



# Users' Guide

## 1-1 OVERVIEW

ASSET supports the Workforce Investment Act (WIA) programs - encompassing the Adult, Dislocated Worker, and Youth programs under WIA Title 1 and the Wagner-Peyser funded labor exchange services (WIA Title 3) including case-managed services to Veterans, Migrant Seasonal Farm Workers (MSFWs), Unemployment Insurance (UI) Claimants, and Older Workers. ASSET also supports reporting for specialized Dislocated Worker programs such as Trade Adjustment Assistance (TAA), Special Rapid Response (SRR) and National Emergency Grants (NEG).

ASSET provides statewide, comprehensive data collection for job seeker registration, case management, and eligibility screening for program and provider services. It is web-based and can be accessed wherever an Internet connection is available, although a high-speed line (DSL or T1 connection) is advisable. This web site is designed and tested for use with Internet Explorer 8.0. Using other Internet Explorer versions may yield unpredictable results. ASSET is not available through other browsers. It can be accessed 24 hours a day, except for a few hours on Saturday afternoon for weekly maintenance on hardware and software.

It is important to track Job Center customer services in ASSET for the following reasons:

- **Federal Reporting for WIA:** ASSET is the sole source of information about our Title 1B and Wagner-Peyser program customers. The registrations and services reported in ASSET are used to create the mandatory federal reports, which in turn, provide Wisconsin with continued federal funding for these programs.
- **State Program Management:** ASSET information is the sole source of data about individuals eligible for WIA and other programs. DWD uses this information for resource planning, monitoring and evaluation, and general program management.
- **Local Program Management:** Data from ASSET can be used for making decisions on resource allocation, program management, or service options by Workforce Development Boards and Job Service districts. Additionally, local agency case managers can use ASSET to better serve their customers by giving them a statewide system that tracks customers wherever services are provided.

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