

Creating a New Seeker from the LE Side

Enter the first name and last name search criteria into the appropriate search fields and click the “Execute Query” button

The screenshot shows the 'Select Seeker' application window. The 'Locate Seeker' section contains the following fields: First Name (KEVONDA), Last Name (GARDNER), Birth Date, Gender, SSN, Email, and Zip. Below these fields are two buttons: 'New Seeker' and 'Execute Query'. A red arrow points to the 'Execute Query' button. The 'Program Involvement' section shows a table with columns: Type, Status, Status Date, Start Date, and Completion Date. The 'Appointments for Today' section shows a table with columns: Staff Name, Phone, Extension, Time, and Type, and an 'Appointment Description' field.

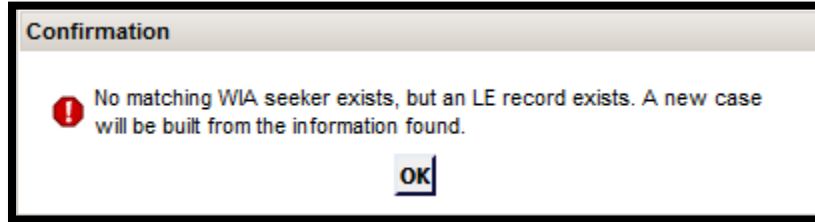
Click on the “Select Seeker” button on the Select Seeker screen

The screenshot shows the 'Select Seeker' application window displaying search results. The 'Locate Seeker' section shows a table with the following data:

SSN	Seeker ID	UC Status	Veteran Status	First Name	Last Name	County of Residence	BirthDate	Gender
	5078037	NEITHER CLAIMAN...	NON-VETERAN	KEVONDA	GARDNER	HAMILTON	02/01/1999	Female

A red arrow points to the 'Select Seeker' button in the bottom left corner of the table. Below the table, the 'Email Address' field contains 'gardnerkevonda32@gmail.com' and the 'Street Address' field contains '920 Burton Ave.'. There are two buttons at the bottom: 'Return' and 'Create New Seeker'.

The following pop-up box will display notifying you that a new WIOA case will be built from the information that exists on the LE side



A new WIOA case is built using Ms. Gardner’s SSN that is stored on the LE side. The SSN field will be greyed out until she is enrolled.

WIOA Provider Staff Functions Reports LMI Administrative Help

Basic Intake 2 Notes Found 1.52.3

Name: GARDNER, KEVONDA

General Additional WIOA Data CCMEP/TANF Data Special Grant

Seeker Data

Seeker Status: OPEN Seeker Status Date: 02/21/2018 [Delete Case](#)

Intake Date: Street Address: 920 Burton Ave. Mailing Address: 920 Burton Ave.

SSN: apt 2208 apt 2208

First Name: KEVONDA City: CINCINNATI City: CINCINNATI Invalid

Middle Initial: County: HAMILTON

Last Name: GARDNER State: OH Zip: 45229 - State: OH Zip: - 45229

Date of Birth: 02/01/1999 Email Address: gardnerkevonda32@gmail.com Invalid

Gender: FEMALE Phone: (513) 376-7654 Ext: Invalid

Ethnicity: NOT HISPANIC OR LATINO Alternate/Message Phone: Ext: Invalid

Citizenship: US Citizen Fax:

Race

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

Emergency Contact: Elana Gray [Relationship Disclosure](#)

Phone: (513) 275-5432

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