**SCW MIS Paperwork Chart**
**Submission Requirements**
**Adult, Dislocated Worker, Youth & Other Programs**

*All enrollment and perfomance transmittal sheets are due to SCW within fourteen (14) business days from the date of enrollment/program completion. All required services for eligibility, enrollment, and exit as well as supporting documentation need to be entered in the state MIS database system within 14 business days. If a required service is entered after 14 business days, a late entry case note with supervisor approval will be needed in the participant's file.*

## Eligibility Supporting Documentation to Validate

☐ **Age/Date of Birth:** Validated by one of the following:

☐ Driver's License or ID ☐ DD-214 ☐ Passport ☐ School Records / IDs ☐ Cross-Match with State Agency Records ☐ Signed Letter from a parent or guardian

☐ Baptismal Record ☐ Report of Transfer or Discharge Paper ☐ Hospital Record of Birth ☐ Work Permit ☐ Justice System Records ☐ Medical Record

☐ Birth Certificate ☐ Federal, State, Local or Tribal ID ☐ Public Assistance / Social Service Records ☐ Family Bible ☐ Selective Service Registration

☐ **Legally Entitled to Work in U.S.:** Validated by one of the following:

☐ Accepted I-9 Documents: *Note: Accepted I-9 Documents used to validate status to legally work in the U.S. will need ot be copied and kept in the participant's file.*

☐ Self-attestation which: ☐ was a declaration of information for this element **and**
☐ was signed and dated by participant **and**
☐ was participant generated and traceable to the participant

☐ **Selective Service:** If applicable, for all males 18 and older

☐ **N/A – Participant was one of the following (TEGL 11-11, Change 2):**

☐ Female
☐ Male younger than 18
☐ Male born before 1/1/1960
☐ Non-US male who entered the US illegally after his 26th birthday, validated by: Proof he was not living in the US from age 18-25
☐ Non-US male on a valid non-immigrant visa
☐ Non-US male, who entered the US for the first time after his 26th birthday, validated by one of the
  ☐ Date of entry stamp in passport
  ☐ I-94 with date of entry stamp
  ☐ USCIS letter with date of entry presented in conjunction with documentation of age

☐ **Participant was registered with Selective Service or received a waiver [WIOA Section 189(h)] validated by one of the following:**

☐ Selective Service Verification Form (Form 3A) ☐ Online SS Verification ☐ Stamped Post Office Receipt of Registration
☐ Local area approved waiver documentation ☐ SS Acknowledgement letter
☐ DD-214 ☐ Selective Service Registration Card

## Program Eligibility & Enrollment

**WA Works Program Eligibility & Enrollment Workflows to Validate**

☐ **Intake Workflow:** Participant's Contact **Status** = **Validated Intake**

☐ **Work Authorization Workflow:** Participant's Contact **Work Authorization** status was verified by staff and the status recorded is: ☐ Permanent ☐ Non-Permanent, expiration date = _____

**Program Enrollment Workflows: Review of Enrollment #, Source Documentation, Employment Plans, Assessments, and triggering enrollment service in WA Works.**

*Open the participant's Enrollment # for the program to review enrollment details, entry characteristics, source documentation, employment plans, and assessments in WA Works.*

☐ **Enrollment Details:** Validated the Program Enrollment # has: ☐ **Stage = Active** **AND** ☐ **Source Documentation Status = Complete**

☐ **Assessments:** Validated the required assessments have been completed in WA Works:

☐ **Basic Skills Assessment** (All Programs except CRF)
☐ **Comprehensive & Specialized Assessment** (Adult, DW, RRAA, EcSA)
☐ **Objective Assessment** (Youth Only): *SCW Objective Assessment Form is completed & uploaded*

☐ **Employment Plan:** Validated the required employment plan has been completed in WA Works:

☐ **Stage = In Progress** **AND**
☐ **Plan Start Date = Progam Enrollment Start Date** **AND**
☐ **Occupational Code/Target Occupation is identified** **AND**
☐ **Service Strategy is completed to address:**

| Adult/DW/RRAA/EcSA | Youth |
|---|---|
| ☐ States that the Employment Plan is developed jointly by the participant and the case manager | ☐ Addresses results of the Objective Assessment and planned services |
| ☐ Identifies training or job search assessment and strategy for the participant | ☐ Directly linked to one of more of the 14 elements for Youth |
| ☐ Includes a detailed self-sufficiency statement justifying training services | ☐ Identifies career pathways that include education and employment goals |

☐ **Enrollment Documents:** Validated the source documentation used for the applicable program data elements has been collected.

*Within the **Related List Quick Links** for the **Enrollment #** reviewing, click on the **Enrollment Documents** link to review the source documentation used for the applicable program data elements.* ***Check all the applicable data elements for which source documentation was uploaded and verified:***

