

The Mississippi Partnership My Gateway Career Portal

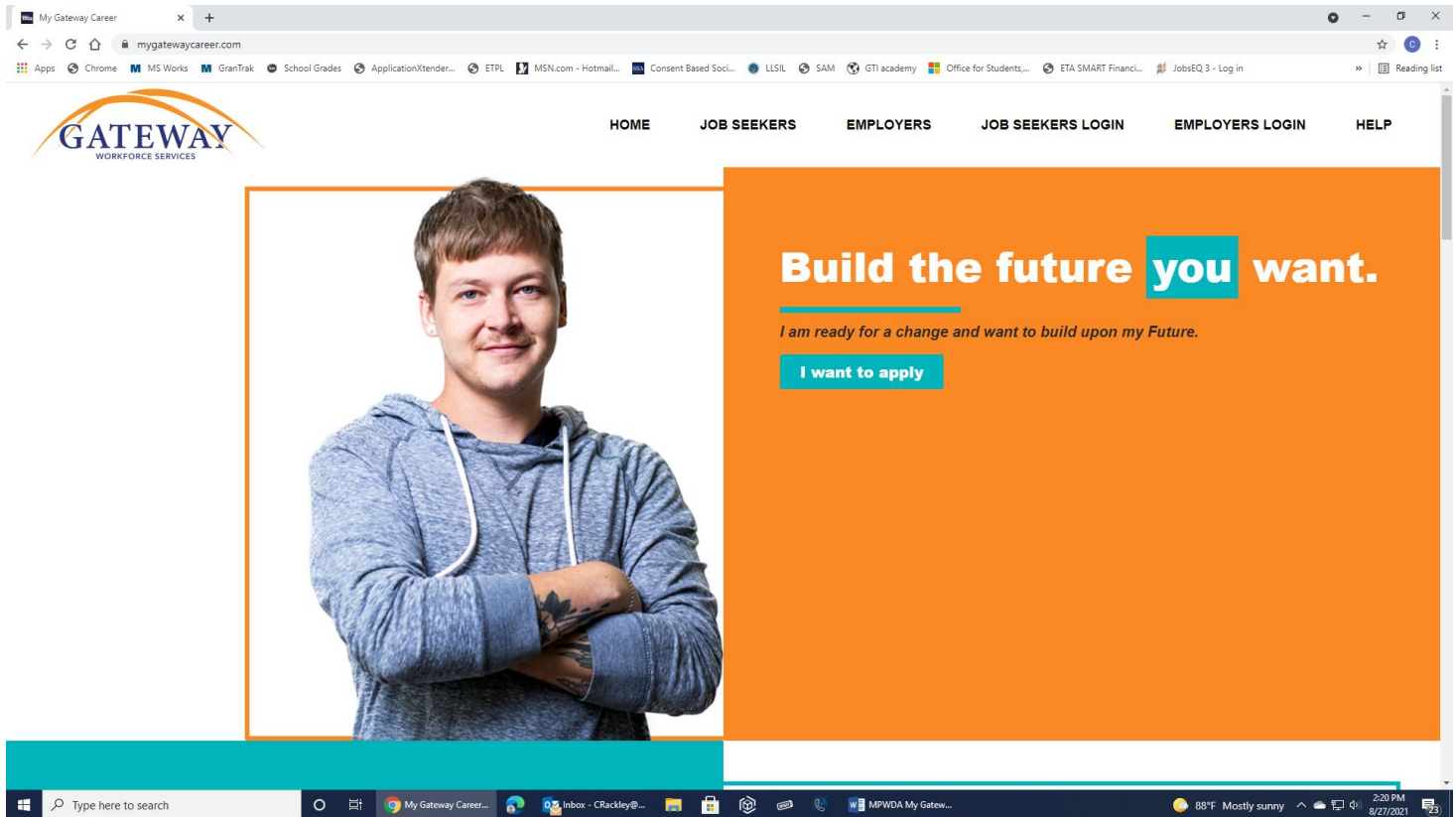
The Mississippi Partnership Workforce Area has created an online portal for its WIOA Youth programs that includes modules for:

- Application, Intake, and Case management
- Online Orientation
- Professional Development
- E-learning for Career Readiness
- Participant Timesheets

Our online portal can be accessed at www.MyGatewayCareer.com. Any individual or business may apply online for our services. Our goal is eventually incorporating our Adult/Dislocated Workers Programs into My Gateway Career website, so that any individual in need of WIOA services will begin here.

With this in mind, we are not limiting who may apply for our services through the www.MyGatewayCareer.com website. It will be your job as Career Coaches to make a determination on if the individual should continue with the application process on MyGatewayCareer.com or if the individual should be referred to another program.

Landing Page



On the My Gateway Career landing page individuals are provided information about what our goal is, the counties that we serve, and a link to apply for assistance.

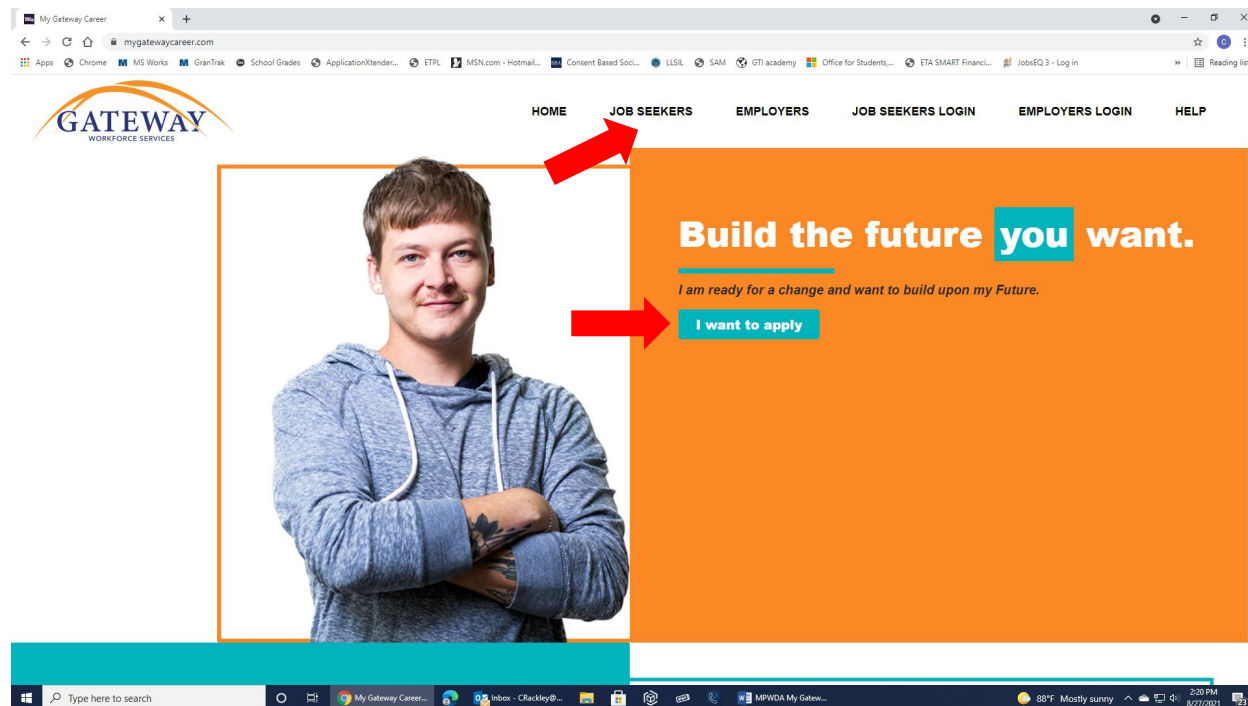
All youth in The Mississippi Partnership will be required to apply through the MyGatewayCareer.com beginning on **October 1, 2021**.

How an Individual Applies Online

Individuals may either be directed by the Youth Provider to apply online or individuals may apply online without having any contact with any WIOA providers in our workforce area. When individuals apply online for the Gateway Program, the applications are directed to the appropriate Youth Provider & Career Coach(es) based on the individual's school status and county (see Attachment).

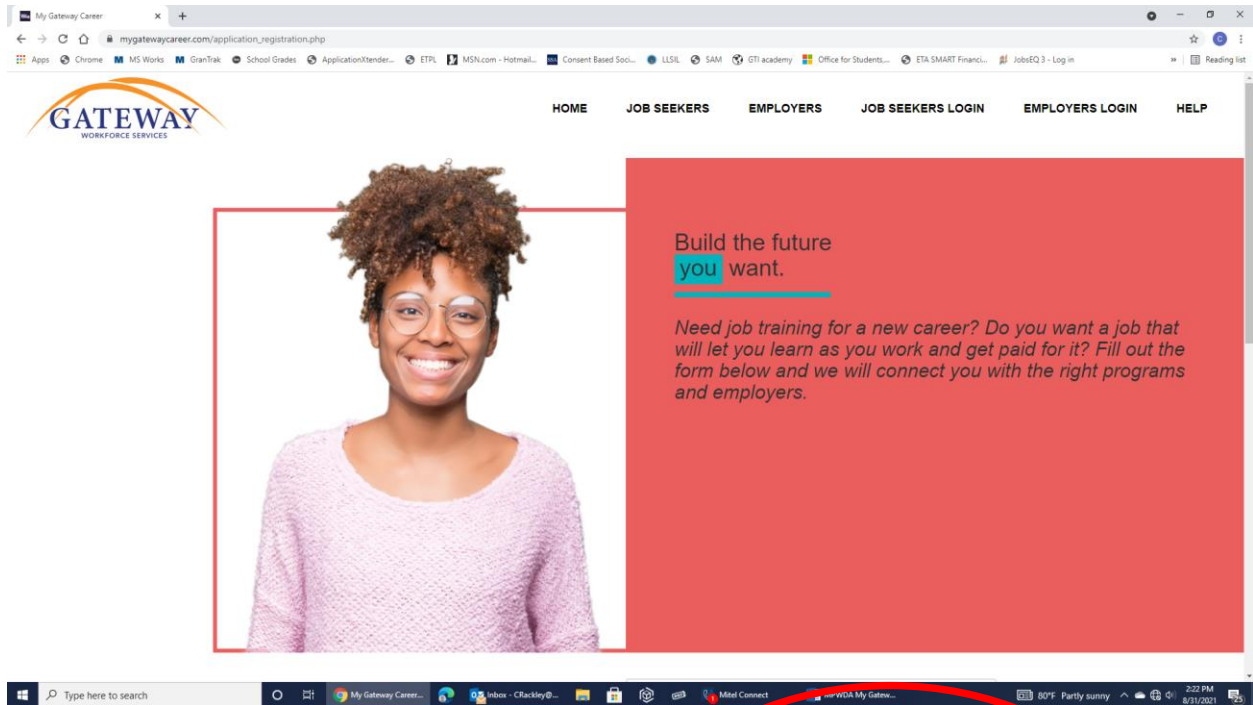
NOTE: Applications are directed to Youth Providers based on their education status and county they enter on their application. There are times when it's easier for a youth to attend a Youth Provider Program that is outside of that provider's base counties. Three Rivers PDD staff can reassign an applicant to a Youth Provider if needed. **HOWEVER**, if you are working with an individual who lives outside of your base counties you may instruct the individual to enter the county that the Youth Provider is located in on their application, and the application will automatically be directed back to the Youth Provider. Youth Providers must still have permission from Three Rivers PDD before enrolling a youth outside of its service area into WIOA.

The Participant Application can be found by clicking "I want to apply" on the landing page under "Build the future you want" or by clicking "Job Seekers" in the menu.



Individual Application Page

The individual will complete the short application and click “Save”



First Name * :

Middle Name * :

Last Name * :

Cell Phone * :

Other Phone :

Email Address * :

Password * :

Confirm Password * :

Address * :

City * :

State * :

Zip Code * :

County * :

Date of Birth * :

mm/dd/yyyy

Mark the option that best fits your current education situation *

☐ I am currently attending High School.

☐ I am currently attending a College or University

☐ I am currently attending another type of training

☐ I am not currently attending any school or training

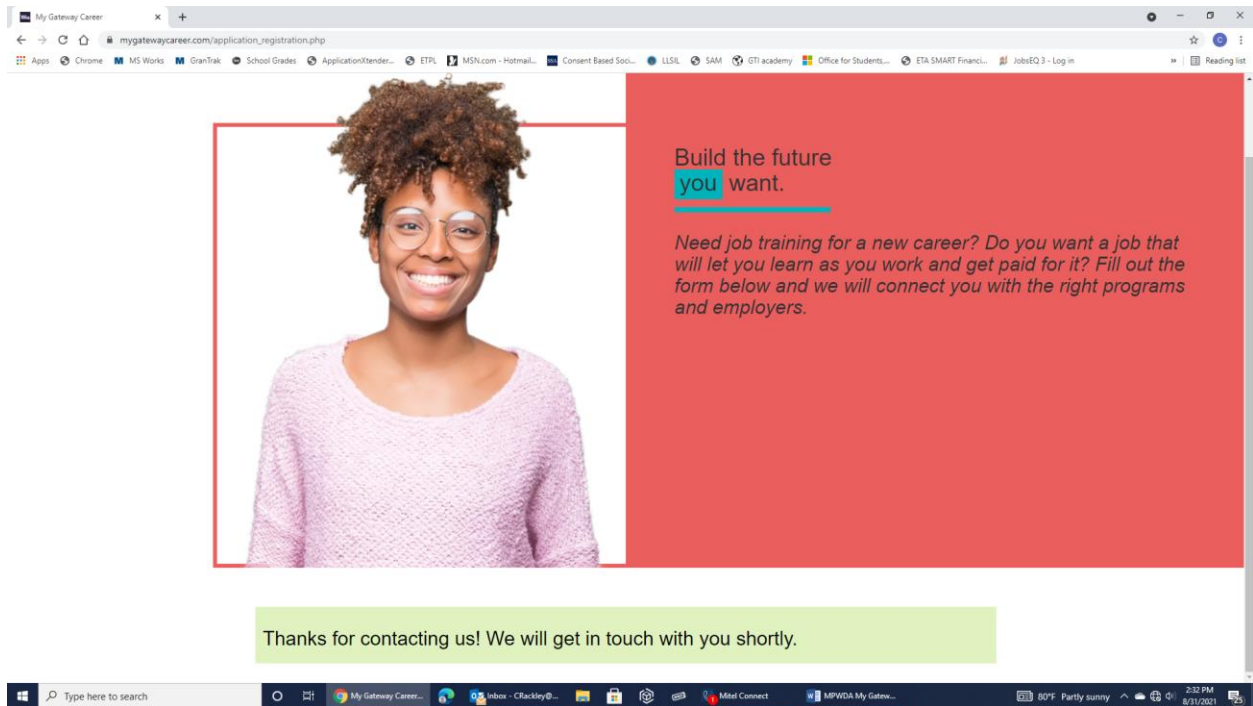
Mark the option that best fits your situation * :

☐ I am seeking assistance with finding employment

☐ I am seeking assistance with training opportunities

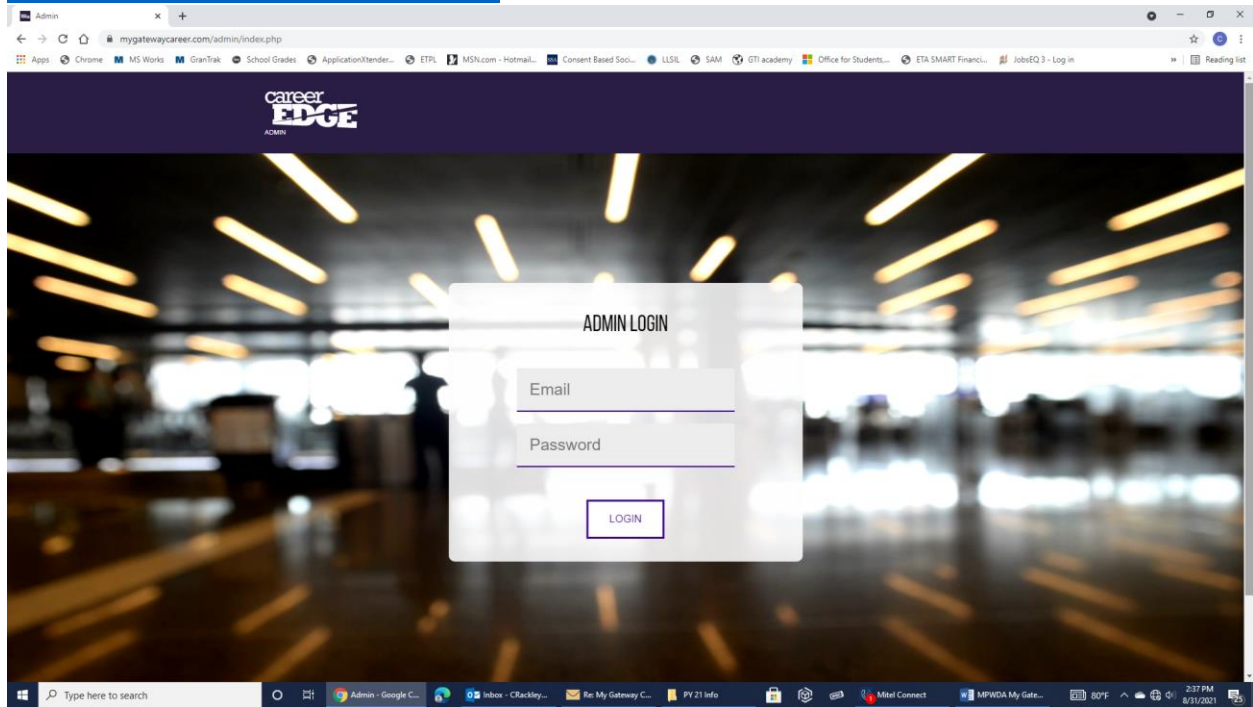
SAVE

After the individual clicks “Save” the following screen will appear:



Staff Login Page

Staff will log into the MyGatewayCareer.com through the admin site which is located at <https://mygatewaycareer.com/admin>.



Staff Dashboard

When the staff logs in this is what their dashboard looks like.

You can sort the applications by using the blue hyperlink options on the dashboard.

To find the most recent applications you can click Newest as sort option.

You can find pending applications (applications that you have not taken any action on yet) by clicking the “PENDING STATUS” button.

(NOTE: Pending Status button is on this screenshot. It was added after this screenshot & instructions were typed. The Pending Status Button will be where the EPORTFOLIOS button is showing below)

career
EDGE
ADMIN
ACCOUNTS

Admins |

EMPLOYER APPLICATION TIMESHEETS ASSIGNMENTS WORKSITES LOG OUT

11
USERS

1
RESUMES CREATED

10
EPORTFOLIOS

2
MOCK JOB APPS

STUDENT ACCOUNTS

Sort By: [Most Recently Updated](#) **[Newest](#)** [Alphabetical](#) [Most Active](#) [Oldest](#) [Group](#)

SEARCH:

Account Info	Assignments	Initial Application	Required Paperwork	Application Status	MPWDA Youth ISS Form	Module Access	
Tracy Smith tracysmith@anywhere.com			Initial Application	Required Paperwork	Application Status Pending	MPWDA Youth ISS Form	Module Access
Jane Doe janekjhkn@gmail.com			Initial Application	Required Paperwork	Application Status Pending	MPWDA Youth ISS Form	Module Access
Jane doe test@test.com			Initial Application	Required Paperwork	Application Status Approved for Full Access	MPWDA Youth ISS Form	Module Access
Testing Form storemanager1998@gmail.com			Initial Application	Required Paperwork	Application Status Approved for Full Access	MPWDA Youth ISS Form	Module Access
jon serif jtsrif@gmail.com			Initial Application	Required Paperwork	Application Status Approved for Full Access	MPWDA Youth ISS Form	Module Access
Sara Brown sara.brown@gmail.com			Initial Application	Required Paperwork	Application Status	MPWDA Youth ISS Form	Module Access

After sorting using the Newest option or Pending Status you can see the latest applications.

Application Statuses in MyGatewayCareer

There are 4 Application Statuses in MyGatewayCareer.

1. Pending

This status is the initial status given to all applications received through MyGatewayCareer. This status means an individual has submitted an application and it requires the Career Coach to review the application and make a determination on whether the individual should be enrolled into the WIOA Youth Gateway Program.

2. Approved for Enrollment

This status means the Career Coach has reviewed the individual's application and contacted the individual and the Career Coach determined this individual should be enrolled into the WIOA Youth Gateway Program.

Before an individual can be moved into "Approved for Enrollment" status the staff should complete the individual's: (1) WIOA Application Form, (2) Self-Attestation Form, and (3) Youth ISS Form. My Gateway Career will remind you to do this when you assign an individual to this status.

3. Approved for Essential Job Skills

This status means the Career Coach has received all of the individual's signed forms and required eligibility documentation for enrollment into WIOA.

When you move an individual into "Approved for Essential Job Skills" you should also enter the participant and show services in MS Works and submit their enrollment packet/documentation to WebEx/Imaging. Remember: You should enter data into MS Works within 5 business days of the participant being enrolled in to your Gateway Youth Program.

4. Approved for Full Access

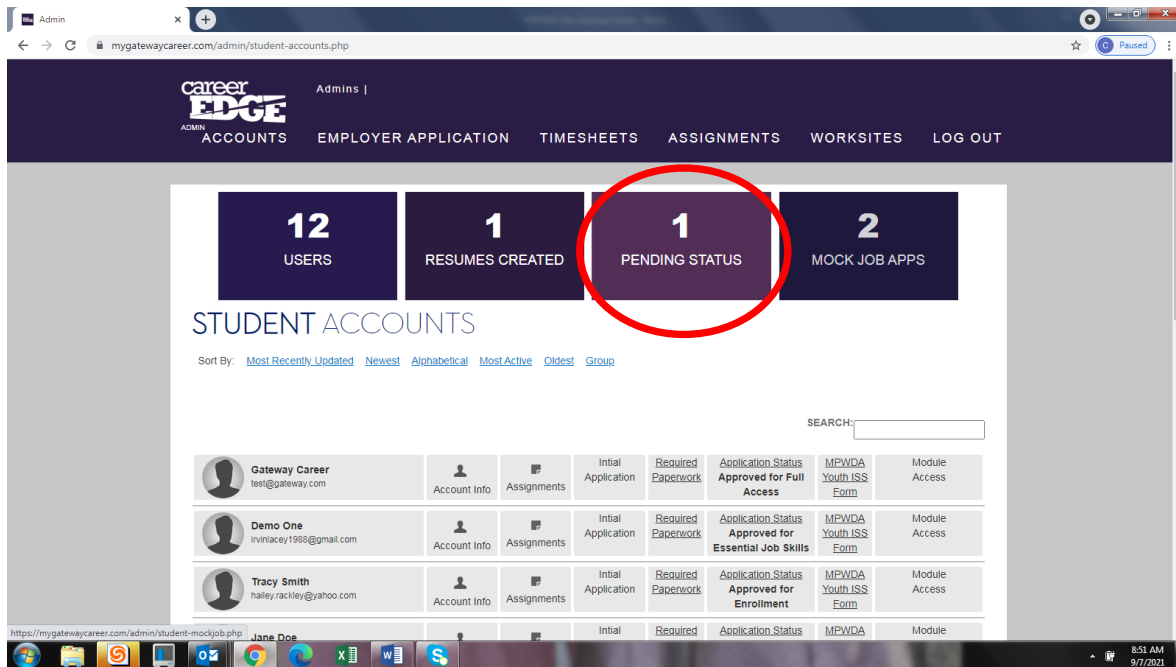
This status means the participant has completed the Essential Job Skills and now has access to all the modules in My Gateway Career.

5. Not Approved

This status means you have reviewed the Initial Application and spoke with the individual and it was determined that the Gateway Youth Program is not the best for him/her. When you place someone into this status, you are required to add a Note to explain why he/she is not approved and where you referred the individual for assistance.

Reviewing a Pending Application in My Gateway Career

When you receive a new application you will need to review the individual's Initial Application. To find new applications and/or applications that you are still needing to review you should click the "Pending Status" button.



Once you do that you will only see the Pending applications for you. You can click the "Initial Application" section to see the individual's application.

The screenshot shows the Career Edge Admin interface. At the top, there's a navigation bar with links: Admins | ACCOUNTS, EMPLOYER APPLICATION, TIMESHEETS, ASSIGNMENTS, WORKSITES, and LOG OUT. Below this, a dashboard displays four statistics: 12 USERS, 1 RESUMES CREATED, 1 PENDING STATUS, and 2 MOCK JOB APPS. The main section is titled 'STUDENT ACCOUNTS' with sorting options: Most Recently Updated, Newest, Alphabetical, Most Active, Oldest, and Group. A search bar is present. Below the search bar, a table lists student accounts. The first entry is for Jane Doe (janeidkhkn@gmail.com). A red arrow points to the 'Initial Application' button in the row for Jane Doe. Other buttons in the row include Account Info, Assignments, Required Paperwork, Application Status (Pending), MPWDA Youth ISS Form, and Module Access. The table shows 'Showing 1 to 1 of 1 entries' and pagination links: First, Previous, 1, Next, Last.

A new window will open that has the application in it will appear. You will review it and contact the individual within **72 hours** of receiving the application. During your contact with the individual you will determine if the person should be enrolled into the WIOA Youth Gateway Program or referred to other programs for services.

The screenshot shows the 'Initial Application' form for a student named Tracy Smith. The form is displayed in a modal window over the Career Edge Admin interface. The form fields are as follows:

- First Name *: Tracy
- Middle Name *: S
- Last Name *: Smith
- Cell Phone *: 662-662-6622
- Other Phone : (empty)
- Email Address *: tracysmith@anywhere.com
- Password *: (masked with dots)
- Confirm Password *: (masked with dots)
- Address *: 879 Roberts Loop
- City *: Pontotoc

The form is titled 'Initial Application' and has a 'LOG OUT' button in the top right corner. The background shows the Career Edge Admin interface with a list of student accounts.

Individual Not Approved For Enrollment

If the Career Coach determines that the WIOA Youth Gateway Program is not a good fit for the individual, the Career Coach will change the Application Status to “Not Approved for Enrollment.”

The Career Coach will also need to enter a note about why the individual was not approved for Gateway Youth Program and what services the individual was referred to for assistance.

Put a screenshot here showing this status when Career Team has it completed.

Individual Approved For Enrollment into WIOA Youth Gateway Program

If the Career Coach determines that the individual is a good fit for the WIOA Youth Gateway Program, the Career Coach will need to complete:

1. WIOA Application Form
2. Self-Attestation Form
3. Youth ISS Form

My Gateway Career will remind you to complete these forms when you change an individual's status "Approved for Enrollment."

Completing the WIOA Application Form

To complete the WIOA Application Form you will click "Required Paperwork" for that individual.

ADMIN

ACCOUNTS

EMPLOYER APPLICATION

TIMESHEETS

ASSIGNMENTS

WORKSITES

LOG OUT

11

USERS

1

RESUMES CREATED

10

EPORTFOLIOS



















2

MOCK JOB APPS


STUDENT ACCOUNTS

Sort By: [Most Recently Updated](#) [Newest](#) [Alphabetical](#) [Most Active](#) [Oldest](#) [Group](#)

SEARCH:

 <div>Tracy Smith tracysmith@anywhere.com</div>	 Account Info	 Assignments	Initial Application	Required Paperwork	Application Status Pending	MPWDA Youth ISS Form	Module Access
 <div>Jane Doe janekjghkn@gmail.com</div>	 Account Info	 Assignments	Initial Application	Required Paperwork	Application Status Pending	MPWDA Youth ISS Form	Module Access
 <div>Jane doe test@test.com</div>	 Account Info	 Assignments	Initial Application	Required Paperwork	Application Status Approved for Full Access	MPWDA Youth ISS Form	Module Access
 <div>Testing Form storemanager1988@gmail.com</div>	 Account Info	 Assignments	Initial Application	Required Paperwork	Application Status Approved for Full Access	MPWDA Youth ISS Form	Module Access
 <div>jon serif jtsertif@gmail.com</div>	 Account Info	 Assignments	Initial Application	Required Paperwork	Application Status Approved for Full Access	MPWDA Youth ISS Form	Module Access
 <div>Stan Brown stan.brown135@gmail.com</div>	 Account Info	 Assignments	Initial Application	Required Paperwork	Application Status Approved for Full Access	MPWDA Youth ISS Form	Module Access

The Required Paperwork screen below will open. You will click the “Open Form” button for the WIOA Application.

Help

REQUIRED PAPERWORK

☐ Select All Documents to Download as Package [Download Package](#)

WIOA Coversheet	Open Form Download PDF	<input type="checkbox"/>
WIOA Application	Open Form Download PDF	<input type="checkbox"/>
Self Attestation	Open Form Download PDF	<input type="checkbox"/>
Acknowledgment Form	Open Form Download PDF	<input type="checkbox"/>
Grievance (Discrimination Form)	Open Form Download PDF	<input type="checkbox"/>
Grievance (Non- Discrimination Form)	Open Form Download PDF	<input type="checkbox"/>
Youth and Career Coach Agreement	Open Form Download PDF	<input type="checkbox"/>

The WIOA Application in My Gateway Career is the MS Works Participant Profile & WIOA Enrollment Forms. The Career Coach should complete this form and click the Save button at the bottom of the page.

