

CATAWBA WIA INSTRUCTION PY00-003

TO: All PY'00 WIA Grantees

SUBJECT: Workforce Investment Act Registration Forms

ISSUANCE DATE: September 18, 2000

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

Attached are the WIA Adult/Dislocated Worker and Youth Registration Forms that are now in use. Also included are step-by-step instructions on how to complete these forms. One of these forms should be completed on each participant registered under the Workforce Investment Act.

The certification grantee will complete sections 1,2,3,4, & 6 of the appropriate registration form and forward it with a copy of the application to the service provider responsible for the next level of service. The service provider will complete the remainder of the registration form, and a copy of the form will be sent to the Administrative Entity within seven days of the Start Date of services.

INQUIRIES:

If you have any questions or comments, please call Mary Ann McDow or me at 327-9041.

Robert A. Barber
SDA Administrator

Attachment