



**PEE DEE LWDA INSTRUCTION NUMBER: 17-003**

**To:** Pee Dee LWDA Grantees

**Subject:** Required Employer Registration in SCWOS

**Issuance Date:** August 16, 2017

**Effective Date:** Immediately

**Purpose:** The purpose of this instruction is to transmit State Instruction 17-01 regarding business services provided to valid employers are accurately captured to meet reporting requirements and performance accountability measures. **This instruction replaces State Instruction 14-09.**

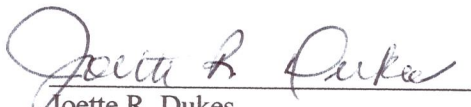
**Policy:** The SC Department of Employment and Workforce has set forth the State's policy to ensure that employers who wish to receive any services, including but not limited to, Wagner-Peyser (WP) services, WIOA services, job profiling, participation in job fairs other hiring events, and other business services provided through the SC Works System, must be registered and approved in SC Works Online System (SCWOS).

**Action:** Staff should review and become familiar with State Instruction 17-01 (attached) which outlines the State's policy governing the provision of employer registration in SCWOS.

The Contractors should:

- Ensure that all appropriate staff is advised of the procedures to registered employers into SCWOS.
- In the event of job fairs and hiring events in response to mass layoffs and closure actions, the employer registration requirement in SCWOS may be waived.
- The Business Service Coordinator in collaboration with the Workforce & Economic Development Regional Manager will submit all waiver requests to DEW Workforce Support.

**Inquiries:** Questions pertaining to this instruction should be directed to Joette Dukes at (843) 669-3138.

  
Joette R. Dukes  
Workforce Development Director

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Henry McMaster  
Governor

Cheryl M. Stanton  
Executive Director

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## STATE INSTRUCTION NUMBER 17-01

**To:** Local Workforce Development Board Chairs  
Local Workforce Area Signatory Officials  
Local Workforce Area Administrators  
DEW Area Directors  
DEW Regional Managers

**Subject:** Required Employer Registration in SCWOS

**Issuance Date:** August 14, 2017

**Effective Date:** Immediately

**Purpose:** The purpose of this instruction is to ensure that business services provided to valid employers are accurately captured to meet reporting requirements and performance accountability measures. **This policy guidance replaces State Instruction 14-09.**

**Background:** The role of the SC Works system is to deliver high quality services to job seeker and business customers that improve the employment outcomes for both groups. Employer registration in the South Carolina Works Online Services (SCWOS) database is a key step in meeting the hiring, training and retention needs of businesses, while ensuring authentic employment opportunities for job seekers.

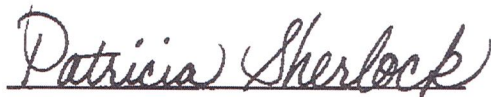
**Policy:** The Department of Employment and Workforce (DEW), and other partners of the SC Works system, have an obligation to the job seekers who use the system to ensure that promoted employment opportunities represent legitimate job openings. The employer validation process is one of the safeguards that helps assure the integrity of the system. SC Works is also responsible for tracking Employer Services Metrics, as required by the Workforce Innovation and Opportunity Act (WIOA) and the State Workforce Development Board (SWDB). Employers who wish to receive any services, including but not limited to, Wagner-Peyser (WP) services, WIOA services, job profiling, participation in job fairs and other hiring events, and other business services provided through the SC Works system, must be registered and approved in SCWOS. Failure to do so could expose customers to fraudulent data and result in liability for SC Works system partners. Allowing businesses to participate in and receive SC Works services without being fully registered in SCWOS also prevents reporting tools from accurately reflecting staff efforts in serving the business community. This is significant given the new "Effectiveness in Serving Employers" performance measures. Noncompliance with this policy may be cause for corrective action, up to and including revocation of SCWOS privileges.

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Regarding job fairs and hiring events in response to mass layoffs and closure actions, the employer registration requirement in SCWOS may be waived. Waivers must be authorized at the state level and will be communicated to the local workforce area(s). Any local requests for a waiver must be submitted to DEW Workforce Support.

**Action:** Ensure that all appropriate staff receive and adhere to this policy.

**Inquiries:** Questions may be directed to Mary jo Schmick at [mschmick@dew.sc.gov](mailto:mschmick@dew.sc.gov) or 803-737-2708 and Grey Parks at [bparks@dew.sc.gov](mailto:bparks@dew.sc.gov) or 803-737-0086.

A handwritten signature in cursive script that reads "Patricia Sherlock". The signature is written in dark ink and is positioned above the printed name and title.

Patricia Sherlock, Director  
Policies and Procedures