MS WORKS

WIOA Participant Profile

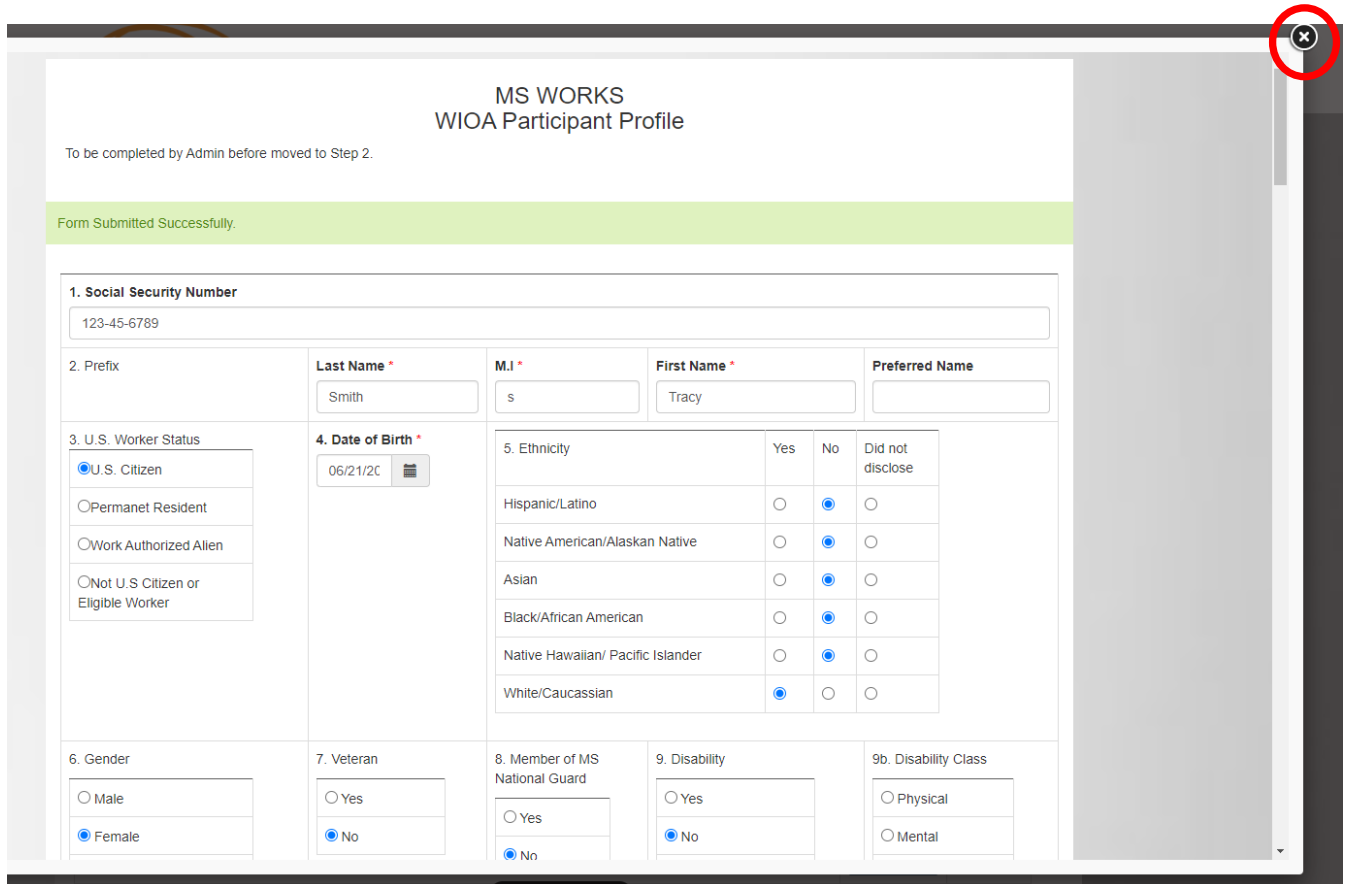
To be completed by Admin before moved to Step 2.

1. Social Security Number				
<input style="width: 95%;" type="text"/>				
2. Prefix	Last Name *	M.I *	First Name *	Preferred Name
	<input style="width: 80%;" type="text" value="Smith"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text" value="Tracy"/>	<input style="width: 80%;" type="text"/>
3. U.S. Worker Status		4. Date of Birth *		
<input type="radio"/> U.S. Citizen <input type="radio"/> Permanent Resident <input type="radio"/> Work Authorized Alien <input type="radio"/> Not U.S. Citizen or Eligible Worker		<input style="width: 80%;" type="text"/>		
		5. Ethnicity		
			Yes	No
		Hispanic/Latino	<input type="radio"/>	<input type="radio"/>
		Native American/Alaskan Native	<input type="radio"/>	<input type="radio"/>
		Asian	<input type="radio"/>	<input type="radio"/>
		Black/African American	<input type="radio"/>	<input type="radio"/>
		Native Hawaiian/ Pacific Islander	<input type="radio"/>	<input type="radio"/>
		White/Caucasian	<input type="radio"/>	<input type="radio"/>
6. Gender		7. Veteran	8. Member of MS National Guard	9. Disability
<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Did not disclose		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Did not disclose	9b. Disability Class
				<input type="radio"/> Physical <input type="radio"/> Mental <input type="radio"/> Both Physical & Mental <input type="radio"/> Did not disclose
WIOA Application				

38. Foster Care Youth	39. Incarcerated at Program Entry	40. Date Released from Incarceration	41. Received SSI in last 6 months
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input style="width: 80%;" type="text" value="08/31/2021"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
42. Eligible for Free or Reduced Lunch	43. Requires Additional Assistance	44. Education Status	45. Is Youth a Dropout?
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> In School, H.S. or less <input type="radio"/> In School, Alternative School <input type="radio"/> In School, Post-High School <input checked="" type="radio"/> Not Attending School and H.S. Dropout <input type="radio"/> Not Attending School; H.S. Grad or Equiv <input type="radio"/> Not Attending School; within compulsory attendance age	<input checked="" type="radio"/> Yes <input type="radio"/> No
46. Basic Skills Deficient	47. If Basic Skills Deficient is no, list tool used to determine this	COMMENTS:	
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>	
WIOA Application			

SAVE

After you click the Save Button the screen will direct you to the top of the form. You can click the “X” to close the form.



MS WORKS
WIOA Participant Profile

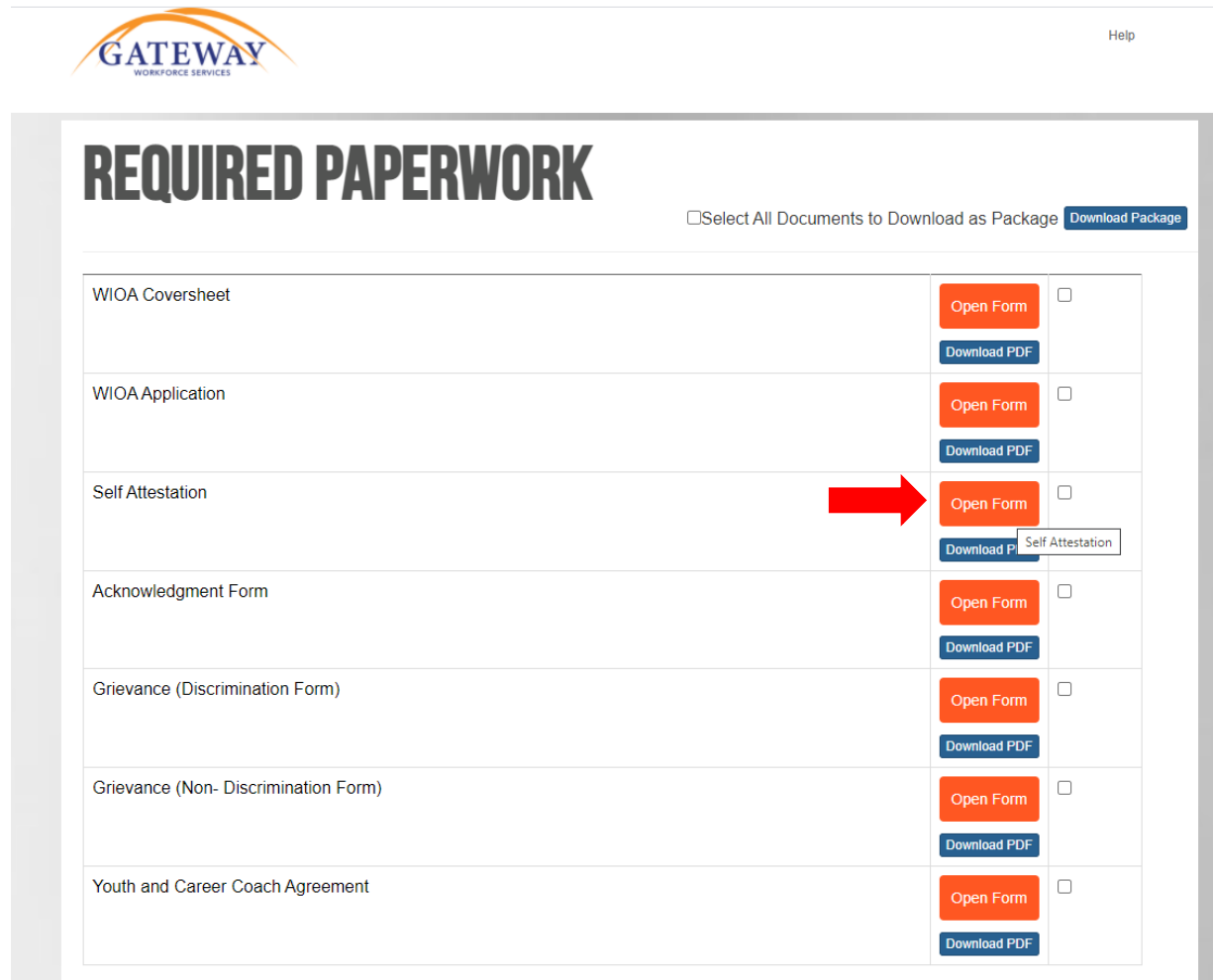
To be completed by Admin before moved to Step 2.

Form Submitted Successfully.

1. Social Security Number																																
123-45-6789																																
2. Prefix	Last Name *	M.I. *	First Name *	Preferred Name																												
	Smith	s	Tracy																													
3. U.S. Worker Status	4. Date of Birth *	5. Ethnicity																														
<input checked="" type="radio"/> U.S. Citizen <input type="radio"/> Permantet Resident <input type="radio"/> Work Authorized Alien <input type="radio"/> Not U.S Citizen or Eligible Worker	06/21/20	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th style="width: 20%;">Did not disclose</th> </tr> </thead> <tbody> <tr> <td>Hispanic/Latino</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Native American/Alaskan Native</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Asian</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Black/African American</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>Native Hawaiian/ Pacific Islander</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>White/Caucassian</td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </tbody> </table>				Yes	No	Did not disclose	Hispanic/Latino	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Native American/Alaskan Native	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Asian	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Black/African American	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Native Hawaiian/ Pacific Islander	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	White/Caucassian	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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6. Gender	7. Veteran	8. Member of MS National Guard	9. Disability	9b. Disability Class																												
<input type="radio"/> Male <input checked="" type="radio"/> Female	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Physical <input type="radio"/> Mental																												

Completing the Self-Attestation Form

When you close the WIOA Application Form you will return to the Required Paperwork screen. You will click the “Open Form” button for the Self-Attestation Form.



The screenshot shows the Gateway Workforce Services interface. At the top left is the Gateway logo, and at the top right is a 'Help' link. The main heading is 'REQUIRED PAPERWORK'. Below this heading is a checkbox labeled 'Select All Documents to Download as Package' and a 'Download Package' button. A table lists the required documents:

Document Name	Open Form	Download PDF	Checkbox
WIOA Coversheet	Open Form	Download PDF	<input type="checkbox"/>
WIOA Application	Open Form	Download PDF	<input type="checkbox"/>
Self Attestation	Open Form	Download PDF	<input type="checkbox"/>
Acknowledgment Form	Open Form	Download PDF	<input type="checkbox"/>
Grievance (Discrimination Form)	Open Form	Download PDF	<input type="checkbox"/>
Grievance (Non- Discrimination Form)	Open Form	Download PDF	<input type="checkbox"/>
Youth and Career Coach Agreement	Open Form	Download PDF	<input type="checkbox"/>

A red arrow points to the 'Open Form' button for the 'Self Attestation' document. A tooltip labeled 'Self Attestation' is visible over the 'Download PDF' button for the same document.

The Youth Program Self-Attestation Form will appear. The Career Coach should complete this form and click the Save button at the bottom of the page.

NOTE: Do not sign this form yet. Career Coaches should sign the forms after the youth participant signs.

The Mississippi Partnership Youth Program Self-Attestation Form

To be completed by Admin before moved to Step 2.

First Name * <input type="text" value="Tracy"/>	Middle Initial * <input type="text" value="S"/>	Last Name * <input type="text" value="S"/>
---	---	--

Individuals entering the WIOA Youth Program may self-attest certain eligibility elements in extreme circumstances when "hard" documentation is not readily available. Check the appropriate boxes to indicate the items that are being self-attested.

Social Security Number:

123-45-6789

Family Size

Family Member Name	Relationship to Applicant
<input type="text" value="D Smith"/>	<input type="text" value="Mother"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Self Attestation

Self-Attestation Statement:

I certify that the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from the WIOA Gateway Program and/or penalties as specified by law. If documentation of the above items become available I will provide the documentation to the WIOA Gateway Program.

<input type="checkbox"/> Homeless/Runaway Youth	I lack a fixed, regular, adequate night time residence or I am under 18 years old and am a runaway youth.
<input type="checkbox"/> Offender	I am an offender
<input type="checkbox"/> Pregnant or Parenting	I am currently pregnant or am currently parenting a child.

Participant Signature :	Date :
<input type="text"/>	<input type="text" value="08/31/2021"/>
Parent or Guardian Signature :	Date :
<input type="text"/>	<input type="text" value="08/31/2021"/>

Self-Attestation Statement:

I certify that the individual whose signature appears above provided the information on this recorded form

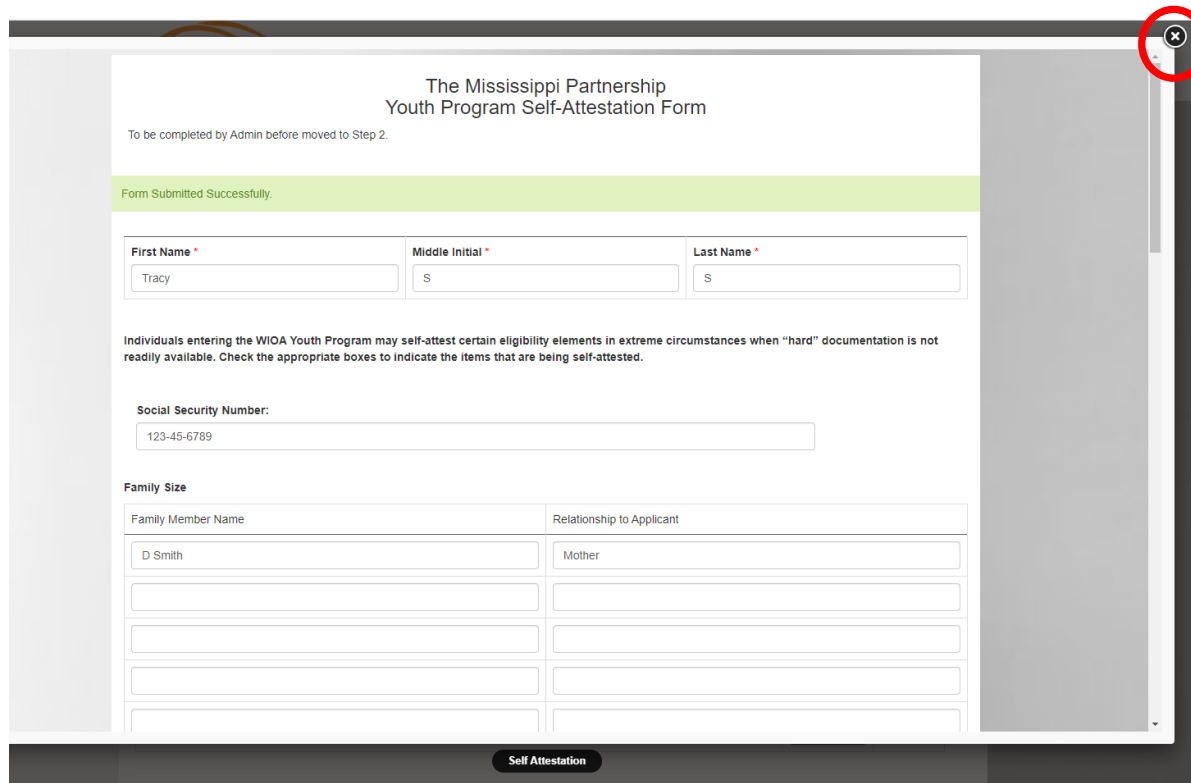
WIOA Provider Signature :	Date :
<input type="text"/>	<input type="text" value="08/31/2021"/>

☒ By selecting the "I Accept" button, you are agreeing to signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

SAVE

Self Attestation

After you click the Save Button the screen will direct you to the top of the form. You can click the “X” to close the form.



The Mississippi Partnership
Youth Program Self-Attestation Form

To be completed by Admin before moved to Step 2.

Form Submitted Successfully.

First Name *
Tracy

Middle Initial *
S

Last Name *
S

Individuals entering the WIOA Youth Program may self-attest certain eligibility elements in extreme circumstances when “hard” documentation is not readily available. Check the appropriate boxes to indicate the items that are being self-attested.

Social Security Number:
123-45-6789

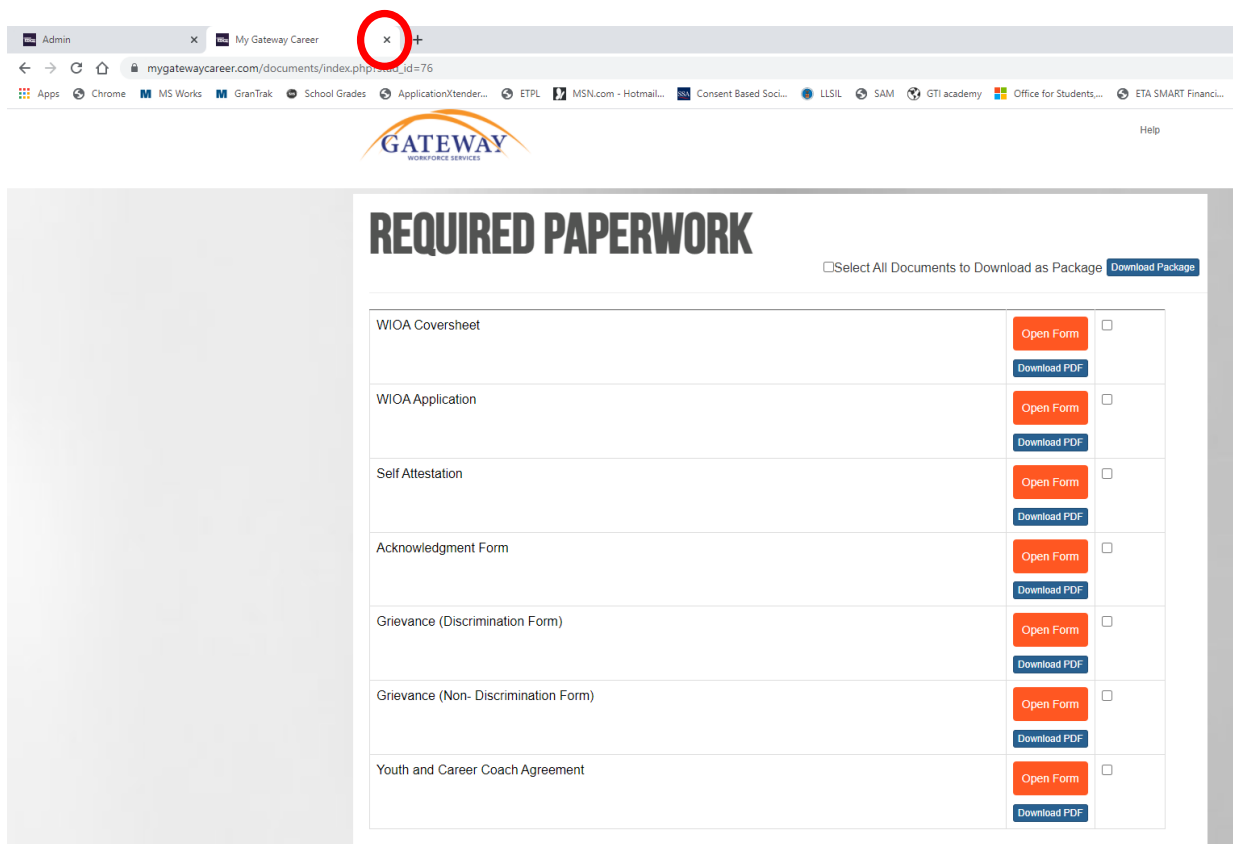
Family Size

Family Member Name	Relationship to Applicant
D Smith	Mother

Self Attestation

When you close the Self-Attestation Form you will return to the Required Paperwork screen. To complete the Youth ISS from you should close the Required Paperwork tab. You will be directed back to the Staff Dashboard.

NOTE: We are talking with Career Edge about moving the ISS form to this screen. We will let you know if this is done.




The screenshot shows a web browser window with the address bar displaying `mygatewaycareer.com/documents/index.php?id=76`. The browser tab is labeled "My Gateway Career" and is circled in red. The page header features the "GATEWAY WORKFORCE SERVICES" logo. The main content area is titled "REQUIRED PAPERWORK" and includes a checkbox labeled "Select All Documents to Download as Package" with a "Download Package" button. Below this is a table listing various forms, each with "Open Form" and "Download PDF" buttons.

Form Name	Open Form	Download PDF
WIOA Coversheet	Open Form	Download PDF
WIOA Application	Open Form	Download PDF
Self Attestation	Open Form	Download PDF
Acknowledgment Form	Open Form	Download PDF
Grievance (Discrimination Form)	Open Form	Download PDF
Grievance (Non- Discrimination Form)	Open Form	Download PDF
Youth and Career Coach Agreement	Open Form	Download PDF

Completing the Youth ISS Form

On the Dashboard, you will click “MPWDA Youth ISS Form”



Admins |

ACCOUNTS EMPLOYER APPLICATION TIMESHEETS ASSIGNMENTS WORKSITES LOG OUT

11
USERS

1
RESUMES CREATED
















10
EPORTFOLIOS

2
MOCK JOB APPS

STUDENT ACCOUNTS

Sort By: [Most Recently Updated](#) [Newest](#) [Alphabetical](#) [Most Active](#) [Oldest](#) [Group](#)

SEARCH:

 <div>Tracy Smith tracysmith@anywhere.com</div>	 <div>Account Info</div>	 <div>Assignments</div>	<div>Initial Application</div>	<div>Required Paperwork</div>	<div>Application Status Pending</div>	<div>MPWDA Youth ISS Form</div>	<div>Module Access</div>
 <div>Jane Doe janekkhkn@gmail.com</div>	 <div>Account Info</div>	 <div>Assignments</div>	<div>Initial Application</div>	<div>Required Paperwork</div>	<div>Application Status Pending</div>	<div>MPWDA Youth ISS Form</div>	<div>Module Access</div>
 <div>Jane doe test@test.com</div>	 <div>Account Info</div>	 <div>Assignments</div>	<div>Initial Application</div>	<div>Required Paperwork</div>	<div>Application Status Approved for Full Access</div>	<div>MPWDA Youth ISS Form</div>	<div>Module Access</div>
 <div>Testing Form storemanager1988@gmail.com</div>	 <div>Account Info</div>	 <div>Assignments</div>	<div>Initial Application</div>	<div>Required Paperwork</div>	<div>Application Status Approved for Full Access</div>	<div>MPWDA Youth ISS Form</div>	<div>Module Access</div>
 <div>jon serif jtsertif@gmail.com</div>	 <div>Account Info</div>	 <div>Assignments</div>	<div>Initial Application</div>	<div>Required Paperwork</div>	<div>Application Status Approved for Full Access</div>	<div>MPWDA Youth ISS Form</div>	<div>Module Access</div>

The Youth ISS Form will open in a window. The Career Coach should complete this form and click the Save button at the end of the form.

**The Mississippi Partnership
WIOA Youth Programs
INDIVIDUAL SERVICE STRATEGY FORM
Revised July 2018**

1. First Name *	2. Last Name *	3. Social Security # (or last 4 digits)
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Date of Participation <input type="text" value="mm/dd/yyyy"/>	5. Date of Birth * <input type="text" value="mm/dd/yyyy"/>	6. Gender <input type="radio"/> Male <input type="radio"/> Female
---	---	---

7. Education History
Last High School Attended & Dates:

Highest Grade Completed: ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 1

Last High School Attended & Dates:

Majors:

Years Completed: ☐ 1 ☐ 2 ☐ 3 ☐ 4

☐ Received High School Diploma
☐ Received Cert. of Attendance/Completion
☐ Received H.S. Equivalency Diploma
☐ Received Associate/Bachelor Degree
☐ Received other Occupational Degree/Certificate

8. Employment History
Has the youth ever been employed?
☐ Yes
☐ No

If yes, please enter the employment history below:

Employer Name:	City, State:	Job Title:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Start Date:	End Date:	Reason for Leaving:
<input type="text"/>	<input type="text"/>	<input type="text"/>

After you click the Save Button the screen will direct you to the top of the form. You can click the “X” to close the form.

The screenshot shows a web application interface for 'The Mississippi Partnership WIOA Youth Programs'. A modal window displays the 'INDIVIDUAL SERVICE STRATEGY FORM' with a green success message: 'Form Submitted Successfully.' A red circle highlights a close button (X) in the top right corner of the modal. The form contains the following fields:

1. First Name *	2. Last Name *	3. Social Security # (or last 4 digits)
Tracy	Smith	6789

4. Date of Participation mm / dd / yyyy	5. Date of Birth * 06 / 21 / 2003	6. Gender <input type="radio"/> Male <input checked="" type="radio"/> Female
--	--------------------------------------	--

7. Education History
Last High School Attended & Dates: mm / dd / yyyy

Highest Grade Completed: ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 1

Last High School Attended & Dates: mm / dd / yyyy

Majors:

Years Completed: ☐ 1 ☐ 2 ☐ 3 ☐ 4

☐ Received High School Diploma
☐ Received Cert. of Attendance/Completion
☐ Received H.S. Equivalency Diploma
☐ Received Associate/Bachelor Degree
☐ Received other Occupational Degree/Certificate

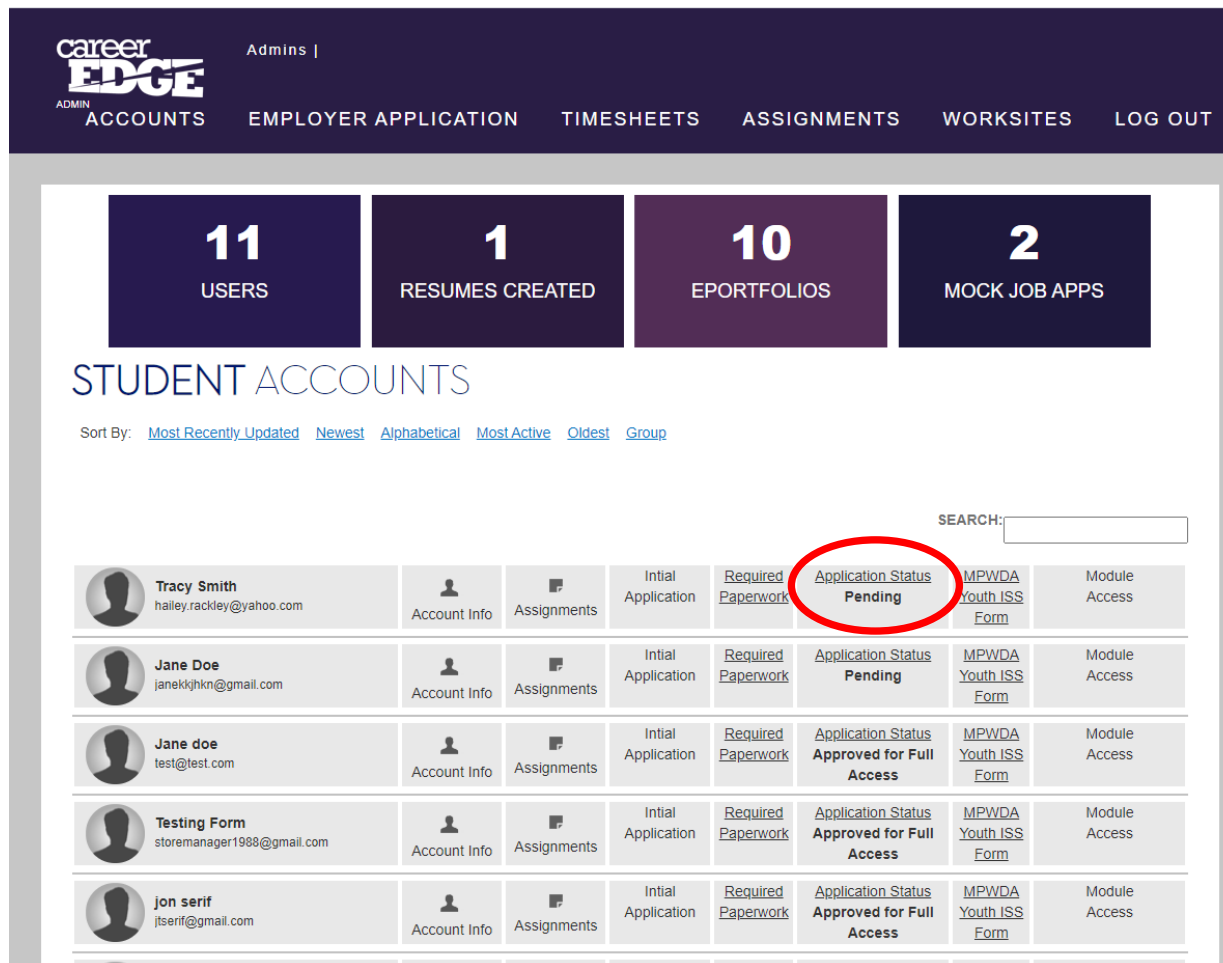
8. Employment History
Has the youth ever been employed?
☐ Yes
☐ No
 If yes, please enter the employment history below:

career EDGE Document Career TEAM

Updating a Youth's Status to "Approved for Enrollment"

