

**INSTRUCTION LETTER**

**INSTRUCTION NUMBER:** WIOA # 18-04

**TO:** WIOA Youth Grantees

**SUBJECT:** Referral Log

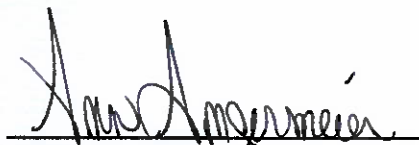
**DATE ISSUED:** July 31, 2018      **DATE EFFECTIVE:** Immediately      **DATE EXPIRES:** Indefinitely

**PURPOSE:** To transmit the Upstate Workforce Board procedure for processing referrals related to WIOA and non-WIOA eligible youth.

**POLICY:** The eligibility of WIOA applicants will be determined by the Grantees in accordance with the guidelines established by the Workforce Innovation and Opportunity Act and the SCWOS. All applicants must be certified eligible prior to WIOA participation. All Grantees are responsible to refer individuals that ***do not*** qualify for the WIOA program to a suitable program(s) as determined appropriate based on the individual's needs. Grantees also refer WIOA youth to other organizations for services. All referrals will be documented on the Referral Log and available for monitoring upon request.

**ACTION:** You are responsible for the development of an internal procedure to ensure that referrals are made and documented.

**INQUIRIES:** Questions may be directed to Dana Wood [wood@upstaterworkforceboard.org](mailto:wood@upstaterworkforceboard.org) or 864-596-2028 TTY:711.

  
Ann Angermeier, Director

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Source- The Workforce Innovation and Opportunity Act