IDAHO
DEPARTMENT OF LABOR
C.L. "BUTCH" OTTER, GOVERNOR
KENNETH D. EDMUNDS, DIRECTOR

WIOAB 17-15

DATE: **June 7, 2016**

TO: Simplot NEG Providers

FROM: **Rogelio Valdez**, Deputy Director

SUBJECT: **Simplot National Emergency Grant CLOSEOUT PROCESS**

With the Simplot NEG coming to a close on June 30, 2016, the Workforce Development Division has developed the following processes for the NEG Providers working with participants enrolled under this program. As of today, there are 81 participants actively enrolled under the Simplot NEG (Title **J**, Type **K**).

Transfer and Exit Procedures

A) Simplot NEG participants who will continue to receive WIOA services after June 30, 2016 must be exited from the NEG no later than close of business June 30, 2016 and enrolled in one of the following programs:

(1) Dislocated Worker program - (Title **Z**, Type **X**).
(2) Job-Driven (JD) NEG - (Title **J**, Type **N**)
(3) Sector-Partnership (SP) NEG - (Title **J**, Type **O**)

Enrollment dates must be no later than July 1, 2016, and there should be no gap between the Simplot NEG exit date and eligibility/enrollment date into the program(s) identified above.
Career planners should use the Simplot NEG exit date as the eligibility and enrollment dates for the new program. On the Services Details page of IdahoWorks, the participants' Simplot services status should be marked as *Exited, Funding Source Change* for those services that will continue under the new enrollment. Career planners must also make the change to the eligibility date in the participant's demographics information page.

Since participants are moving from one WIOA NEG funding stream to another Dislocated Worker or other NEG, no additional eligibility paperwork is required. In this instance, local WIOA supervisors should directly approve the move from the Simplot NEG to one of the options noted above through the IdahoWorks system.

B) Simplot NEG participants NOT transitioning to other programs must have all services marked as "Completed" in IdahoWorks with an end date no later than June 30, 2016. This will allow career planners the opportunity to data enter positive outcome data, such as entered employment details, etc.

C) **Accounting staff will close the Simplot NEG on July 1, 2016.** Outstanding NEG participant vouchers will be paid if the service dates are dated on or prior to June 30, 2016 and submitted to Accounting within 60 days of this date. IDOL staff may not time-charge to the NEG after this date.

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