☐ **PIRL Element 200:** Date of Birth
☐ **PIRL Element 202:** Individual with a Disability
☐ **PIRL Element 301:** Eligible Veteran Status or Other Eligible Person
☐ **PIRL Element 409:** School Status at Program Entry
☐ **PIRL Element 600:** Receiving TANF
☐ **PIRL Element 601:** Exhausting TANF within 2 Years
☐ **PIRL Element 602:** SSI / SSDI
☐ **PIRL Element 603:** Receiving SNAP
☐ **PIRL Element 604:** Other Public Assistance Recipient
☐ **PIRL Element 802:** Low Income
☐ **PIRL Element 801:** Ex Offender
☐ **PIRL Element 701:** Pregnant or Parenting Youth
☐ **PIRL Element 702:** Youth Who Needs Additional Assistance
☐ **PIRL Element 704:** Foster Care Youth Status
☐ **PIRL Element 800:** Homeless or Runaway Youth
☐ **PIRL Element 803:** Limited English Proficiency
☐ **PIRL Element 804:** Basic Literacy Skills Deficiency
☐ **PIRL Element 806:** Single Parent
☐ **PIRL Element 807:** Displaced Homemaker at Program Entry
☐ **PIRL Element 808:** Migrant and Seasonal Farmworker (MSFW) Status
☐ **PIRL Element 401:** UI Claimant Status
☐ **EcSA Program Element:** Self Sufficiency
☐ **PIRL Element 402:** Long Term Unemployed
☐ **PIRL Element 410:** Date of Actual Dislocation
☐ **DW Category 1 Program Elements:**
  ☐ Unlikely to Return
  ☐ Layoff/Termination
☐ **DW Category 2 Program Element:** Dislocation from Facility Closure/Substantial Layoff
☐ **DW Category 3 Program Element:** Self-employed dislocation
☐ **DW Category 5 Program Element:** Dislocated/Separating Military Service Member
☐ **DW Category 6 Program Element:** Spouse of Military Service Member

**WA Works Verification of Triggering Enrollment Services:** The following services were entered on the date of enrollment:

☐ **Triggering Enrollment Service:** Validated the following triggering enrollment services were recorded to move participant to an active stage of enrollment.

| Adult/DW/RRAA/EcSA | Youth | CRF Only |
|---|---|---|
| ☐ Development of Individual Employment Plan | ☐ Labor Market Information | ☐ MISA Savings Plan |
| ☐ Related Employment Plan Name recorded for the program is attached to the service | ☐ Individual Service Strategy has: | ☐ Date of MISA Plan = CRF Program Start Date |
| | ☐ Status = In Progress **AND** | ☐ Stage = In Progress |
| ☐ Comprehensive & Specialized Assessment | ☐ Plan Start Date = Youth Program Start Date | ☐ MISA Plan agreement is uploaded |

**Program Forms to Provide:**

☐ The following program forms must be given to each participant at enrollment into program services:

☐ Priority of Service for Veterans & Eligible Spouses ☐ Self-Employment Training Notice ☐ Youth 14 Program Elements Notice (Youth Only)
☐ Complaints and Grievance ☐ EO Form ☐ Authorization for Release of Information

☐ Each participant's file is to have a **Case Note** indicating these forms were provided to the participant **AND**

☐ Each participant file must include a copy of any forms requiring a signature from the participant (e.g. Authorization for Release of Information, Complaint & Grievances Form, and EO Form)

*(Continued → )*

**Program Completion, Exits, and Follow-Up**

**WA Works Program Completion, Exits, and Follow-Up Workflows to Validate**

☐ **Exit & Performance Form:** Validate the exit and performance form has been completed and uploaded as a document in WA Works for the participant.

**Program Completion Workflows: Review Enrollment # to validate completion/exit information in WA Works**

*Open the participant's Enrollment # for the program to review completion/exit information in WA Works.*

☐ **Completion/Exit Information:** Validate the date of program completion and completion reason are entered correctly.

☐ **Employment Plan:** Validated the required employment plan has a:

- ☐ **Status ≠ In Progress AND**
- ☐ **Plan Completion Date = Program Completion Date AND**
- ☐ **Status of All Goals ≠ In Progress**

☐ **Credential:** If applicable, validate within the **Credential/Measurable Skill Gains** page for the participant that their credential information is recorded correctly.

☐ **MSG:** If applicable, validate within the **Credential/Measurable Skill Gains** page for the participant that MSGs are recorded correctly.

**Placement Workflows: Placement and wages recorded in WA Works to track federal performance measures for employment/education/training placements at program completion and follow up.**

☐ **Employment Placement:** If applicable, a **Record Employment Placement** workflow is completed to document the employment details at program completion.

☐ **Education/Training Placement:** TBD once system production is completed.

**Follow-Up Service: Follow-up services recorded in WA Works to track federal performance measures.**

☐ **After Exit Follow-Up Services:** Follow-Up services are needed for the following participant for one year (365 days) after exit:

- ☐ **Adult** participants exited to Unsubsidized Employment or Self-Employment
- ☐ **DW** participants exited to Unsubsidized Employment or Self-Employment
- ☐ **Youth** participants exited for any exit reason other than Exclusion

☐ **After Exit Follow-Up Tracker:** Program Contractor will provide to SCW a follow-up report quarterly to include wage and job data on each follow-up participant. The report is due 30 days following the end of each quarter.

**Measurable Skill Gains and Credentials**

**WA Works Measurable Skill Gains and Creadential Workflows to Validate**

☐ **MSG:** If applicable, validate within the **Credential/Measurable Skill Gains** page for the participant that MSGs are recorded correctly.

- ☐ Correct MSG type is selected to record the MSG details.
- ☐ Supporting Documentation is uploaded to the MSG recorded.

☐ **Credential:** If applicable, validate within the **Credential/Measurable Skill Gains** page for the participant that their credential information is recorded correctly.

- ☐ Correct Credential type is selected to record the Credential details.
- ☐ Supporting Documentation is uploaded to the Credential recorded.

**Non-Registered Applicant**

**Denied Program Enrollment - All Programs**

☐ **Program Enrollment Workflow:** The program enrollment workflow has **"Not Enroll"** selected as the determination decision with the corresponding non-enrollment reason selected. All documentation gathered during the process must be housed by the Program Contractor for the retention set forth in the contract.