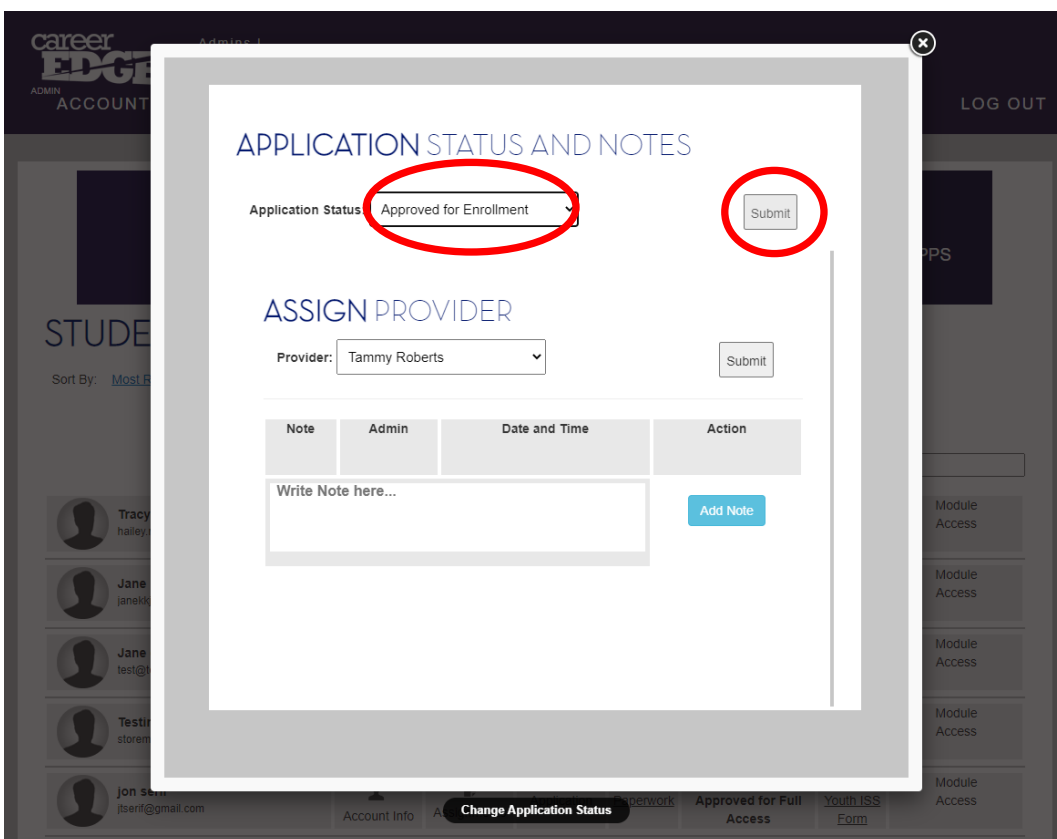
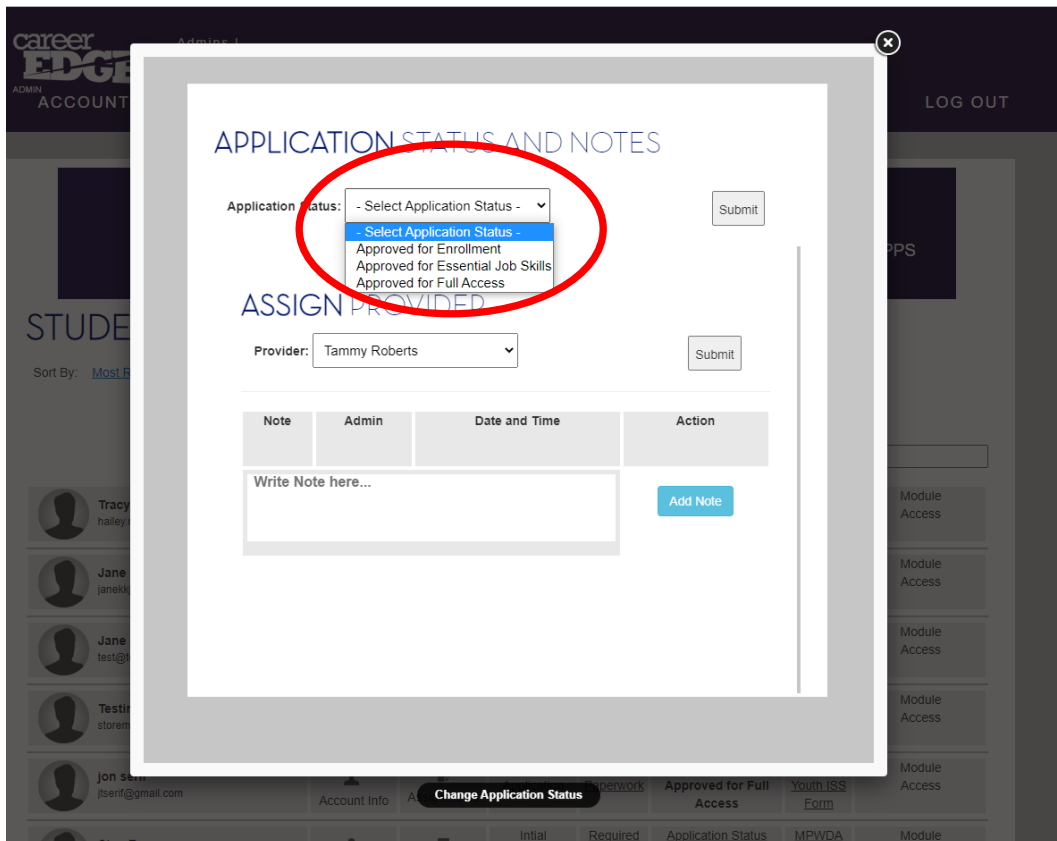
When you have the WIOA Enrollment, Self-Attestation Form, and Youth ISS Form completed you can now move the youth to "Approved for Enrollment" status. This status means the Career Coach has reviewed the individual's application, contacted the individual, and the Career Coach determined this individual should be enrolled into the WIOA Youth Gateway Program.

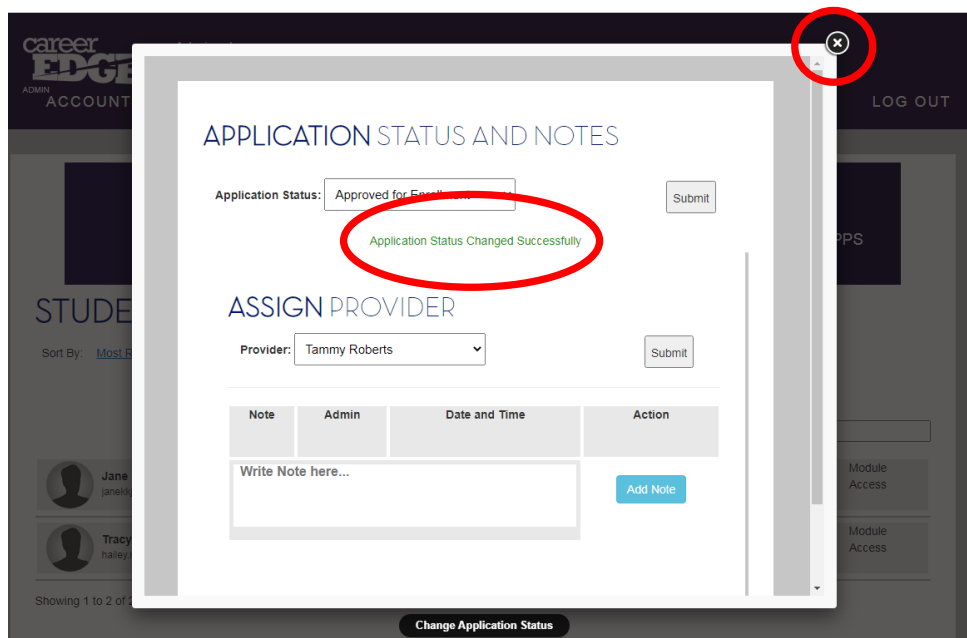
To update the status you will click "Application Status"



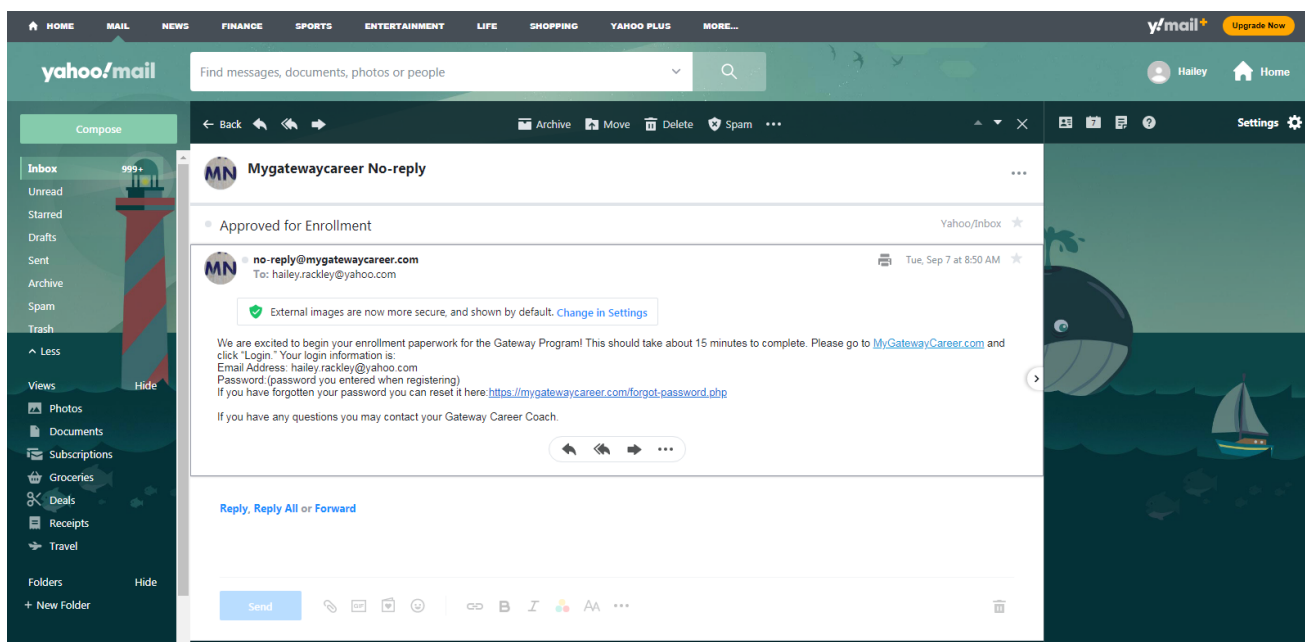
The screenshot shows the Career Edge Admin interface. At the top, there's a navigation bar with 'Admins |' and links for 'ACCOUNTS', 'EMPLOYER APPLICATION', 'TIMESHEETS', 'ASSIGNMENTS', 'WORKSITES', and 'LOG OUT'. Below this, four summary boxes display: 11 USERS, 1 RESUMES CREATED, 10 EPORTFOLIOS, and 2 MOCK JOB APPS. The main section is titled 'STUDENT ACCOUNTS' with sorting options: 'Most Recently Updated', 'Newest', 'Alphabetical', 'Most Active', 'Oldest', and 'Group'. A search bar is located on the right. The table below lists five accounts. The first two accounts, Tracy Smith and Jane Doe, have their 'Application Status' highlighted with a red circle and labeled 'Pending'. The last three accounts (Jane doe, Testing Form, and jon serif) have their 'Application Status' labeled 'Approved for Full Access'.

Account Name	Account Info	Assignments	Initial Application	Required Paperwork	Application Status	MPWDA Youth ISS Form	Module Access
Tracy Smith hailey.rackley@yahoo.com	Account Info	Assignments	Initial Application	Required Paperwork	Pending	MPWDA Youth ISS Form	Module Access
Jane Doe janekghkn@gmail.com	Account Info	Assignments	Initial Application	Required Paperwork	Pending	MPWDA Youth ISS Form	Module Access
Jane doe test@test.com	Account Info	Assignments	Initial Application	Required Paperwork	Approved for Full Access	MPWDA Youth ISS Form	Module Access
Testing Form storemanager1988@gmail.com	Account Info	Assignments	Initial Application	Required Paperwork	Approved for Full Access	MPWDA Youth ISS Form	Module Access
jon serif jtsrif@gmail.com	Account Info	Assignments	Initial Application	Required Paperwork	Approved for Full Access	MPWDA Youth ISS Form	Module Access





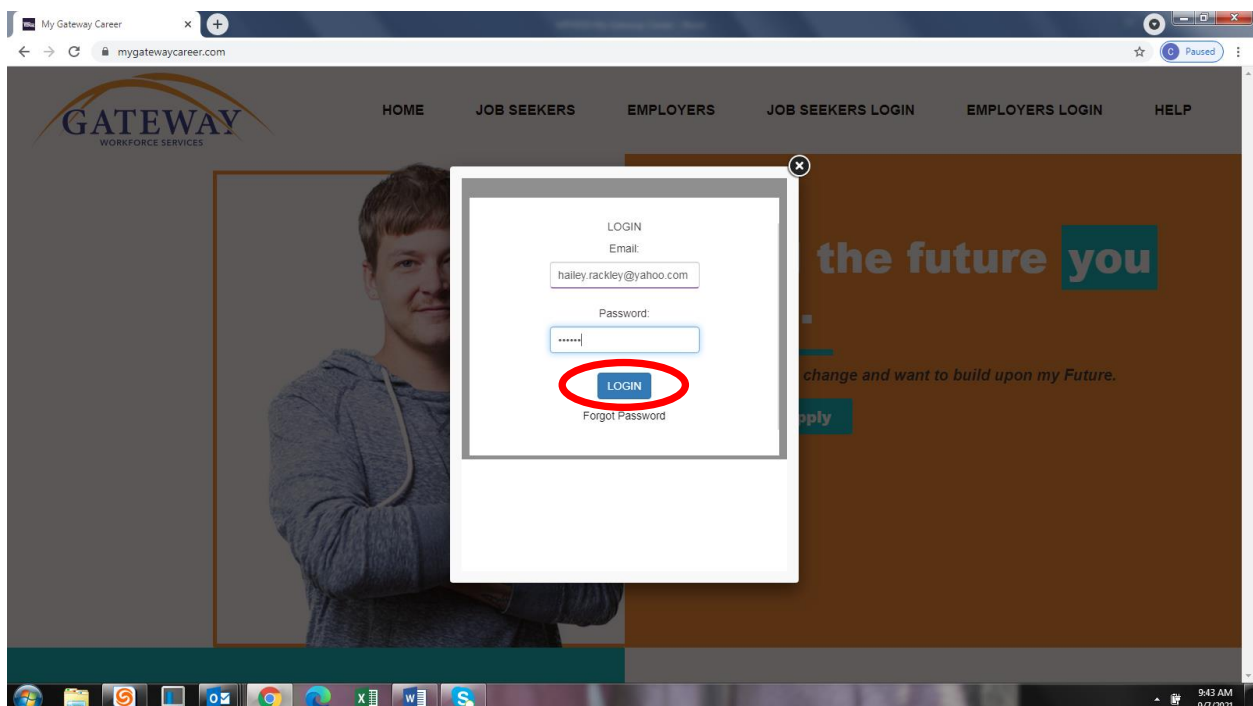
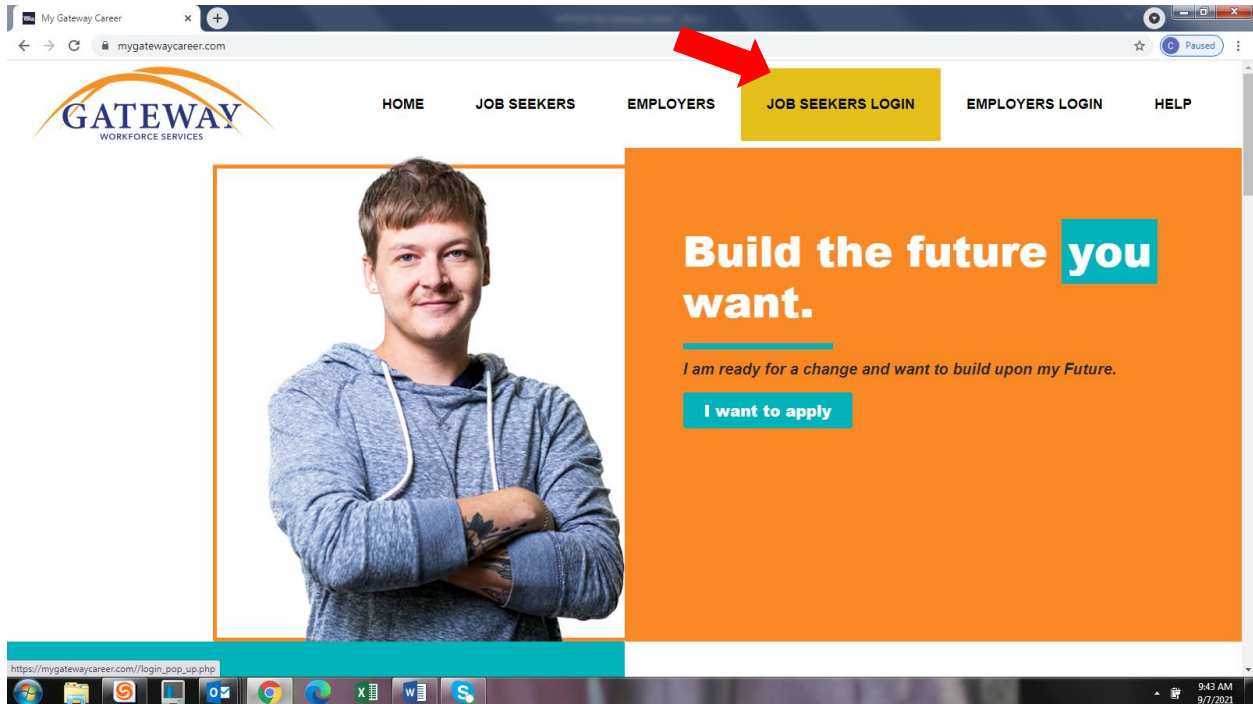
When you move a youth to “Approved for Enrollment” status My Gateway Career will email the youth.



Now the participant will need to log into their MyGatewayCareer.com account, complete the necessary forms, and upload documents. If the participant is in your office, you may help him/her to do this or if the participant is not in your office, he/she may do it from their smartphone or computer. **(Note: We have not tested completed these forms on the smartphone much.)**

Participant Completes WIOA Paperwork

The Participant will go to www.mygatewaycareer.com. They can will click Job Seekers Login and a popup box will appear for the Participant to enter email and password.



When the Participant clicks “LOGIN” button the Participant will see the required forms that they need to complete. They will also see the section for uploading documents.

The Participant will click “Open Form” beside each of the forms. The Participant will answer any questions they need to and sign and save the forms. If the participant is under the age of 18 his/her parent/guardian will also need to sign the form. The parent/guardian can either sign the forms while the participant is doing it or at a different time.

You will want to give the participants instructions on exactly what they should do when they log in to complete the paperwork. Also, you should give the participant a list of what documents he/she needs to upload.

This is what the Participant will see when they log in:

The screenshot shows a web browser window with the URL `mygatewaycareer.com/documents/?pname=documents`. The page features the Gateway Workforce Services logo at the top. Below the logo, the heading "REQUIRED PAPERWORK" is displayed. A table lists five forms: "Self Attestation", "Acknowledgment Form", "Grievance (Discrimination Form)", "Grievance (Non- Discrimination Form)", and "Youth and Career Coach Agreement". Each form has a red arrow pointing to an "Open Form" button. Below this table, a section titled "Please upload as many of the following documents as you can. This helps speed up the process for enrolling into the Gateway Program." contains a table with two rows: "State ID or Driver's Licenses" and "Social Security Card". Each row has a "Choose File" button and the text "No file chosen". The browser's taskbar at the bottom shows various application icons and the system clock indicating 9:44 AM on 9/7/2021.

Item to Document	
State ID or Driver's Licenses	<input type="button" value="Choose File"/> No file chosen
Social Security Card	<input type="button" value="Choose File"/> No file chosen

Youth Completing Self-Attestation Form

The Career Coach should already have this form completed and the only thing the participant has to do is sign the form.

The screenshot displays the 'The Mississippi Partnership Youth Program Self-Attestation Form' in a web browser. The form is titled 'The Mississippi Partnership Youth Program Self-Attestation Form' and includes the following sections:

- Personal Information:** Fields for First Name (Tracy), Middle Initial (S), and Last Name (S).
- Instructions:** A paragraph stating that individuals entering the WIOA Youth Program may self-attest certain eligibility elements in extreme circumstances when "hard" documentation is not readily available. It instructs users to check appropriate boxes to indicate self-attested items.
- Social Security Number:** A field containing the number 123-45-6789.
- Family Size:** A table with two columns: 'Family Member Name' and 'Relationship to Applicant'. The first row shows 'D Smith' as the mother.
- Self-Attestation:** A section with three checkboxes and their corresponding statements:
 - ☐ Homeless/Runaway Youth: I lack a fixed, regular, adequate night time residence or I am under 18 years old and am a runaway youth.
 - ☐ Offender: I am an offender.
 - ☐ Pregnant or Parenting: I am currently pregnant or am currently parenting a child.
- Signatures:** Fields for Participant Signature (Tracy Smith) and Date (09/07/2021). Below these are fields for Parent or Guardian Signature and Date.
- Self-Attestation Statement:** A statement: 'I certify that the individual whose signature appears above provided the information on this recorded form'.
- WIOA Provider Signature:** Fields for WIOA Provider Signature and Date.
- Agreement:** A checkbox labeled 'I Agree' (circled in red) with the text: 'By selecting the "I Agree" button, you are agreeing to signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.'
- SAVE Button:** A green button labeled 'SAVE' (circled in red).

The browser's address bar shows 'mygatewaycareer.com/documents/?pname=documents'. The taskbar at the bottom includes icons for various applications and the system clock shows 9:45 AM on 9/7/2021.

My Gateway Career x +

mygatewaycareer.com/documents/?pname=documents

The Mississippi Partnership Youth Program Self-Attestation Form

Form Submitted Successfully.

First Name *	Middle Initial *	Last Name *
Tracy	S	S

Individuals entering the WIOA Youth Program may self-attest certain eligibility elements in extreme circumstances when "hard" documentation is not readily available. Check the appropriate boxes to indicate the items that are being self-attested.

Social Security Number:

123-45-6789

Family Size

Family Member Name	Relationship to Applicant
D Smith	Mother

Social Security Card

Self Attestation

Choose File | No file chosen

10:03 AM
9/7/2021

Youth Completing Acknowledgement Form

The Mississippi Partnership WIOA Acknowledgement Form

1. I certify, to the best of my knowledge, that **ALL** information given is true. I agree and understand any willful misstatement of facts may cause forfeiture of my status in the Workforce Innovation and Opportunity Act program and could be cause for legal action. I understand the information is subject to verification and agree to provide such documentation as required or approval to obtain such. I understand that any information provided may be shared with other federal, state, and local or non-government agencies.

I authorize agencies and schools, as appropriate, to release to the WIOA Provider information necessary for verifying appropriate applicant intake responses on which program eligibility/ineligibility was based. I understand this information may subsequently be released to the grant recipient, to Workforce Development Areas and/or work sites for eligibility purposes.

I agree to notify the WIOA Provider of any address or phone number changes during the time I'm in the program. I also understand that someone representing the WIOA Provider may call me after program completion. I agree to provide them with information about my employment status, earnings, and other information necessary to evaluate program success.

Photo/Video Release (mark appropriate response)

☐ I Do Not authorize and give my permission for the WIOA Program to use quotes, take pictures and video shots of me while enrolled in the WIOA Program.

☒ I authorize and give my permission for the WIOA Program to use quotes, take pictures and video shots of me while enrolled in the WIOA Program. These photos/videos may be used for workforce program publicity such as newspaper articles, PowerPoint presentations, website photos, etc.

3. Data Sharing Acknowledgement

I acknowledge that by receiving Workforce Innovation and Opportunity Act (WIOA) services in the state of Mississippi personal information collected during registration for and administration of these services may be disclosed to WIOA partner agencies (including, but not limited to, Mississippi Community College Board, Mississippi Department of Human Services, Mississippi Department of Employment Security, and Mississippi Department of Rehabilitation Services) or their authorized representatives to improve the quality of case management and match records to meet performance accountability, reporting, and evaluation requirements under WIOA (Pub. L. 113-128). I hereby acknowledge and consent to the release of my personal information as indicated.

Acknowledgment Form

Social Security Card

Choose File | No file chosen

10:20 AM 9/7/2021

4. Please answer to this question voluntarily. Do you, a family member, or a friend have a history of opioids or drug use?

☐ Yes ☐ No ☒ Prefer not to respond

5. By signing below, I hereby acknowledge and consent to the items detailed in 1-6. above.

Participant's Signature *

Date : 09/07/2021

Parent's/Guardian Signature (if required)

Date : 09/07/2021

6. By signing below, I hereby certify that the items in 1-6. above were explained to the participant and/or parent/guardian.

WIOA Provider Staff :

Date : 09/07/2021

☒ By selecting the "I Accept" button, you are agreeing to signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your physical signature on this Agreement.

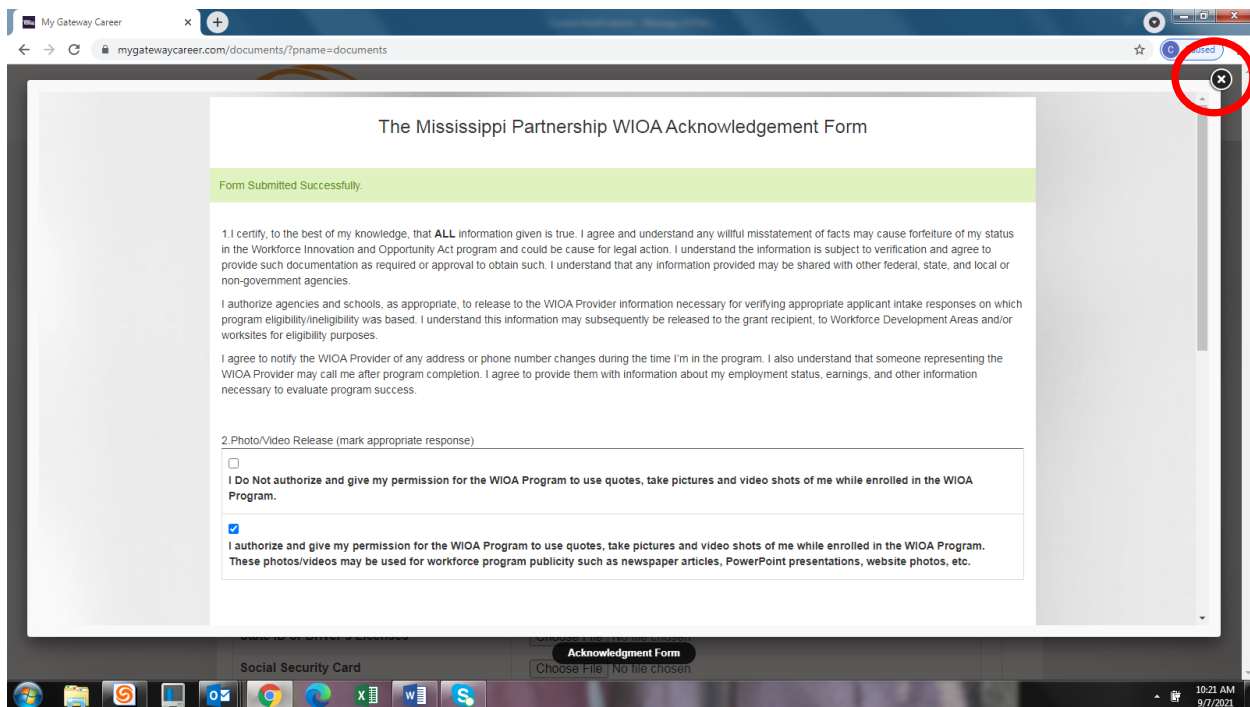
SAVE

Acknowledgment Form

Social Security Card

Choose File | No file chosen

10:21 AM 9/7/2021



Youth Completing Discrimination Complaint Form

WIOA COMPLAINT PROCEDURE FOR DISCRIMINATION COMPLAINTS
THE MISSISSIPPI PARTNERSHIP

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal financial assistance to discriminate on the following bases:

- Against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully-admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I financially-assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I financially-assisted program or activity;
- Providing opportunities in, or treating any person with regard to such a program or activity; or
- Making employment decisions in the administration of or in connection with such a program or activity.

DEFINITIONS

A. Recipient - For the context of this form, recipient refers to any entity to which financial assistance under WIOA Title I is extended, and may be a WIN Job Center, Youth Provider, or Training Provider.

Grievance
Choose File: No file chosen

Social Security Card

10:22 AM 9/7/2021

RETENTION AND CERTIFICATION

A copy of this document should be kept in a safe place for reference if the need arises. Also, a copy of this document will be placed in the participant's WIOA file folder or the employee's personnel folder.

This is to certify that the complaint procedures have been explained to me and that I understand my rights

Tracy Smith
Participant's/employee signature

09/07/2021
Date *

Parent's/Guardian Signature(if required)

09/07/2021
Date *

This is to certify that I have explained the complaint procedure to the above individual.

