Student Completion for MoJobs (NO Active SNAP Application)

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

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

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

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

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

Add case note of job information if obtained.

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

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

Add employment into the Employment record in SNAP module.

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

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

Close out IEP objectives the student has met.

Close out IEP goals the student has met.

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

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

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