

JOB CENTER SYSTEMS INFOLINE

Job Center Systems Business Area

Department of Workforce Development
201 East Washington Avenue
P.O. Box 7972
Madison, WI 53707

Bureau of Program Management & IT Coordination Section
Division of Employment & Training

THIS IS AN INFORMAL E-FLYER THAT IS MEANT TO UPDATE THE SYSTEM USER'S ABOUT UPCOMING EVENTS, POLICIES, AND HAPPENINGS RELATED TO OUR JOB CENTER SYSTEMS. OFFICIAL POLICY IS TRANSMITTED THROUGH REGULAR DET COMMUNICATIONS. [Please be sure to pass this information on to whoever needs it!](#)

NOVEMBER 2008 EDITION

ASSET UPDATES:

(These Changes were recently made to our Job Center Systems on Wednesday evening, November 25th. The ASSET User's Guide was updated to reflect these changes and will be available on Monday, December 1st).

MANAGE CUSTOMER:

Social Security Validation is now conducted by Central Office staff. A description of the process can be found in the ASSET User's Guide, Section 3-2, Manage Customer, page 7, under the Field Descriptions. DOB (date of birth) was also added as a new criteria to search by.

MANAGE PROGRAMS:

Special Programs will use the WIA Title I Adult, or Youth Program registrations to enroll and track their customer's program participation.

When a Special Program participant is co-enrolled with the WIA Title I Adult and Youth Program the participation date will be the same, although the Title I performance won't be triggered unless the Funding Source is Title I, and the service entered is at the Core Staff Assisted or Program Element level for each program area's.

3-3 MANAGE SSN VALIDATION:

ASSET Guide Section 3-3, SSN Validation: was removed from the ASSET Menu, and the ASSET User's Guide.

MANAGE SERVICES:

A summary of customer program participation's was added to the Service Summary page.

Special Programs was added as a Funding Source on the Service Details page and the associated Special Program grants are available

only to those WDA's who have an approved program/project.

If a WDA doesn't have an approved program/project and attempts to select Special Program's as a fund source the following error message occurs. "No grants listed under this Funding Source. Choose another funding service or contact the Central Office." This means staff won't be able to Save the service entered.

An additional field appears when the Special Programs Fund source is selected. This is the Grant ID field. Central Office Staff enter the specific Grant ID's for each area with approved programs.

ASSET SYSTEM REPORTS:

The Customer's Without Validated SSN report was removed from the both the ASSET Menu and ASSET User's Guide. The SSN validation process is no longer an available function for local staff.

SECURITY UPDATES:

Access to the SSN verification process in ASSET will be restricted to state staff with an admin security profile. Case managers and supervisor will no longer have the ability to verify an SSN with SSA

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