The Commonwealth of Kentucky

Release 4

Business Connect

BusinessConnect.ky.gov

Quick Reference Guide

Onboarding Application

This Quick Reference Guide is designed to help you apply to be a Community Engagement or a WIOA Training Provider through Business Connect.

Table of Contents

Business Partner Overview

Business Partner Overview

Any organization in which creates an account on Business Connect is a Business Partner. A Business Partner provides Training Services and Registered Apprenticeship courses. They may choose their path of onboarding as Community Engagement or a WIOA Training Provider.

Business Partners are the organizations providing offerings and opportunities to citizens striving for services that may be beneficial. Business Partners have an array of functionality, including:

Onboarding Application

Onboarding Application

If a Business Partner is new to Business Connect, they may submit an onboarding application. The onboarding application allows the Business Partner to choose their path of onboarding as a Community Engagement, WIOA Training Services or SNAP 50/50 engagement.

There are 3 components of the onboarding application: organization details, point of contact, and path selection.

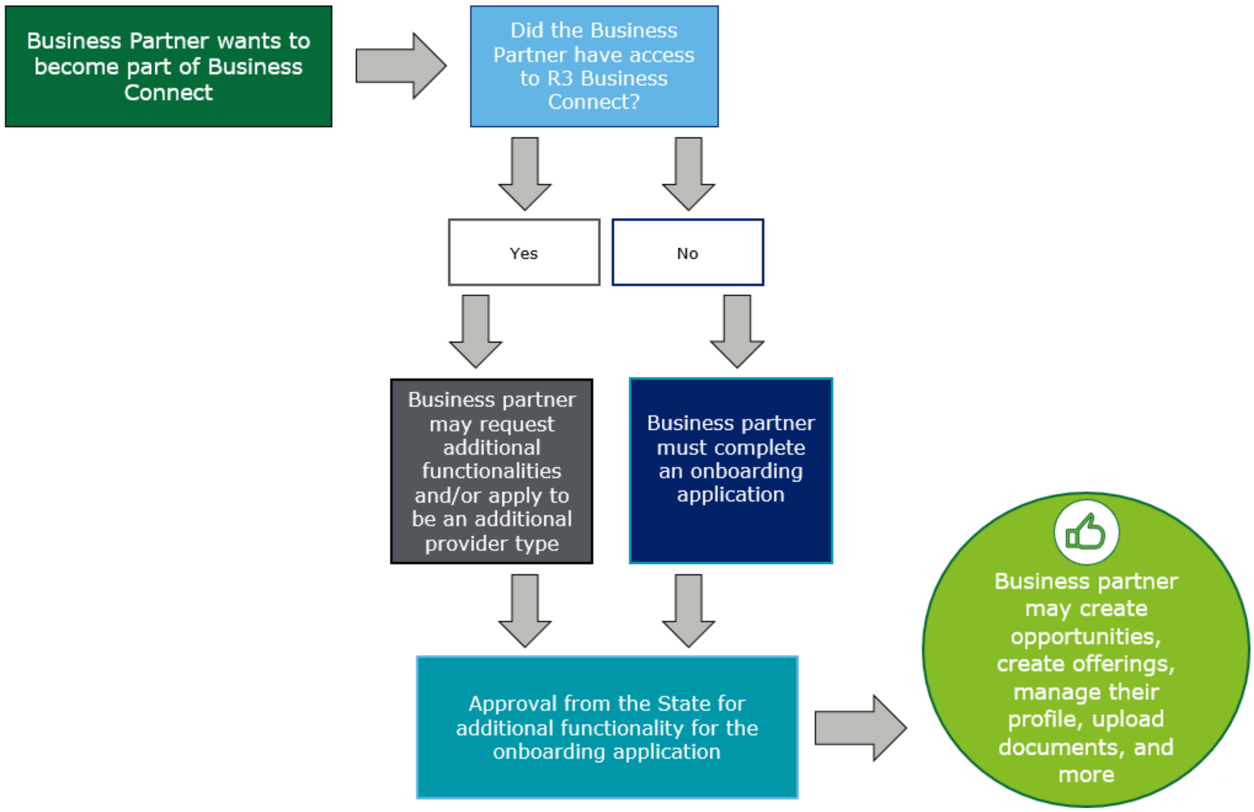
1 **Organization Details**

2 **Point of Contact**

3 **Path (CE, SNAP 50-50, Training Provider (ETPL))**

Onboarding Process Overview

The State is responsible to review and adjudicate the onboarding applications submitted by the new Business Partners. The process flow below provides an overview of the onboarding application process:



