SkillUP Participant Enrollment Process

MISSOURI COMMUNITY COLLEGE ASSOCIATION — MCCA

skillUP

College refers back to job center or FSD office

If participant IS NOT already enrolled in jobs.mo.gov. Have him/her do that during first meeting. You will need their ID to continue the process.

Refer back to job center for testing

If participant needs childcare, go to the job center website for application

Not Eligible

Yes

Participant presents at or calls college → Advisor verifies eligibility via fax/email/phone → Eligible → **Complete intake form and develop training/employment plan with participant** → Does participant need to take Workkeys test? → No → **Enter all information from intake form into MoJOBs- If not already in system, create profile**

Eligibility form

Intake form

Not eligible ← Participant still eligible? ← **Reconfirm participant eligibility one day before training begins** ← **Enroll participant** ← Yes ← Is cost of training within funding parameters? ← **Participant decides on training**

College refers back to job center or FSD

Eligible

Eligibility form

Contact MCCA for approval ← No

Yes - Participant begins training → **Advisor and Instructor maintain contact with participant to watch for barriers** → **Participant completes training** → Does participant have job? → Yes → **College enters employment data in MoJOBs at 30/60/90**

No → **College career center works with participant-refers back to job center** → **College follows up with participant at 30/60/90 days. Enter data in MoJOBs**