

INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA 18-06

TO: SC Works Greater Upstate Staff

SUBJECT: Data Changes for Workforce Programs

DATE ISSUED: August 22, 2018 **DATE EFFECTIVE:** Immediately **DATE EXPIRES:** Indefinitely

PURPOSE: To update State policy regarding the annual deadline to submit changes to data in the SC Works Online Services (SCWOS) system. **This guidance rescinds Local Instruction 15-18.**

REFERENCE: Training and Employment Guidance Letter (TEGL) 3-17.

BACKGROUND: The U.S. Department of Labor (USDOL) required the submission of annual performance data in a Participant Individual Record Layout (PIRL) file by October 1st of each year. The PIRL file is locked from editing after this period.

POLICY: Change requests that will affect a prior year's data previously reported to the USDOL will not be accepted and updated in SCWOS. To ensure the integrity of reported data, the following procedures apply to date change requests:

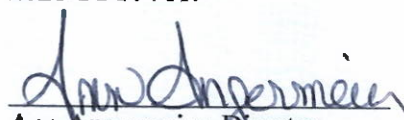
- Data change requests will continue to be evaluated on a case-by-case basis;
- Data change requests for the current program year may be submitted at anytime during that year;
- Data change requests for the prior program year will be accepted through September 15th of the following program year.

Data change requests received after September 15th to correct data reported for the previous program year will not be accepted. All Workforce Innovation and Opportunity Act (WIOA) Title I participant data change requests must be submitted to WorkforceSupport@dew.sc.gov.

Acceptable data change request documents include the SCWOS *Change Request Form-Individual Records and the Activity Report Change (ARC) Form*. The forms are located in SCWOS under Staff Online Resources. All Wagner-Peyser (WP) and employer service records change requests must be submitted to PolnPro@dew.sc.gov.

ACTION: Please ensure that appropriate staff receive and understand this policy.

INQUIRIES: Questions may be directed to Dana Wood wood@upstaterworkforceboard.org or 864-596-2028 TTY: 711.


Ann Angermeier, Director

Source: State Instruction Letter 18-05, Replaces Local Instruction Letter 15-18