

PAPERWORK CHART

MIS FORM	RESPONSIBLE AGENCY	DISTRIBUTION	PAPERWORK DEADLINES
WIA Application: SKIES Registration Form, Application Supplement, Work History Worksheet and Documentation	Contracting Agency	Original to WDC Copy to Contracting Agency	Fourteen (14) days after WIA registration.
Registering Service(s): SKIES Service(s) Plan – Services Print Screen(s)	Contracting Agency	Original to WDC Copy to Contracting Agency	Fourteen (14) days after the start date.
Exit: SKIES Seeker Programs-Program Enrollment Print Screen and Job Placement and New Job Print Screen if UE outcome	Contracting Agency	Original to WDC Copy to Contracting Agency	Fourteen (14) 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) days after completion.
Non-Registered Application: SKIES Program Enrollment Print Screen which shows program status as denied, Application Supplement and Documentation	Contracting Agency	Original to WDC Copy to Contracting Agency	Fourteen (14) 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
Youth Skill Goal: SKIES Service(s) Plan – Services Print Screen(s)	Contracting Agency	Original to WDC Copy to Contracting Agency	Fourteen (14) days after goal set and 14 days after goal closure.
Performance Measures: Supplemental Documentation	Contracting Agency	Original to WDC Copy to Contracting Agency	Upon receipt of certificate, credential and employment verification.