Subgrantee official's signature

09/07/2021
Date *

If you have any questions concerning WIOA discrimination complaint procedures, you may contact:

EO Officer: Rebecca Brantley
Three Rivers Planning & Development District
75 South Main Street/P.O. Box 690
Pontotoc, MS 38863
662.489.2415 (phone)
202.693.6515 (TDD)

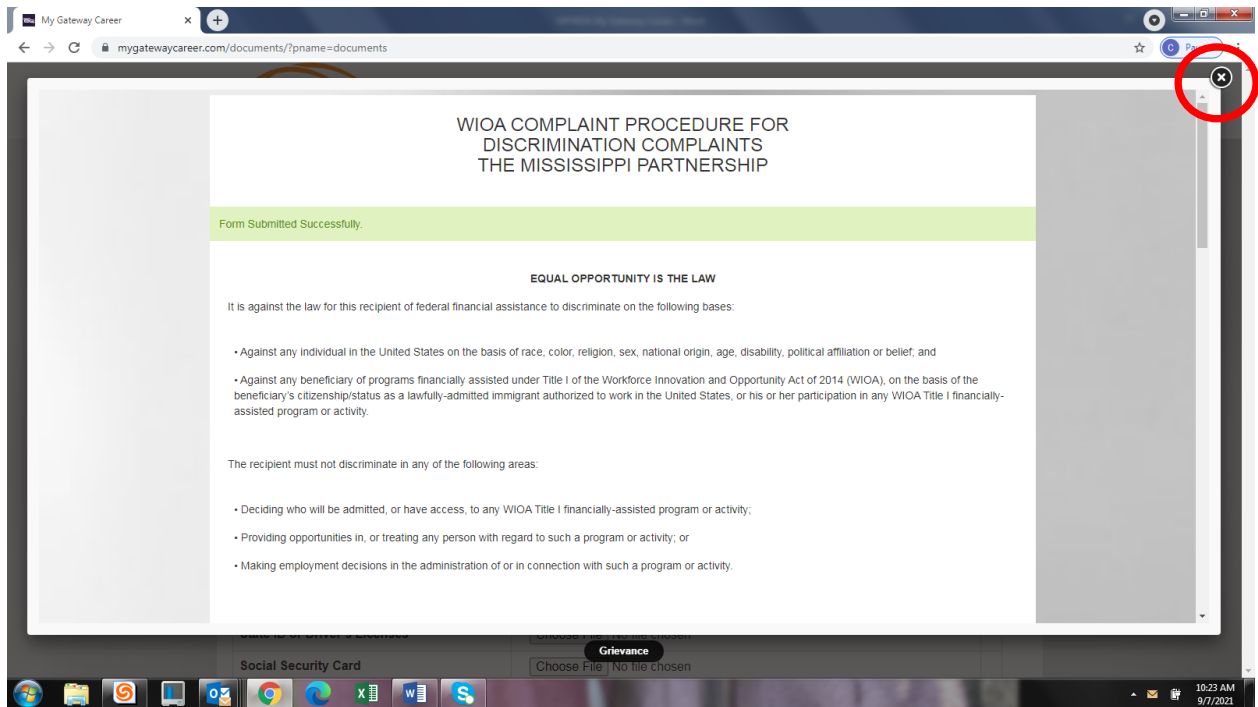
☒ By selecting the "I Accept" button, you are agreeing to signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

SAVE

Grievance
Choose File: No file chosen

Social Security Card

10:22 AM 9/7/2021



Youth Completing Non-Discrimination Complaint Form

WIOA GRIEVANCE PROCEDURE FOR NON-DISCRIMINATION GRIEVANCES
THE MISSISSIPPI PARTNERSHIP

RIGHT TO FILE A GRIEVANCE

• As an applicant, participant, WIOA staff person or other interested person, you have the right, without fear of interference, coercion, restraint, discrimination or reprisal, to present a grievance or appeal.

DEFINITIONS

A. Grievance - Program grievances (or programmatic issues) related to WIOA—funded programs or activities based on grounds other than discrimination.

B. Subgrantee, contractor, provider - For the context of this form, these terms refer to the applicable Service Provider funded by or through the Three Rivers Planning & Development District for The Mississippi Partnership Local Workforce Development Area, and may be a WIN Job Center, Youth Provider or Training Provider.

C. Recipient - For the context of this form, recipient refers to the Three Rivers Planning & Development District.

D. Governor - For the context of this form, Governor refers to the state agency designated to administer WIOA programs, the Office of Grant Management division of the Mississippi Dept. of Employment Security.

PROCESSING GRIEVANCES

Alleged grievances must be filed at the Subgrantee level within one year of occurrence. If you are dissatisfied with the informal Resolution, you have the right to request a Formal Resolution by submitting a written grievance, have a hearing, and receive a written decision within sixty (60) days after filing the initial grievance. If you are dissatisfied with the written decision, you may file an appeal at the State Level.

WIOA GRIEVANCE PROCEDURE FOR NON-DISCRIMINATION GRIEVANCES

Grievance

Choose File | No file chosen

A copy of this document should be kept in a safe place for reference if the need arises. Also, a copy of this document will be placed in the participant's WIOA file folder or the employee's personnel folder.

This is to certify that these grievance procedures have been explained to me and that I understand my rights.

Participant's/employee signature: Tracy Smith Date: 09/07/2021

Parent's/Guardian Signature(if required) Date: 09/07/2021

This is to certify that I have explained the grievance procedure to the above named individual.

Subgrantee official's signature Date: 09/07/2021

If you have any questions concerning WIOA grievance procedures, you may contact:

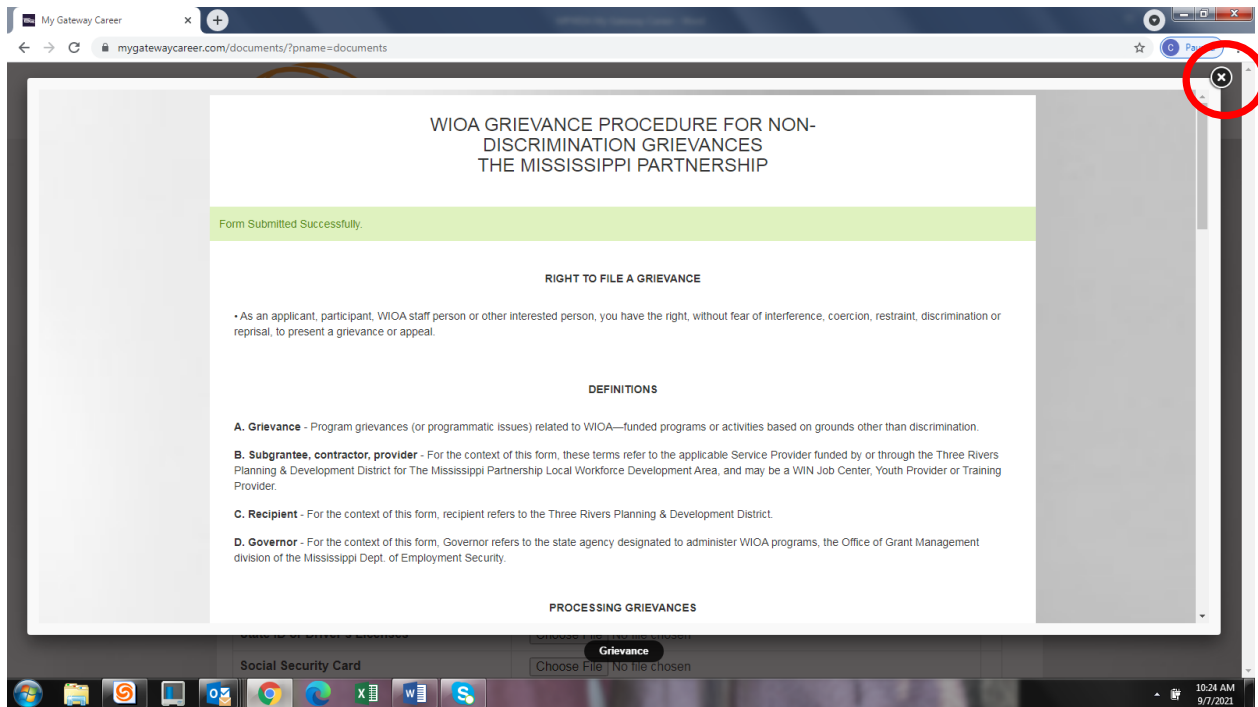
EO Officer: Rebecca Brantley
Three Rivers Planning & Development District
75 South Main Street/P.O. Box 690
Pontotoc, MS 38863
662.489.2415 (phone)
202.693.6515 (TDD)

☒ By selecting the "I Accept" button, you are agreeing to signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

SAVE

Grievance

Choose File | No file chosen



Youth Completing Youth & Case Manager Agreement

The Mississippi Partnership Youth & Case Manager Agreements

First Name *
Tracy

Middle Initial *

Last Name *
Smith

For Youth - I agree to:

- Contact my Career Coach monthly or as often as necessary to update my progress. I understand that my case can be closed if I go 90 days without participating in a service.
- Let my Case Manager know of any problems which would cause changes to any activities or interfere with completing the Gateway Program.
- Seek, accept and maintain employment that meets my planned goal(s).
- Contact my Career Coach when I become employed, and provide all necessary information pertaining to the job.
- Stay in contact with my Career Coach for up to a year after exiting the program to maintain and support meeting my goals.

For the Career Coach - I agree to:

- Assist with the appropriate career guidance, training and supportive services.
- Coordinate with other agencies and programs to help you obtain needed services.

Household Income

Youth and Career Coach Agreement

For the Career Coach - I agree to:

- Assist with the appropriate career guidance, training and supportive services.
- Coordinate with other agencies and programs to help you obtain needed services.
- Monitor your participation and progress in the Gateway Program.
- Assist you in your search for employment.
- Maintain contact with you for up to one year after you obtain employment for employment retention and career advancement purposes.

Tracy Smith
Participant's Signature *

09/07/2021
Date :

WIOA Career Coach Signature

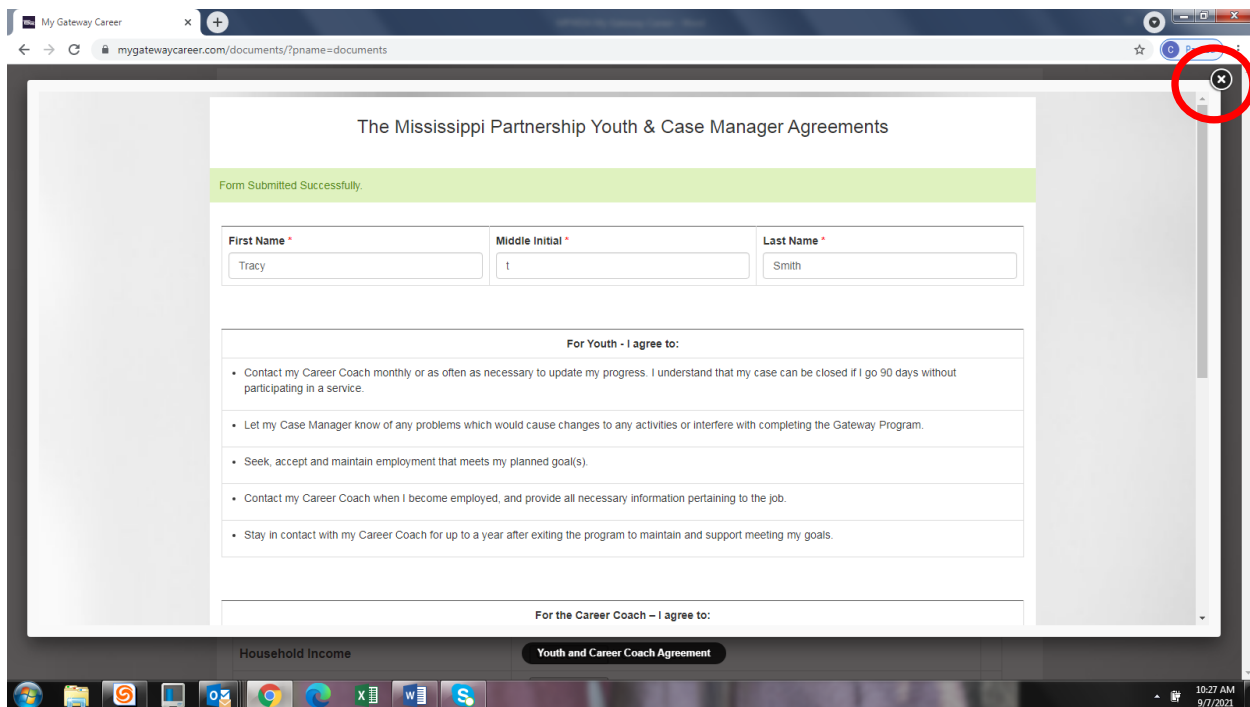
09/07/2021
Date :

☒ I Agree: selecting the "I Agree" button, you are agreeing to signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

SAVE

Household Income

Youth and Career Coach Agreement



The participant has now completed all of the forms.

Participant Uploading Files

If the participant is completing this on a computer, he/she will need to save the file on the computer then upload it to the system. There is a list of common items that all participants will need to upload. There is also a box at the bottom for the additional items to be uploaded.

The participant will click “Choose File”

My Gateway Career

mygatewaycareer.com/documents/?pname=documents

Youth and Career Coach Agreement [Open Form](#)

Please upload as many of the following documents as you can. This helps speed up the process for enrolling into the Gateway Program.

Item to Document	
State ID or Driver's Licenses	Choose File No file chosen
Social Security Card	Choose File No file chosen
Birth Certificate	Choose File No file chosen
Household Income	Choose File No file chosen
Eligibility Category	Choose File No file chosen

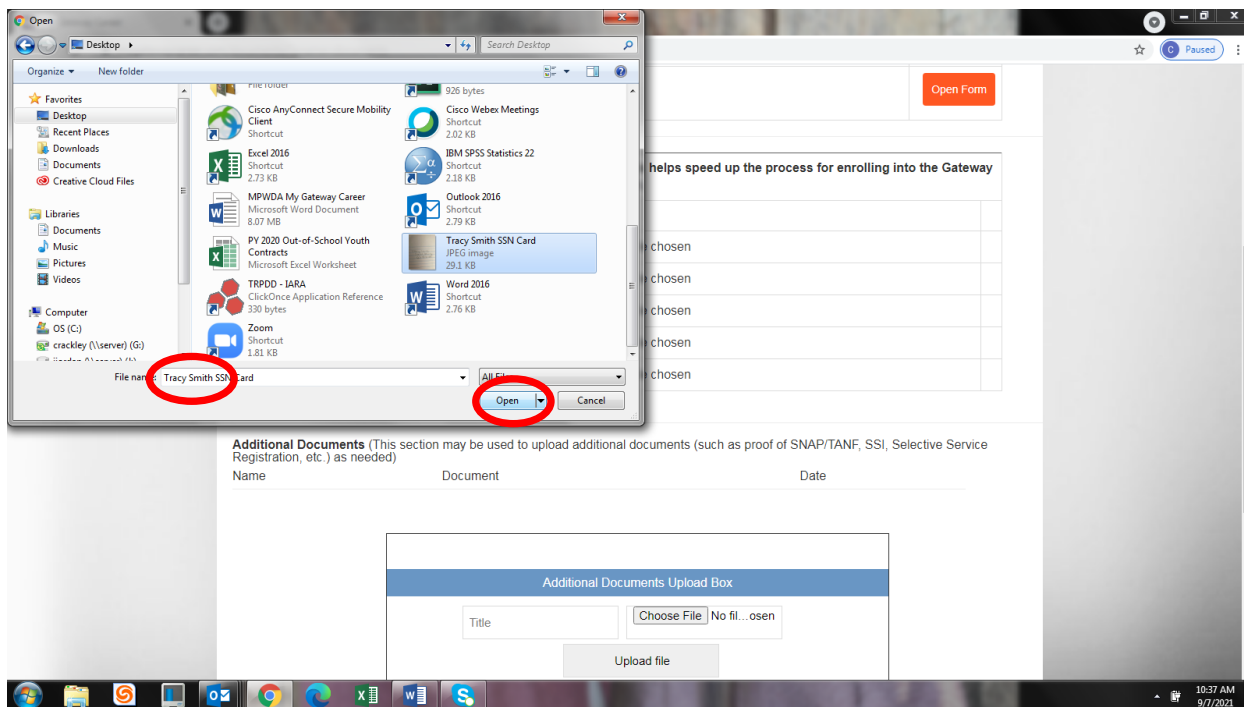
Common Items

Additional Documents (This section may be used to upload additional documents (such as proof of SNAP/TANF, SSI, Selective Service Registration, etc.) as needed)

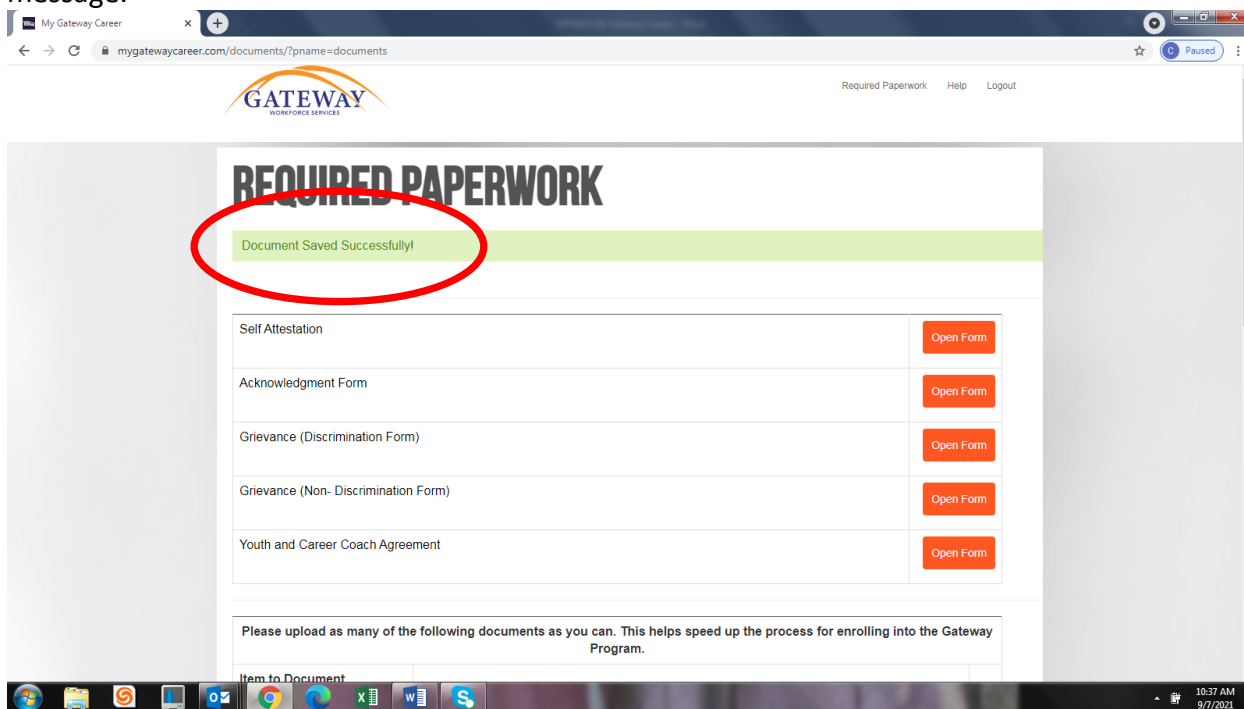
Name	Document	Date
<div><div>Additional Documents Upload Box</div><div><input type="text" value="Title"/> Choose File No file chosen</div><div>Upload file</div></div>		

Additional Items

The participant will need to find the file on the computer and select it. It will appear in the “File Name” box and then the participant should click “Open.”



The file will be uploaded to the website and when it is complete the participant will receive this message.



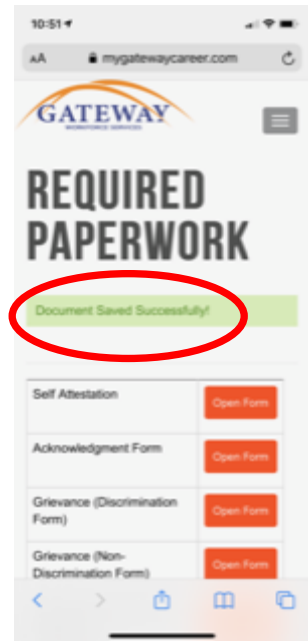
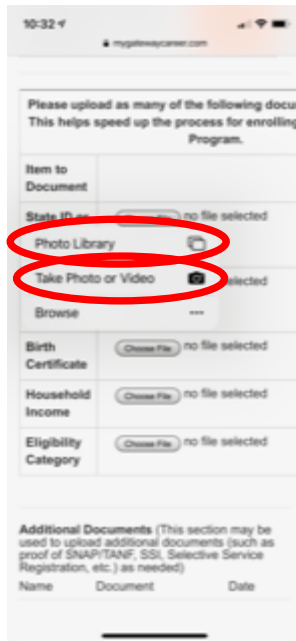
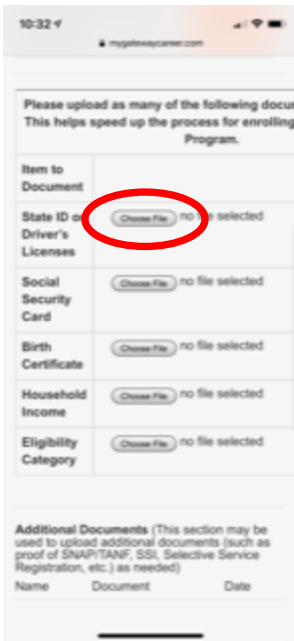
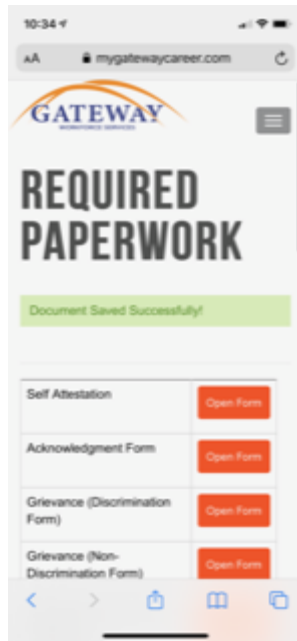
If the youth is uploading pictures of the file form their smartphone:

Go to website:

Click Choose File:

Either Select Photo Library
or Take Photo:

Message when file is saved:



When the participant is finished and ready to submit everything to the Career Coach they will click the “Submit Enrollment Package to My Career Coach” button

My Gateway Career

mygatewaycareer.com/documents/?pname=documents

Household income Choose File No file chosen

Eligibility Category Choose File No file chosen

Additional Documents (This section may be used to upload additional documents (such as proof of SNAP/TANF, SSI, Selective Service Registration, etc.) as needed)

Name	Document	Date
Additional Documents Upload Box		
Title	Choose File No file chosen	
Upload file		

Submit Enrollment Package to My Career Coach

THREE RIVERS
PARTNERING IN ECONOMIC & COMMUNITY DEVELOPMENT

The Gateway Workforce Services and advertising are funded by The Mississippi Partnership Local Workforce Development Board.
For more information, call 666.489.2415 or email workforce@trpdd.com

GATEWAY
WORKFORCE SERVICES

Participant will receive this message and may Logout.

My Gateway Career

mygatewaycareer.com/documents/?pname=documents

Required Paperwork Help **Logout**

REQUIRED PAPERWORK

Enrollment Package submitted to Career Coach for review.

Self Attestation	Open Form
Acknowledgment Form	Open Form
Grievance (Discrimination Form)	Open Form
Grievance (Non- Discrimination Form)	Open Form
Youth and Career Coach Agreement	Open Form

Please upload as many of the following documents as you can. This helps speed up the process for enrolling into the Gateway Program.

Item to Document

GATEWAY
WORKFORCE SERVICES

The Career Coach will receive an email when a participant submits the Enrollment Package.

Career Coach Reviewing the Enrollment Package

You can quickly find a participant by typing their name in the search box. Once you find the participant that you want to review, you will click “Required Paperwork.”

The screenshot displays the 'mygatewaycareer.com/admin/student-accounts.php' web interface. At the top, a navigation bar includes links for ACCOUNTS, EMPLOYER APPLICATION, TIMESHEETS, ASSIGNMENTS, WORKSITES, and LOG OUT. Below this, a dashboard shows four statistics: 12 USERS, 1 RESUMES CREATED, 1 PENDING STATUS, and 2 MOCK JOB APPS. The main section is titled 'STUDENT ACCOUNTS' and includes a 'Sort By' dropdown with options: Most Recently Updated, Newest, Alphabetical, Most Active, Oldest, and Group. A search bar on the right contains the text 'Tracy' and is circled in red. Below the search bar, a table lists student accounts. The first entry is for 'Tracy Smith' (halley.rackley@yahoo.com). The 'Required Paperwork' link in the table is circled in red. Other links in the table include Account Info, Assignments, Initial Application, Application Status, Approved for Enrollment, MPWDA Youth ISS Form, and Module Access. The table indicates 'Showing 1 to 1 of 1 entries (filtered from 12 total entries)'. The bottom of the screen shows a Windows taskbar with various application icons and a system clock displaying 10:56 AM on 9/7/2021.

Tracy Smith	Account Info	Assignments	Initial Application	Required Paperwork	Application Status	Approved for Enrollment	MPWDA Youth ISS Form	Module Access
halley.rackley@yahoo.com								

Career Coach Reviewing the Enrollment Package - Forms

A new window will open. You are required to:

- (1) Review the form the participant signed by clicking "Open Form"
- (2) Make sure the form is completed and signed
- (3) Sign the form yourself in the WIOA Provider Signature/Subgrantee official's signature Section
- (4) Click Save.

Forms you are required to do the this on the following forms:

- Self-Attestation
- Acknowledgement Form
- Grievance (Discrimination Form)
- Grievance (Non-Discrimination Form)
- Youth & Career Coach Agreement

(Note: Screenshots for every form is not included in this document.)

My Gateway Career x +

r.com/documents/index.php?stud_id=76

GATEWAY
WORKFORCE SERVICES

Help

REQUIRED PAPERWORK

☐ Select All Documents to Download as Package [Download Package](#)

WIOA Coversheet	Open Form	<input type="checkbox"/>
	Download PDF	
WIOA Application	Open Form	<input type="checkbox"/>
	Download PDF	
Self Attestation	Open Form	<input type="checkbox"/>
	Download PDF	
Acknowledgment Form	Open Form	<input type="checkbox"/>
	Download PDF	
Grievance (Discrimination Form)	Open Form	<input type="checkbox"/>
	Download PDF	
Grievance (Non- Discrimination Form)	Open Form	<input type="checkbox"/>
	Download PDF	

Admin My Gateway Career mygatewaycareer.com/documents/index.php?stud_id=76

The Mississippi Partnership Youth Program Self-Attestation Form

To be completed by Admin before moved to Step 2.

First Name *	Middle Initial *	Last Name *
Tracy	S	S

Individuals entering the WIOA Youth Program may self-attest certain eligibility elements in extreme circumstances when "hard" documentation is not readily available. Check the appropriate boxes to indicate the items that are being self-attested.

Social Security Number:
123-45-6789

Family Size

Family Member Name	Relationship to Applicant
D Smith	Mother

Self Attestation

Download PDF

10:58 AM 9/7/2021

Admin My Gateway Career mygatewaycareer.com/documents/index.php?stud_id=76

☐ Homeless/Runaway Youth I lack a fixed, regular, adequate night time residence or I am under 18 years old and am a runaway youth.

☐ Offender I am an offender

☐ Pregnant or Parenting I am currently pregnant or am currently parenting a child.

Participant Signature :	Date :
Tracy Smith	09/07/2021
Parent or Guardian Signature :	Date :
	09/07/2021

Self-Attestation Statement:
I certify that the individual whose signature appears above provided the information on this recorded form

WIOA Provider Signature :	Date :
Courtney Rackley	09/07/2021

☒ By selecting the "I Accept" button, you are agreeing to signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

SAVE

Self Attestation

Download PDF

7:44 AM 9/8/2021

Career Coach Reviewing the Enrollment Package - Documents

You must also review the documents that the participant has uploaded. You must ensure that the documents are correct and quality documents (easily readable). **NOTE: We are working with Career Edge so that the Enrollment Checklist “looks” like it does when the Participant is logged in.**

The Career Coach may also upload documents for the participant. You may do this at any point in the Enrollment Process. If the participant brings you these items in your initial meeting and you approve the participant for Enrollment, you may go ahead and upload them for the participant before he/she begins completing the forms.

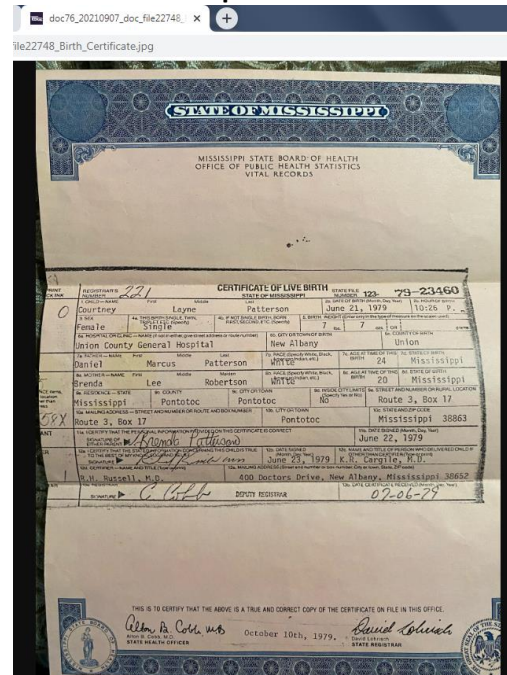
You will need to review every document that has been uploaded. You will also need to ensure that all required documents have been uploaded.

Click the file name of the document:

My Gateway Career
com/documents/index.php?stud_id=76

Enrollment Checklist	
Item to Document	
Name <ul style="list-style-type: none">State ID or Driver's LicenseBirth CertificateSS Card	<input type="button" value="Choose File"/> No file chosen doc76_20210907_doc_file12028_503F82EE_BE36_496B_B5F1_DB481166635A.jpeg
Date of Birth <ul style="list-style-type: none">State ID or Driver's LicenseBirth Certificate	<input type="button" value="Choose File"/> No file chosen doc76_20210907_doc_file22748_Birth_Certificate.jpg
Social Security Number <ul style="list-style-type: none">SS CardUI Records with SSN & NameSSA Printout verifying SSNSelf-Attestation (in extreme circumstances only)	<input type="button" value="Choose File"/> No file chosen doc76_20210907_doc_file33438_9183111C_72D5_4705_ABC9_360E8327DF71.jpeg
Citizenship <ul style="list-style-type: none">US Birth CertificateI-9 Form with supporting DocumentsSelective Service Registration	<input type="button" value="Choose File"/> No file chosen
Selective Service (if applicable) <ul style="list-style-type: none">Printout from www.sss.govSelective Service Card	<input type="button" value="Choose File"/> No file chosen
Veteran Status and/or National Guard Status <ul style="list-style-type: none">DD-214Cross Match verification with Veterans DataVeteran's Administration Letter or identification papers from local unit	<input type="button" value="Choose File"/> No file chosen

Document will open in a new tab:



As previously stated, the Career Coach may also upload documents for the participant. For any male aged 18 or older the Career Coach will be responsible for uploading Selective Service Registration documentation. You will upload this in the “additional documents” section of the page.

