

Technical Assistance Guidance

TAG-14-2017

Issued Date: **September 26, 2017**

Subject: Guidance on Title 1 File Organization

Purpose

This TAG provides sub-recipients with guidance to improve quality of service, effective management practices and ensure compliance with Federal, State and local regulations.

Background

Paper files must be kept for each individual participant enrollment. Files must include documentation of eligibility, assessments, program services and required forms. A clear and consistent approach to file organization enables efficient and effective oversight within the program and by external monitors. Consistent organization of the case file will also give each program staff member and reviewer a clear picture of the activity and services provided and of the required documentation gathered.

References

PL113-128 WIOA (Sections 107), 20 CFR Part 679.370
DETR WISS SCP 5.7

Guidance

Effective October 9th, to coincide with the launch of EmployNV, all program files must adhere to the attached file charts. In conjunction with documents required by Workforce Connections policy, all funded partners must organize their files according to the activities or services outlined for each section. Printed case notes will no longer be required in the paper file and cover sheets may be added as applicable by each funded partner.

Action

Please share this information with all WIOA Title I staff and other interested parties.

WC will continue to provide technical assistance to support the workforce system. For more information and/or updates, please contact your program manager at your earliest convenience.

Technical Assistance

Available upon request.