

**CATAWBA WIA INSTRUCTION PY01-001**

**TO:** All PY'01 WIA Youth and Certification Grantees

**SUBJECT:** Workforce Investment Act Registration Forms

**ISSUANCE DATE:** August 6, 2001

**EFFECTIVE DATE:** Immediately

**EXPIRATION DATE:** Indefinite

Attached is the WIA Youth Registration Form that is 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 no longer complete the registration form for youth participants. The WIA activity contractor will complete the applicable information on the WIA-RF-2 for all youth participating in the 2001 Program Year when youth services are begun for the participants. At that time the contractor will enter the application and registration information into the WIASRD for each participant. A copy of the form will be sent to the Administrative Entity within seven days of the Start Date of services

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**INQUIRIES:**

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

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Robert A. Barber  
SDA Administrator

Attachment

