



ADMINISTRATIVE BULLETIN NO. 04A

TO: WIA ADULT CONTRACTING AGENCIES
SUBJECT: ADULT REGISTRATION
EFFECTIVE: JULY 1, 2009

I. BACKGROUND:

The Workforce Investment Act of 1998 established the requirements for delivery of services through the One-Stop delivery system. The One-Stop system is the basic delivery system for adult services. Through this system, adult can access a continuum of services. The services are organized into three levels: core, intensive and training.

II. GENERAL POLICY:

WIA I-B registration occurs at the point where there is significant staff involvement. Significant staff involvement occurs at the point where a planned intervention of WIA I-B services occurs, and an IEP is implemented using WIA I-B dollars.

Adults who receive services funded under WIA Title I-B other than self-service or informational services must be determined eligible and registered.

EEO data must be collected on individuals prior to the registration process.

III. REGISTRATION PROCESS:

1. The eligibility process must be completed before registration.
2. Registration consists of;
 - A. A completed SKIES Registration Form and the Addendum, and/or Application Form, which has all information necessary to determine eligibility and priority of service, including documentation as per Administrative Bulletin 02A, and meets reporting requirements.
 - B. The SKIES Registration Form and the Addendum Form or Application Form must be signed and dated by the applicant, the Service Provider Representative, and the Administrative Reviewer.
3. An Individual Employment Plan has been developed as per Administrative Bulletin No. 06, and has been implemented as per the Status Form and the Services Form in SKIES that moves the applicant into a WIA approved service.