To access the onboarding application, the user clicks “Sign Up” on the home screen. The Business Partner organization should select a point of contact to submit the Onboarding Application and see it through the review process.

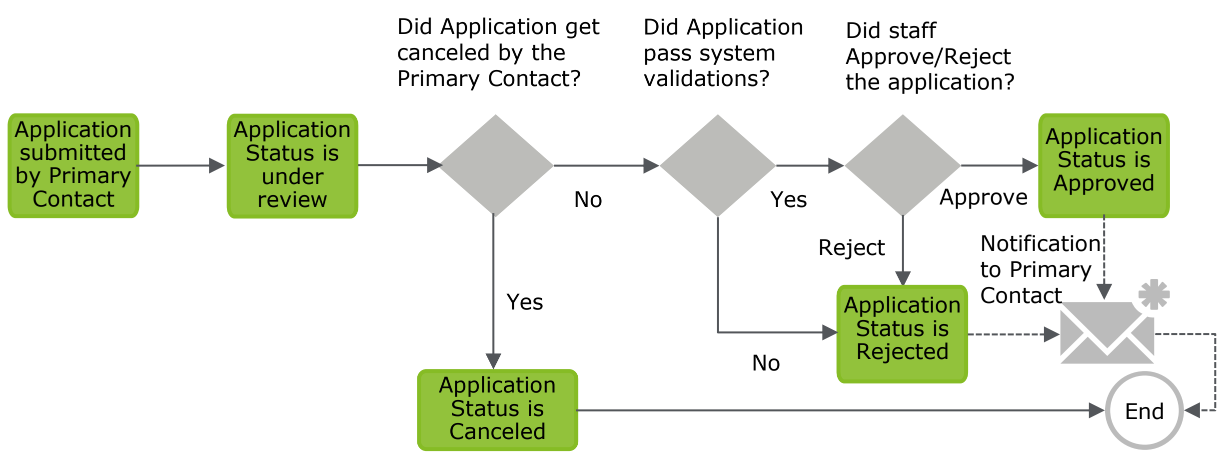
Business Partner Onboarding

Business Partner Onboarding

The Business Partner must:

- ❖ Submit organizational details, such as the organization's name, organization type, description, address and contact information during Onboarding
- ❖ Specify the Onboarding purpose: Community Engagement or Training Provider while Onboarding
- ❖ Submit the application for review
- ❖ Register with Kentucky Online Gateway (KOG) through an email link in the Approval email

Onboarding Applications Lifecycle



The Onboarding process for a new Business Partners includes the following steps:

1) The application is submitted by Primary Contact of Business Partner
2) When the application is submitted for review, a lead is generated in Staff Connect and the system performs different checks to verify that the application is not a duplicate application or User account
3) If all checks are verified, then the Business Partner Point of Contact is notified that the application is under review and the lead is sent on to the Central Office role queue
4) Staff will then review the onboarding application and Approve/Reject the Business Partner's request
5) The Point of Contact will receive the decision in an email. If the application is approved, the Primary Contact receives the approval email with the instructions to register with KOG and receive access to Business Connect

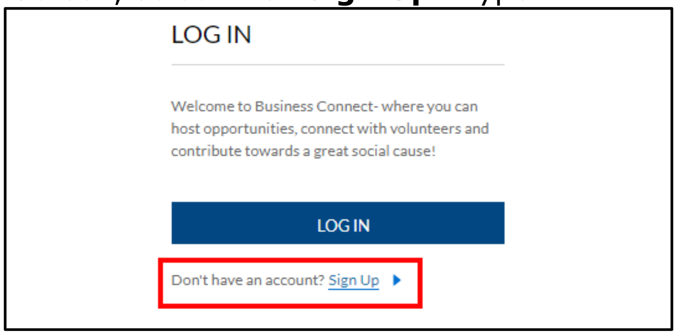
6) A Business Partner Point of Contact tracks their Onboarding application status through the Business Connect Landing Screen by entering the application *Tracking Number, Last Name,* and *Email Address* of the contact.

