

## CATAWBA WIA INSTRUCTION PY05-07

**TO:** All PY'05 WIA Youth Grantees

**SUBJECT:** VOS Instruction Manual, Section 12, Literacy and Numeracy Record

**ISSUANCE DATE:** May17, 2005

**EFFECTIVE DATE:** Immediately

**EXPIRATION DATE:** Indefinite

**Purpose:** The purpose of the instruction is to transmit a copy of Section 12 of the VOS Procedures Manual.

**Policy:** This section of the manual covers the new Literacy and Numeracy screens that are now available on line. Please do not input any data into these screens on the live site until July 1, 2006. **The state will record Literacy and Numeracy for youth not in high school or alternative school (out of school youth) with a Date of First Youth Service of 7/1/06 or later.**

Staff may practice using the literacy and numeracy record on the training site at <http://vostraining.sconestop.org>. Staff should be able to access the training site by using the region account (r9staff) as the username and sctest as the password.

Please distribute this instruction within your agency as needed.

**INQUIRIES:** If you have any questions or comments, please call Mary Ann McDow or me at (803) 327-9041.

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Robert A. Barber  
WIA Administrator