IDAHO
DEPARTMENT OF LABOR
C.L. "BUTCH" OTTER, GOVERNOR
ROGER B. MADSEN, DIRECTOR

**DATE:** **September 5, 2012** **WIAB 05-12**

**TO:** Micron and Dell NEG Providers

**FROM:** Sue Simmons, Workforce-Deputy Director

**SUBJECT: Micron and Dell National Emergency Grant CLOSEOUT PROCESS**

With the coming end of the Micron and Dell NEGs, the Workforce Development Division has developed the following processes for the NEG Providers working with participants enrolled under these programs.

**Micron and Dell NEG Closeouts:** These programs will end on September 30, 2012. As of today, there are 54 participants currently enrolled under the Micron NEG (Title **J**, Type **C**) and 59 participants currently enrolled under the Dell NEG (Title **J**, Type **D**). These participants must be exited from WIA or moved to regular Dislocated Worker Formula funds by September 30, 2012.

**1.** For those Micron or Dell NEG participants who will continue to receive WIA Dislocated Worker services after September 30, 2012, 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 October 1, 2012. 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 anytime between now and October 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 eligibility paperwork is required. WIA supervisors or their designees should email their cost center list of those participants transferring from the Micron NEG (Title J/Type C) or the Dell NEG (Title J/Type D) to Dislocated Worker (Title Z) formula program to Vicki Parkinson so she does not request eligibility paperwork.

**2. All Micron and Dell NEG participants must be exited from Title J/Type C or Type D *prior to October 1, 2012*.** Please data-enter all exits before this date. This will allow case management staff the opportunity to data-enter positive outcome data, such as entered employment details, etc., especially if the participant is not continuing in WIA.

**3. Accounting staff will close Title J/Type C or Type D on October 1, 2012.** Vouchers for active participants under this title will be paid if the vouchers are dated September 30, 2012 or earlier. Case management staff may no longer time-charge to this title after this date as all time codes associated with it will be closed.

If you have any questions regarding this process, please contact a Grants Management Officer.