



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

FORMAL COMMUNICATION

TO: Indiana's Workforce Investment System

FROM: Doug Martin, Director
Field Systems

DATE: July 9, 2010

**Technical Assistance Bulletin
TAB 2009-01, **REVISED****

Protocol for Transferring a WIA Participant from a Workforce Region or Marion County

Purpose

To update the protocol to follow when transferring a Workforce Investment Act (WIA) participant from one workforce region or Marion County to another

Rescission

Technical Assistance Bulletin, TAB 2009-01, Protocol for Transferring a Participant from a Workforce Region or Marion County, issued January 27, 2010

Content

A WIA participant can be transferred from one workforce region or Marion County to another if both Regional Operators and One-Stop Operator (both referred to now as "director") agree. In this case, the two directors should document their agreement and instruct the transferring master user to make the change in the participant's case notes. The case note should include the date of agreement and the text of the directors' agreement when possible. The preferred documentation for the case note would be to cut and paste the e-mail or other correspondence regarding the agreement between the two directors into the body of the case note.

Once this process is completed, the participant will only appear in the receiving area's performance and will be eliminated from the transferring area's performance.

A transfer would only occur and be necessary for a participant who is in a current period of WIA participation. The transfer would not affect any prior periods of participation. If the participant has been exited, the requesting WorkOne would need to collect new documentation for WIA eligibility from the person requesting services.

If the participant is in a current period of WIA participation, the transferring director must provide the receiving director with the original file containing the following:

- Signed TrackOne Participant Application
- Source documentation for data validation and eligibility requirements
- All required documents pertaining to any participation in Trade Adjustment Assistance (TAA), Reemployment Assistance (REA) or Worker Profiling and Reemployment Services (WPRS) funded programs
- All retained documents for any assessment activities
- Documentation of any credentials obtained during participation
- Documents related to any training received by the participant during participation, including any attendance records, grades, and transcripts
- Any other documents retained for the purpose of supporting or documenting reported services, or to meet compliance with any DWD policies and procedures for a particular funding source.

In the event of scanned documents, the documents must be printed and labeled as “scanned” before delivery to the receiving director. The transferring director must retain copies of any participant records necessary for audit purposes.

Special Note

The participant will not be a new enrollment for the receiving region or Marion County. The receiving region or Marion County will assume case managing the WIA participant and the original participation date will not change.

Contact Person

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Previously issued Technical Assistance Bulletins can be reviewed on the Indiana Department of Workforce Development’s website at <http://www.in.gov/dwd/2554.htm>.