Please Note: The Application is edited by the Business Partner Point of Contact until the application has been adjudicated by the Staff.

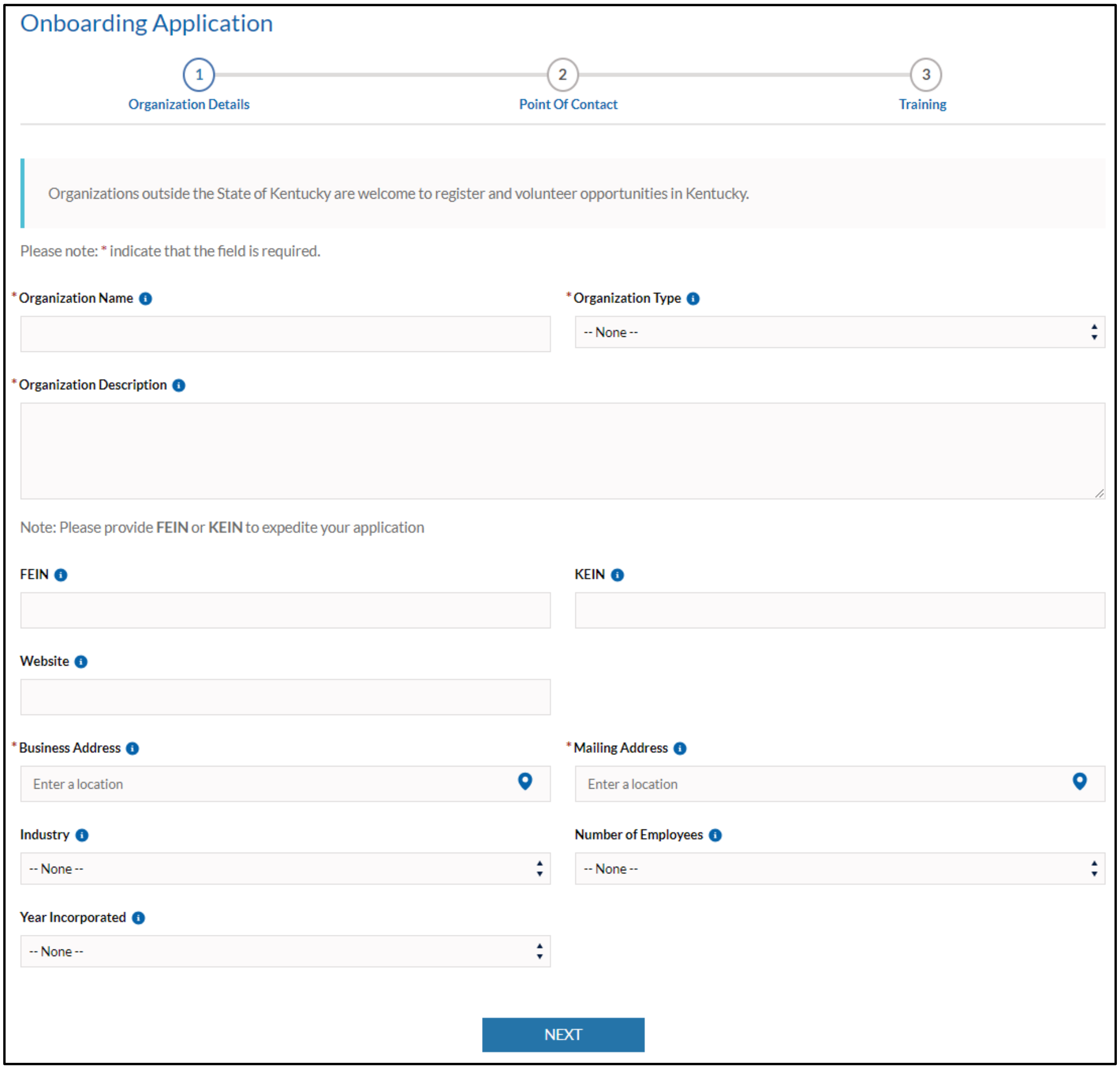
Onboarding Application: Organization Details

