



PEE DEE LWDA INSTRUCTION NUMBER: 18-001, Change 1

To: Pee Dee LWDA Contractors.

Subject: Scanning WIOA Participant Source Document

Issuance Date: January 25, 2021

Effective Date: January 25, 2021

Purpose: The purpose of this instruction is to transmit updated guidance regarding scanning procedures for WIOA participants, to provide further clarification on utilizing the Pre-Assessment Survey and the Supplemental Information Sheet for WIOA participants, and to provide updates made to the SCWOS application. This policy rescinds LWDA Instruction 18-001.

Policy: Effective immediately, the LWDA will scan all WIOA documents into the SC Works Online System Scanning Module. The LWDA has modeled the scanning policy from the TAA State Instruction 14-01. The policy will eliminate participant's need to provide documents multiple times when co-enrolling between programs that are supported in SCWOS Electronic Document Management and Scanning module.

This instruction will lead to other efficiencies such as reducing the use of hard copy files and the ability to monitor files electronically from different centers. All WIOA staff have the ability to add, upload, scan, and view documents in the system.

Eligibility applications must be scanned into SCWOS whether the applicant is eligible or ineligible for WIOA.

All OJT and Work Experience documentation, including Contracts, Job Descriptions, Timesheets, Vouchers and Monitoring Instruments, should be scanned in one PDF once the participant has completed the agreement/assignment. This will be completed by the Business Service Team (BST) and documented in a case note. The Career Coach is to be notified by the BST once this has taken place.

If a participant entered the WIOA program at a time that hard copy case files were being used, the file should remain a hard copy file until the participant has completed the WIOA program. Staff should follow the instruction that was issued for the year the customer was enrolled. Hard copy case files should be retained as outlined in the LWDA's most recent instruction for Record Storage & Retention. If a file exists for the participant, The Verification of Scanned Document form (Attachment G) needs to be used to identify the items that have been scanned into SCWOS, however this form does not need to be uploaded.

The LWDA requires all WIOA documentation to be scanned into the system within three (3) business days of completion.

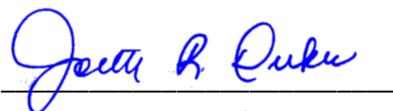
Disclaimer: All WIOA forms that are scanned separately should be named as the name of the form (example: If the "Rights Handout" is not scanned in the eligibility packet you would scan it in as a separate document. You would name the document "Rights Handout". All documents that are updated should be scanned into SCWOS and named accordingly. Prior year's applications should follow the instruction for that year. The Pre-Assessment Survey and Supplemental Information Sheet are for information purposes ONLY. These two forms should NOT be scanned in the SC Works Online System.

Action: Staff will be required to scan all related WIOA documents into SCWOS which include eligibility documents and data validation items for all new WIOA enrollees effective immediately. The required source documents for all WIOA participants are:

- WIOA Eligibility Documentation All Eligibility documentation must be scanned in one PDF file. (Please refer to LWDA Instruction 12-005 Change 2-Use of self-attestation for documentation of WIA/WIOA Eligibility and the most recently transmitted Data Element Validation Guide for acceptable verification documentation sources).
Any updates to the SCWOS application must be uploaded in addition to the original SCWOS application. Having both applications will provide a document trail that must be supported by a case note documenting the changes made to the original SCWOS application.
- Assessment Scores
- Individuals Employment Plan (IEPs and revised Plans)
- Objective Assessment
- Satisfactory Progress Policy
- Controlled Substances/Criminal Background Check form
- Eligible Training Provider (ETP) Acknowledgement Form (as applicable)
- Training Justification Packet
- Standards of Behavior Form

- Customer Commitment Agreement Form
- Incentive Policy signed by the participant (as applicable- Youth)
- Nepotism Statement (only for OJT)
- Work Experience (WEx) Agreements and supporting WEx documentation
- Documentation to support the award of incentive payments
- WIOA/TAA Training Services Documentation **(For Participants co-enrolled in TAA)**
- OJT Contracts
- OJT Monitoring Instrument
- Employment Information
- Change Request forms
- Time/Attendance Sheets
- Semester Grades/Transcripts
- Receipts/Invoices/Vouchers
- Supportive Services documentation
- Individual Training Account Documentation
- Hold Status Documentation **(documentation regarding legal or medical matters must be kept in a separate, secure, locked file and as such notated in the participant's file)**
- Excluded exit reasons **(documentation regarding legal or medical matters must be kept in a separate, secure, locked file and as such notated in the participant's file)**
- Credential/Degree Attainment
- Employment Verification documentation
- Follow-up/Performance Attainment Documentation (Only Adult/DW supplemental documentation of employment if not covered under UI Wage Records or employed in a job located in another state)
- Other documentation requiring verification as stipulated in State or LWDA policies and procedures. All required documents must be completed and signed by both the participant and WIOA staff. Documents that are scanned in SCWOS do not need to be duplicated in a hard copy file.

Inquiries: Questions pertaining to this instruction should be directed to April Gaskins at (843) 669-3138.



Joette R. Dukes

Workforce Development Director

WIOA Participant Naming Source Document

All WIOA Source documents must be scanned into a legible and compatible format and uploaded into the SC Works Online System (SCWOS) Electronic Document Management System (EDMS) effective immediately. All required documents must be complete, dated and signed by both the participant and career specialist.

