

DATE: June 24, 2015 **WIAB 23-14**
TO: Dislocated Worker Training (DWT) NEG Providers
FROM: Marsha Wright, Workforce Bureau Chief, Workforce Development Division
SUBJECT: Dislocated Worker Training (DWT) National Emergency Grant
CLOSEOUT PROCESS

With the coming end of the DWT Paper NEG, the Workforce Development Division has developed the following processes for the NEG Providers working with participants enrolled under this program.

DWT NEG Closeout: This program will end on June 30, 2015. As of today, there are 19 participants currently enrolled under the DWT NEG (Title **J**, Type **D**). These participants must be exited from the NEG and, if funds allow, moved to regular Dislocated Worker Formula funds by June 30, 2015.

1. DWT NEG participants who will continue to receive WIA Dislocated Worker services after June 30, 2015 must be exited from the NEG by June 30, 2015 and enrolled in the regular Dislocated Worker program. Case managers should data enter enrollment in the regular Dislocated Worker formula program (Title **Z**, Type **X**). ***The enrollment date must be no later than July 1, 2015. There should be no gap between the Title J exit date and the Title Z enrollment date.*** Case management staff may data enter enrollments into the regular Dislocated Worker program any time between now and July 1st. Simply use the current date for both the application and registration date.

Since participants are moving from one WIA (NEG) funding stream to another (Dislocated Worker), no additional eligibility paperwork is required. In this instance, local WIA supervisors should directly approve the move from the DWT NEG to WIA Dislocated Worker formula fund through the AJLA system as the Grant Unit will no longer be reviewing enrollment documents.

2. DWT NEG participants who will NOT be moved to the Dislocated Worker program **must be exited from the NEG by June 30, 2015.** This will allow case management staff the opportunity to data enter positive outcome data, such as entered employment details, etc.

3. **Accounting staff will close the DWT NEG on July 1, 2015.** Vouchers for participants under the NEG will be paid if the vouchers are dated June 30, 2015 or earlier. Case management staff may no longer time-charge to the NEG after this date as all time codes associated with it will be closed.

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