



ADMINISTRATIVE BULLETIN NO. 05A

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

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I. WIA REGISTRATION FORMS:

- A. All WIA SKIES Registration forms must be signed in ink.
- B. All Addendum Forms must be fully completed in ink.
- C. Documentation must be attached to each completed SKIES Registration form as per Administrative Bulletin No. 02A.

**NOTE: This WDA does not accept applicants with pseudo Social Security Numbers as participants. Services may be provided to secure cards for applicants. Other non-monetary services may be offered.**

II. MIS PROCEDURES:

- A. Contractors will complete the SKIES Registration form, and the Addendum, collect the required documents, and determine prioritization. Counselors should not sign the SKIES Registration Form or Addendum until all supporting documents have been attached and prioritization has been determined.

- B. Application packets expire 60 days from the date the Service Provider Representative signs off. Refer to the SCWDC System Guidance No. 01 for the non-registration process and documentation requirements.
- C. An Administrative Review must be done on 100% of WIA SKIES Registration Forms and documentation. SCWDC MIS and Contractors will review the SKIES Registration Form and supporting documentation for completeness and internal consistency and will test the participants' eligibility based on information contained in the application packet. If the SKIES Registration Form or supporting documentation does not support eligibility, the packet **will be rejected**. Technical errors or inconsistencies may be returned to the Contractor for correction.
- D. Validation of program input must be done on 100% of WIA applications, services and program completion.
- E. Please remember all corrections must be crossed out, rewritten, and initialed by Contractor staff.

### III. PAPERWORK FLOW:

- A. The MIS forms are listed on Attachment 1.
- B. When an applicant is not registered with WIA, the SKIES Registration Form and documentation must be sent to South Central Workforce Council MIS.

### IV. PAPERWORK DEADLINES:

Title I-B Adult participant information must be delivered to the South Central Workforce Council office. Please refer to Attachment 1 for due dates.

**ALL CONTRACTORS WILL BE MONITORED FOR COMPLIANCE WITH THE MIS PROCEDURES FOR TIMELINESS, ACCURACY, AND COMPLETENESS OF ALL FORMS.**

Attachment 1: Paperwork Chart