

If you are submitting grant paperwork for [Program Year 2017 Formula Allocations](#) **ONLY** activities funded by these funding streams can be included in your counts

State Dislocated Worker PY17 Allocation	WIOA Dislocated Worker PY17 Allocation	WIOA Adult PY17 Allocation
State DW Formula - State-wide	WIOA DW Formula - State-wide	WIOA AD Formula - State-wide

If you are submitting grant paperwork for [Program Year 2018 Formula Allocations](#) **ONLY** activities funded by these funding streams can be included in your counts

State Dislocated Worker PY18 Allocation	WIOA Dislocated Worker PY18 Allocation	WIOA Adult PY18 Allocation
NW PIC WDA-01 PY18 State DW Formula	NW PIC WDA-01 PY18 WIOA DW Formula	NW PIC WDA-01 PY18 WIOA Adult Formula
Rural CEP WDA-02 PY18 State DW Formula	Rural CEP WDA-02 PY18 WIOA DW Formula	Rural CEP WDA-02 PY18 WIOA Adult Formula
NEMOJT WDA-03 PY18 State DW Formula	NEMOJT WDA-03 PY18 WIOA DW Formula	NEMOJT WDA-03 PY18 WIOA Adult Formula
Duluth WDA-04 PY18 State DW Formula	CMJTS WDA-05 PY18 WIOA DW Formula	CMJTS WDA-05 PY18 WIOA Adult Formula
CMJTS WDA-05 PY18 State DW Formula	SW PIC WDA-06 PY18 WIOA DW Formula	SW PIC WDA-06 PY18 WIOA Adult Formula
SW PIC WDA-06 PY18 State DW Formula	S Central WDA-07 PY18 WIOA DW Formula	S Central WDA-07 PY18 WIOA Adult Formula
S Central WDA-07 PY18 State DW Formula	SE WDI WDA-08 PY18 WIOA DW Formula	SE WDI WDA-08 PY18 WIOA Adult Formula
SE WDI WDA-08 PY18 State DW Formula	Henn/Carver WDA-09 PY18 WIOA DW Formula	Henn/Carver WDA-09 PY18 WIOA Adult Formula
Henn/Carver WDA-09 PY18 State DW Formula	METP WDA-10 PY18 WIOA DW Formula	METP WDA-10 PY18 WIOA Adult Formula
METP WDA-10 PY18 State DW Formula	Anoka WDA-12 PY18 WIOA DW Formula	Anoka WDA-12 PY18 WIOA Adult Formula
Anoka WDA-12 PY18 State DW Formula	Dakota/Scott WDA-14 PY18 WIOA DW Formula	Dakota/Scott WDA-14 PY18 WIOA Adult Formula
Dakota/Scott WDA-14 PY18 State DW Formula	Ramsey WDA-15 PY18 WIOA DW Formula	Ramsey WDA-15 PY18 WIOA Adult Formula
Ramsey WDA-15 PY18 State DW Formula	Washington WDA-16 PY18 WIOA DW Formula	Washington WDA-16 PY18 WIOA Adult Formula
Washington WDA-16 PY18 State DW Formula	SBETC WDA-17 PY18 WIOA DW Formula	SBETC WDA-17 PY18 WIOA Adult Formula
SBETC WDA-17 PY18 State DW Formula	Duluth WDA-04 PY18 WIOA DW Formula	Duluth WDA-04 PY18 WIOA Adult Formula
Winona WDA-18 PY18 State DW Formula	Winona WDA-18 PY18 WIOA DW Formula	Winona WDA-18 PY18 WIOA Adult Formula
AEOA PY18 State DW Formula		
Avivo PY18 State DW Formula		
CLUES PY18 State DW Formula		
Goodwill/Easter Seals PY18 State DW Formula		
HIRED PY18 State DW Formula		
Jewish Family & Children Services PY18 State DW Fo		
MN Teamsters PY18 State DW Formula		

