

CATAWBA WIA INSTRUCTION PY03-006

TO: All PY'03 WIA Grantees
SUBJECT: Special Follow-Up Forms for VOS
ISSUANCE DATE: March 30, 2004
EFFECTIVE DATE: Immediately
EXPIRATION DATE: Indefinite

Follow-up data is extremely important in determining many of the WIA performance measures. Therefore, the State is revising the policy for acceptance of Special Follow-up Forms as follows:

1. Supplemental data must be recorded within 30 days after the individual was found missing in the wage record. (Local contractors will be notified by local admin staff if an exited participant does not show up in the UI wage data.) The State will accept Special Follow-up Forms for 150 days past the end of the quarter the follow-up was due. This will allow for at least 30 days after the UI Wage list is distributed each quarter. The following are the Special Follow-up deadlines for PY 03.

Follow-up Due in Quarter Ending	Deadline for Special Follow-up
December 31, 2003	May 29, 2004
March 31, 2004	August 28, 2004
June 30, 2004	November 27, 2004

2. Special Follow-up Forms are to be submitted when the follow-up was not entered in the appropriate time frame or most of the items on the form need to be changed. You should continue to submit Change Request Forms when only a few items need to be corrected on a follow-up was already completed in VOS.

3. For **Adults and Dislocated Workers**, submit Special Follow-up Forms **only** for the following:

- Those who have no wages reported on the UI Wage Records, but you have employment information verified as specified below:
 - a. An employment verification form signed by the employer or designee;
 - b. A documented telephone verification to an employer with the contact's name, job title and the date of contact;
 - c. For a self-employed individual, verified copies of business records or documented telephone verification to major clients or contracting entities;

- d. An employment verification statement signed by an authorized individual (e.g. State Department of Revenue personnel);
 - e. A letter or earnings record, payroll record, photocopy of paycheck, etc. from the employer;
 - f. A check stub from the participant; or
 - g. An authorized data record from a recognized source of employment records.
- Those who received training and attained a credential during the appropriate time frame. You must have appropriate verification of the credential. Do not report the credential if it was reported at exit or on a previous follow-up.
4. For **Youth**, submit Special Follow-up Forms for **only** the following:
- Those who have no wages reported on the UI Wage Records, but you have employment information verified as specified above.
 - Those who attained a credential during the appropriate time frame. You must have appropriate verification of the credential. Do not report the credential if it was reported at exit or on a previous follow-up.
 - For Older Youth, those where the Status at Follow-up is “in Advanced Training or Post-secondary Education”.
 - For Younger Youth, those where the Status at Follow-up is “attending secondary school at follow-up”.
 - For Younger Youth, those where the YY Placement at Follow-up is “entered post-secondary education, advanced training, military service, qualified apprenticeship, or unsubsidized employment.”
5. Name each Special Follow-up Form as follows: 2 digit Region Code space Last Name First Name Date. For example, **05 PhillipsCathy031004**. Do not attach the Special Follow-up Form to a Change Request Form.
6. Local contractors should submit the Special Follow-up Forms by email to Phyllis Anderson at panderson@catawbacog.org. **No hard copy forms will be accepted.** Be sure that the Participant Username and APPID are correct on the Special Follow-up Form.

A copy of the Special Follow-up Form is attached and the instructions for completion of the form are attached. In addition, please note that **Change Notices for completed follow-ups will be subject to the same deadlines as Special Follow-up Forms.**

INQUIRIES:

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

Robert A. Barber
WIA Administrator

