

INSTRUCTION LETTER

INSTRUCTION NUMBER: WIA 13-20

TO: Upstate SC Works Contractor

SUBJECT: Tracking Training Related Employment

DATE ISSUED: February 14, 2014 **DATE EFFECTIVE:** July 1, 2013 **DATE EXPIRES:** Indefinitely

PURPOSE: To issue a policy to track WIA participant training related employment.

BACKGROUND: WIA participants who receive training should be encouraged to enter employment related to their WIA funded training. Currently, the South Carolina Works Online Services (SCWOS) does not properly track training related employment data.

ACTION: SC Works Upstate staff should begin tracking training related employment for each WIA participant upon exit. *At a minimum*, the following information should be tracked in a spreadsheet: participant name, last 4 digits of their social security number, state application identification number, name of completed training program, employer name, participant's job title, column signifying if employment is training related (yes/no), and follow up quarter being documented. If the participant is deemed to be employed in a training related position by the end of first quarter follow up, no additional information is required for the purpose of this policy (regular follow up should be continued). If a participant is not in a training related position at the end of the first quarter, second quarter follow up should be tracked on the spreadsheet, and so on until training related employment is documented or the end of fourth quarter follow up is reached. The spreadsheet should be submitted to the Upstate Workforce Investment Board (UWIB) OneStop Services Coordinator at the end of each quarter. This spreadsheet will also be monitored during annual programmatic monitoring conducted by the UWIB. A sample spreadsheet is below.

General Information				1st Quarter				2nd Quarter				
Last Name	First Name	Last 4	State App ID	Training Program	Employer Name	Job Title	Training Related (Y/N)	Staff reporting info	Training Program	Employer Name	Job Title	Training Related (Y/N)
Doe	John	1234	9999999	Welding	Shaw	Welder	Y	D. Wood				
Doe	Jane	1234	8888888	Nursing	Walmart	Cashier	N	B. Connelly	Nurse	SRMC	Nurse	Y

INQUIRIES: Should you have any questions concerning this instruction, please contact Ms. Dana Wood at telephone number 864.596.2028 or by email at dwood@upstategwib.org.


Ann Angermeier, Director

Source: N/A