

Catawba WIA Instruction Number: PY02-007

TO: All PY'02 WIA Contractors

SUBJECT: Case Assignment

ISSUANCE DATE: January 29, 2002

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

Attached is the revised Case Assignment Section for the SCVOS Staff User Guide, replacing pages 97-98. Each contractor should review the attachment and complete the following:

- Select a supervisor who will be responsible for assigning case managers to participants. Notify Mary Ann McDow that this person needs access to Case Assignment.
- Distribute the Case Assignment Instruction as needed to your staff. Contractors may then begin to assign individual cases to case managers.

Any questions regarding this matter should be directed to me at (803) 327-9041.

Robert A. Barber
WIA Administrator

Attachments