In order to complete an onboarding application, the user must do the following:

1) Navigate to the Business Connect onboarding application portal
2) On the log in Screen, select the **"Sign Up"** hyperlink



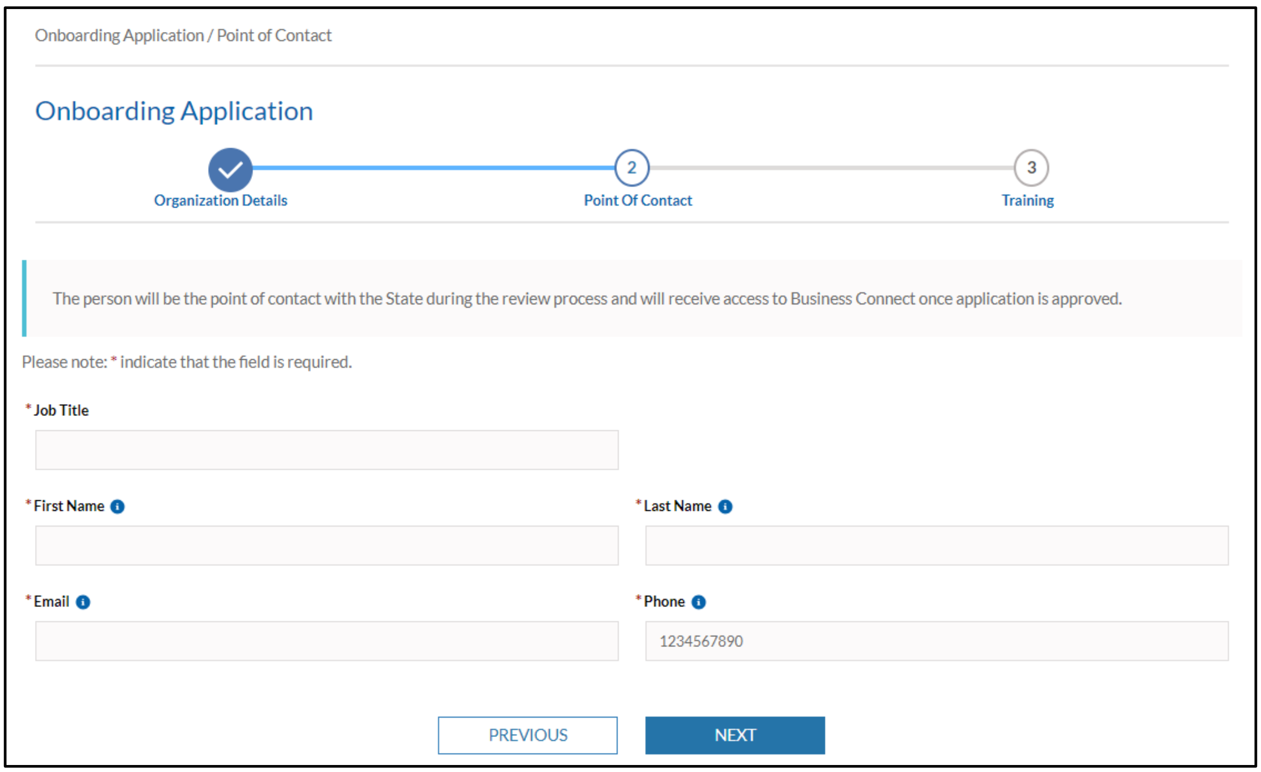
3) The onboarding application appears
4) Enter a name into the Organization Name field
5) Select a type from the drop-down in the *Organization Type* field
    - There are five organizational types that can register as Business Partners:
        - Non-Profit
        - For-Profit
        - MCO (Managed Care Organization)
        - SNAP 50-50
        - Career Center
6) Enter a description into the *Organization Description* field
7) Enter a number into the *FEIN* field
    - This field is optional but may expediate the application process
8) Enter a number into the *KEIN* field
    - This field is optional but may expediate the application process
9) Enter the URL into the *Website* field
10) Enter an address into the Business Address field
11) Enter an address into the Mailing Address field
12) Select an industry from the drop-down in the Industry field
13) Select a number from the drop-down in the Number of Employees field
14) Select a year from the drop-down in the *Year Incorporated* field
15) Select **"Next"** to navigate to the *Point of Contact* Screen


