



**WIA TITLE I-B AND ARRA PROGRAM MANAGEMENT POLICIES AND PROCEDURES**

**MEMORANDUM #09-03**

**To:** All WIA Title I-B and ARRA Adult and Dislocated Worker Program Subrecipients

**Subject:** MIS Procedures

**Supercedes:** MIS Procedures #01-03

**Effective Date:** July 1, 2009

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**A. POLICY**

Consistent with the Workforce Investment Act, the Washington State Strategic and Operations Plans for workforce development, and the Workforce Development Council Snohomish County (WDCSC) Strategic and Operations Plans, it is the policy of WDCSC to collect and aggregate the information necessary to document and verify registrant eligibility for program services, services received, and outcomes attained through the Washington State Management Information System (MIS) for WIA Title I-B and ARRA Programs.

**B. PROCEDURES**

**1. General MIS Procedures**

All forms must be fully completed on computer or in ink. All signatures must be in ink.

No white-out may be used on forms. All changes must be made by drawing a line through the item to be changed and initialing and dating the item in ink.

Subrecipients will submit original forms and photocopies of supporting documentation to the Site Operator for review, and monitoring/audit file maintenance. Photocopies of all documents submitted may be maintained in working files by each subrecipient.

Photocopies of any documents which are changed by the Site Operator may be returned to the initiating subrecipient for inclusion in its working files.

MIS documents are to be submitted to the Site Operator no later than the 26<sup>th</sup> day of the month for inclusion on monthly reports generated for WDCSC review.

## **2. Additional Eligibility Determination and Initial Assessment Procedures**

Subrecipients are responsible for completing all registration packages. Site Operators are responsible for conducting a quality control review of the packages submitted and completing the WIA 30 DAY REVIEW AND ENROLLMENT PACKET CHECKLIST for each. The review must be completed and signed within 30 days of the applicant's registration date.

Currently, this Workforce Development Area does not accept applicants with Pseudo Social Security Numbers as registrants. Services may be provided to secure Social Security Cards for applicants.

Subrecipients are responsible for maintaining their own applicant waiting lists. If sixty (60) days elapse between application date and the date of registration, a new set of registration forms must be completed or the original forms updated, resigned, and redated. The registration packet must be submitted by the subrecipient to the Site Operator for retention for any individual who is determined eligible for WIA Title I-B services and who not registered or recertified within 60 days with the reason for non-registration or recertification recorded on the RECORD OF ACTIONS TAKEN TO CORRECT REGISTRATION DEFICIENCIES form.

## **C. FORM COMPLETION INSTRUCTIONS**

Instructions for completing forms are contained in the *Workforce Investment Act Program Forms Manual*.