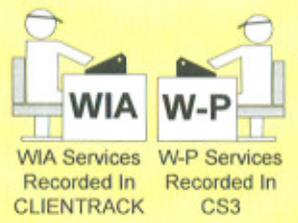
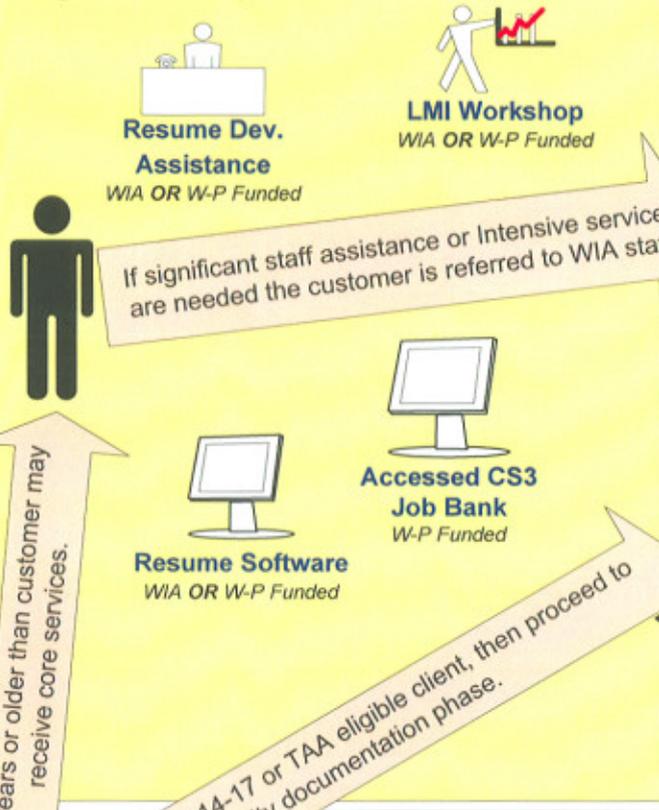


**Core Services funded by staff providing the service** (WIA/TAA entered into ClientTrack OR Wagner-Peyser entered into CS3)  
**Intensive Services (significant staff-assistance) are funded by WIA or TAA** (entered into ClientTrack)

**Core Services -- Self-directed, (limited) Staff-Assisted & Informational Activities** (Funding for the service is determined by the staff person administering the service.)

If WIA staff assists the person, then the service is recorded in ClientTrack and the customer will appear in the WIA participant counts. If a W-P staff assists then the service is recorded in CS3 and appears in the W-P reports. If a customer receives a service from both staff then the service is recorded in both ClientTrack and CS3 and will appear in both reports.



**Documentation:**

- Citizenship
- Selective Service
- SSN
- DOB
- Dislocated worker
- Several requirements for youth

**CLIENTRACK Data Entry**

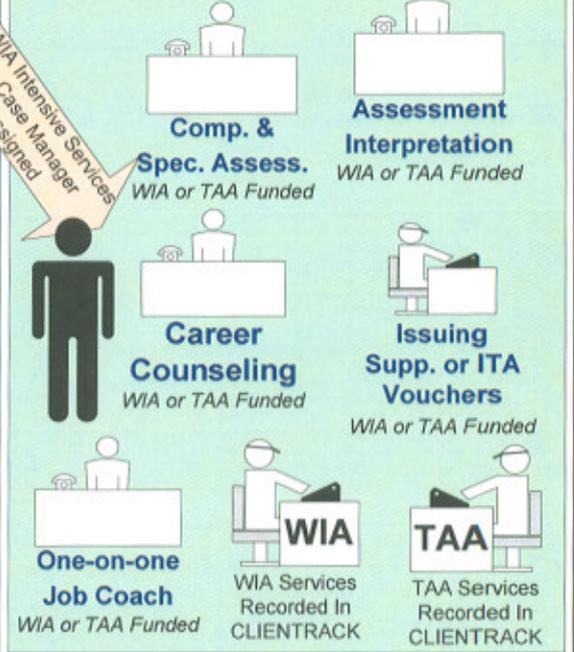
**Intake/Eligibility Documentation Phase**

**Data Gathered:**

- Race / Ethnicity
- DOB
- Gender
- Disability
- Selective Service
- Date of Dislocation
- Limited English
- Single Parent
- UI Claimant
- Offender
- Low Income
- TANF
- Other Pub. Asst.
- Highest Grade Comp
- Homeless

**Core - Significant staff-assistance & Intensive Services** (will trigger WIA Perf. Calculations)

**Case Management Phase –** (WIA or TAA Funded ONLY – If W-P offers intensive services those are entered into CS3.)



**Core / Universal Customer Quick Data Entry**

**Minimum Requirements for Core Services**

**Documentation:**

- NONE

**Data Gathered:**

- Name
- SSN
- Employment Status
- Veteran Status

**Optional:**

- Race / Ethnicity
- DOB
- Gender
- Disability

This covers minimum data required for Wagner-Peyser, VETS and WIA Core Services. Allows for Quick Data Entry and Registration into Core / Universal Customer. Customer allowed to access Core Services (Self-directed and Staff-assisted)