Onboarding Application
1
Organization Details
2
Point Of Contact
3
Training
Organizations outside the State of Kentucky are welcome to register and volunteer opportunities in Kentucky.
Please note: * indicate that the field is required.
* Organization Name
* Organization Type
-- None --
* Organization Description
Note: Please provide FEIN or KEIN to expedite your application
FEIN
KEIN
Website
* Business Address
Enter a location
* Mailing Address
Enter a location
Industry
-- None --
Number of Employees
-- None --
Year Incorporated
-- None --
NEXT

Onboarding Application: Point of Contact

The *Point of Contact* Screen is the second Screen of the *Onboarding Application*. The Point of Contact captures key information related to Primary Contact of the Organization. Once navigated to the *Point of Contact* Screen, we will enter the following information:

1) Enter a job title into the *Job Title* field
2) Enter the first name for the Point of Contact into the *First Name* field
3) Enter the last name for the Point of Contact into the *Last Name* field
4) Enter the email for the Point of Contact into the *Email* field
5) Enter the phone number for the Point of Contact into the *Phone Number* field
6) Select **"Next"** to be navigated to the *Path* Screen
    - The User may also select **"Previous"** to be navigated back to the *Organization Details* Screen

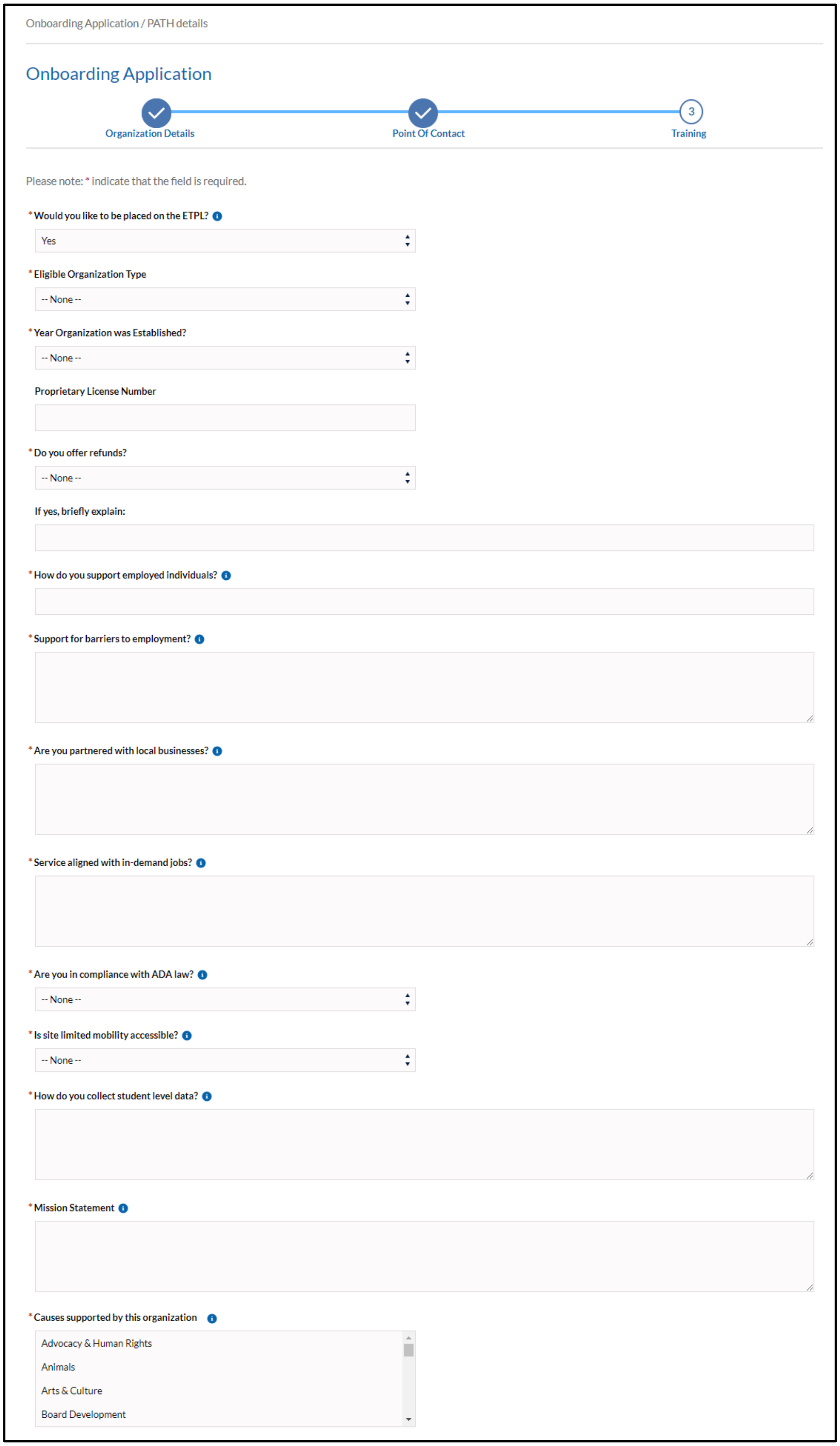


Onboarding Application: Path

On this screen, the unverified Business Partner selects the Path of their onboarding application which, in this case can be either Community Engagement or Training Provider. The steps for navigating through the *Path* section of the onboarding application are shown below:

1) Answer the question “Would you like to be placed on ETPL”
2) If the answer to “Would you like to be placed on ETPL” is “Yes”, then the user must answer the following questions:
3) Select an **Organization Type** from the drop-down in the *Eligible Organization Type*
