

## CATAWBA WIA INSTRUCTION PY03-008

**TO:** All PY'03 WIA Grantees

**SUBJECT:** Change Requests for Exited Records

**ISSUANCE DATE:** March 30, 2004

**EFFECTIVE DATE:** Immediately

**EXPIRATION DATE:** Indefinite

Effective immediately, the State will no longer accept Change Requests to WIA Applications, Activity Records, Youth Goals, or Exit Records for participants whose individual WIASRD records have been transmitted to the Department of Labor as a part of the WIA Annual Report. The Annual Report is used to determine State and Local Area performance, as well as the sample for the required annual Data Validation. Changing data on these records does not affect the performance for PY 2002 and increases the likelihood of errors in Data Validation. WIASRD records for participants who exited prior to **July 1, 2003** were submitted to the Department of Labor as part of the PY 2002 WIA Annual Report.

Please note that the PY 2003 WIA Annual Report is due October 1, 2004 and the WIASRD extract file will include exiters prior to **April 1, 2004**. Any necessary Change Requests (Applications, Activity Records, Youth Goals or Exit Records) for participants who exited from **July 1, 2003 through March 31, 2004** must be submitted to Phyllis Anderson prior to **September 10, 2004**. This will provide sufficient time for the changes to be entered into VOS prior to the submission of the WIA Annual Report. Information received after the submission of the WIA Annual Report may be documented in the participant's hard copy case file and noted in Case Notes in VOS. Changes Requests for participant Follow-up Records will continue to be accepted based on the deadlines listed in Catawba WIA Instruction PY03-006.

Exceptions to the above policy will be granted only in the case where a Data Validation Edit Check requires a change to an exited record. Data Validation Edit Check Lists will be sent to Local Areas prior to submission of each Quarterly and Annual Report to improve performance and data quality.

### **INQUIRIES:**

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

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Robert A. Barber  
WIA Administrator

