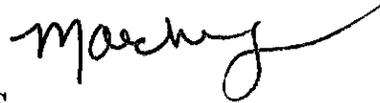


**DATE:** January 14, 2015

WIAB 15 -14

**TO:** WIA Subrecipients, TAA Case Managers

**FROM:** Marsha Wright, Workforce Bureau Chief



**SUBJECT:** WIA/TAA PARTICIPANT RECORDS

To streamline processes all case notes and employment/training plans are required to be stored and maintained in the WIA/TAA site in EPIC. Please review your records and ensure all files are uploaded by January 30<sup>th</sup>.

Non-IDOL Providers lacking access to EPIC are required to follow current processes.

If you have any questions regarding this process, please contact any member of the grants unit.