4) Select a **year** from the drop-down in the *Year Organization was Established* field
5) Enter a number into the *Proprietary License Number* field
6) Select a response from the drop-down *in the Do you offer refund?* Field
    - If the response is answered as yes, there is a comment box to enter more details
7) Enter any details into the *How do you support employed individuals* field
8) Enter any details into the *support for barriers to employment* field
9) Enter any details into the *are you partnered with local businesses* field
10) Enter any details into the *services aligned with in-demand jobs* field
11) Select a response from the drop-down in the *Are you as the provider in compliance with the Americans with Disabilities Act* field
12) *Select a response from the drop-down in the Is the proposed training site accessible to people with limited mobility* field
13) Enter any details into the *how do you collect student data for annual submission to KCEWS* field
14) Enter details in the *Mission Statement* field
15) Select an answer or multiple answers in the *causes supported by this organization* field
16) Select **“Submit”** to be submit the onboarding application for a Business Partner
    - The User may also select **“Previous”** to be navigated back to the *Organization Details* Screen

*Users who select “No” to the “Would you like to be placed on ETPL” question in Step #1 will start the steps above on Step #14. CE and SNAP providers do not have to answer questions #2-13; these questions are only relevant for providers who want to be placed on ETPL.


Onboarding Application / PATH details

Onboarding Application

Organization Details — Point Of Contact — 3 Training

Please note: * indicate that the field is required.

*Would you like to be placed on the ETPL?
Yes

*Eligible Organization Type
-- None --

*Year Organization was Established?
-- None --

Proprietary License Number

*Do you offer refunds?
-- None --

If yes, briefly explain:

*How do you support employed individuals?

