

OWCMS: Create a New Case that has an Exit Status

Click on Select Job Seeker from the WIOA drop-down menu.

The screenshot shows the WIOA system interface. At the top, there is a navigation bar with the following items: WIOA, Provider, Staff Functions, Reports, LMI, Administrative, and Help. Below this, a dropdown menu is open, listing several options: Performance Reminder, Case Load View, Select Job Seeker (highlighted with a red arrow), Mini Registration, Mini Incumbent Worker, Basic Intake, Assess Employment, Assess Education, Seeker Assessment, OMJ Details, OMJ Employment Opportunities, Services & JOP, Non-Registered Services, Job Placement, Post Exit & Wages, and Program Follow-up. The main content area is partially visible, showing a form with fields for Last Name and Zip, and buttons for 'New Seeker' and 'Execute Query'. Below the form, there are sections for 'Appointments for Today' and 'Program Involvement'.

Enter the appropriate search criteria for the seeker using their name or SSN, and click the "Execute Query" button.

The screenshot shows the WIOA system interface with the 'Select Seeker' form. The form has a title bar with 'WIOA Provider Staff Functions Reports LMI Administrative Help' and 'Select Seeker' on the left, and '1.51.1' on the right. Below the title bar, there is a 'Locate Seeker' section with the following fields: First Name (DEZHAI), Last Name (BENNETT), Birth Date, Gender, SSN, Email, and Zip. The 'Execute Query' button is highlighted with a red arrow. Below the form, there are sections for 'Program Involvement' and 'Appointments for Today'.


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Find the appropriate seeker on the Locate Seeker screen. Click the “Select” button that corresponds to the correct seeker record.

WJOA Provider Staff Functions Reports LMI Administrative Help

Select Seeker 1.51.1

Locate Seeker

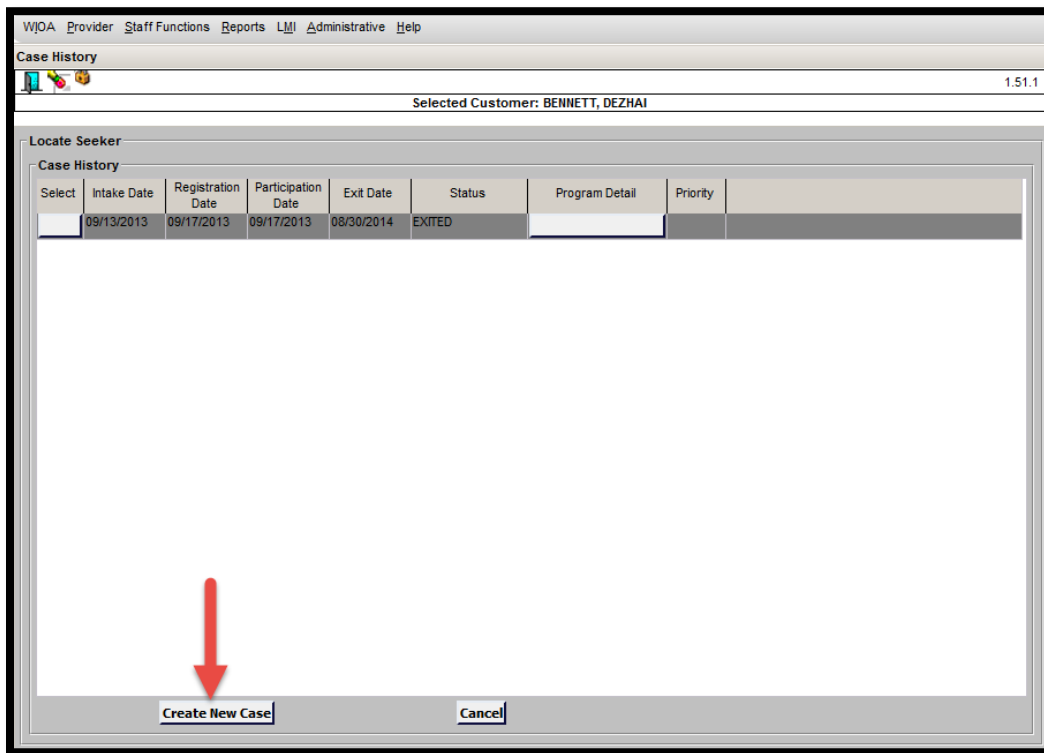
	SSN	Seeker ID	UC Status	Veteran Status	First Name	Last Name	County of Residence	BirthDate	Gender
	XXX-XX-3053	4181447	NEITHER CLAIMAN...	NON-VETERAN	DEZHAI	BENNETT	HAMILTON	06/01/1995	Female

Email Address [Return](#) [Create New Seeker](#)

Street Address 5605 G View Point Drive

Verify that the last case has a status of “Exited”. Click the “Create New Case” button.

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OWCMS will create a new case for the seeker and you will enter the appropriate information to save the new case.

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WIOA Provider Staff Functions Reports LMI Administrative Help

Basic Intake 20 Notes Found 1.51.1

Name: BENNETT, DEZHAI

General Additional WIOA Data CCMEP/TANF Data Special Grant

Seeker Data

Seeker Status: OPEN Seeker Status Date: 01/12/2018 [Delete Case](#)

Intake Date: Street Address: 5605 G View Point Drive Mailing Address: 5605 G View Point Drive

SSN:

First Name: DEZHAI City: CINCINNATI City: CINCINNATI Invalid

Middle Initial: County: HAMILTON

Last Name: BENNETT State: OH Zip: 45213 - State: OH Zip: 45213

Date of Birth: 06/01/1995 Email Address: Invalid

Gender: FEMALE Phone: (513) 871-0330 Ext: Invalid

Ethnicity: NOT HISPANIC OR LATINO Alternate/Message Phone: (513) 372-2298 Ext: Invalid

Citizenship: US Citizen Fax:

Race

Race	Delete
BLACK/AFRICAN AMERICAN	<input type="checkbox"/>

[Add](#)

Emergency Contact: TriShawn Young (Mom)

Phone: (513) 917-8773 [Relationship Disclosure](#)

WIOA Office: WIA CENTRAL OFFICE Special Grant Office: Trade Office:

WIOA Staff: FELTY, DAVID Special Grant Staff: Trade Staff:

Created By: WCMS

Program Involvement

Program Type	Status	Status Date	Start Date	Close Date	History Data