Effective immediately, the required WIOA source documents must be named the following below when scanned into SCWOS:

Adult/DW WIOA Source Document	Adult/DW WIOA Naming Source Format
Eligibility Documents PDF (scanned as one PDF)	First initial and last name (Ex: E.Miles Eligibility)
Enrollment Documents PDF: Objective Assessment, Individual Employment Plan (IEPs), Satisfactory Progress, Customer Commitment Agreement, and Drug Testing Policy, Employment Verification Form (Scanned in one PDF).	First initial and last name (Ex: E.Miles Enrollment)
Revised Individual Employment Plans	First initial and last name with date of IEP was revised (Ex: E.Miles revised IEP 1-1-18)
ETP Acknowledgment Form	ETP Acknowledgment Form (include date signed)
Training Justification Packet	Training Justification
OJT Contract	OJT contracts
Work Experience	Work Experience Agreements
WIOA/TAA Training Services	WIOA/TAA Training Services
Assessment Scores	Name of assessment and test date (Ex: WIN 1-10-18)
Change Request	Change Request 1-1-18 (Date request completed)
Time/Attendance Sheet (scanned in the system monthly)	Timesheet 1-1-2018 (include week ending)
School Semester Grades	PMTC Semester Grades Fall 2018 (include term)
School Progress Reports	PMTC Progress Reports 4-14-18 (include week ending date)
Satisfactory progress policy	Satisfactory Progress and date signed (Ex: Satisfactory Progress 1-1-18)
Supportive Service	Supportive Service and completion date (Ex: Supportive Service 4-14-18}

Supportive Service- Transportation	SS- Transportation plus Start and Completion date (Ex: SS-Transportation 4-1-18 to 4-14-18)
Receipts/invoices	Name of Receipt/Invoice plus date
Nepotism Statement (If not included in the eligibility packet)	Nepotism Statement
Vouchers (ITA) Documentation	ITA Documentation include date
Employment Verification form	Emp Ver form include date (Emp Ver 1-1-18)
Credential /Degree Attainment	HS Diploma,GED,Certificate (Ex: Welding Certificate, or CDL)
Follow-Up/Performance Attainment Documentation(Adult/DW supplemental documentation of employment if not covered under UI Wage)	E. Miles Supplemental Documentation

<i>Youth WIOA Source Document</i>	<i>Youth WIOA Naming Source Format</i>
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Eligibility Document PDF (scanned in one PDF)	First initial and last name (E.Miles Eligibility)
Enrollment Documents PDF: Objective Assessment, Individual Service Strategy (ISS), Satisfactory Policy and Drug Testing Policy, Employment Verification Form (Scanned in one PDF)	First initial and last name (E. Miles Enrollment)
Revised Individual Service Strategy	First initial and last name with date of ISS revision (Ex: E. Miles Revised ISS 1-1-18)
ETP Acknowledgement	ETP Acknowledgement Form
Training Justification Packet	Training Justification
OJT Contracts (one PDF)	OJT Contracts
Work Experience Agreements (one PDF)	Work Experience Agreements
Assessments Scores	Name of assessment and test date (Ex:WIN 1-10-18)
Change Request	Change Request 1-1-18 (Date request completed)
Timesheet/Attendance	Timesheet 1-1-2018 (week ending)
School Semester Grades	PMTc Semester Grades Fall 2018 (include term)
School Progress Report	PMTc Progress Reports 4-14-18 (include week ending)
Satisfactory Progress form	Satisfactory Progress 1-1-18 (include date signed)
Supportive Services (SS) documentation	Supportive Service Fees 1-1-18

	(include type of SS and date issued)
Supportive Service- Transportation documentation	SS- Transportation (start date to end date)
Receipts/Invoices/Vouchers	Invoice 1-1-18 (include name and date of doc)
Incentive Policy, as applicable	Incentive Policy 1-1-18 (date signed)
Incentive Payment documentation	GED Incentive 1-1-18 (Type of Incentive and date issued to participant)
Nepotism Statement (only for OJT) if not included in the enrollment documentation	Nepotism Statement
Vouchers (ITA) Documentation	ITA Documentation (include date of voucher)
Credential /Degree Attainment	HS Diploma,GED,Certificate (ex: Welding Certificate, or CDL)
Follow-Up/Performance Attainment Documentation(Adult/DW supplemental documentation of employment if not covered under UI Wage)	E. Miles Supplemental Documentation
Employment/Placement Verification	Employment/placement verification

SCWOS Electronic Document Management System (EDMS)

1. PDCOG recommends that all documents are scanned at application.
2. Please be sure you are continuously reviewing all your work to ensure accuracy, compliance, and completeness.
3. Ensure that there are no full SSNs on any documents and that there is no confidential or personally identifiable information (PII) in any scans.
4. Anything scanned in SCWOS does not need to be duplicated in a hard copy file.
5. Any document signed by the customer should be scanned in SCWOS.
6. Any document used for Data Validation or Verification should be scanned in SCWOS.

Please DO NOT upload any of the following:

- Documents containing social security numbers (unless they are redacted or blacked out)
- Medical and disability related documentation, or criminal records, as this would violation of medical or other privacy laws (**documentation regarding legal or medical matters must be kept in a separate, secure, locked file and as such notated in the participant's file**)
- Documents that may be found elsewhere in the system such as correspondence, resumes printed case notes, etc.