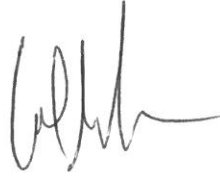


**DATE:** May 22, 2017  
**TO:** Job Driven NEG Providers  
**FROM:** Laurel McMahan, Program Manager  
Administrative Services Division



**SUBJECT: Job Driven National Emergency Grant CLOSEOUT PROCESS**

With the Job Driven (JD) NEG coming to a close on June 30, 2017, the Workforce Administrative Services Division has developed the following processes for the NEG Providers working with participants enrolled under this program. As of today, there are 103 participants actively enrolled under the JD NEG (Title J, Type N).

#### **Transfer and Exit Procedures**

- A) JD NEG participants who will continue to receive WIOA services after June 30, 2017 must be exited from the NEG no later than close of business June 30, 2017 and enrolled in the following programs:
- 1) *If the* Sector Partnership NEG is extended by USDOL, enroll JD NEG participants in the SP NEG (Title J, Type O) for continuation of services;
  - 2) If not, enroll JD NEG participants in the Dislocated Worker program - (Title Z, Type X), if they are not already enrolled.

*Enrollment dates must be no later than June 30, 2017, and there should be no gap between the completion date of the last JD NEG service and eligibility/enrollment date into the program(s) identified above.* Career planners should use the completion date of the participant's last JD NEG service as the eligibility and enrollment dates for the new program. On the Services Details page of IdahoWorks, the participant's JD 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 these NEG participants may move to another NEG or the DW program, no additional eligibility paperwork is required. In this instance, local WIOA supervisors should directly approve the move from the JD NEG to one of the options noted above through the IdahoWorks system.

- B) JD 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, 2017. 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 JD NEG at the close of business on June 30, 2017.** Outstanding JD NEG participant vouchers will be paid if the payment end date is on or prior to June 30, 2017 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.