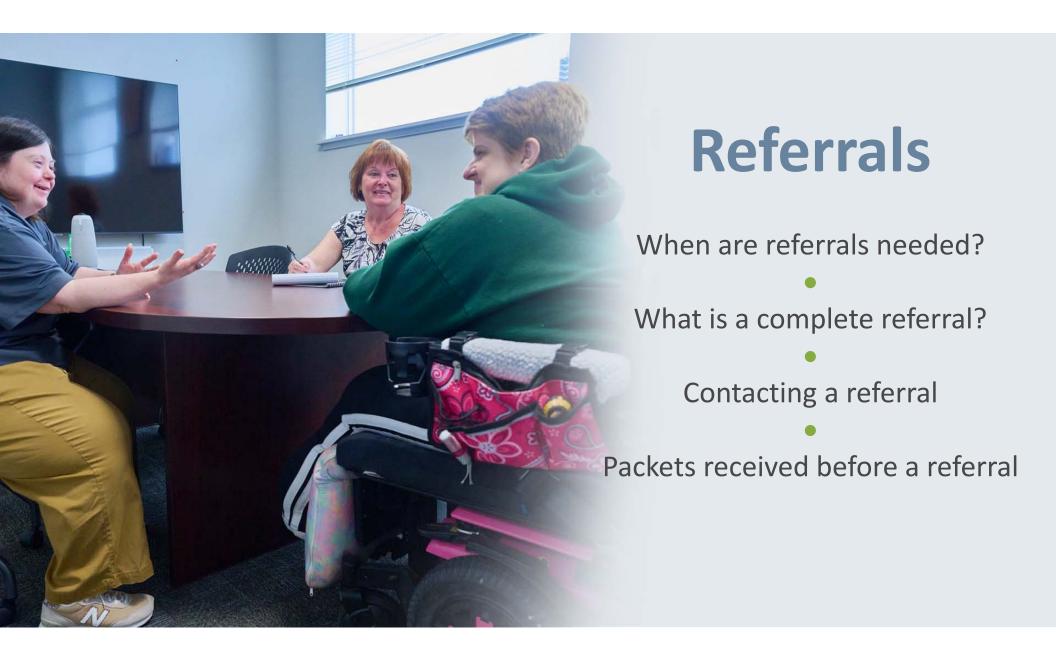# Enrollment Process
Overview

Today's Agenda

1. Referrals
2. Sending Out Packets
3. Once Packet Is Received
4. Background Steps
5. Once Packet Is Complete
6. Issuing Good-to-Go Dates
7. Activations
8. Waiver Changes & Reactivations
9. ACES$ Secure File Upload

Referrals

When are referrals needed?

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What is a complete referral?

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Contacting a referral

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Packets received before a referral

Sending Out Packets

- **Prefilled Paper Packets**
  - What is included in the mailing/secure email
  - Must use most current versions
  - Information and Instructions Packets

aces$ EXPRESS ENROLLMENT

- **ACES$ Express Enrollments Powered by Docubee**
  - What is included in the email
  - How to access
  - Resources: www.mycil.org/WYenroll
  - Expected Flow

Once Packet Is Received

- Review

- Backgrounds

- Who is contacted

- Most frequent corrections needed

Background steps

- **What checks are necessary**
  - OIG and NSO
  - DFS Central Registry Screening
  - Online SS based Criminal check

- **Employer Screening Acceptance (ESA) Form & Employee/Candidate Screening Consent Form**

- **Screening Results – Employer Notification Form**

- **What happens when a background Fails**

Once Packet Is Complete

- **What defines a complete packet: Employer vs. Employee**

- **When can a packet move forward for a Good-to-Go Date**

- **Final QC**

Issuing Good-to-Go dates

- **Who is contacted + What is mailed**

- **Good-to-go emails for EMWS**

- **Good-to-go date before all backgrounds are received**

- **Good-to-go date before Notification Form is sent/received**

Activations

When can employee begin

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EIN denials

Waiver Changes

- What documents are needed
- ACES$ needs to be notified

Reactivations

- What are these
- When are documents needed

** Wage Revision

ACES$ Secure File Upload
- **What is this**
- **How does this work**
- **Who can use it**
- **When is this available**

Thank you!

We can be **independent** when we do it **together**.