

Technical Assistance Guidance

TAG 23-2018

Issued Date: **August 21, 2018**

Subject:

Local Workforce Development Board (LWDB) - Workforce Connections (WC)
EmployNV Update – Adult, Dislocated Workers and Youth

Purpose

- **To update on the changes in IEP/ISS services.**
- **Incomplete Registrations and pop-up messages.**
- **Eligibility Documentation Requirements for Authorization to Work in the US.**

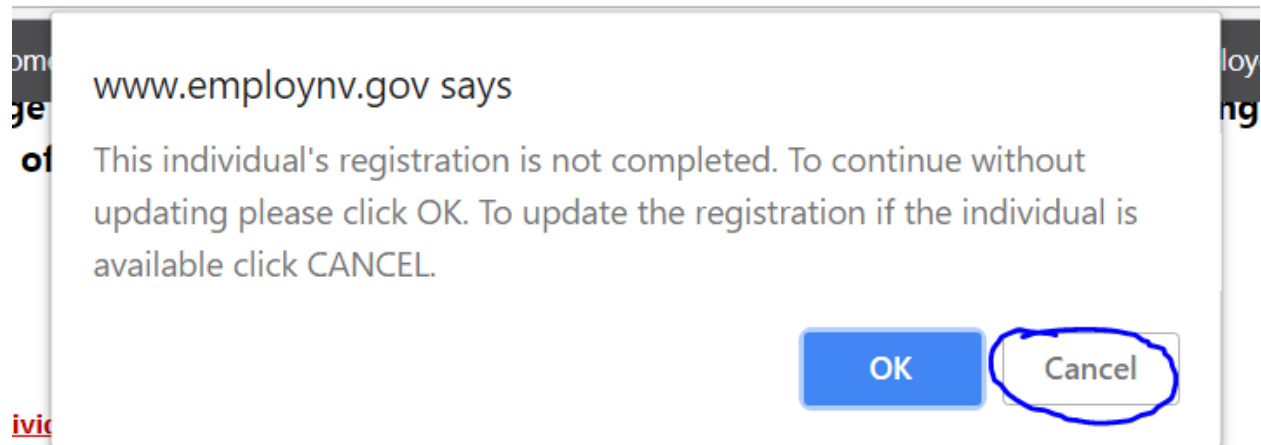
Background

IEP/ISS

An open IEP service for ADW participants and ISS service for youth participants **will no longer** prevent a record from exiting in EmployNV. A new service must be provided to the participant at a minimum of every 90 days to prevent a record from soft exiting. Case note entries must adequately describe what WIOA Title I services have been provided to the participant.

Incomplete Registrations in EmployNV

A registration must be completed for all participants that receive WIOA Title I services. A pop-up window will display for those records where the registration is incomplete. Please select “cancel” to complete the registration information. Failure to complete the registration may cause errors in Federal reporting.



Proof of Authorization to Work in the US

Please refer to WC policies ADW-030-01 and YTH-040-01, Eligibility for WIOA Title I Services, which indicate what eligibility documents are required for Authorization to Work in the US for ADW and Youth participants. All eligibility documents must be properly uploaded into EmployNV.

All I-9 Form acceptable documents must be uploaded. For example for List B & C, both the Driver's License/State ID and Social Security card must be uploaded to verify Authorization to Work in the US. Self-attestation must **never** be used to verify WIOA Title I eligibility documents, including Authorization to Work in the US.

WC will continue to provide technical assistance to support the workforce development system. For further information, please contact WC as necessary or required. Sub-recipients must implement revised procedures since their program(s) will be impacted by the established requirements affecting WIOA Title I compliance.

Action: Please share this information with all staff and other interested parties.

WC policies can be located at: <http://nvworkforceconnections.org>