1. Enter the name of the document you are uploading in the Title box. (example: Selective Service)
2. Choose the file that you want to upload.
3. Click Upload File

The screenshot shows a web browser window with the URL 'mygatewaycareer.com/documents/index.php?stud_id=76'. The page has a header 'My Gateway Career' and a navigation bar. Below the header, there is a section titled 'Additional Documents' with a sub-header '(This section may be used to upload additional documents (such as proof of SNAP/TANF, SSI, Selective Service Registration, etc.) as needed)'. A table lists existing documents with columns 'Name', 'Document', and 'Date'. Below the table, there is a form for uploading a new document. The form has a title box labeled 'Title' (circled with a red '1'), a 'Choose File' button (circled with a red '2'), and an 'Upload file' button (circled with a red '3').

Name	Document	Date
	doc_76_ad_1_210907015149_80_Tracy Smith SNAP.pdf	2021-09-07
SNAP	doc_76_ad_1_210907015229_42_Tracy Smith SNAP.pdf	2021-09-07

1

Title

2

Choose File

3

Upload file

After you have reviewed and signed all of the forms and have all of the required documents uploaded, the participant is ready to be “officially” enrolled into the WIOA Youth Gateway Program and begin Essential Job Skills.

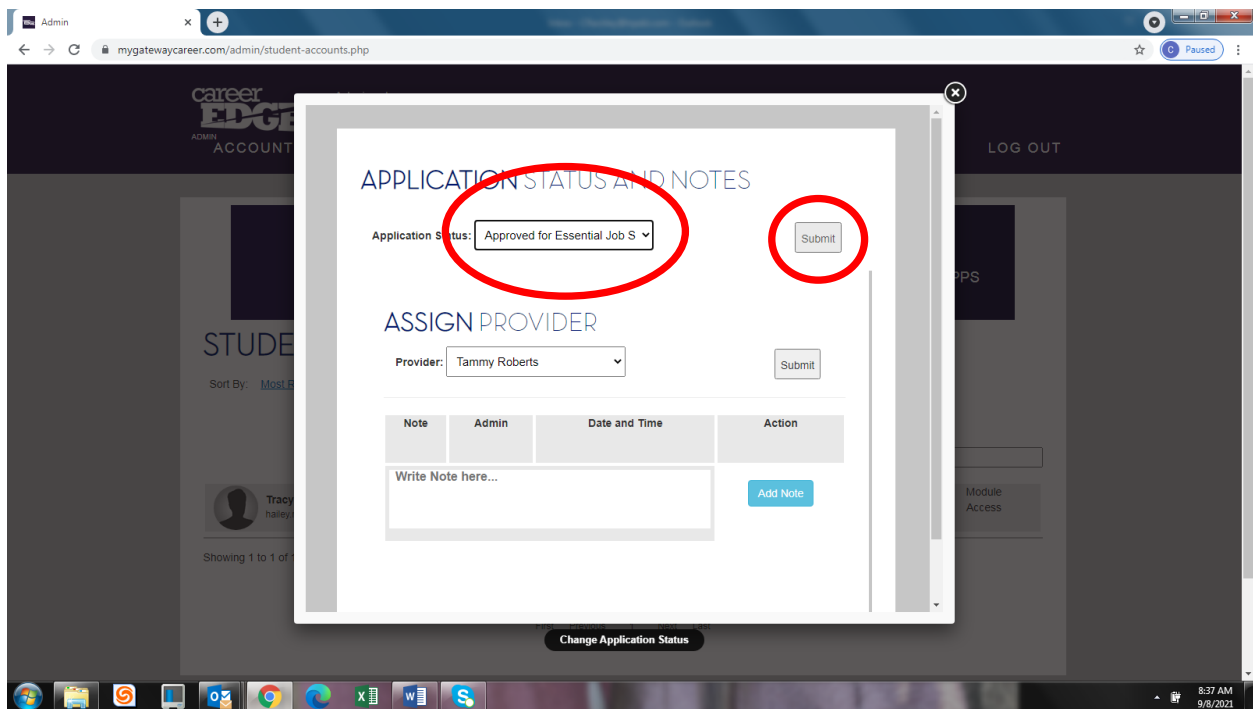
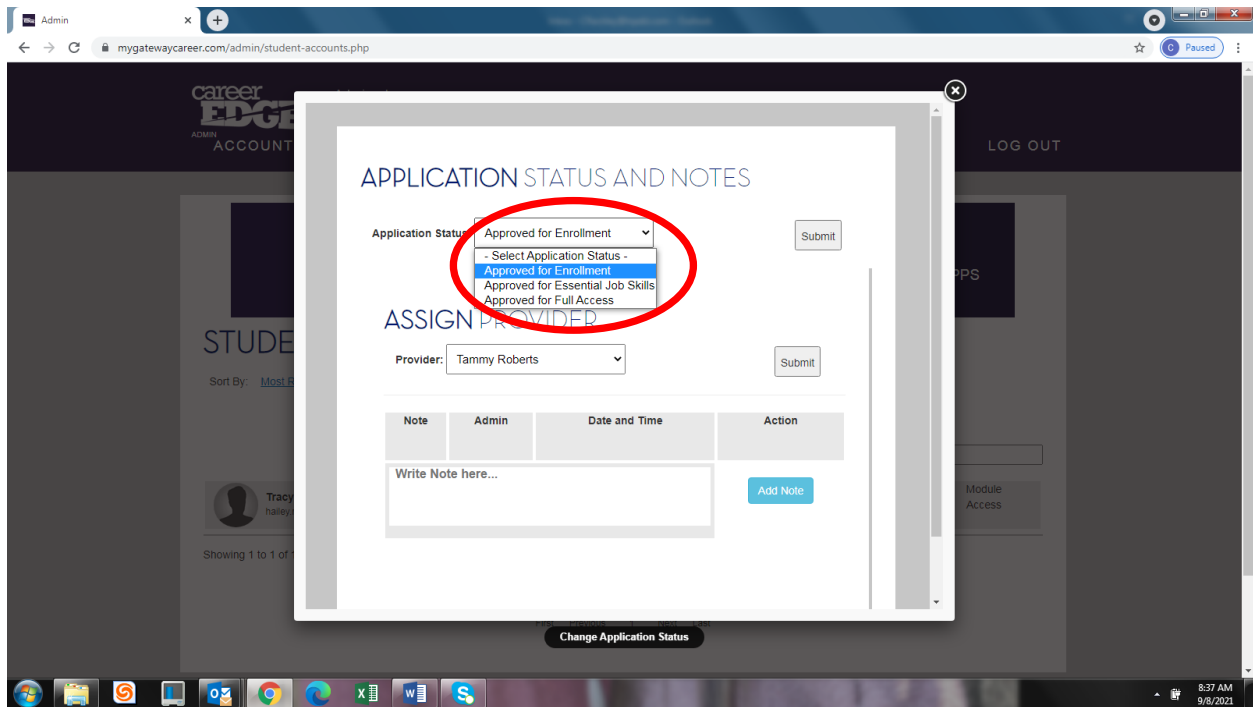
Updating a Youth's Status to "Approved for Essential Job Skills"

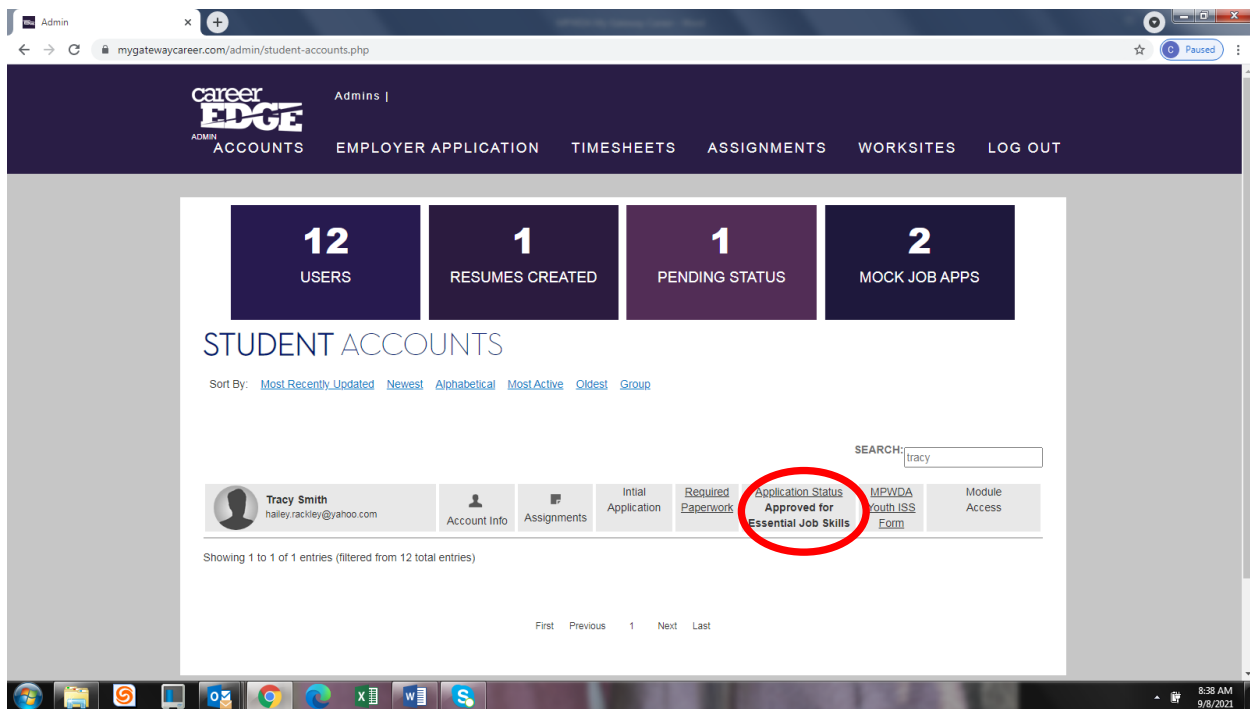
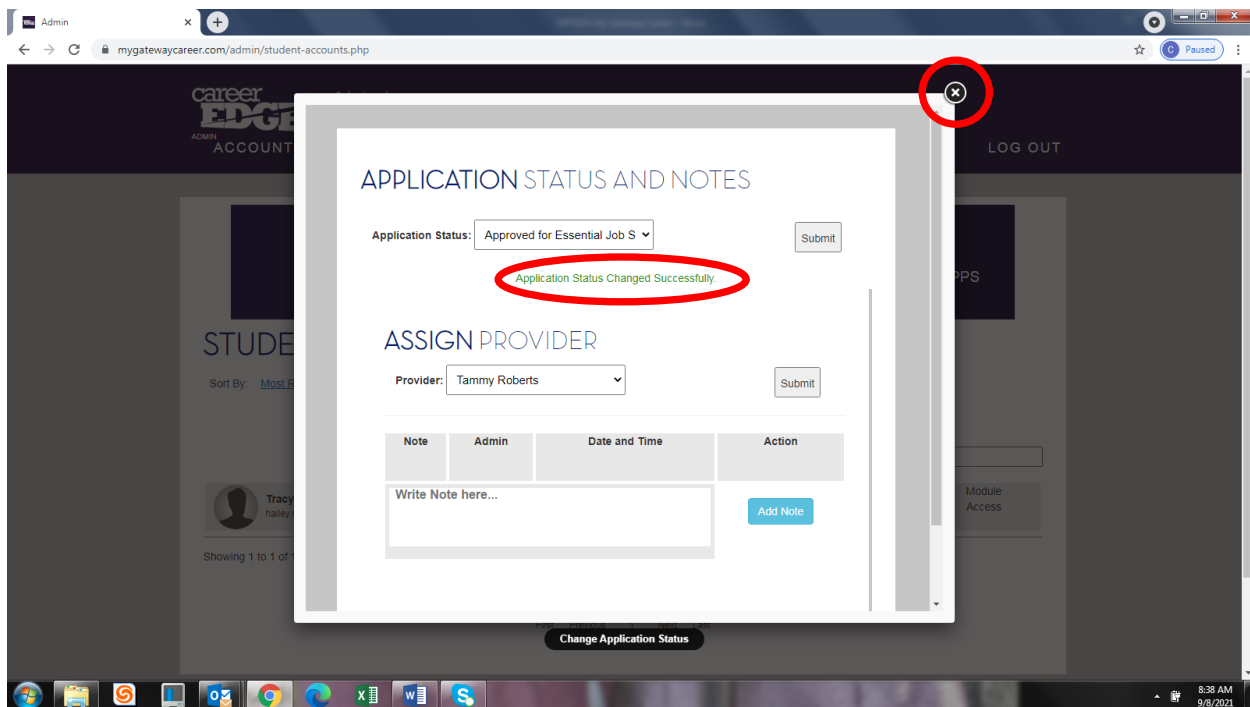
This status means the Career Coach has received all of the individual's signed forms and required eligibility documentation for enrollment into WIOA.

When you move an individual into "Approved for Essential Job Skills" you should also enter the participant and show services in MS Works and submit their enrollment packet/documentation to WebEx/Imaging. Remember: You should enter data into MS Works within 5 business days of the participant being enrolled in to your Gateway Youth Program.

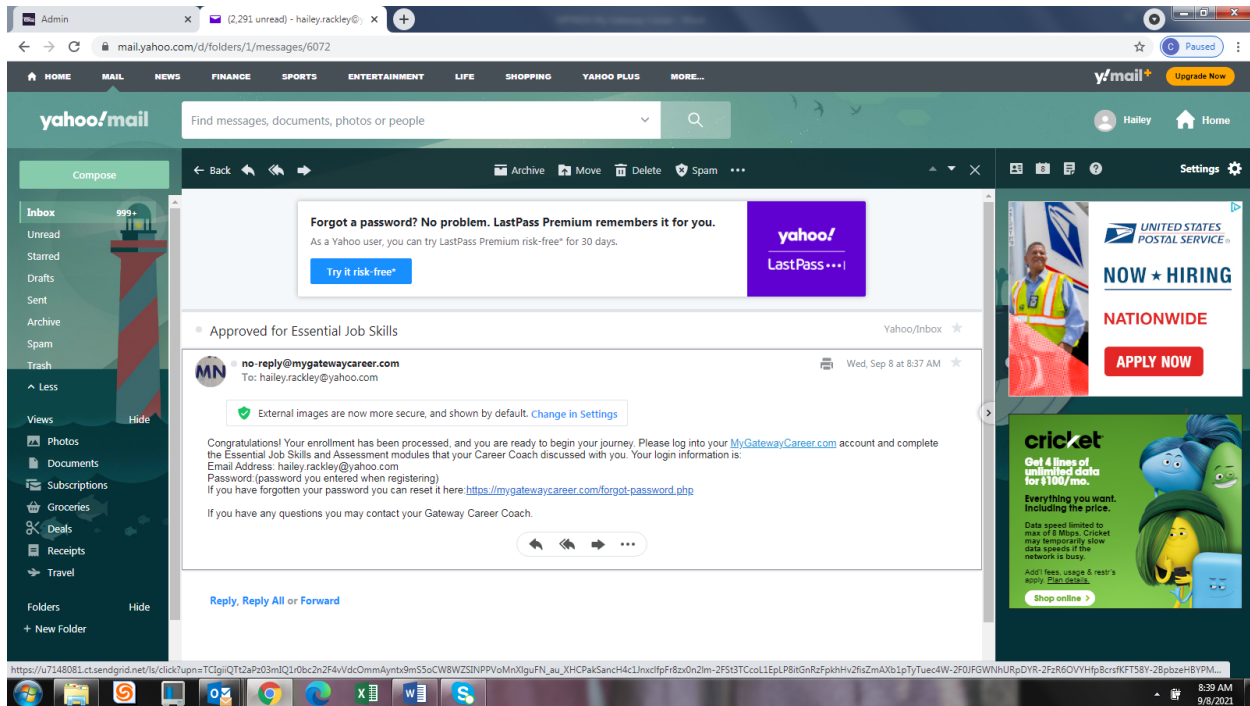
To update the status you will click "Application Status"

The screenshot shows the Career Edge Admin interface. At the top, there's a navigation bar with links: ADMIN ACCOUNTS, EMPLOYER APPLICATION, TIMESHEETS, ASSIGNMENTS, WORKSITES, and LOG OUT. Below this, there are four summary cards: 12 USERS, 1 RESUMES CREATED, 1 PENDING STATUS, and 2 MOCK JOB APPS. The main section is titled 'STUDENT ACCOUNTS' and includes a search bar with the text 'tracy'. Below the search bar, there's a table of student accounts. The first entry is for Tracy Smith (hailey.rackley@yahoo.com). The 'Application Status' button for Tracy Smith is circled in red. Other buttons in the row include 'Account Info', 'Assignments', 'Initial Application', 'Required Paperwork', 'MPWDA Youth ISS Form', and 'Module Access'. The status 'Approved for Enrollment' is visible next to the 'Application Status' button. At the bottom, there's a pagination bar showing 'First', 'Previous', '1', 'Next', and 'Last'.





Participant will receive an Email when they moved to the “Approved for Essential Job Skills” status:



Downloading Enrollment Packet

To download an Enrollment Packet so you can submit the forms and documents to imaging you will need to click “Required Paperwork” on the dashboard.

Admin | mygatewaycareer.com/admin/student-accounts.php

career **EDGE** ADMIN ACCOUNTS EMPLOYER APPLICATION TIMESHEETS ASSIGNMENTS WORKSITES LOG OUT

12 USERS 1 RESUMES CREATED 1 PENDING STATUS 2 MOCK JOB APPS

STUDENT ACCOUNTS

Sort By: [Most Recently Updated](#) [Newest](#) [Alphabetical](#) [Most Active](#) [Oldest](#) [Group](#)

SEARCH:

Tracy Smith hailey.rackley@yahoo.com	Account Info	Assignments	Initial Application	Required Paperwork	Application Status Approved for Essential Job Skills	MPWDA Youth ISS Form	Module Access
--	--------------	-------------	---------------------	---------------------------	---	----------------------	---------------

Showing 1 to 1 of 1 entries (filtered from 12 total entries)

First Previous 1 Next Last

You will need to complete a WIOA Coversheet. To do this, click the “Open Form” button beside the WIOA Coversheet.

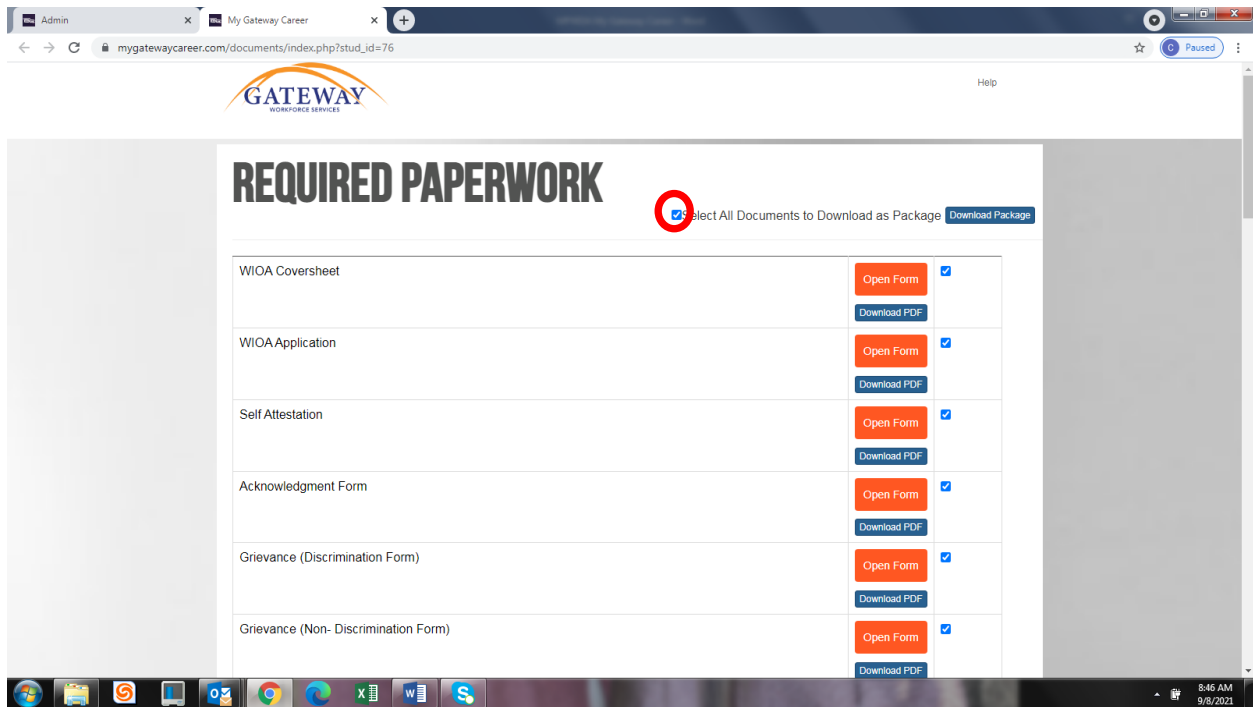
GATEWAY WORKFORCE SERVICES

REQUIRED PAPERWORK

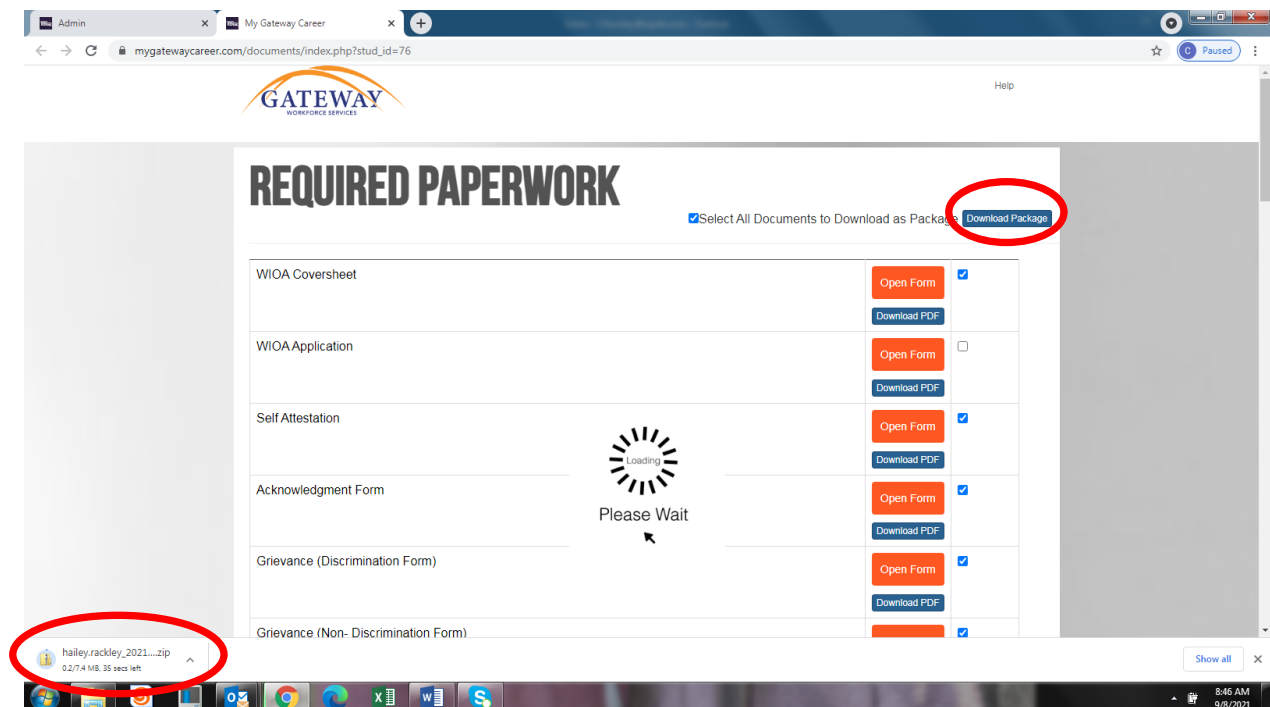
☐ Select All Documents to Download as Package [Download Package](#)

WIOA Coversheet	Open Form <input type="checkbox"/>
	Download PDF
WIOA Application	Open Form <input type="checkbox"/>
	Download PDF
Self Attestation	Open Form <input type="checkbox"/>
	Download PDF
Acknowledgment Form	Open Form <input type="checkbox"/>
	Download PDF
Grievance (Discrimination Form)	Open Form <input type="checkbox"/>
	Download PDF
Grievance (Non- Discrimination Form)	Open Form <input type="checkbox"/>
	Download PDF

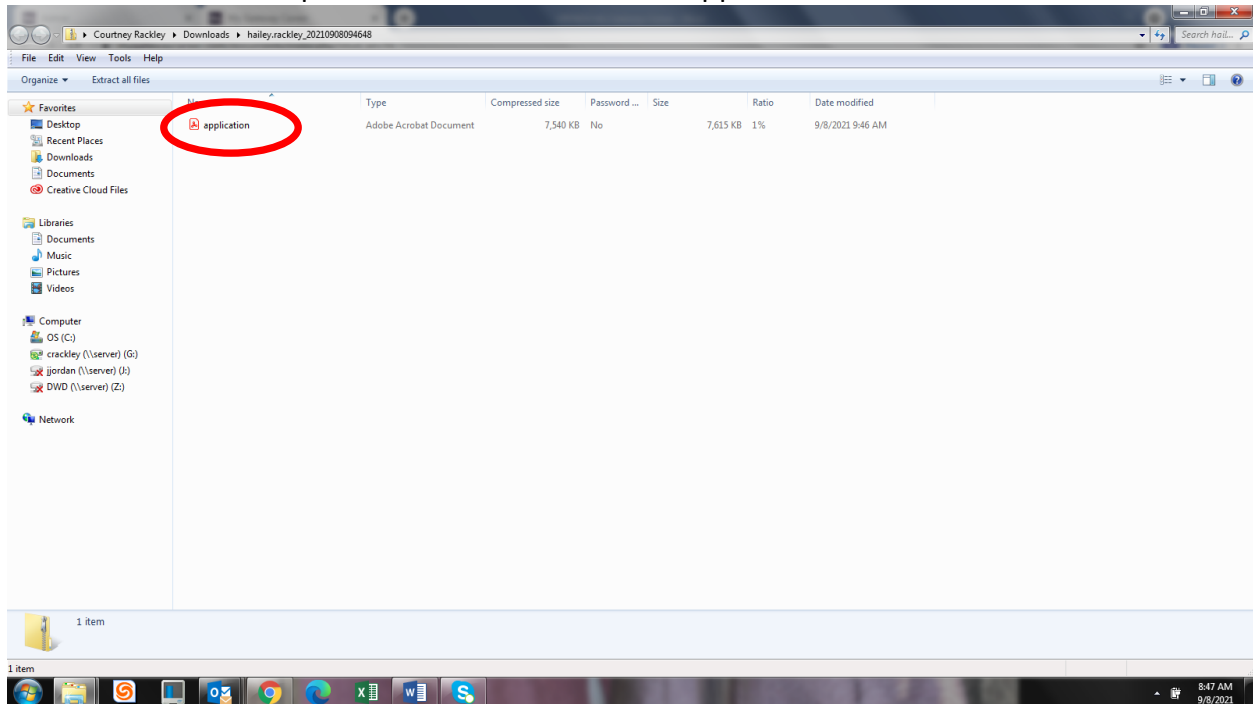
After you complete the WIOA Coversheet you should click the check box to select all documents.



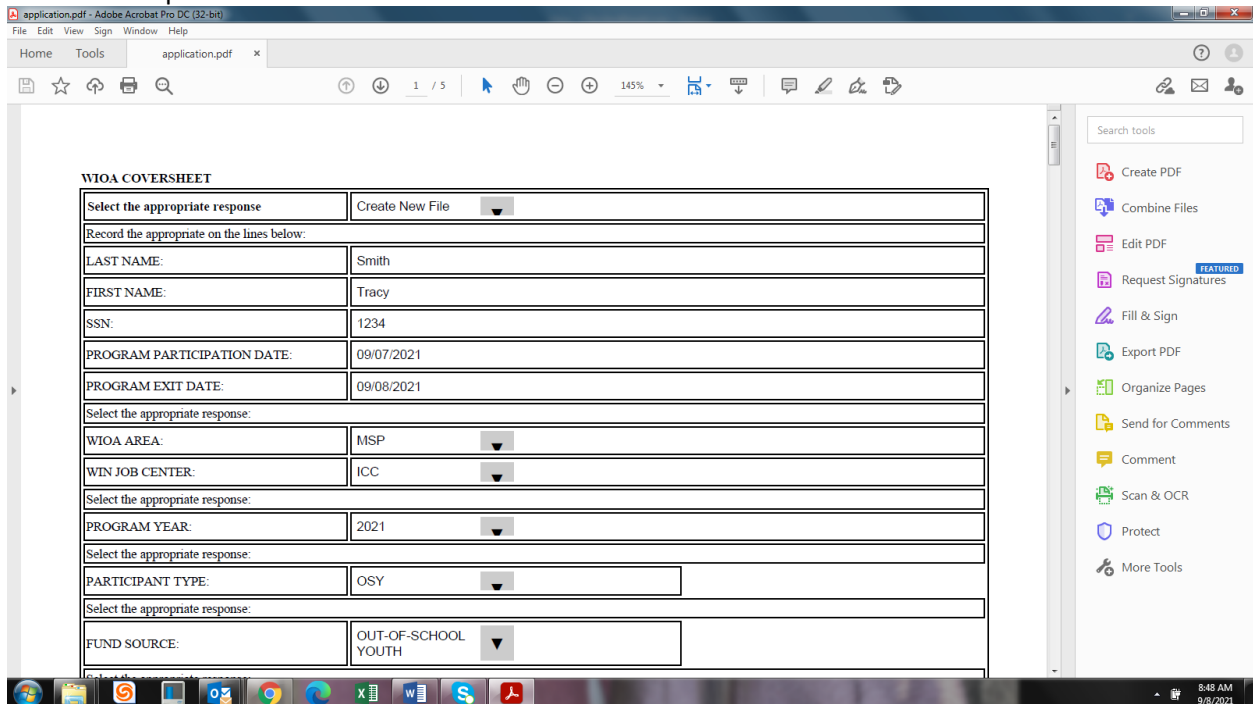
You will then click the “Download Package” button. A loading symbol will appear on the screen and the file will begin downloading. When the download is complete you will click the file on the bottom right of the screen.



