



INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA 15-05, Amendment 3

TO: SC Works Greater Upstate, Youth Grantees and Board Staff

SUBJECT: WIOA Participant Insurance

DATE	DATE	DATE
ISSUED: <u>September 24, 2018</u>	EFFECTIVE: <u>Immediately</u>	EXPIRES: <u>Indefinitely</u>

PURPOSE: The purpose of this instruction letter is to transmit a copy of the state insurance updated policy to be used for participants enrolled in WIOA programs who are injured while participating in program activities. This instruction letter updates local instruction letter 15-05, Amendment 2. All other parts of the 15-05 instruction letter remain active.

BACKGROUND: Participants enrolled in WIOA activities are covered through a state insurance contract. Should a participant be injured while participating in a WIOA activity, the Upstate Workforce Board office should be notified as quickly as possible following the injury.

ACTION: Attached is the state insurance policy update. Inform all staff of the availability of this insurance. This instruction letter updates the policy of all preceding instruction letters regarding insurance for participants.

INQUIRIES: Should you have any questions concerning this instruction letter, please contact Dana Wood at (864) 596-2028.



Ann Angermeier, Director

Source: SCDEW
Replaces Local Instruction Letter 15-05, Amendment 2