*Support for barriers to employment?

*Are you partnered with local businesses?

*Service aligned with in-demand jobs?

*Are you in compliance with ADA law?
-- None --

*Is site limited mobility accessible?
-- None --

*How do you collect student level data?

*Mission Statement

*Causes supported by this organization
Advocacy & Human Rights
Animals
Arts & Culture
Board Development

Path Details

The user has a few different options when selecting their onboarding path including:

SNAP 50/50

- A service provider to help food stamp recipients gain skills, training, or experience and increase their ability to obtain regular employment.

Community Engagement (CE)

- Short-term services designed to increase involvement in resources for community support by developing creative, flexible, and helpful services.

Training Provider (ETPL)

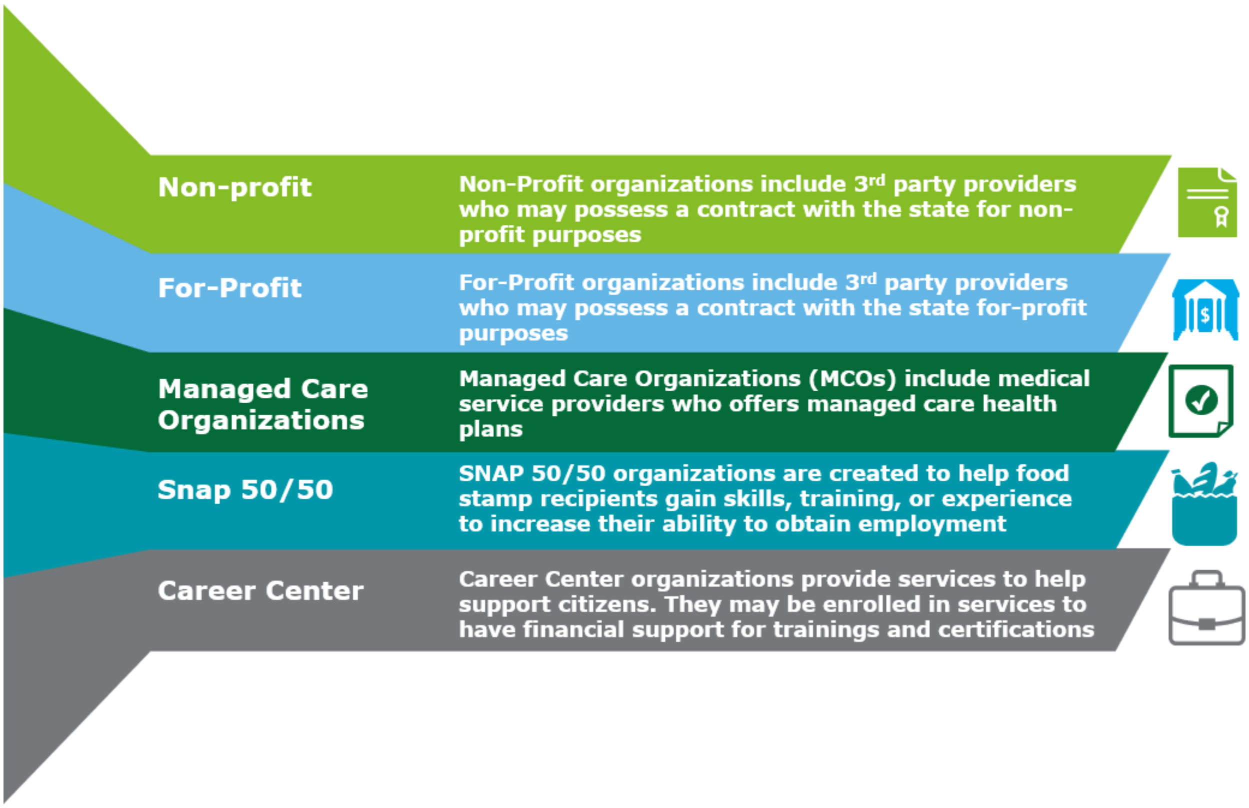
- A Training Provider (ETPL) offering WIOA Services, offerings, and reporting hours for a citizen's requirements.

