

SCWDC SYSTEM GUIDANCE NO. 01

TO: ALL WIA IB Contracting Agencies

SUBJECT: Non-Registration Process and Documentation Requirements

EFFECTIVE: July 1, 2007

REFERENCES: Administrative Bulletin 02 Youth
Administrative Bulletin 05A Adult
Administrative Bulletin 302 Dislocated Worker
WA State Policy No. 3415, Revision 1

Background: State Policy requires that local Workforce Investment Areas (WDA's) maintain and retain all records pertinent to applicants, registrants, eligible applicants/registrants, participants and terminees for a period of not less than three years from the close of the applicant program year.

Following is the process for non registration of WIA I-B participants and required documentation. Please ensure that it is disseminated and maintained by appropriate personnel in your organization.

I. Non-Registration Process - **SKIES**

a.) In SKIES Seeker Programs - Program Enrollment screen:

1. Change the Program Status to "Denied"; and
2. Change the Start Date to the date the application is "Denied"; and
3. Print the Program Enrollment screen

II. Non-Registration Documents are required to be submitted to the South Central WDC.

- a.) In SKIES Seeker Programs – **Program Enrollment print screen which shows the program status as "Denied" and shows the start date as the date "Denied"**; and
- b.) **WIA original application packet**; and
- c.) **Supporting eligibility documentation**; and
- d.) **Other documents pertaining to the applicant**, i.e. case notes

III. Non-Registration Paperwork Due Dates to the South Central WDC.

- a.) 14 days after the 60 day expiration date; or
- b.) 14 days after it is determined that the WIA applicant will not be registered with WIA, include reasons other than the 60 day expiration, i.e. not interested, moved, referred.

Release date July 1, 2007