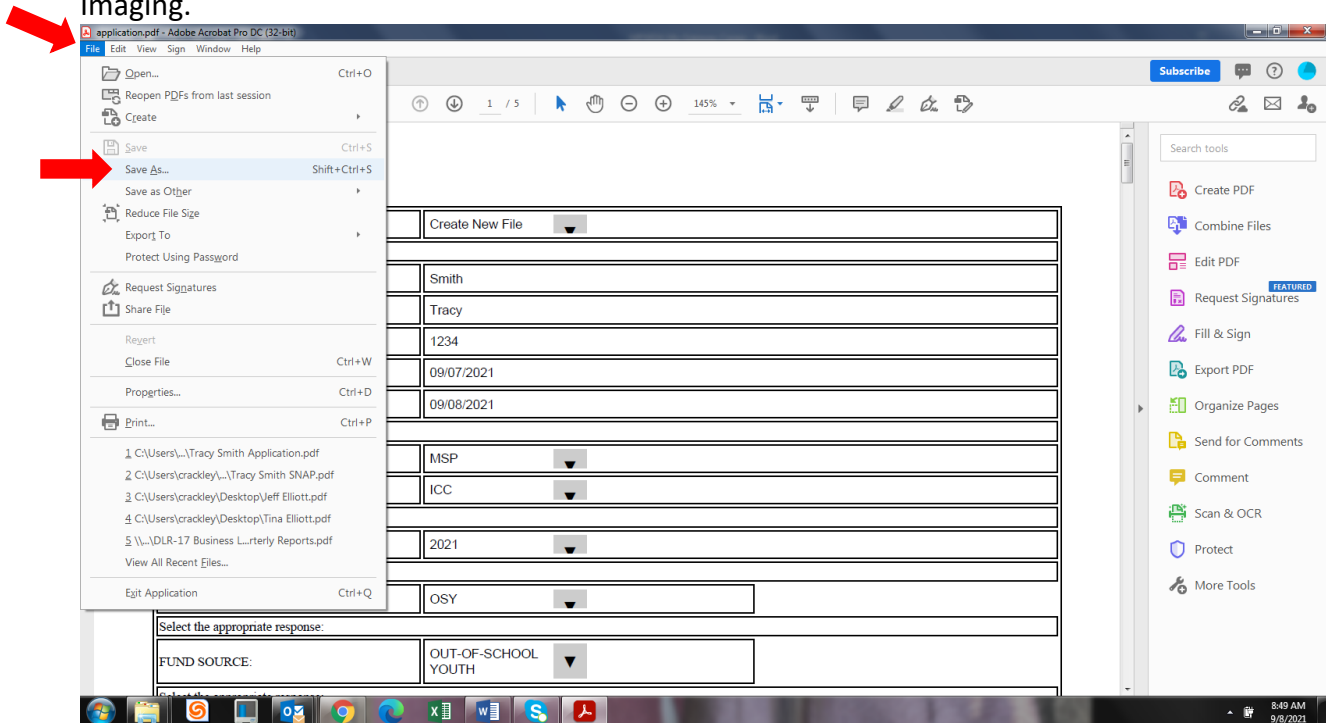
Another window will open. You will double click the application:



The file will open:



You can go to File – Save As and save the application to your computer so you can submit it to Imaging.



Essential Job Skills

Participants may complete Essential Job Skills in one of two ways:

- Individually
- In a group classroom setting that is facilitated by the Career Coach

Participants are required to take a short 20-question quiz after completing the Essential Job Skills.

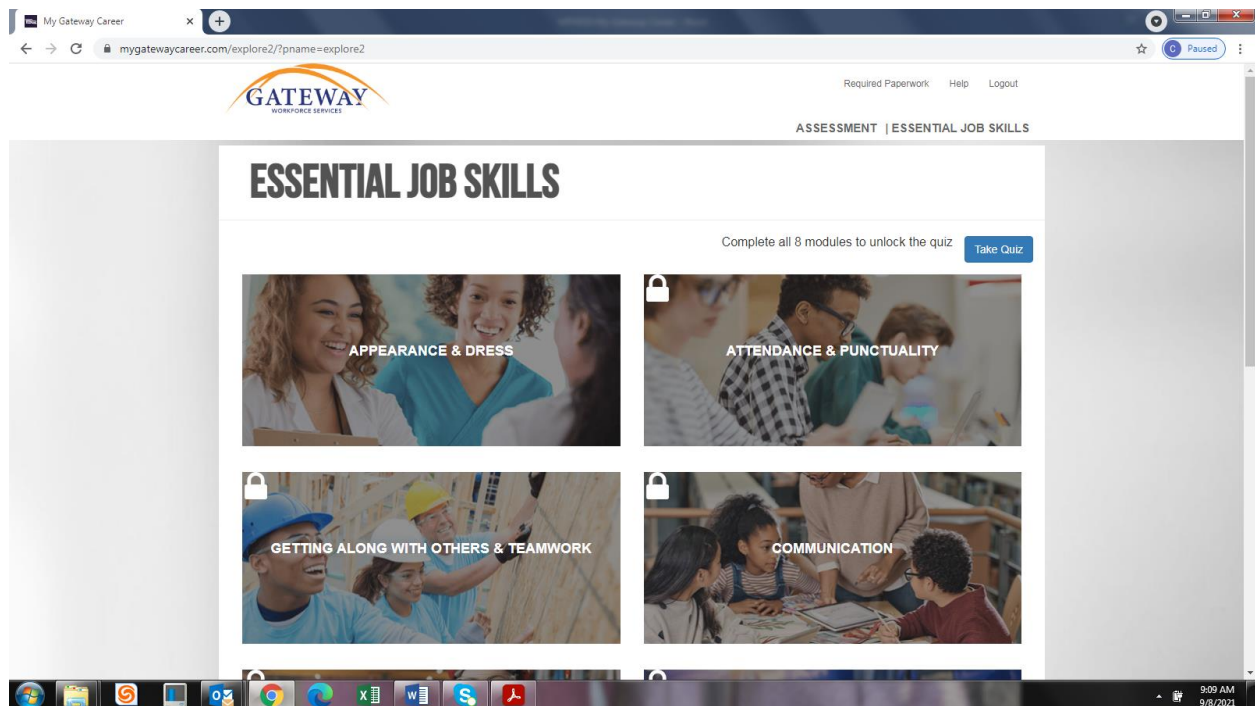
Completing Essential Job Skills Individually

If the participant will be completing Essential Job Skill individually, they will need to log into their www.mygatewaycareer.com account.

There are 8 modules for Essential Job Skills. The participant will need to go through each of the modules, beginning with Appearance & Dress. After they complete a module the next module will automatically unlock for the participant.

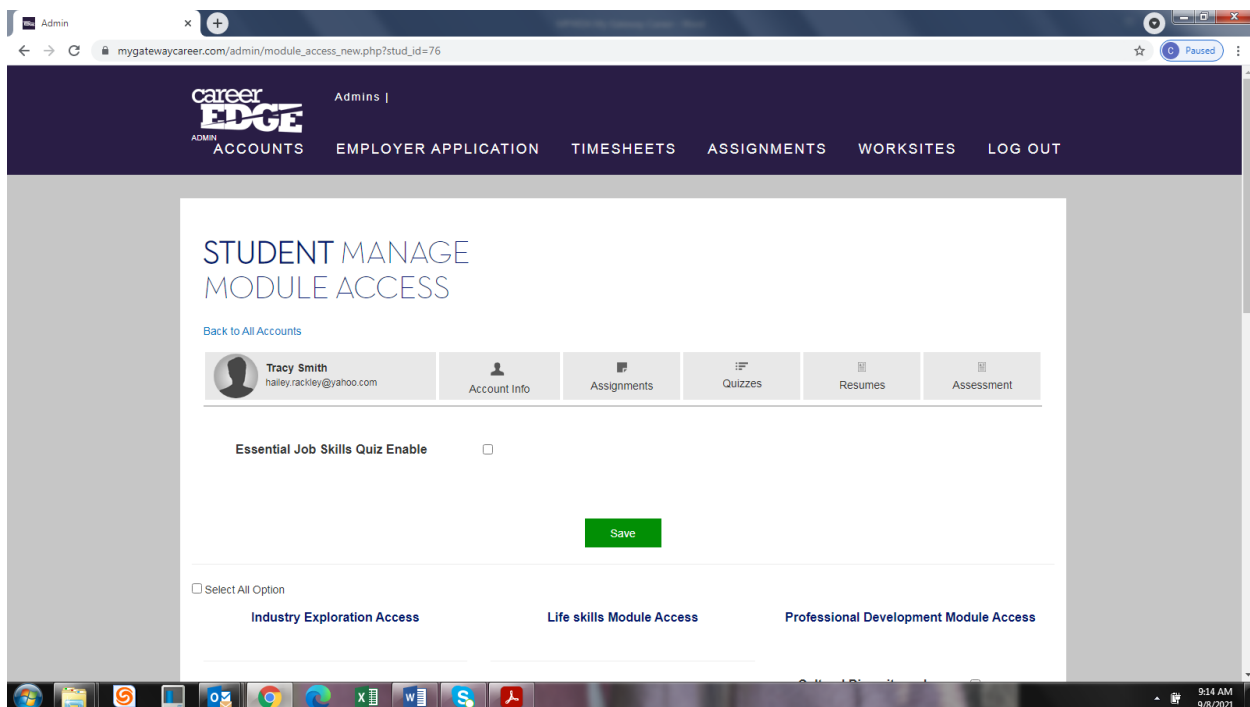
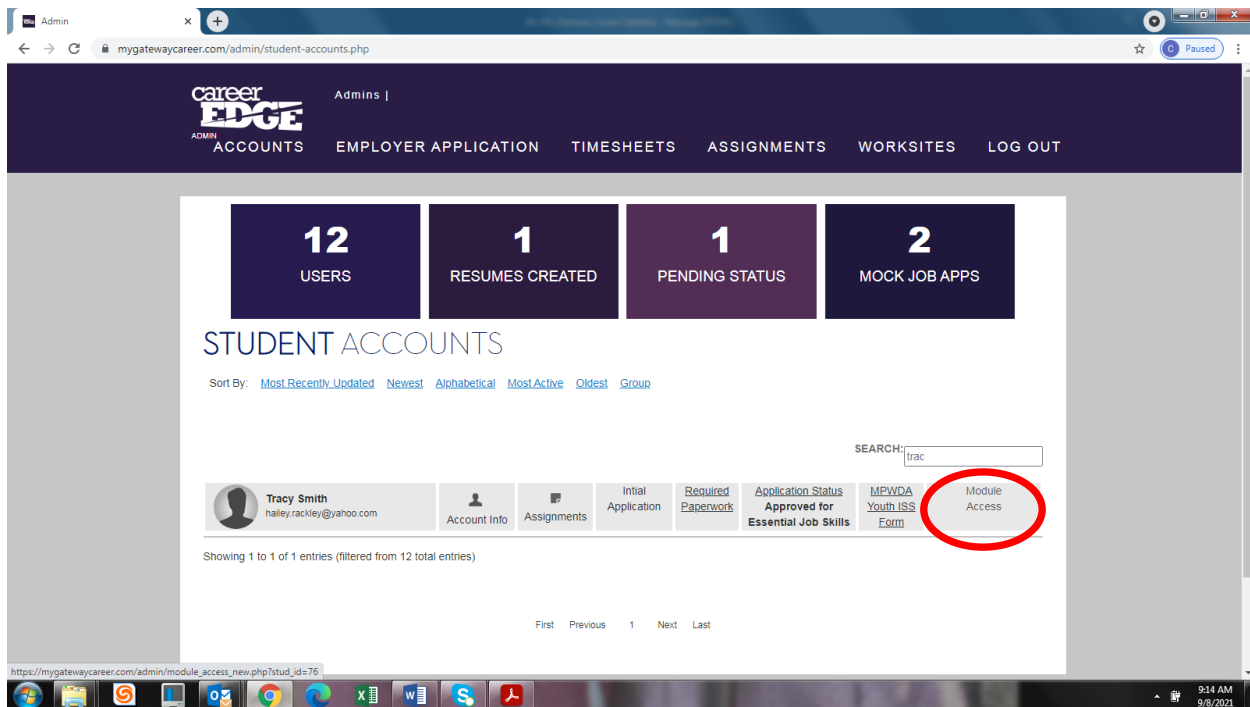
Once all 8 modules are complete the participant will be able to “Take Quiz”.

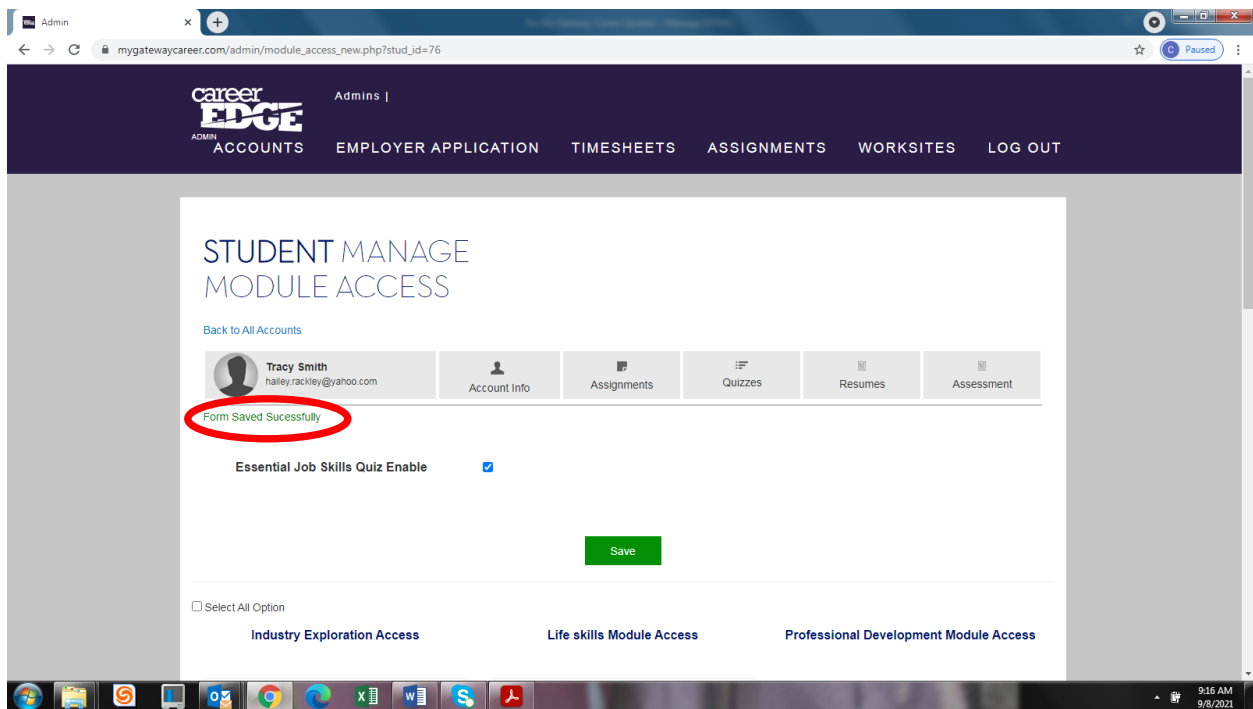
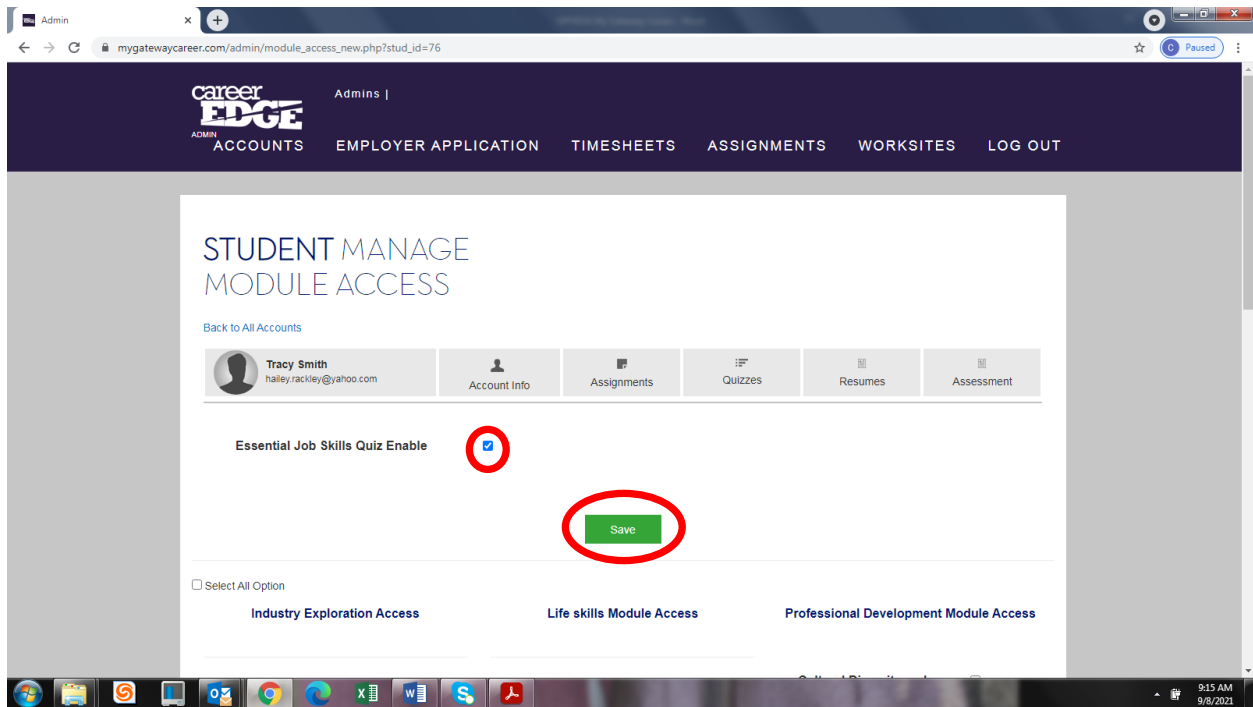
Also, when a youth is approved for Essential Job Skills there is a short career assessment that TRPDD encourages all providers to utilize.



Completing Essential Job Skills In A Group

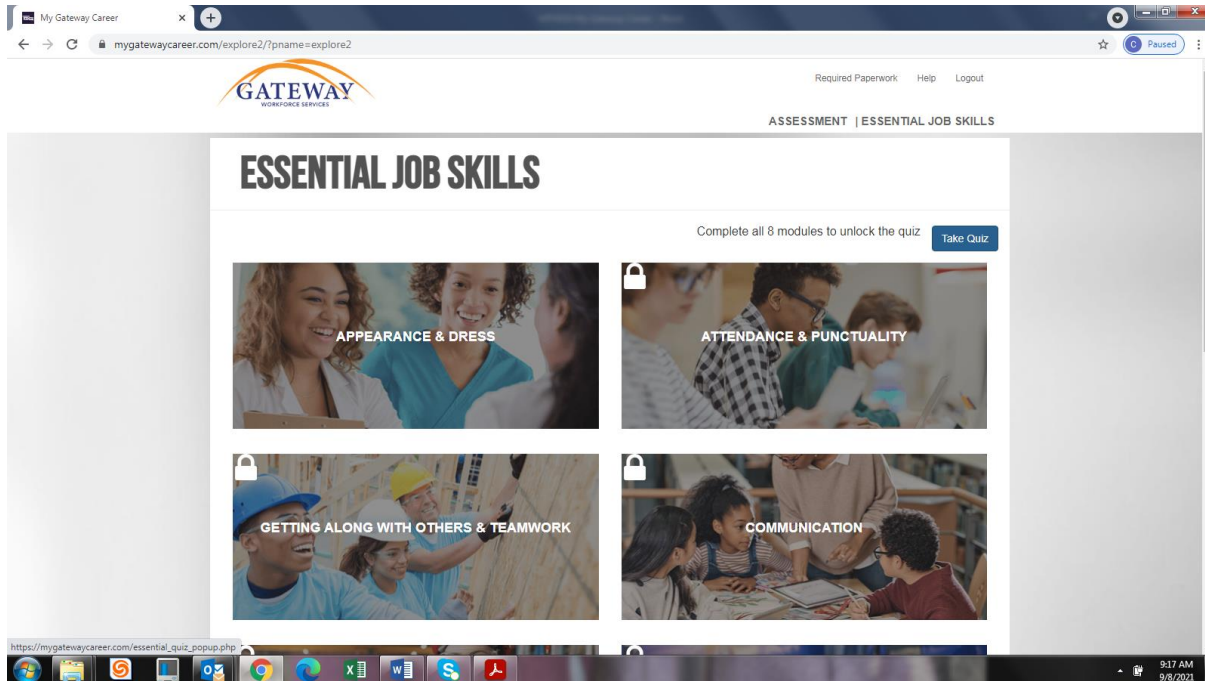
If the participant is going to be completing Essential Job Skills in a group setting that is facilitated by a Career Coach, once the Essential Job Skills workshop is completed



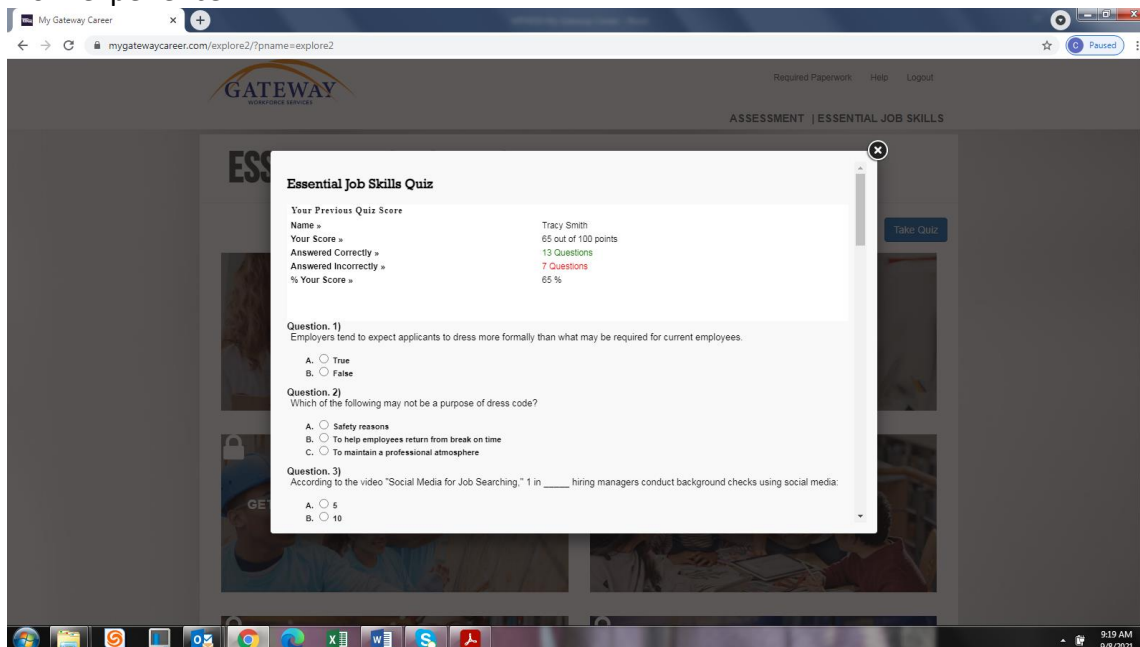


Then when the participant is logged in they can click the “Take Quiz” button.

NOTE: We have asked Career Gateway to reword the message about unlocking modules if the staff manually unlocks the quiz for them.



The participant can answer all of the questions and click submit at the bottom of the quiz. The system will automatically grade the test for the participant. When a participant scores an 80 or higher, he/she may receive the Essential Job Skills Certificate and is ready to begin their paid work experience.



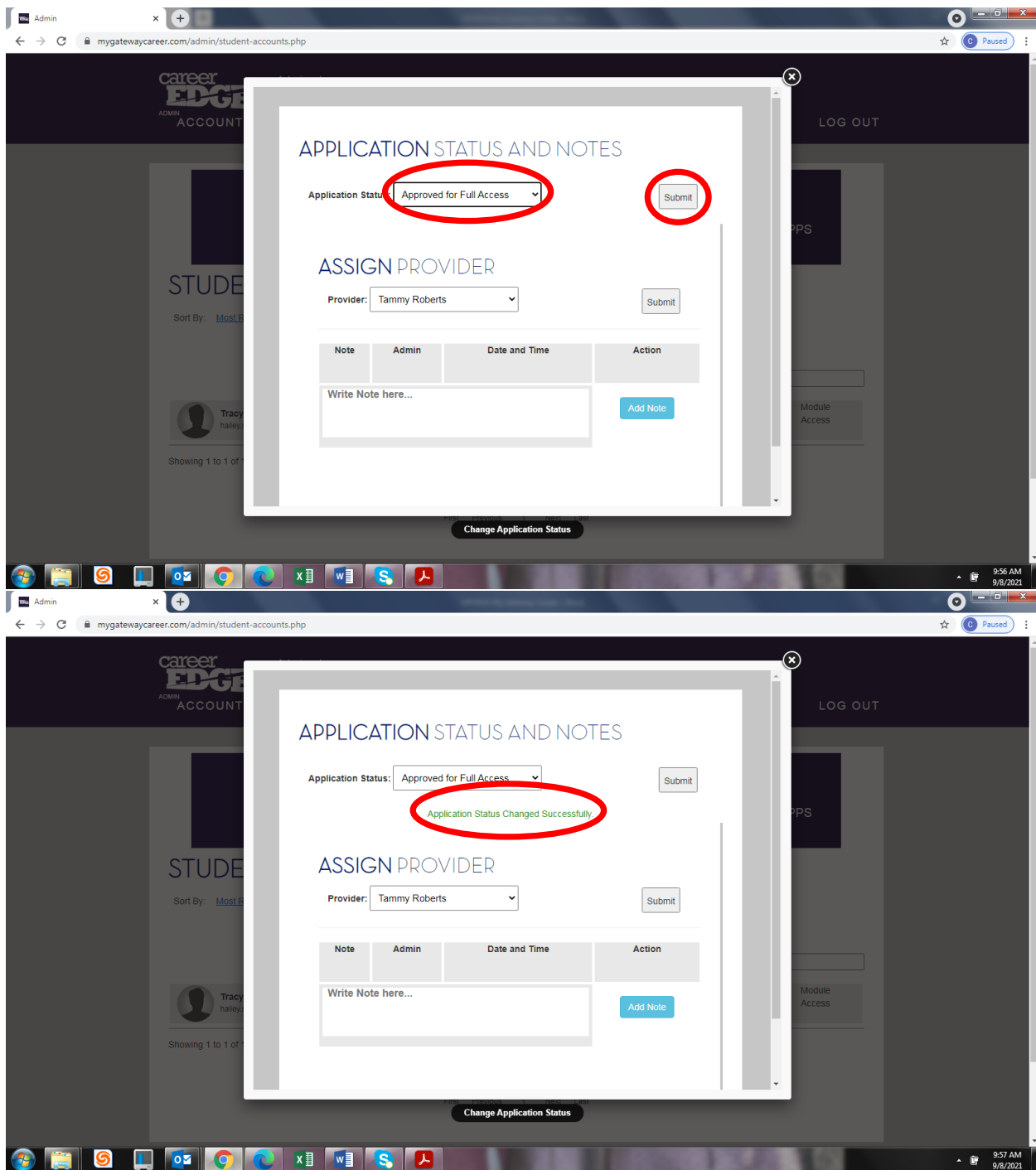
Updating a Youth's Status to "Approved for Full Access"

This status means the participant has completed the Essential Job Skills and now may have access to all the modules in My Gateway Career and begin paid work experience.

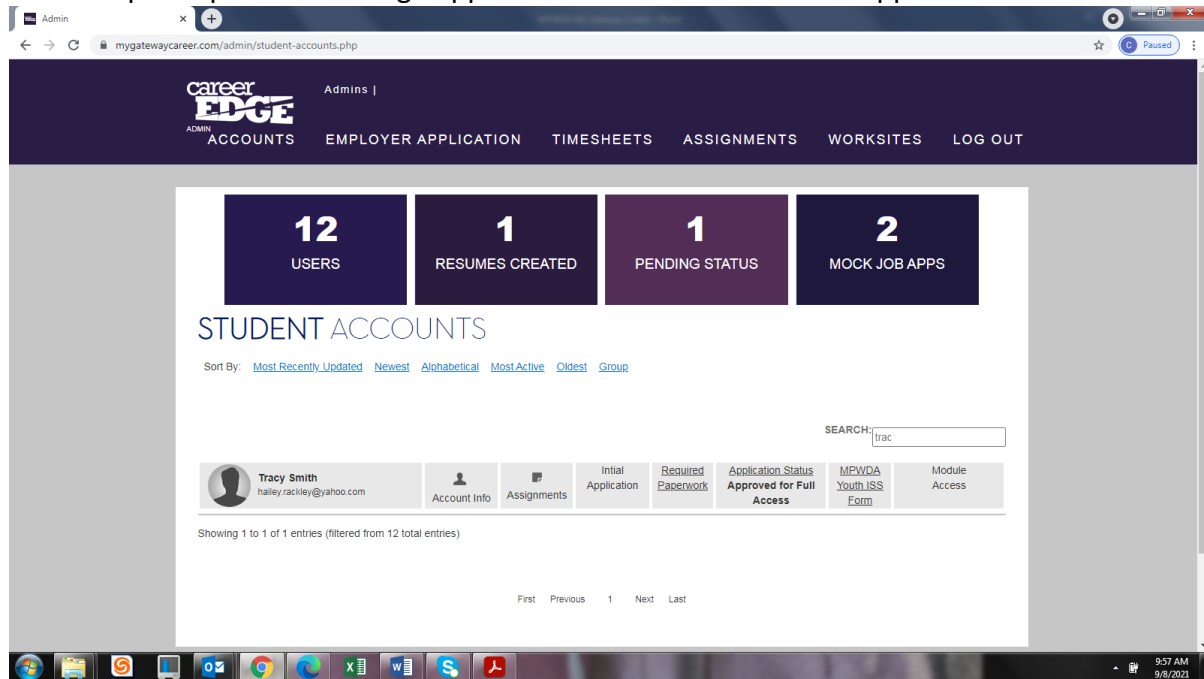
To update the status you will click "Application Status"

The screenshot shows the 'ADMIN ACCOUNTS' section of the My Gateway Career website. At the top, there are navigation links: EMPLOYER APPLICATION, TIMESHEETS, ASSIGNMENTS, WORKSITES, and LOG OUT. Below these are four summary cards: 12 USERS, 1 RESUMES CREATED, 1 PENDING STATUS, and 2 MOCK JOB APPS. The main section is titled 'STUDENT ACCOUNTS' and includes a search bar and a table of student accounts. The table has columns for Account Info, Assignments, Initial Application, Required Documents, Application Status, MPWDA Youth ISS Form, and Module Access. The 'Application Status' column for the student 'Tracy Smith' is circled in red, showing the status 'Approved for Essential Job Skills'. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 12 total entries)'.

