
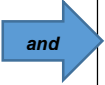
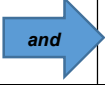

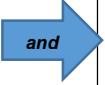


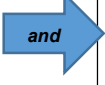



DESK AIDE FOR NEW JERSEY INTAKE AND INITIAL ASSESSMENT FORM (APRIL 2018)

On Intake, if customer answers:		Record the following in AOSOS	
Title	#1	#2	
Displaced Homemaker	Employment Status <input checked="" type="checkbox"/> Not Employed 	Homemaker <input checked="" type="checkbox"/> Spouse/former spouse not providing support	(Work History Tab) Reason for Leaving → Category 4-DW Displaced Homemaker
Under-employed	Employment Status <input checked="" type="checkbox"/> Part-time And/or Seasonal/Temporary 	Employment Preferences Work Week <input checked="" type="checkbox"/> Full-Time & Duration <input checked="" type="checkbox"/> Regular (AOSOS Add'l Info Tab entry)	(General Info. Tab) Underemployed → Yes
Long-term Unemployed	Employment Status <input checked="" type="checkbox"/> Not Employed 	Employment Preferences Work History Start Date/End Date indicates – upon calculation – customer has been unemployed 27 weeks or more	(General Info Tab) Long-Term Unemployed → Yes
Offender	Offender Status Have You Been Convicted of a Criminal Offense? <input checked="" type="checkbox"/> Yes 		(Comp Assess Module ⇔ Legal Tab) Offender Status → Yes Details entered in secure counseling tab only
Military Spouse	Military Service Spouse of Active Duty Service Member <input checked="" type="checkbox"/> 	If Active Duty Spouse, has your income been affected by spouse's deployment? <input checked="" type="checkbox"/> Yes	(Work History Tab) Reason for Leaving → Category 6-DW Spouse of Member of Armed Forces
Housing	Housing: regardless of response		(Comp Assess Module ⇔ Housing Tab) Housing Information → Choose response from Intake
Cultural Barriers	Do you believe you have any barriers to employment, including customs, practices or beliefs not described on this form which you wish to disclose? <input checked="" type="checkbox"/> Yes (Intake Form at bottom) 	Customer states they have cultural barriers that hinder ability to obtain/retain employment (provide Form D)	(Comp Assess module ⇔ Employment Tab) Cultural Barriers to Employment → Yes AND enter details under <u>Comments</u>
Low Level of Literacy	Education Level: If no HS diploma or equivalent 	School Status: Not attending school	(Comp Assess module ⇔ Education Tab ⇔ Math & Reading) Basic Skills Deficient/LLL → Yes – Low Level of Literacy
Basic Skills Deficient	Basic Skills Deficient - answer No in OSOS until assessment info is available <i>unless another response applies first*</i>		(Comp Assess module ⇔ Education Tab ⇔ Math & Reading) Basic Skills Deficient/LLL → No

For comprehensive Intake Form information, refer to **NJ WIN 9-17(A)**:

http://www.nj.gov/labor/wioa/documents/techassistance/NJWIN9-17_InitialIntakeAssessmentForm.pdf