Combination Provider

- A business partner may be CE or SNAP 50/50 standalone.
- A business partner may be CE + ETPL or SNAP 50/50 + ETPL.
- For the 2/1 release, a business partner cannot be ETPL standalone.

Organization Types

During the onboarding application, the user must select an organization type. See below for descriptions of the different organization types:



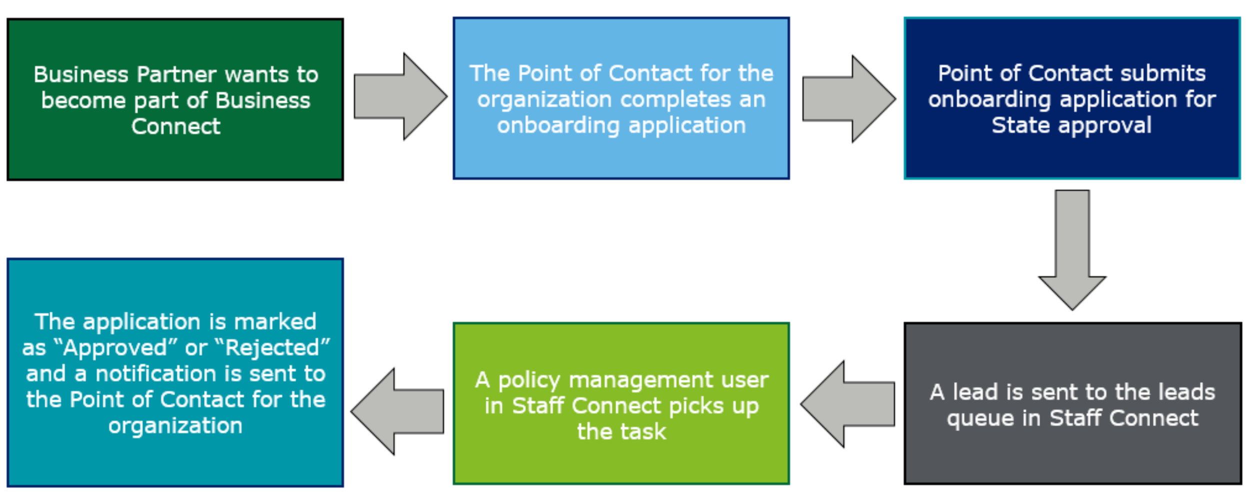
Onboarding Application Review Steps

Once an individual serving as the Point of Contact completes the Onboarding Application form on Business Connect, it will be sent for review by an OET Central Office Staff. The OET Staff has the ability to reject or approve the application, based on the details the Point of Contact entered. When the application is submitted for review, a lead is generated in Staff Connect. The system may perform a security check to ensure the application is not a duplicate application or User account. This is determined by the Point of Contact for the Business Partner's email address.

Following are the steps that take place during the review process:

1) The security check is performed in the system by evaluating the Point of Contact for the Business Partner's email address.
2) If the security check is verified, then the Business Partner Point of Contact is notified that the application is under review and the lead is sent to the Central Office role queue.
3) If any of the security check points fail, the lead is rejected, and the Business Partner Point of Contact is notified of the rejection
4) When the OET Staff Member completes the application review and approves/rejects the application, the Point of Contact receives the approval outcome in an email
5) If the application is approved, the Primary Contact receives the approval email with the instructions to register with KOG and receive access to Business Connect

Please Note: During the review process, staff may communicate with the Business Partner Point of Contact outside of Business Connect to discuss more information required to process the application.



Onboarding Application Status

The Business Partner's Onboarding Application may have the below statuses:

Onboarding Application Status	Description
Under Review	All the Onboarding Applications that have not yet been reviewed by the Staff Worker
Approved	Onboarding Applications that have been reviewed by the Staff Worker and were approved
Rejected	Onboarding Applications that have been reviewed by the Staff Worker and were rejected or rejected by system validations
Canceled	Onboarding Applications that were canceled by the Business Partner primary contact