



CATAWBA WIA INSTRUCTION PY10-01

TO: All Catawba One-Stop DEW Staff
SUBJECT: VOS Activity Code 200
ISSUANCE DATE: July 19, 2010
EFFECTIVE DATE: Immediately
EXPIRATION DATE: Indefinite

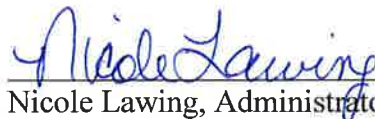
PURPOSE:

The purpose of this instruction is to issue Catawba WIA policy on completing certification for Adult and Dislocated Workers into the WIA program.

POLICY: All WIA Eligibility staff should discontinue entering the first intensive level activity code 200. Eligibility staff will complete certification for eligible Adult and Dislocated Workers and complete a certification case note. The eligible Adult and Dislocated Worker will then be referred to Intensive and Training Services.

ACTION: All applicable One-Stop DEW staff will implement and comply with these instructions.

INQUIRIES: If you have any questions regarding this instruction, please contact Brigette Miller or Nicole Lawing at (803) 327-9041.



Nicole Lawing, Administrator
Catawba Workforce Investment Area



Date