**Missouri Department of Economic Development**
Missouri Division of Workforce Development
## Missouri Employment & Training Program
## JOB CENTER WIOA SERVICES

| Participant: | | | | Last 4 SSN or DCN: |
|---|---|---|---|---|

| Select One: | ◯ METP ABAWD | ◯ Regaining Eligibility |
|---|---|---|

| Date of Service | Staff Initials next to Service | WIOA Service Provided | Amount of Time Spent | Comments / Any Additional Information |
|---|---|---|---|---|
| | | Assessment (any) | | |
| | | Career Guidance /Career Planning | | |
| | | Counseling (individual / group) | | |
| | | CR101 Remediation | | |
| | | Federal Bonding | | |
| | | Financial Aid Information | | |
| | | Intensive Case Management | | |
| | | Job Development | | |
| | | Job Referrals | | |
| | | Job Search Activity | | |
| | | Job Search Training | | |
| | | Labor Market Information (any) | | |
| | | MO Connections (Staff-Assisted or Self Service) | | |
| | | Placed in Training | | |
| | | Referred to Other Services | | |
| | | Resume Assistance / Preparation (any) | | |
| | | Testing (any) | | |
| | | Training (any) | | |
| | | WIOA Career Service Registration | | |
| | | Work Based Learning | | |
| | | Workshop(s) | | |
| | | O*Net Online/ Talify/ Online Learning : | | |
| | | Other (explain): | | |
| | | Other (explain): | | |
| | | Other (explain): | | |
| | | **TOTAL** | | |

| Job Center Name/Location: | | City: | |
|---|---|---|---|

**Staff Name:**

| Staff E-mail: | | Date: |
|---|---|---|

### Instructions

**METP ABAWD:**    **Staff:** Enter the date the participant received the service(s); Enter staff initials in the column to the left of the service provided; Enter amount of time spent with each service provided; Document will calculate total time at the bottom of the form; Complete all office and staff information at bottom of form. Scan or mail form to FSD Processing Center and to DWD SharePoint Drive; Service note transaction.

**Regaining Eligibility:**    **Staff: Entries are the same as ABAWD** except distribution; Scan to DWD SharePoint Drive only. Give customer original form to take to their local FSD office. Service note transaction.