

Attachment 4

For Use by WIA Staff Only



Following are the special instructions for entering Adult & Dislocated Workers funded by American Recovery and Reinvestment Act (ARRA) into EKOS for the GED2JOB program.

Customer Detail Module:

- Identify customer as ARRA Adult or DW under Programs & Public Assistance / Add'l Info button
- Put an ARRA activity in under the Activity button

Services Module:

- Enter customer into "Assessment" using ARRA Adult or DW as the funding source
- Enter into "Adult Education / ARRA" using ARRA Adult or DW as the funding source. The program service type will be "Non-ITA training"
- Instructions for entering others services offered to "ged2job" customers will come as they happen.

Please remember to fill out all the usual information in EKOS as well.

