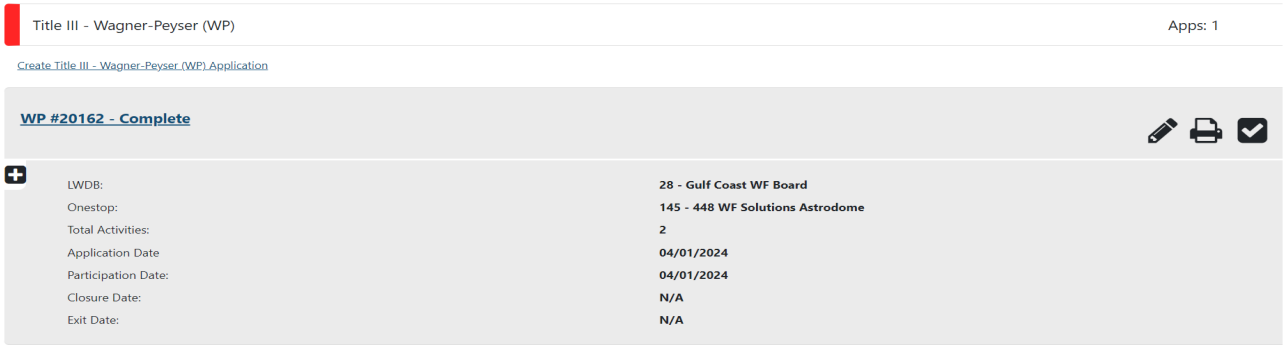
- Temporary Assistance for Needy Families Employment and Training (TANF/Choices);
- Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T);
- Trade Adjustment Assistance (TAA); and
- WIOA Title I, including:
  - Adult, Dislocated Worker, and Youth;
  - Statewide Initiatives; and
  - National Dislocated Worker Grants (NDWG).

Staff must work directly with customers via phone or remotely (excluding text messages, email messages, or online messaging systems) when enrolling them as participants in the W-P program.

Staff can check the status of customer W-P applications on the *Programs* page found in the *Case Management Profile* folder—*Staff Profiles* menu tree. Application statuses are::

- No Wagner-Peyser application;
- Incomplete Wagner-Peyser application;
- Registration Only Wagner-Peyser application; and
- Complete Wagner-Peyser application

Staff must complete W-P applications to enter services. WIT will not allow any services to be entered until the W-P program ribbon application status shows “Complete.”



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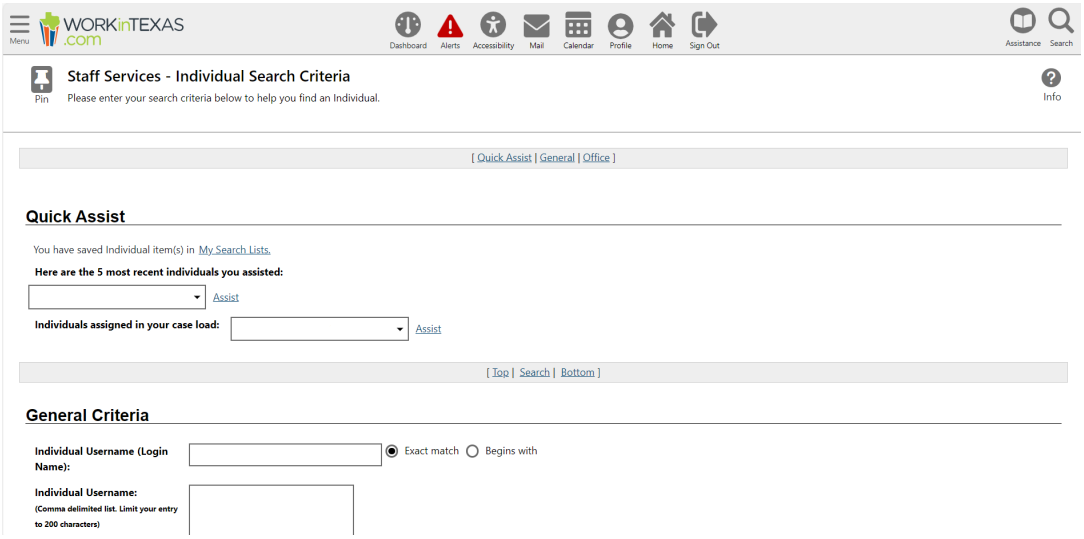
To begin completion of the W-P application:

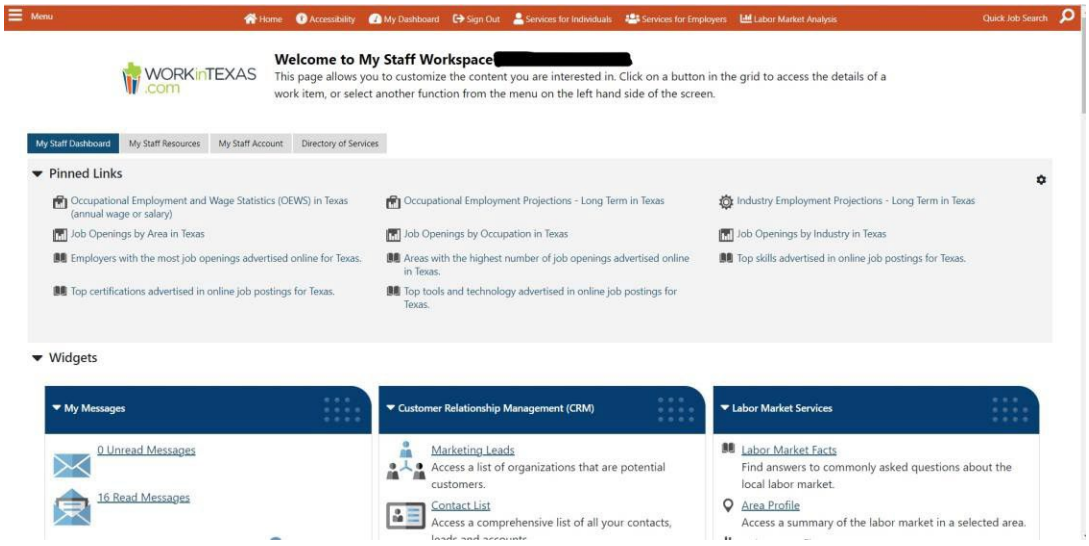
1. Login to WIT.

   The home page displays.



2. From the home page, click on the menu in the top left corner and select under *Services for Workforce Staff → Manage Individuals → Assist an Individual*.

   The screen below appears.



3. Find your customer's profile and click *Assist* to put them in focus.

   You can search under your recent individuals assisted or you can scroll down the page and search by email address, phone number, or name.

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4. Once your customer is in focus, select *Staff Profiles* → *Case Management Profile* → *Programs*:

5. Scroll down to review the customers Title III – Wagner-Peyser (WP) application status.

   You can search under your recent individuals assisted or you can scroll down the page and search by email address, phone number, or name.

   You can review the customers "General Information" to determine eligibility for special client groups such as veterans, claimants, or migrant and seasonal farmworkers.

6. Select the pencil icon associated with the current W-P program to complete the application.

7. Follow the prompts given to complete the customers W-P application. Enter, update or correct information as needed to ensure the general and background information is accurate.

8. Click the *Finish* button and click the *Wagner-Peyser Participation* button in the Finish Application pop-up box to add the participation date.

   On the Programs page, click the plus sign to expand the W-P application information sections. Under the Activities/Enrollment/Service ribbon, review the provided date of the first Self-Service/Registered Individual Only service in the "RI" in the Program column.

   This service is associated with the current W-P application used to enroll the customer as W-P program participant.

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The Application Date and Registered Individual Date must be the same as the Self-Service/Registered Individual Only date noted above. Staff must change the date to match the date noted above if WIT populates the wrong date.

9. Select the appropriate service from the W-P Customer Group drop-down menu and click *Save*.

   Workforce Solutions staff must select a service from the Wagner-Peyser Customer Group drop-down menu and save the page even if the customer is a veteran and the JVSG customer group option is available. Only Texas Veterans Commission (TVC) staff may select services from the JVSG customer group when providing services to veteran individuals.

10. Return to the Programs page to verify the Wagner-Peyser Participation Date and confirm that the customer has been successfully enrolled as a participant.

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