EUC-RES Employ Florida Marketplace Procedures

Information contained in this document is for procedural purposes only. Please consult the EUC-RES guidance paper for policy information.

I. UC EFM Interfaces and EUC Pool Count Management

One-Stop Career Centers will be required to provide reemployment services to EUC claimants referred through the UC interface into the Employ Florida Marketplace (EFM) system. A weekly file will import eligible EUC claimants, less exemptions, into EFM to create an EUC pool count.

To manage EUC Pool Counts, use the navigation menu Manage Activities > Manage Events > Manage EUC Pool Counts

The EUC pool count, which is separate from the Priority Reemployment Planning (PREP) and Reemployment and Eligibility Assessment (REA) program’s pool, will display the total number of claimants that must be scheduled to attend reemployment services. The pool count will also show the number of slots available for the scheduling week and allow manual adjustments to increase or decrease the number of available slots.

II. Event Management in the Employ Florida Marketplace

For EFM scheduling to occur, regions must set up events in EFM to capture claimants who will be scheduled to attend appointments that will occur 14 – 21 days in the future. Events may be set as one-
time or recurring daily, weekly or monthly and must be set up no later than Monday by 5 p.m. eastern standard time (EST). The event category for this program must be set to reflect EUC-RES.

To create events: Manage Activities > Manage Events > Add Event

Complete event information by selecting an event category of EUC-RES. The title field may be customized to easily identify a specific office or staff's event. Determine the class size of the event which is the maximum number of claimants who can be accommodated during a particular event. Select the type of event as one-time or recurring daily, weekly or monthly. Select the region and office for which the event is being created.
The event location must be completed to list the physical address where the EUC-RES appointment will take place. The information entered here will print on the letters generated in the system.

Select the appropriate staff’s information that will be responsible for the event.
Events must be set up to track all required services in the EUC-RES program: 101, 102, 107 and U01. Track services for this event must be set to ‘Yes’. Select the appropriate service codes from the top box and click the drop down arrow.

The Registration Method should be set to no registration required.
III. **Printing Letters**

To print notification letters, use the navigation menu to **Manage Activities > Manage Event Rosters**.

Filter event information by event, office or region and event category and date range. Click **View Roster**.
Click **Print Letters** or **Print Mailing Labels**.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SSN</th>
<th>Last Service</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>03/24/2012 - 006 - ***Self Service Job Search through VOS</td>
<td>Assist Reset</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>03/07/2012 - 003 - Self Service Registration</td>
<td>Assist Reset</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Not Applicable</td>
<td>Assist Reset</td>
</tr>
</tbody>
</table>

**IV. Resulting Attendance in EFM**

To result attendance: **Manage Activities > Manage Events > Filter for Region, Office, Event Category and select the appointment date** from the calendar. Scroll to the bottom of the event and click **Manage Attendees, Click Save** to record all results.