

CATAWBA WIA INSTRUCTION PY03-007

TO: All PY'03 WIA Grantees

SUBJECT: Employment Status at Registration
Education Status at Registration

ISSUANCE DATE: March 30, 2004

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

BACKGROUND: **Employment Status at Registration** must be recorded for all customer groups (Adults, Dislocated Workers, Younger Youth and Older Youth) and **Education Status at Registration** must be recorded for all Older Youth and Younger Youth. We are currently collecting these data items in the WIA Application in VOS. Since there may be up to 90 days between the Eligibility Date and the WIA Registration Date, the State is not in compliance with the federal WIASRD reporting requirements. In January 2004, this finding was issued as a result of the Department of Labor's Performance Data Quality Review.

In order to correct this problem in VOS, Geographic Solutions is changing the first Activity Record to include these questions. However, in the meantime staff will be required to collect this data at registration.

ACTION: Effective immediately, the procedures below must be followed on the **date of registration**.

1. Employment Status at Registration

- a.** The staff must ask all applicants (Adults, Dislocated Workers, Older Youth, Younger Youth) the following question on the date of registration: **Are you currently employed?**
- b.** If the answer is the same as on the WIA application, the following steps must be completed:
 - i.** No changes will be made to the WIA Application.
 - ii.** Staff must complete a **Comment** on the first Activity Record to note the **Employment Status at Registration**. **The first Activity Record should be entered into VOS on the date of registration.**
- c.** If the answer has changed, the following steps must be completed:

- i. The WIA application must be updated by changing the answer to **Question 28 (Are you currently employed?)** on the Youth Application or the Adult Core Application.
- ii. Family Income must also be updated if the employment status is changed to “employed”.
- iii. Please note that if an adult or dislocated worker record is changed from “unemployed” to “employed”, the self-sufficiency rules will run, and the applicant’s eligibility may change.
- iv. The updated WIA Application must be printed. The applicant and the parent/guardian for youth under age 18 must sign the revised printed application.
- v. Staff must complete a **Comment** on the first Activity Record to note the **Employment Status at Registration. The first Activity Record should be entered into VOS on the date of registration.**

2. Education Status at Registration

- a. The staff must ask all Older Youth and Younger Youth applicants the following questions on the date of registration: **Are you currently attending school? Are you a high school graduate?**
- b. If the answers are both the same as on the WIA application, the following steps must be completed:
 - i. No changes will be made to the WIA application.
 - ii. Staff must complete a **Comment** on the first Activity Record to note the **Education Status at Registration.** This will include answers to both “Are you currently attending school?” and “Are you a high school graduate?” **The first Activity Record must be entered into VOS on the date of registration.**
- c. If the answer has changed, the following steps must be completed:
 - i. The WIA application must be updated by changing the answer to **Question 43 (Are you currently attending school?)** and/or **Question 45 (Are you a high school graduate?)** on the Youth Application.
 - ii. The WIA Application must be printed. The applicant and the parent/guardian for youth under age 18 must sign the revised printed application.
 - iii. Staff must complete a **Comment** on the first Activity Record to note the **Education Status at Registration.** This will include answers to both “Are you currently attending school?” and “Are you a high school graduate?” **The first Activity Record must be entered into VOS on the date of registration.**

For Youth, case management staff is responsible for entering the first activity (assessment). Therefore, the employment and education questions will be asked at that level. Since the case management staff members are not responsible for eligibility determinations the following procedure will be followed to prevent sending the applicant from office to office:

- The case manager/assessment provider will call the eligibility staff while the applicant is with the case manager/assessment provider. Then the eligibility staff could talk via telephone with the applicant, if necessary, to obtain information. The eligibility staff would enter the information and save the application. The case manager/assessment provider could then refresh the screen, print the application, and obtain the necessary signatures, and send a copy to the eligibility staff. The case manager/assessment provider would complete the first Activity Record as described above.

INQUIRIES:

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

Robert A. Barber
WIA Administrator