



PEE DEE LWDAINSTRUCTION NUMBER: 22-009

To: Pee Dee LWDA Contractors.

Subject: Scanning WIOA Participant Source Documents

Issuance Date: June 29, 2023

Effective Date: July 1, 2023

**Purpose:** The purpose of this instruction is to transmit updated guidance regarding the scanning procedures for WIOA participants and the provision of additional days for WIOA documentation to be scanned into the system. This policy rescinds LWDA Instruction 18-001, Change 2.

**Policy:** Effective immediately, the LWDA will require all WIOA documents to be scanned into the SC Works Online System Scanning Module **within thirty (30) days of completion.**

The LWDA has modeled the scanning policy from the TAA State Instruction 14-01. The policy will eliminate a 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.

Business Service Team (BST) members are responsible for scanning OJT and Work Experience documentation, including contracts, job descriptions, timesheets, and vouchers, in one PDF, once the participant has completed the agreement/assignment. When an OJT monitoring is completed, the BST member will scan the OJT monitoring instrument into SCWOS separately.

The applicable career coach is to be notified by the BST member after each of these things have taken place.

*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.*

The Eligibility Explorer feature is a pre-application which helps individuals determine if they qualify for services under various federal programs. This will help customers provide information and documents for workforce programs that they may be interested in. This feature will be turned on effective July 1, 2023, in the SC Works Online System (SCWOS).

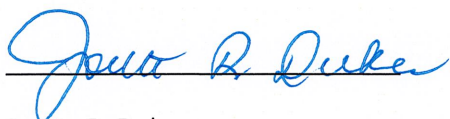
If customers are utilizing the Eligibility Explorer to submit documentation for the purpose of eligibility determination, the naming convention policy will not apply to the documents being uploaded by customers (*Staff should check the documents uploaded by participants in the Eligibility Explorer to ensure that no PII or other sensitive information has been uploaded*).

**Action:** Staff will be required to scan all related WIOA documents into SCWOS which include eligibility and enrollment documents along with data validation items for all new WIOA enrollees effective immediately. WIOA Eligibility Documentation must be scanned in one PDF file. All enrollment documents should be uploaded in one PDF separate from the eligibility documentation. **Please refer to LWDA Instruction 21-006, Change 1-Participant Eligibility for WIOA Title I Programs and the most recently transmitted Data Element Validation Guide for acceptable verification documentation sources.** Also, 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.

- SCWOS WIOA Application (**Original and updated applications**)
- Assessment Scores
- Individuals Employment Plan (**IEPs and revised Plans**)
- Objective Assessment (as applicable)
- Satisfactory Progress Policy
- Controlled Substances/Criminal Background Check form
- Eligible Training Provider (ETP) Acknowledgement Form (as applicable)
- Training Justification Packet (as applicable)

- Standards of Behavior Form
- Customer Commitment Agreement Form
- Participant Scanned Checklist
- 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.



Joëtte R. Dukes

Interim Executive Director – Pee Dee COG



***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:

<b>Adult/DW WIOA Source Document</b>	<b>Adult/DW WIOA Naming Source Format</b>
Eligibility Documents PDF (scanned as one PDF)	First initial and last name (Ex: E.Miles Eligibility)
Enrollment Documents PDF: Objective Assessment (as applicable), 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) **Staff should check the documents uploaded by participants in the Eligibility Explorer to ensure that no PII or other sensitive information has been uploaded.**
- 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.