

PAPERWORK CHART

MIS FORM	RESPONSIBLE AGENCY	DISTRIBUTION	PAPERWORK DEADLINES
Registration: SKIES Registration Form, Addendum and Documentation	Contracting Agency	Original to WDC Copy to Contracting Agency	Fourteen (14) business days from WIA Registration
Registering Service(s): SKIES Service(s) Plan – Services Print Screen(s)	Contracting Agency	Original to WDC Copy to Contracting Agency	Fourteen (14) business days after the start date.
Exit: SKIES Seeker Programs-Program Enrollment Print Screen and Job Placement and New Job Print Screen if employment outcome	Contracting Agency	Original to WDC Copy to Contracting Agency	Fourteen (14) business days after the exit date.
Personal Data Information: SKIES Core Services Basic – General Print Screen	Contracting Agency	Original to WDC Copy to Contracting Agency	Fourteen (14) business days after completion.
Non-Registered Application: SKIES Program Enrollment Print Screen which shows program status as denied and Documentation	Contracting Agency	Original to WDC Copy to Contracting Agency	Fourteen (14) business days after expiration date or 14 days after it is determined applicant will not be registered with WIA, reasons other than the 60 day expiration
Support Service Report:	Contracting Agency	Original to WDC Copy to Contracting Agency	Contracting Agency will submit a detail support service report to the WDC once a year.
Performance Measures: Supplemental Documentation	Contracting Agency	Original to WDC Copy to Contracting Agency	Upon receipt of certificate, credential and employment verification.