CHANGING FUNDING STREAMS IN WORKFORCE ONE - DATA ENTRY GUIDANCE

1. Go into the participant's case record
2. Click on "Activity" in the side panel
3. Make sure you are looking at the correct program and program sequence activity dropdown list
4. Find the activities needing to be updated, closed and/or copied by looking at the "Funding Stream" and "Start Date/End Date" columns

STEP ONE: Find the "Start Date/End Date" column

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Indv Plan Dvprmt	WIOA AD Formula - State-wide	01/08/2018 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Career Counseling	WIOA AD Formula - State-wide	01/08/2018 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Staff Assist Assess	WIOA AD Formula - State-wide	01/08/2018 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Staff Assist JS In	WIOA AD Formula - State-wide	01/08/2018 01/08/2018	Amy Carlson Anoka Cty JTC	Edit Delete Copy Reopen

- Note the activities with an end date after the grant's end date and
- Note the activities without an end date entered (activities still open)

STEP TWO: Find the "Funding Stream" column

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Indv Plan Dvprmt	WIOA AD Formula - State-wide	01/08/2018 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Career Counseling	WIOA AD Formula - State-wide	01/08/2018 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Staff Assist Assess	WIOA AD Formula - State-wide	01/08/2018 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Staff Assist JS In	WIOA AD Formula - State-wide	01/08/2018 01/08/2018	Amy Carlson Anoka Cty JTC	Edit Delete Copy Reopen

- Looking at the activities you noted in Step One
 - Disregard any activities with a different funding stream than the funding source you are investigating. If all activities have a different funding source, this case record has the correct funding streams supporting its services. **No further action needed at this time**
 - If there are activities closed with an end date after the date the funding source was no longer available AND the participant has been exited from the program, **start with Step Three**
 - If there are activities closed with an end date after the date the funding source was no longer available but the participant is still enrolled, **start with Step Four for guidance**
 - If there are activities still open after the date the funding source was no longer available, **start with Step Five for guidance**

STEP THREE: Starting point if activities were closed with an end date after the date the funding source was no longer available AND the participant has been exited from the program

For all other WF1 issues, submit a service desk ticket: <https://apps.deed.state.mn.us/survey/ticket.shtml>

- Submit a WF1 ticket requesting the WF1 team remove the exit from the case due to a required data cleanup unless you have someone on staff with this level of access
- After the ticket is processed or the change is made, move on to Step Four

STEP FOUR: Starting point if activities were closed with an end date after the expiration date of the funding source but the participant is still enrolled

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Indv Plan Dvprmt	WIOA AD Formula - State-wide	01/08/2018 Open	Amy Carlson Anoka Cty JTC	 Edit Delete Copy

- Edit the activity by clicking on “Edit” within the “Action” column of that activity
 - Scroll to the bottom of the screen
 - Note the activity End Date originally used
 - Change the End Date to the date the funding source expired
 - Click “Save”
- Move on to Step Six if there are activities on this case that are still open

STEP FIVE: Starting point if activities are still open after the date the funding source is no longer available

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Indv Plan Dvprmt	WIOA AD Formula - State-wide	01/08/2018 Open	Amy Carlson Anoka Cty JTC	 Edit Delete Copy

- Edit the activity by clicking on “Edit” within the “Action” column of that activity
 - Scroll to the bottom of the screen
 - Use the date the funding source expired as the activity End Date
 - If you will move on to Step Six for this activity, close this activity as “Successful”
 - Click “Save”

Hide Close Activity 

End Date  Completion Results 

Actual Cost \$ Actual Hours



- Move on to Step Six

STEP SIX: Participants continuing to access a service after the most recent funding source expires OR if for any reason the participant’s service will be funded by a different source.

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Indv Plan Dvprmt	WIOA AD Formula - State-wide	01/08/2018 Open	Amy Carlson Anoka Cty JTC	 Edit Delete Copy

- Copy the activity the participant is/was continuing after the most recent funding source expired by clicking on “Copy” in the “Action” column of that activity
 - Most details from the old activity will be copied into the new activity details
 - Enter a “Start Date” that is one day after the date you used to close the old activity
 - Select the funding stream that is/was supporting the service after the old funding source expired or was no longer supporting the service
 - Click “Save”