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State of Wisconsin
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Date: February 28, 2007
To: Workforce Development Board Directors
ASSET Users Group Members
From: Gary Denis 
Acting Bureau Director
Bureau of Workforce Programs
Subject: **Workforce Investment Act (WIA) Title IB: Participant Eligibility and Case File Documentation Guides**

In April of 2005, the Division of Workforce Solutions (DWS) issued two types of guides to assist local staff in documenting participant information and program services received. These guides were developed to address deficiencies in participant case files which were identified by the Department of Labor during their on-site monitoring, and also through DWS monitoring and data validation. Appropriate documentation is required to ensure that WIA funds are used only for eligible participants and that services are provided in accordance with law and policy. These guides have been updated and are now available.

The *Guide to WIA Eligibility Determination and Documentation* lists the WIA eligibility criteria and appropriate documentation sources. It covers general program eligibility including citizenship/authority to work in the U.S., Selective Service registration, age, targeted populations, and youth barriers. The *Guides to Participant Case File Documentation* (youth guide and adult/dislocated worker guide) outline requirements for documenting participant information and program services. These guides also identify the appropriate documentation to satisfy data element validation requirements. These guides will be posted on the WIA Worker Training web site at <http://dwd.wisconsin.gov/dwspts/resourcewebs/wia/default.htm>.

We hope these updated guides will help you create and maintain your participant files in accordance with state and federal standards. If you have any questions, please contact your assigned Local Program Liaison.

Enclosures

cc: Dianne Reynolds
Local Program Liaisons