

## Technical Assistance Guidance

**TAG-18-2017**

Issued Date: **November 29, 2017**

Subject: Eligibility Data Entry Requirements for EmployNV

### **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**

Workforce Connections, along with our Workforce Partner, the State of Nevada, have deployed a Virtual OneStop collectively known as EmployNV. EmployNV was deployed October 9<sup>th</sup>, 2017 and is expected to improve customer satisfaction, staff efficiency, and overall performance. In addition, the system offers easy access to key reporting and quality assurance features to provide management and oversight agencies with the means to access valuable information for improved service delivery, monitoring and enhanced performance.

In particular, the WIOA Application function is capable of communicating what source documentation has been collected, and of maintaining electronic copies of that same documentation. This can be viewed by management and oversight agencies to validate data and ensure compliance with WIOA eligibility requirements.

In an effort to increase efficiency, Workforce Connections will be gradually moving towards a paperless participant file. In doing so, we expect to see the following benefits:

- Staff time: reducing paperwork will allow staff to increase time available for customers
- Printing costs: reducing printing reduces the ancillary costs of this side of business
- Lost files/documents: electronic storage and security will reduce the incidence of lost files and increase security
- Support: immediate access for oversight entities will allow for more frequent, meaningful assistance and feedback

### **References**

ETA 9172 DOL PIRL

SCP 1.6, 2.1

ADW-030-01, YTH-040-01

TAG 15-2017

### **Guidance**

***Effective December 4, 2017, all new WIOA/Title 1 Applications in EmployNV must include uploaded versions of source documents identified as the verification. This includes Social Security Number, Address, Date of Birth, Selective Service, Authorization to Work, Disability, Veteran Status, Employment Status, Unemployment Compensation, Dislocated Worker Status, Compulsory Attendance, Diploma/Equivalent, Education Level/Highest School Grade, School Status, Public Assistance (all), Basic Skills Deficient, Barriers (all other), and***

***Family Income. These documents must also be maintained in the participant “hard” file until further notice. Please be mindful that the only acceptable sources of verification are outlined in the ADW and Youth Eligibility policies. As always, in the event that there is a negative (no) response, there is no need to upload documentation. In the event that the application is the self-attestation being utilized as the source document, there is no need to upload a document. A self-attestation (WIOA Application) can be accepted if no other documentation can be obtained for the elements below:***

- ***Disability***
- ***Employment Status***
- ***Diploma/Equivalent***
- ***Education Level/Highest School Grade Completed***
- ***School Status***
- ***Barriers (other than Basic Skills Deficient)***

***A detailed case note must accompany all enrollments to validate the eligibility and barrier information collected in the application.***

### **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**

A Question & Answer webinar has been scheduled for Monday, December 4<sup>th</sup>, 2017 at 2pm. The link is included in the distribution email for this TAG. The recorded webinar will be posted on the WC website.

Available upon request.