

**WIA YOUTH ADMINISTRATIVE BULLETIN NO. 2
CHANGE 1**

TO: WIA YOUTH CONTRACTING AGENCIES

SUBJECT: MIS PROCEDURES

EFFECTIVE: July 1, 2008

1. WIA Application Forms:

- a. All WIA SKIES Registration forms must be signed in ink.
- b. All WIA Application Supplement forms must be completed in ink.
- c. Documentation must be attached to each completed SKIES Registration form as per Youth Administrative Bulletin No. 3.

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.

2. MIS Procedures:

- a. Contractors will complete the SKIES Registration Form, application supplement, collect the required documents, and determine eligibility. Case Managers should not sign the SKIES Registration Form until all supporting documents have been attached and eligibility has been determined.
- b. An Administrative Review must be done on 100% of WIA SKIES Registration Forms, application supplement, and documentation. South Central Workforce Council MIS and Contracting Agencies will review the SKIES Registration Form, application supplement, and supporting documentation for completeness and internal consistency and will test the participant's 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.

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- c. Application packets expire 60 days from the date the Service Provider Representative signs off. Refer to the SCWDC System Guidance No. 01.
- 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 and applicant/participant if the correction concerns eligibility.

3. Paperwork Flow:

The MIS forms are listed on Attachment 1, i.e., agency responsible, to whom they must be distributed, and paperwork deadlines.

- 4. When an applicant is not registered with WIA, the SKIES Registration Form, application supplement and documentation must be sent to South Central Workforce Council MIS.

5. Paperwork Deadlines:

Title 1-B Youth 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.

- a. Attachment 1: Paperwork Chart