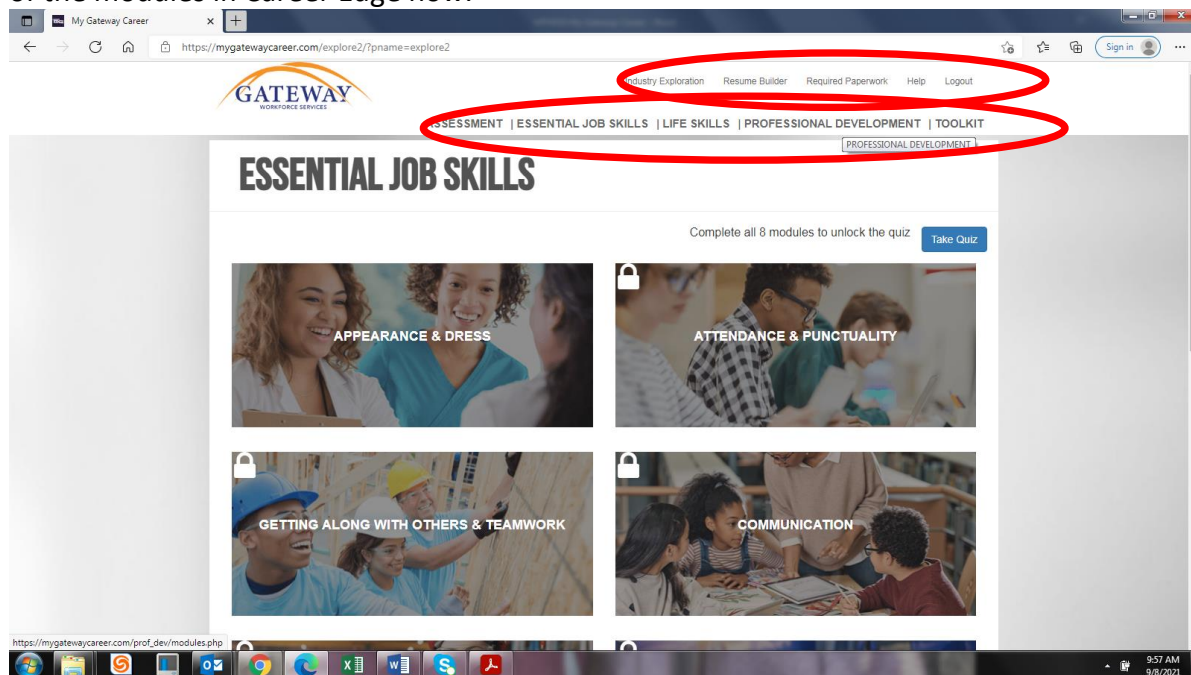
The screenshot shows a modal window titled 'APPLICATION STATUS AND NOTES'. It contains a form with the following fields: 'Application Status' (a dropdown menu with 'Approved for Essential Job Skills' selected and circled in red), 'Provider' (a dropdown menu with 'Tammy Roberts' selected), and a 'Note' field with a text area and an 'Add Note' button. There are also 'Submit' buttons for the status and provider fields. At the bottom of the modal, there is a 'Change Application Status' button. The background shows the same 'STUDENT ACCOUNTS' table from the previous screenshot.



Now the participant is showing “Approved for Full Access” as the Application Status.



When the participant logs in (or if already logged in, refreshes the page), they have access to all of the modules in Career Edge now.



Account that all MPWDA Career Coaches can use to “see” all of the modules and features and see what all you want to incorporate into your Gateway Program.

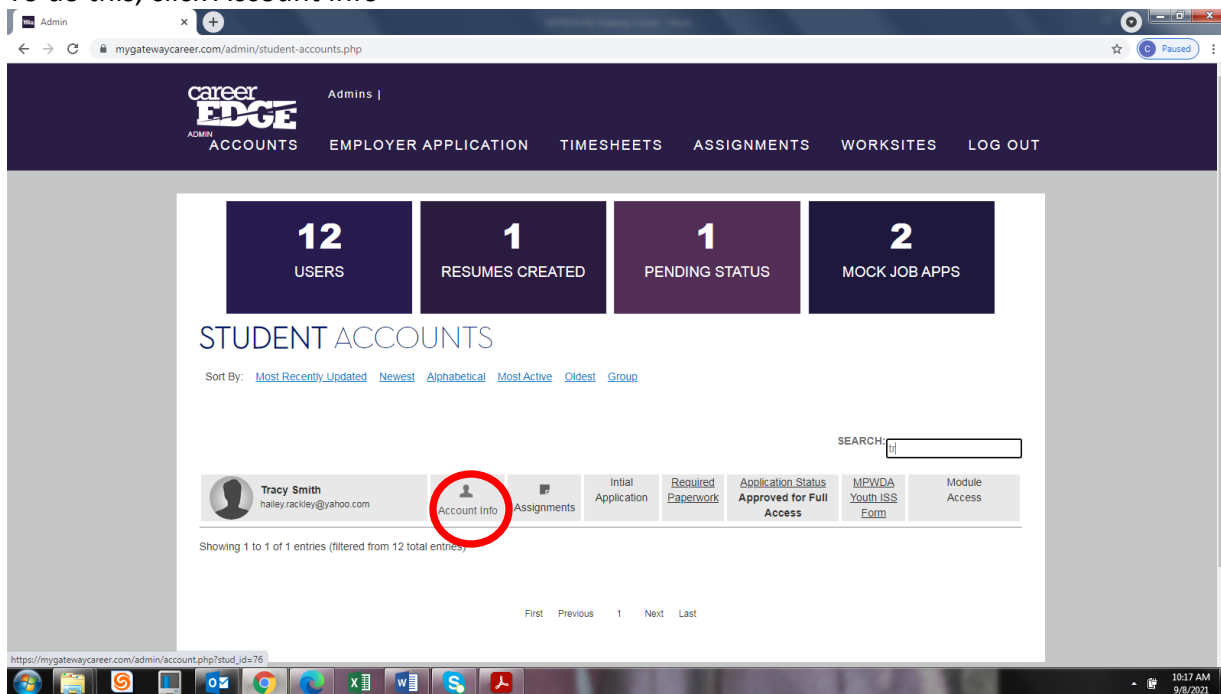
Email: test@gateway.com

Password: password

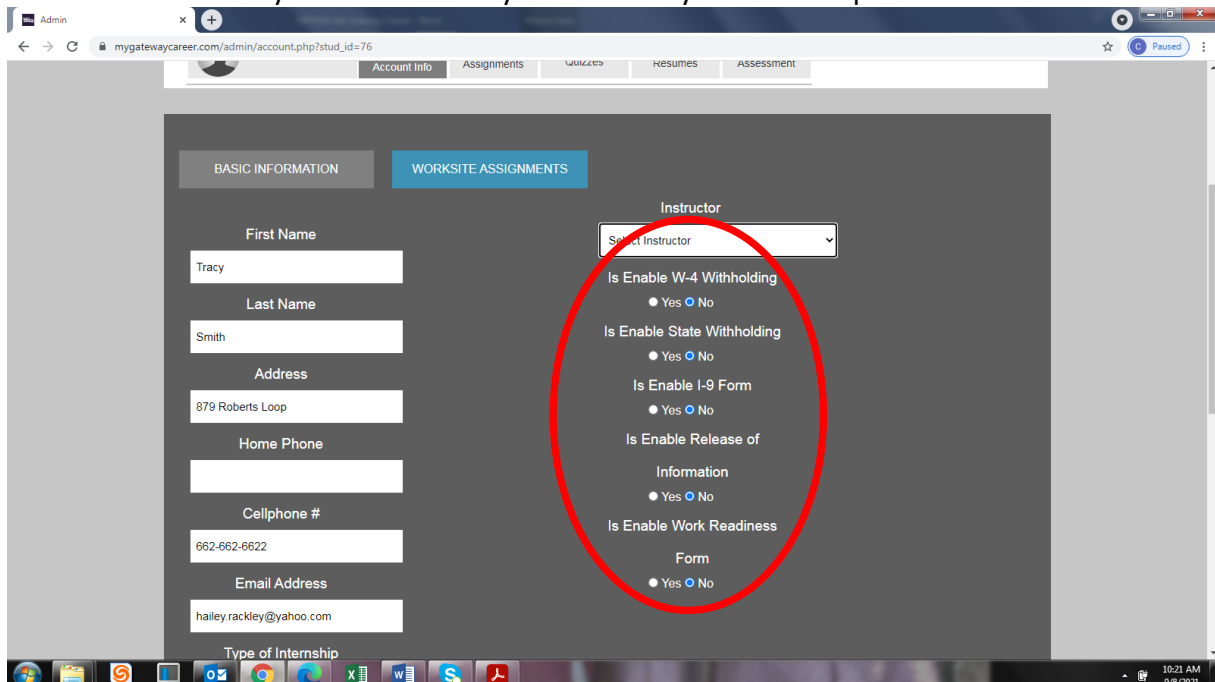
Assigning the I-9 Form, W-4, & State Withholding Forms for Participant to Complete

When a participant is ready to begin paid work experience, you will need to assign the I-9 Form, W-4, & State withholding form for the participant to complete.

To do this, click Account Info



You will need select yes for the forms you want the youth to complete:



Then scroll to the bottom and click Save & Continue

mygatewaycareer.com/admin/account.php?stud_id=76

Select Type of Internship

Provider

- ☐ Calhoun School District (Calhoun)
- ☐ Golden Triangle Planning & Development District (Choctaw)
- ☐ Golden Triangle Planning & Development District (Noxubee)
- ☐ Golden Triangle Planning & Development District (Webster)
- ☐ New Albany Schools (Union)
- ☐ North Central Planning & Development District (Grenada)
- ☐ North Central Planning & Development District (Yalobusha)
- ☐ Pontotoc County Schools (Pontotoc)
- ☐ Northwest Mississippi Community College (Benton)
- ☐ Northwest Mississippi Community College (DeSoto)
- ☐ Northwest Mississippi Community College (Marshall)
- ☐ Northwest Mississippi Community College (Yalobusha)
- ☐ East Mississippi Community College (Lowndes)
- ☐ East Mississippi Community College (Oktibbeha)
- ☐ Itawamba Community College (Itawamba)
- ☐ Itawamba Community College (Monroe)
- ☐ Jobs for Mississippi Graduates (Attala)
- ☐ Northeast Mississippi Community College (Alcorn)
- ☐ Northeast Mississippi Community College (Tippah)
- ☐ Northeast Mississippi Community College (Union)
- ☐ Three Rivers PDD (Chickasaw)
- ☐ Golden Triangle Planning & Development District (Clay)
- ☐ Golden Triangle Planning & Development District (Lowndes)
- ☐ Golden Triangle Planning & Development District (Oktibbeha)
- ☐ Golden Triangle Planning & Development District (Winston)
- ☐ North Central Planning & Development District (Attala)
- ☐ North Central Planning & Development District (Montgomery)
- ☐ Northeast MS Community Services (Benton)
- ☐ Three Rivers PDD (Other County)
- ☐ Northwest Mississippi Community College (Calhoun)
- ☐ Northwest Mississippi Community College (Lafayette)
- ☐ Northwest Mississippi Community College (Tate)
- ☐ East Mississippi Community College (Clay)
- ☐ East Mississippi Community College (Noxubee)
- ☐ Itawamba Community College (Chickasaw)
- ☐ Itawamba Community College (Lee)
- ☒ Itawamba Community College (Pontotoc)
- ☐ Jobs for Mississippi Graduates (Winston)
- ☐ Northeast Mississippi Community College (Prentiss)
- ☐ Northeast Mississippi Community College (Tishomingo)
- ☐ Three Rivers PDD (Other County)

Save & Continue

Archive Student

Career EDGE Career TEAM

10:22 AM 9/8/2021

mygatewaycareer.com/admin/account.php?stud_id=76

Admins | ACCOUNTS EMPLOYER APPLICATION TIMESHEETS ASSIGNMENTS WORKSITES LOG OUT

STUDENT ACCOUNT EDIT PROFILE

[Back to All Accounts](#)

Tracy Smith
halley.rackley@yahoo.com

Account Info Assignments Quizzes Resumes Assessment

Profile Saved Successfully

WORKSITE ASSIGNMENTS

First Name
Tracy

Last Name

Instructor
Select Instructor

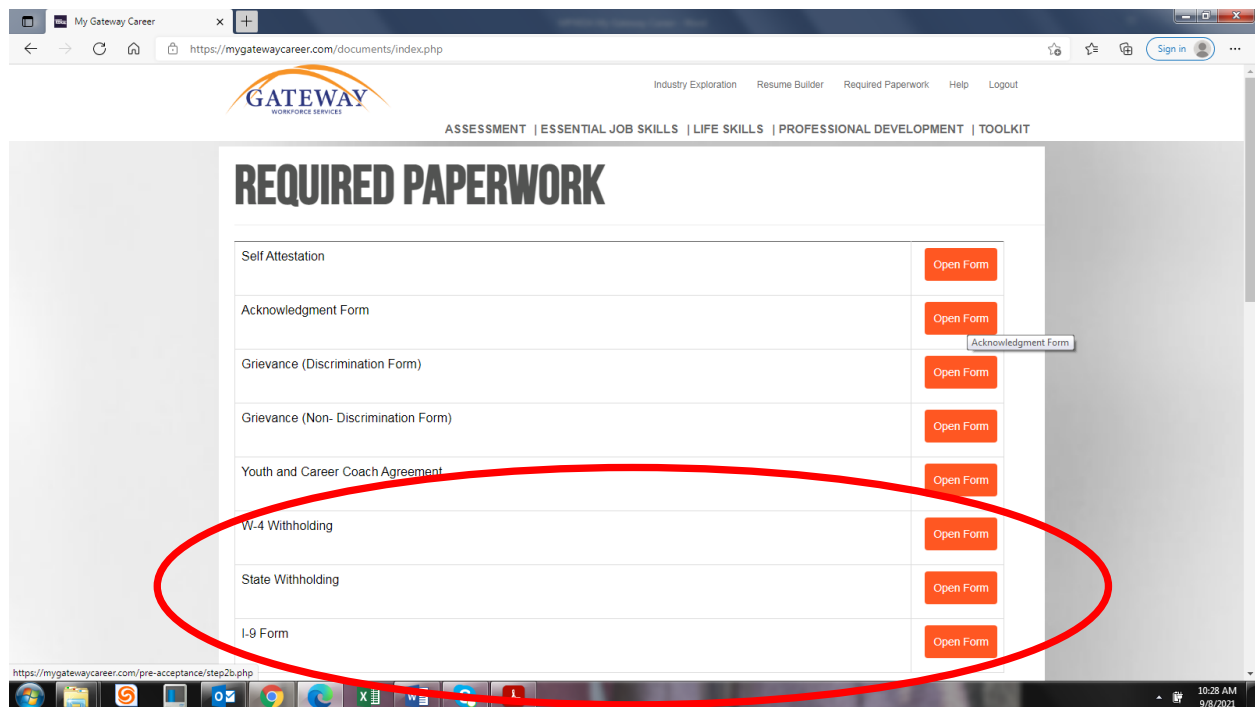
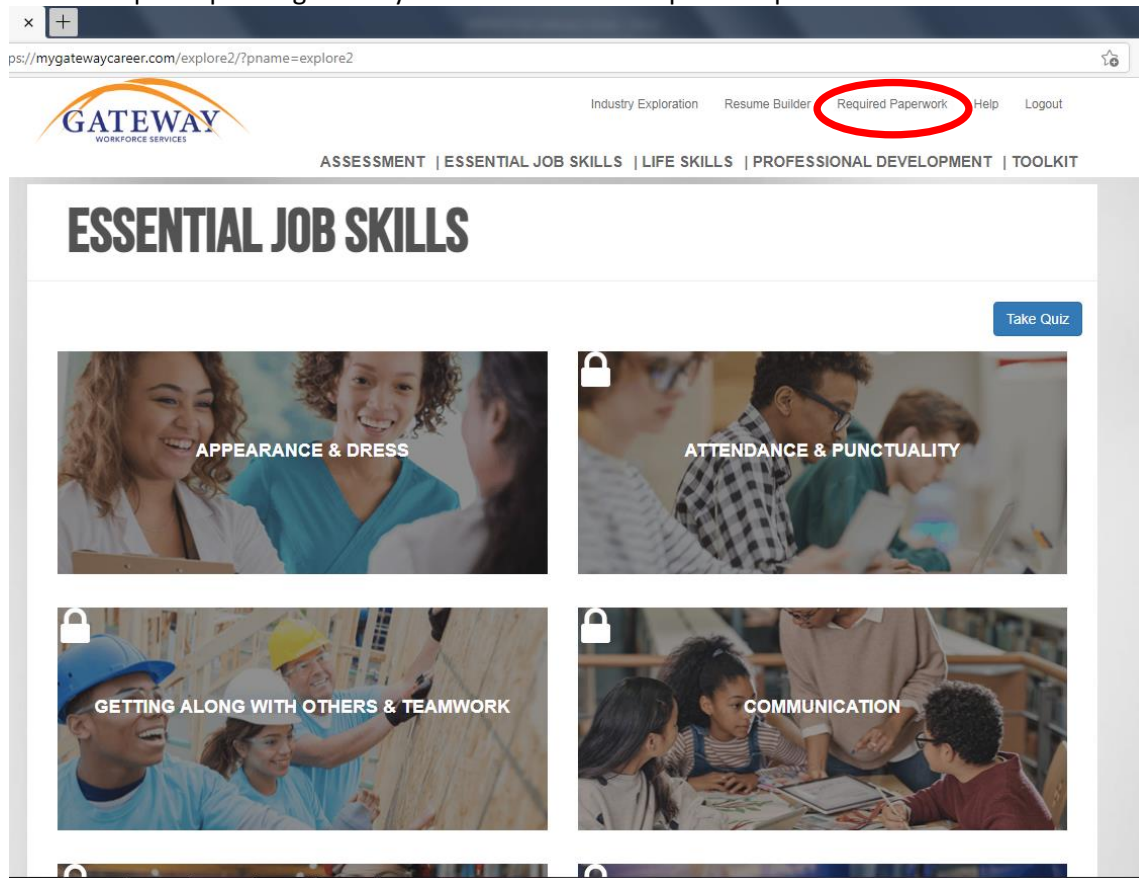
Is Enable W-4 Withholding
☐ Yes ☒ No

Is Enable State Withholding

10:27 AM 9/8/2021

These forms will appear in the “Required Paperwork” section for the participant. You will instruct them to login and complete the forms.

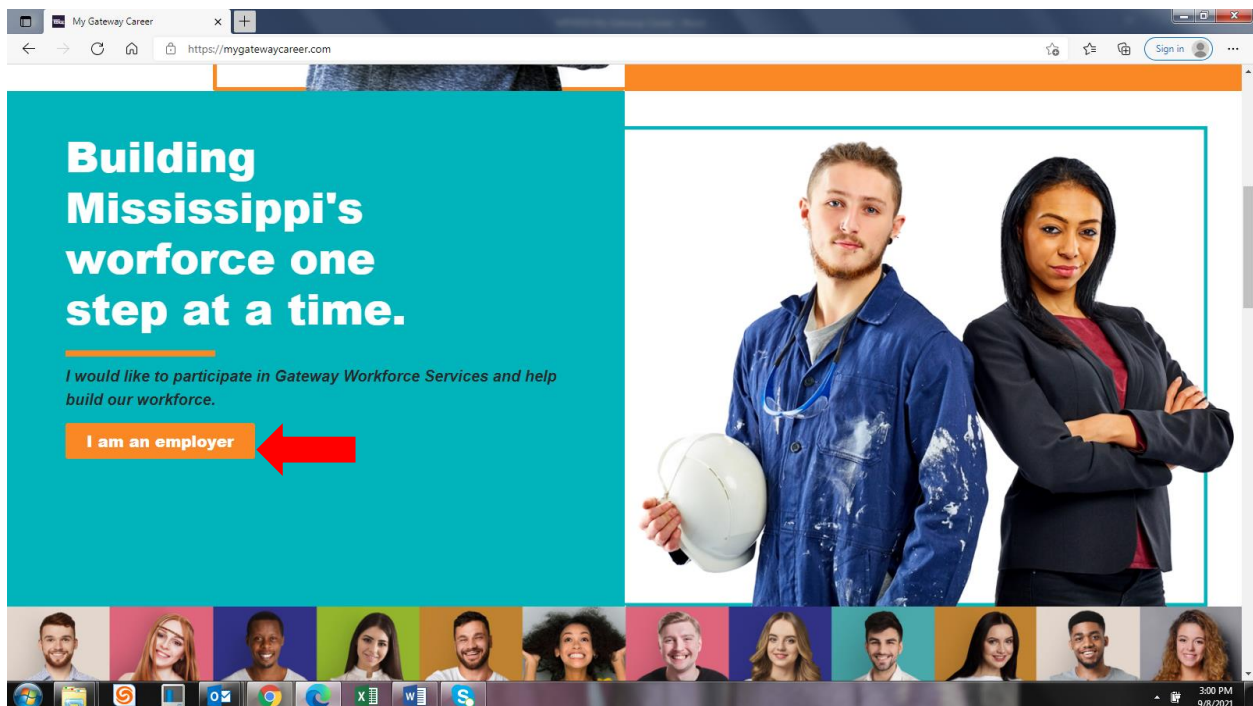
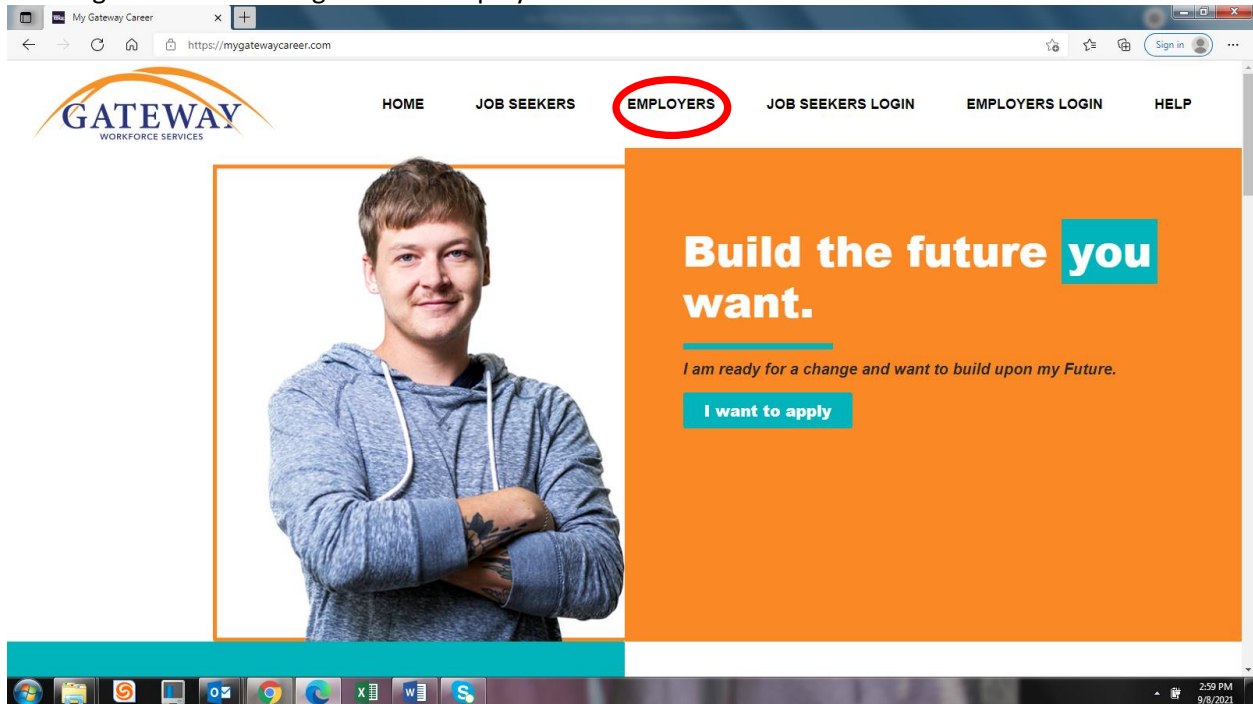
When the participant logs in they will need to click “Required Paperwork”



Employer Application

Worksite Agreements can be completed through www.mygatewaycareer.com.

Employers need to submit an application by going to the landing page and either clicking “Employers” or scrolling down and clicking “I am an employer” button.



The employer should complete the short application and click the “Save” button:

Step 1 - Initial Application

Worksite Agency Name*:

Address*:

City*:

State*:

Zip*:

Contact Person*:

Contact Email*:

Password*:

Confirm Password*:

Contact Phone Number*:

Worksite Regular Functions:

Worksite Hours*:

Does the Worksite Agency have an employee that currently serves or who served During the past year on the Mississippi Partnership Local Workforce Development Board?*:
☐ Yes ☐ No

County *:

SAVE

The employer will receive the following message once the application is saved:

Mississippi's workforce one step at a time.

If you're hiring now, or plan to hire in the near future, fill out the form below and we will connect you with people who are ready to work for you.

Step 1 - Initial Application

Thanks for contacting us! We will get in touch with you shortly.

Reviewing an Employer Application

To review an employer application you will need to click “Employer Applications”

The screenshot shows the Career Edge Admin interface. The top navigation bar includes 'Admins |', 'ACCOUNTS', 'EMPLOYER APPLICATION' (circled in red), 'TIMESHEETS', 'ASSIGNMENTS', 'WORKSITES', and 'LOG OUT'. Below the navigation bar, there are four summary cards: '12 USERS', '1 RESUMES CREATED', '1 PENDING STATUS', and '2 MOCK JOB APPS'. The main section is titled 'STUDENT ACCOUNTS' and includes a 'Sort By' dropdown with options: 'Most Recently Updated', 'Newest', 'Alphabetical', 'Most Active', 'Oldest', and 'Group'. A search bar is located to the right of the sort options. Below the search bar, there is a table of student accounts with columns for 'Account Info', 'Assignments', 'Initial Application', 'Required Paperwork', 'Application Status', 'MPWDA Youth ISS Form', and 'Module Access'. The table lists three accounts: Courtney Rackley, Dave Kitchens, and Demo One.

Account Info	Assignments	Initial Application	Required Paperwork	Application Status	MPWDA Youth ISS Form	Module Access
Courtney Rackley cirackley@yahoo.com				Approved for Full Access		
Dave Kitchens dkitchens07@yahoo.com				Approved for Enrollment		
Demo One irvinlacey1968@gmail.com				Approved for Full Access		

Note: We will ask Career Edge to add Sort By features and a button for “Pending Status”

To review the Employer Application click “Application”

The screenshot shows the Career Edge Admin interface for 'EMPLOYER APPLICATIONS'. The top navigation bar includes 'Admins |', 'ACCOUNTS', 'EMPLOYER APPLICATION', 'TIMESHEETS', 'ASSIGNMENTS', 'WORKSITES', and 'LOG OUT'. The main section is titled 'EMPLOYER APPLICATIONS' and includes a search bar. Below the search bar, there is a table of employer applications with columns for 'Date Submitted', 'Last Updated Date', 'Status', and 'Worksite Agreement'. The table lists five applications from ABC Warehouse, Inc., ABCD Company, careerteamhqTEST, and Great & Fun Times.

Date Submitted	Last Updated Date	Status	Worksite Agreement
06-18-2021	NA	Pending Application Status	Worksite Agreement
06-18-2021	NA	Pending Application Status	Worksite Agreement
06-09-2021	07-28-2021	Approved Application Status	Worksite Agreement
07-14-2021	07-23-2021	Approved Application Status	Worksite Agreement
09-06-2021	NA	Pending Application Status	Worksite Agreement

Step 1 - Initial Application

Worksite Agency Name *:

Address *:

City *:

State *:

Zip *:

Contact Person *:

Contact Email *:

Password *:

You will need to make a determination on whether or not to approve this worksite to be a Work Experience Worksite. You will need to change the Status to either: Approved or Not Approved.

Employers Approved to be Worksite Agreement

Staff will need to complete the Worksite Agreement:

	Date Submitted	Last Updated Date	Status	Worksite Agreement
ABC Warehouse, Inc. ditichens07@yahoo.com	06-18-2021	NA	Pending Application Status	Worksite Agreement
ABC Warehouse, Inc. ditichens@trpdd.com	06-18-2021	NA	Pending Application Status	Worksite Agreement
ABCD Company stanabtest@gmail.com	06-09-2021	07-28-2021	Approved Application Status	Worksite Agreement
careerteamhqTEST careerteamhq@careerteam.com	07-14-2021	07-23-2021	Approved Application Status	Worksite Agreement
Great & Fun Times crackley@greatfuntimes.com	09-08-2021	NA	Approved Application Status	Worksite Agreement
Initial Application comp compmp@gmail.com	09-03-2021	NA	Pending Application Status	Worksite Agreement
Initial Application comp1 compmp1@gmail.com	09-03-2021	NA	Pending Application Status	Worksite Agreement
test test@mailinator.com	07-09-2021	08-20-2021	Pending Application Status	Worksite Agreement
test A1 a1@gmail.com	09-03-2021	NA	Pending Application Status	Worksite Agreement

Admin | mygatewaycareer.com/admin/employer-applications.php

WORKSITE AGREEMENT

This worksite agreement is between Itawamba Comm College, a Gateway Workforce Services Programs and Great & Fun Times, the Worksite Agency. The purpose of this agreement is to set forth the guidelines to provide eligible individuals with basic work skills and career exploration in order that they will be better able to compete for available jobs in the local labor market.

