



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS
FORMAL COMMUNICATION

TO: Indiana's Workforce Investment System

FROM: Nate Klinck
Director, Policy 

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**Technical Assistance Bulletin
TAB 2009-02
Reporting Workforce Acceleration Grant Training**

Purpose

To remind WorkOne staff how to report Workforce Acceleration Grant (WAG) participants receiving post-secondary training into TrackOne.

Rescission

N/A.

Content

TrackOne is the mechanism by which WorkOne staff report Workforce Acceleration Grant (WAG) activities for participants. As a reminder, when entering a participant into post-secondary training funded by WAG, the anticipated ending date must be the anticipated completion date of the post-secondary training, not the ending date of the semester or quarter. The participant will then be "enrolled" in training until the post-secondary training is completed or the participant drops out. The purpose of this reminder is for clarity with the monthly WAG report and that only participants who truly complete training are counted as such.

If a participant should drop out or leave training before the anticipated training completion date, the date the participant dropped out should be entered into TrackOne and the appropriate reason indicated.

If WAG funding is used in addition to other funding sources for post-secondary training, including WIA Adult, WIA Dislocated Worker, or TAA, the same principle outlined above applies.

Supportive services purchased for the participant will be entered and ended as they occur on a semester or quarter basis.

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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>.