

West Central Arkansas Workforce Development Board

Larry Carr, Chairperson

WCAPDD INTERNAL FILE REVIEW PROCEDURES

The Career Advisors will complete eligibility and share it with another staff member who will review WIOA eligibility for all funding streams. The staff will complete an Eligibility Review Checklist and send it to the appropriate Career Advisor. The Career Advisor will review and make necessary changes and email the reviewer when they have been corrected.

The reviewer will review AJL to make sure the information has been entered correctly and will notify the Technical Liaison/Training Coordinator if there are changes that need to be made that field staff cannot make to the Demographic Snapshot.

If there are any issues that cannot be resolved, the reviewer or Technical Liaison/Training Coordinator will send an email to the WIOA Coordinator for help in addressing the unresolved issue(s) concerning the eligibility.

After enrollment the career advisor will monitor their worksites [Work Experience (WEX), On-the-Job Training (OJT), On-the-Job Learning (OJL), Incumbent Worker Program (IWP) or Customized Training (CT)]. If the career advisor finds anything unsatisfactory when they visit the worksite(s), they must write up a report and send it to the worksite to address the issue(s). They should also follow the procedures in the appropriate policies and procedures.

The Career advisor will review the files of the participants enrolled into training (Adult Education or Institutional Training). They should make sure all the appropriate documents are in the participant's file and uploaded into Arkansas JobLink, as appropriate.

Larry Carr, Chair Larry Carr Date 6-26-23

Approved on: 6-26-2023

WDB is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability.