Student Completion for MoJobs (NO Active SNAP Application)

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DCN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_

Credential: \_\_\_\_\_\_\_\_\_\_\_\_\_ Job Obtained: \_\_\_\_\_\_\_\_\_ Job Survey Sent: \_\_\_\_\_\_\_\_\_\_ Returned: \_\_\_\_\_\_\_\_

\* If the participant lost benefits and is in a long-term training that has already been paid for, use case notes in MoJobs to document progress in the training\*

[ ]  Add case note confirming student completion, credential earned and grade.

[ ]  Add case note of job information if obtained.

[ ]  Send a change request to skillup.missouri@dss.mo.gov with the actual end date of training an the completion code (successful, unsuccessful, dropped out, etc.).

[ ]  Send a change request to add new activity of 122 – SkillUP Employment to SNAP application if/when job is obtained.

[ ]  Add employment into the Employment record in SNAP module.

[ ]  Add certification of completion and/or credentials received when student completed in SNAP module.

[ ]  Fill out new FSD with new job information and send to FSD. Send to ABAWD1@ip.sp.mo.gov.

[ ]  Close out IEP objectives the student has met.

[ ]  Close out IEP goals the student has met.

[ ]  Close the IEP when the student “has obtained their desired employment after completing all the objectives and goals and will not need additional education, training or employment services.”

[ ]  \_\_\_\_\_\_30 days & case note [ ]  \_\_\_\_\_\_60 days & case note [ ] ­­\_\_\_\_\_\_ 90 days & case note

Notes or Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_