The Gateway Workforce Services Programs are provided in The Mississippi Partnership Workforce Area and are funded with various federal and state funding streams including but not limited to:

- Workforce Innovation & Opportunity Act (WIOA) Funds for Adult Dislocated Workers, Youth, & National Dislocated Worker Grant

The Gateway Workforce Services Program Providers for Pontotoc county are:

Program	Gateway Workspace Service Provider	Contact Person	Phone Number
WIOA Adult	Itawamba Comm College	Tammy Roberts	662-407-1228
WIOA In-School Youth	Pontotoc Co Schools	Amanda Wood	662-489-1426
WIOA Out-School Youth	Itawamba Comm College	Tammy Roberts	662-407-1228

Section I. Worksite Agency Information

09-03-2021 | Worksite_agreement | Pending Application Status | Application | Worksite Agreement

9:48 PM 9/8/2021

Admin | mygatewaycareer.com/admin/employer-applications.php

Worksite Agency:

mm / dd / yyyy
Signature Date

Name:
Title:

a Gateway Workforce Services Provider and agent of Three Rivers PDD Division of Workforce Development:

mm / dd / yyyy
Signature Date

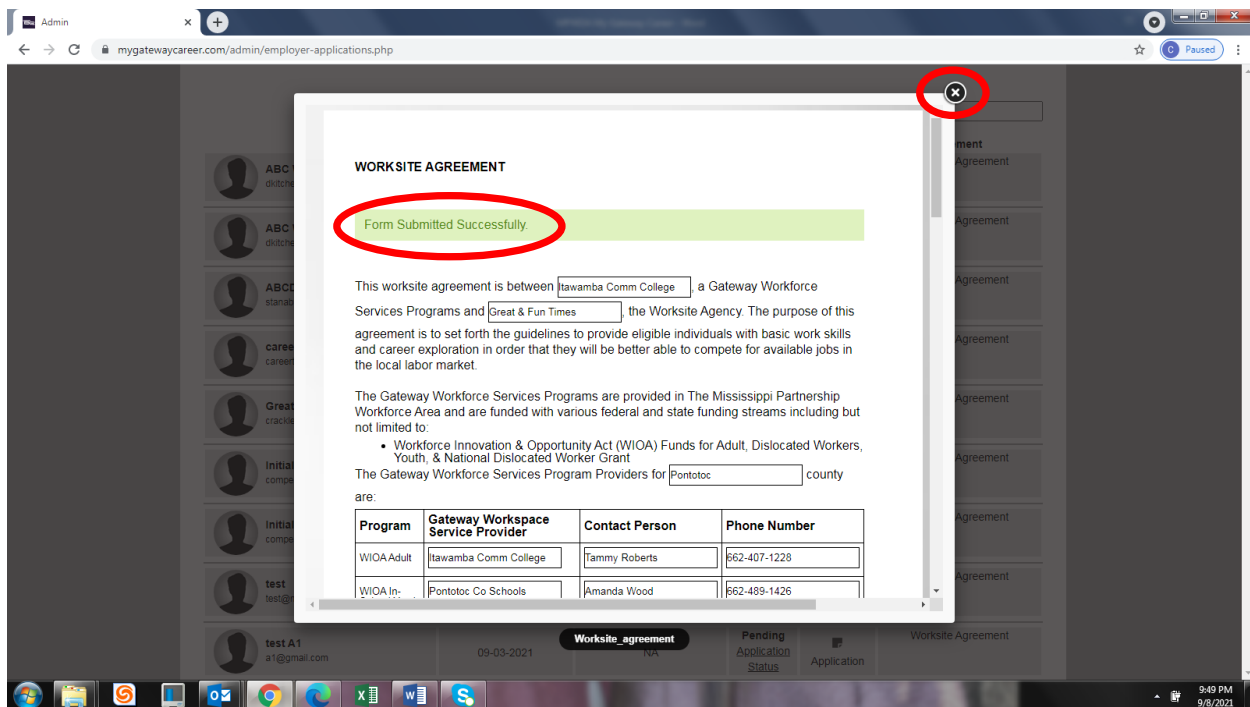
Name:
Title:

☒ By selecting the "I Accept" button, you are agreeing to signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

SAVE

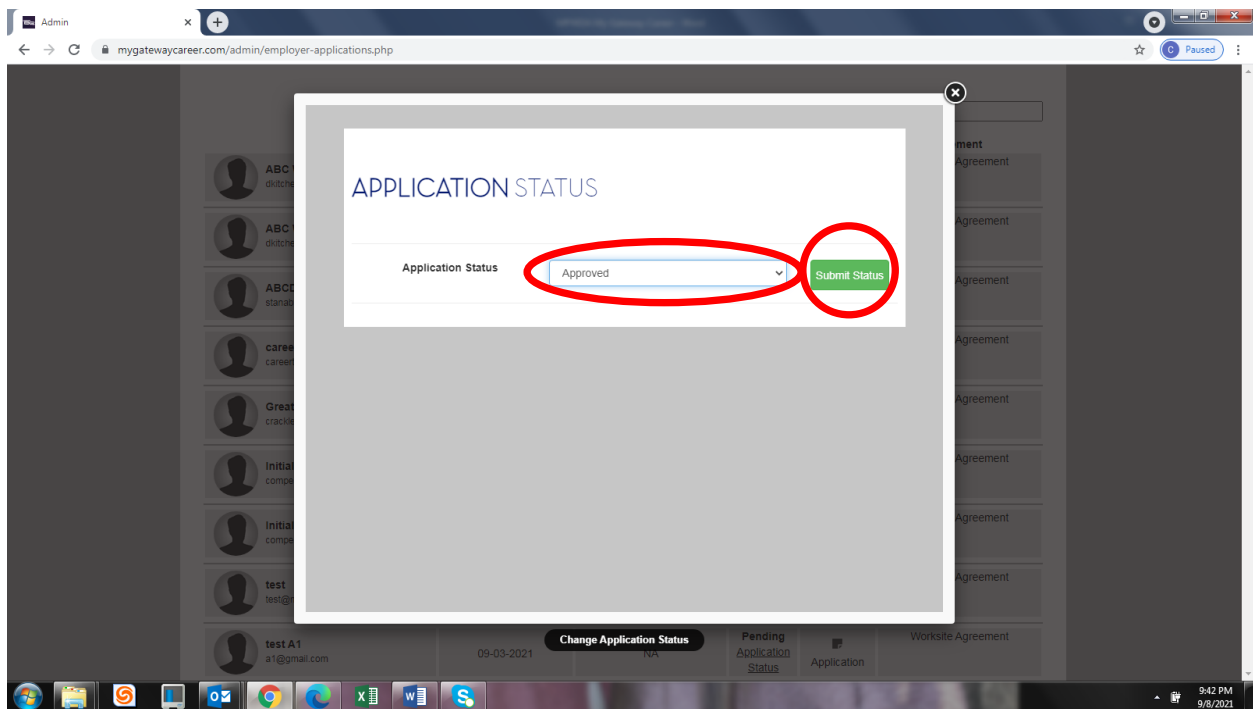
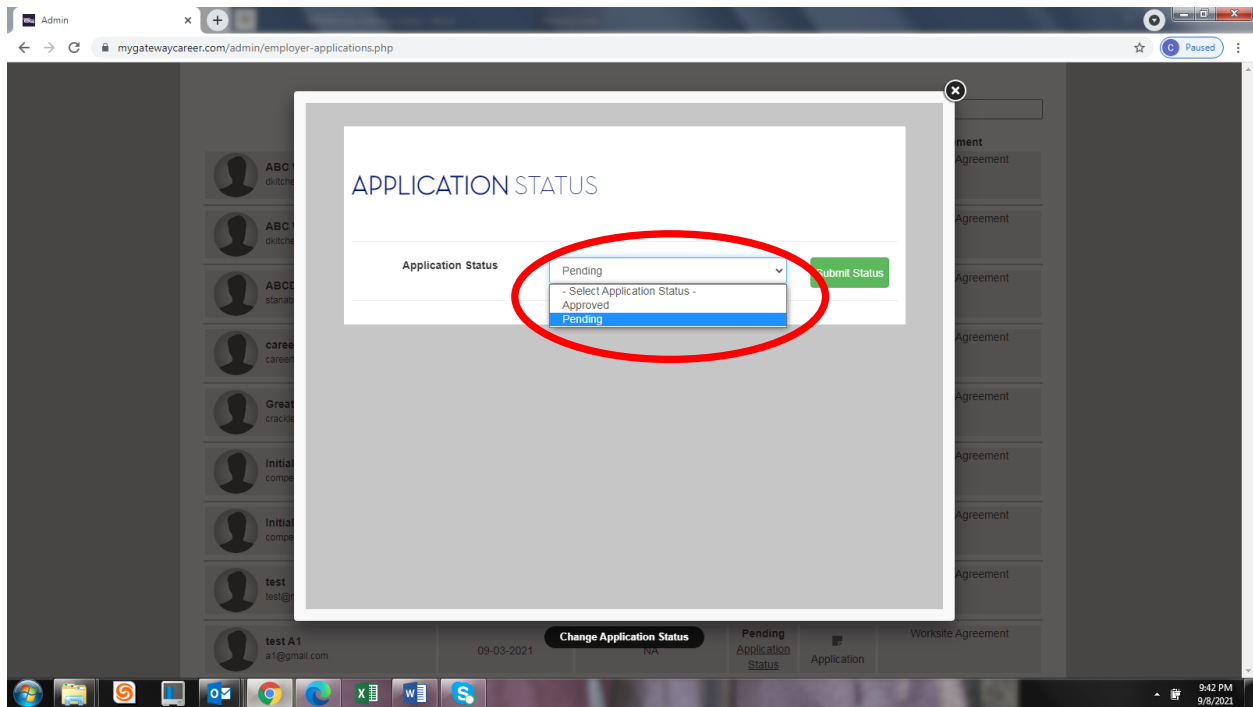
09-03-2021 | Worksite_agreement | Pending Application Status | Application | Worksite Agreement

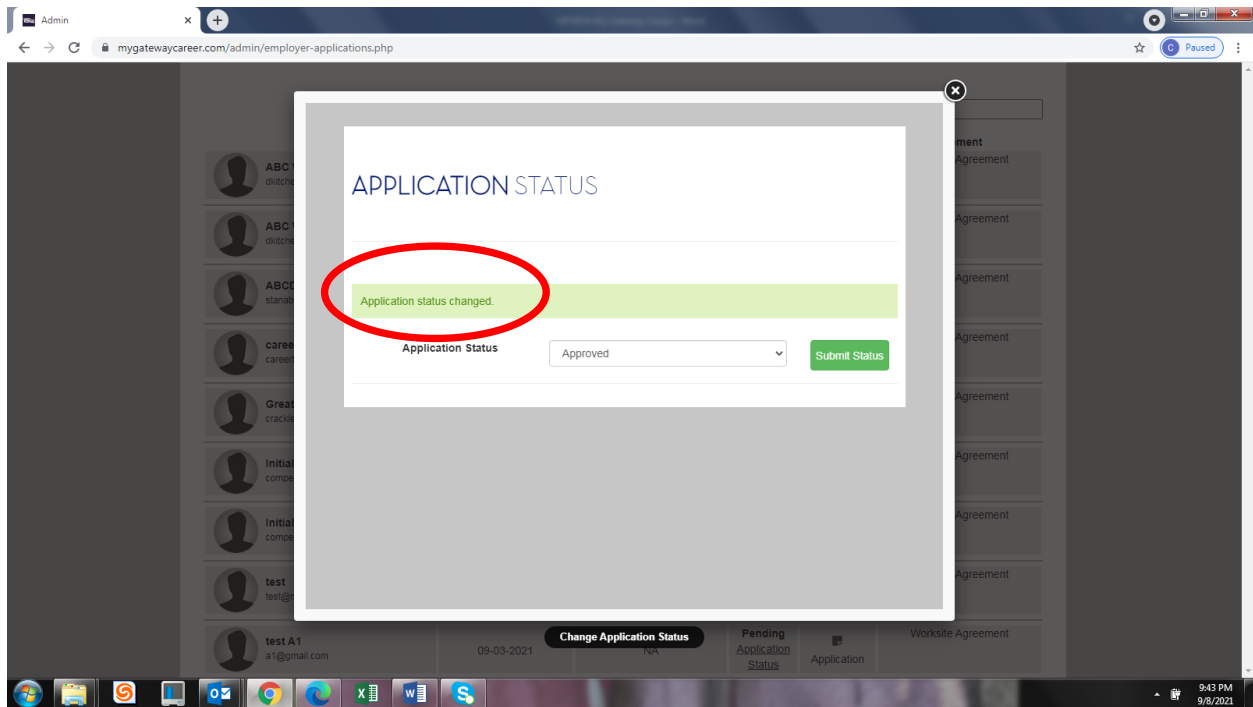
9:49 PM 9/8/2021



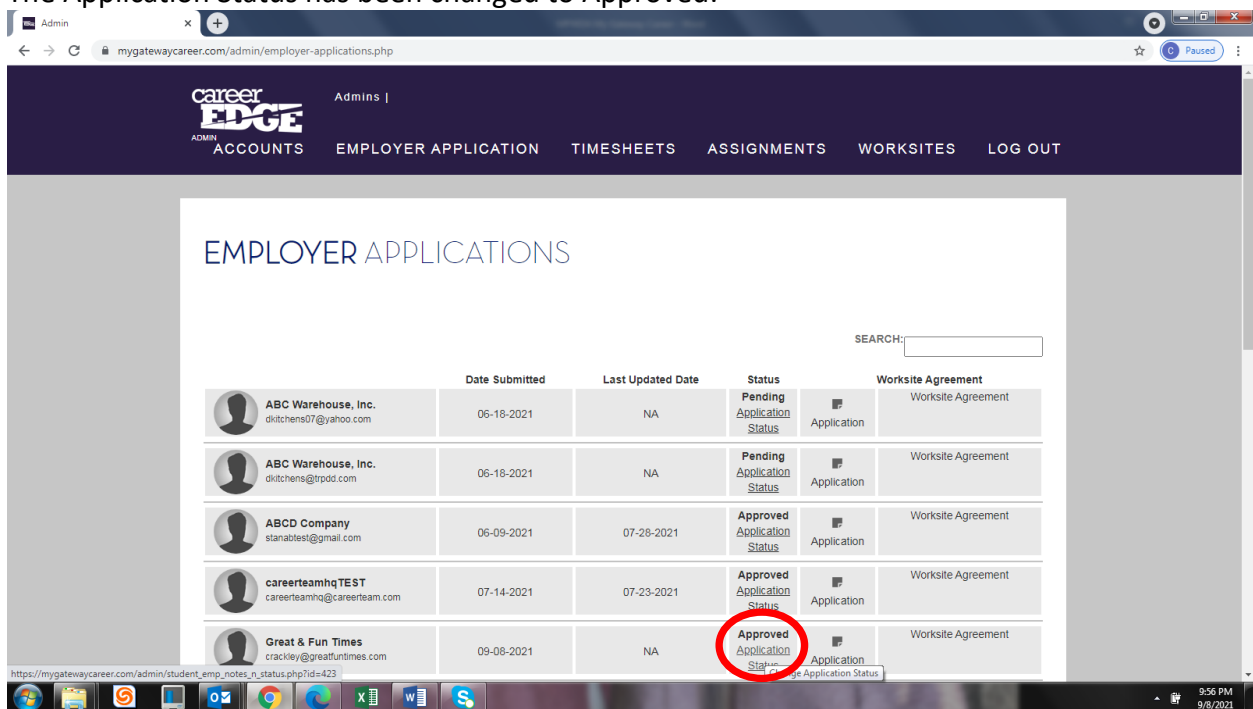
Then the Career Coach needs to change the Employer Application Status to Approved. To do this you will click: Application Status



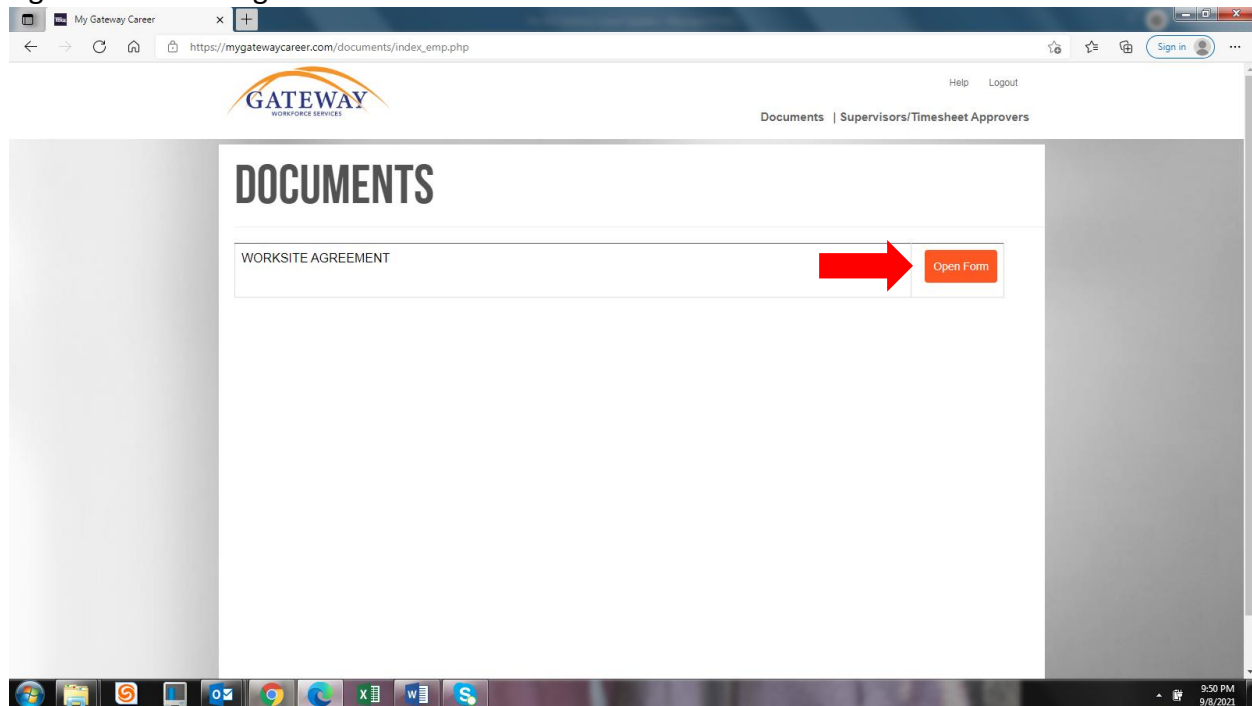




The Application Status has been changed to Approved:



The employer will receive an email and they will need to login www.mygatewaycareer.com and sign the worksite agreement:



The screenshot shows the "WORKSITE AGREEMENT" form. It includes a paragraph explaining the purpose of the agreement, a list of funding streams, and a table of Gateway Workspace Service Providers. Below the table is a section for Worksite Agency Information with input fields for Name, Address, Contact Person, Email, and Phone.

WORKSITE AGREEMENT

This worksite agreement is between a Gateway Workforce Services Programs and , the Worksite Agency. The purpose of this agreement is to set forth the guidelines to provide eligible individuals with basic work skills and career exploration in order that they will be better able to compete for available jobs in the local labor market.

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- Workforce Innovation & Opportunity Act (WIOA) Funds for Adult, Dislocated Workers, Youth, & National Dislocated Worker Grant

Workforce Services Program Providers for county are:

Program	Gateway Workspace Service Provider	Contact Person	Phone Number
WIOA Adult	<input type="text" value="Itawamba Comm College"/>	<input type="text" value="Tammy Roberts"/>	<input type="text" value="662-407-1228"/>
WIOA In-School Youth	<input type="text" value="Pontotoc Co Schools"/>	<input type="text" value="Amanda Wood"/>	<input type="text" value="662-489-1426"/>
WIOA Out-School Youth	<input type="text" value="Itawamba Comm College"/>	<input type="text" value="Tammy Roberts"/>	<input type="text" value="662-407-1228"/>

Section I. Worksite Agency Information

Worksite Agency Name *:

Address: City: State: Zip:

Contact Person: Contact Email*: Contact Phone*:

[Click here to open WIOA Application](#)

My Gateway Career x +

https://mygatewaycareer.com/documents/index_emp.php

Sign in

This Worksite Employer and the Gateway Workforce Service Providers will adhere to the above criteria and all guidelines of the Rules and Regulations governing the internship program. This agreement shall become effective when signed by the Worksite Agency and Gateway Services Provider and shall remain in effect June 30, 2022, unless terminated by one of the two parties.

Worksite Agency:

Courtney Rackley 09/08/2021

Signature Date

Name: Courtney Rackley

Title: Owner

a Gateway Workforce Services Provider and agent of Three Rivers PDD Division of Workforce Development.

mm/dd/yyyy

Signature Date

Name:

Title:

☒ By selecting the "I Accept" button, you are agreeing to signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

SAVE

Click here to open WIOA Application

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My Gateway Career x +

https://mygatewaycareer.com/documents/index_emp.php

Sign in

WORKSITE AGREEMENT

Form Submitted Successfully.

This worksite agreement is between Itawamba Comm College, a Gateway Workforce Services Programs and Great & Fun Times, the Worksite Agency. The purpose of this agreement is to set forth the guidelines to provide eligible individuals with basic work skills and career exploration in order that they will be better able to compete for available jobs in the local labor market.

The Gateway Workforce Services Programs are provided in The Mississippi Partnership Workforce Area and are funded with various federal and state funding streams including but not limited to:

- Workforce Innovation & Opportunity Act (WIOA) Funds for Adult, Dislocated Workers, Youth, & National Dislocated Worker Grant

The Gateway Workforce Services Program Providers for Pontotoc county are:

Program	Gateway Workspace Service Provider	Contact Person	Phone Number
WIOA Adult	Itawamba Comm College	Tammy Roberts	662-407-1228
WIOA In-School Youth	Pontotoc Co Schools	Amanda Wood	662-499-1426
WIOA Out-School Youth	Itawamba Comm College	Tammy Roberts	662-407-1228

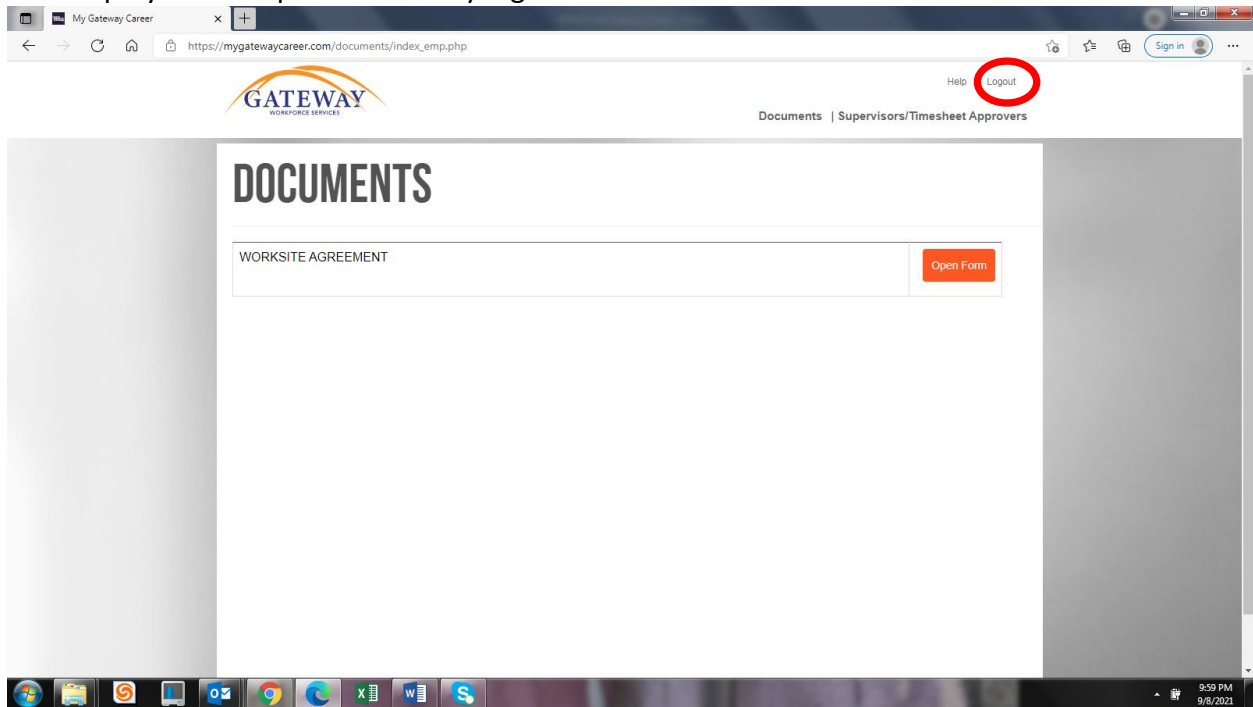
Section I. Worksite Agency Information

Worksite Agency Name *: Great & Fun Times

Click here to open WIOA Application

9:52 PM 9/8/2021

The Employer is completed and may log out now.



Staff signs the Worksite Agreement

NOTE: We are working with Career Edge to add a button or other type of feature so you can easily see applications the employer has signed.

Admin | mygatewaycareer.com/admin/employer-applications.php

ACCOUNTS EMPLOYER APPLICATION TIMESHEETS ASSIGNMENTS WORKSITES LOG OUT

EMPLOYER APPLICATIONS

SEARCH:

	Date Submitted	Last Updated Date	Status	Application	Worksite Agreement
ABC Warehouse, Inc. dkitchens07@yahoo.com	06-18-2021	NA	Pending Application Status	Application	Worksite Agreement
ABC Warehouse, Inc. dkitchens@trpdd.com	06-18-2021	NA	Pending Application Status	Application	Worksite Agreement
ABCD Company stanabtest@gmail.com	06-09-2021	07-28-2021	Approved Application Status	Application	Worksite Agreement
careerteamhqTEST careerteamhq@careerteam.com	07-14-2021	07-23-2021	Approved Application Status	Application	Worksite Agreement
Great & Fun Times crackley@greatfuntimes.com	09-06-2021	NA	Approved Application Status	Application	Worksite Agreement
Initial Application comp compemp@gmail.com	09-03-2021	NA	Pending Application Status	Application	Worksite Agreement

https://mygatewaycareer.com/pre-acceptance/step4a.php?stud_id=423

10:02 PM 9/8/2021

Admin | mygatewaycareer.com/admin/employer-applications.php

ACCOUNTS EMPLOYER APPLICATION TIMESHEETS ASSIGNMENTS WORKSITES LOG OUT

EMPLOYER APPLICATIONS

Worksite Agency:

Courtney Rackley 09/08/2021
Signature Date

Name: Courtney Rackley
Title:

Tawamba Comm College is a Gateway Workforce Services Provider and agent of Three Rivers PDD Division of Workforce Development.

Tammy Roberts 09/09/2021
Signature Date

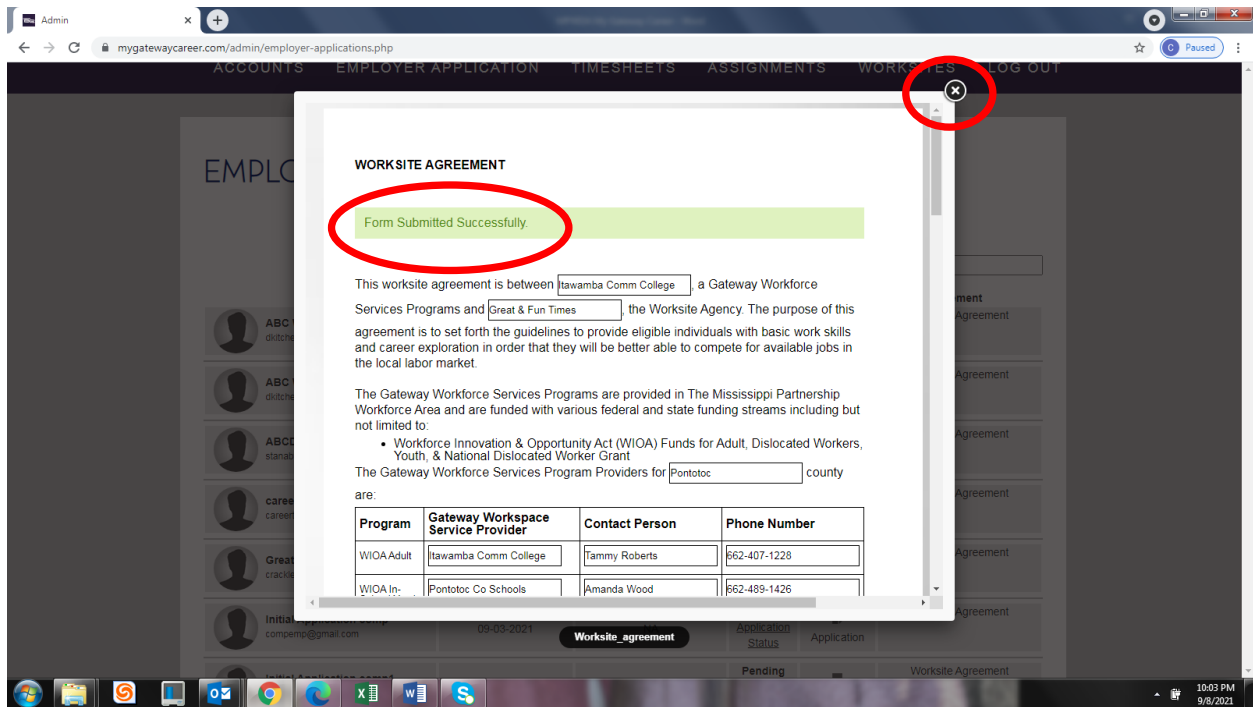
Name: Tammy Roberts
Title: Career Coach

☒ By selecting the "I Accept" button, you are agreeing to signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

SAVE

Worksite_agreement

10:03 PM 9/8/2021



NOTE: We are working with Career Edge to add a feature to download the worksite agreement so you can submit it to imaging.

<<<<Timesheet Feature>>>>

Employers Not Approved to be Worksite Agreement

Employers that are not approved to be a Work Experience Worksite, you will change their Application Status to “Not Approved” and enter a Note explaining why the worksite was not approved.