

Operational Policy NO. OP- 426

Subject: WCCNM Participant File Policy

Effective: PY14 – 01/01/2015

Rescissions: None

BACKGROUND:

Beginning January 1, 2015, the New Mexico Department of Workforce Solutions is requiring that all participant file documentation must be scanned into the NMVOSS system. To comply with this directive the Workforce Connection of Central New Mexico must set policy guidelines to direct local participant file documentation, while complying with NMDWS requirements regarding eFiling.

OBJECTIVE:

The objective is to provide guidance to WCCNM Adult/Dislocated Worker and Youth Service Providers regarding participant file requirements in the Central Region.

POLICY:

Under this policy, all Adult, Dislocated Worker and Youth Service Providers will be required to adhere to the following participant file requirements.

Adult/Dislocated Worker Participant File Elements (these items will be located in hard copy and/or eFile within NMVOSS):

- WIA Application, WIA Activities, IEP/Plan, Case Notes- located in NMVOSS only
- Eligibility Checklist
- Participant Eligibility Documents
- Assessment Information
- LMI (if used for DW eligibility only)
- Job Search Log (if used for DW eligibility only)
- OJT Training Schedule (if applicable)
- Participant Agreement(s)
- Credentials/Certificates of Completion (if applicable)

Adult/Dislocated Worker- *Supplemental File* (these items are for case management/planning purposes only- will not be located in Participant File or NMVOSS):

- WIA 18B (for ISA, if applicable)
- WIA 17's and WIA 18's (for ITA, if applicable)
- LMI
- Job Search

- Supportive Service Information and Payments (if applicable)
- Pell Grant information (for ITA, if applicable)
- ETPL Information (for ITA, if applicable)
- Demand Occupations Verification (for ITA, if applicable)
- Cap Tracking Form (for ITA and/or ISA, if applicable)

Youth Participant File Elements (these items will be located in hard copy and/or eFile within NMVOSS):

- WIA Application, WIA Activities, IEP/Plan, Case Notes- located in NMVOSS only
- Eligibility Checklist
- Participant Eligibility Documents
- Assessment Information
- Literacy/Numeracy Tracking (if applicable)
- Participant Agreement(s)
- ISS Planning Sheet (for IEP/Plan planning purposes)
- Credentials/Certificates of Completion (if applicable)

Youth- *Supplemental File* (these items are for case management/planning purposes only- will not be located in Participant File or NMVOSS):

- WIA 18C (if applicable)
- WIA 17's and WIA 18's (for ITA, if applicable)
- Supportive Service Information and Payments (if applicable)
- Pell Grant information (for ITA, if applicable)
- ETPL Information (for ITA, if applicable)
- Demand Occupations Verification (for ITA, if applicable)
- Cap Tracking Form (for ITA, if applicable)
- All Work Experience information (WE Packet, copies of checks, timesheets, **etc.**)

All Fiscal Documentation will be kept at the AE/FA location for review.

INQUIRIES:

WIA Manager 505-247-1750