

West Central Arkansas Workforce Development Board Lisa Greene, Chair

Data Validation Policy & Procedures

Policy Number:	WCAWDB- Policy 2024-03		
Change Number:			
Date Approved:	October 10, 2024	Effective Date:	October 10, 2024

Purpose

The purpose of this policy is to provide guidance to WIOA Title I-B staff regarding data validation procedures.

Policy

West Central will adhere to the Arkansas Workforce Connections' 4.6 Data Validation Policy as outlined in the WIOA Title I Policy Manual. Data validation will commence at enrollment and continue through the fourth quarter following participant exit.

All staff members are required to respond promptly to any requests from Arkansas Workforce Connections during the review period.

References

Staff should refer to the most current versions of the following policies and procedures:

- Issuance 22-03
- AWC WIOA 1B Data Validation Policy and Procedures 4.6
- AWC Participant Data Element Documentation Worksheet
- AWC Data Validation Checklist

Procedures

The intake specialist is responsible for completing all eligibility data validation items using the Participant Data Element Documentation Worksheet, which must be saved in the Participant's Data Validation folder on SharePoint.

The Career Advisor will handle all data validation items beyond eligibility. It is essential to review and update this information throughout the participant's engagement to ensure all relevant data is captured.

All documentation for data elements must be uploaded into the AJL Document Uploader. Staff should utilize the Data Validation Checklist to confirm that they are using the correct documents for each data element.

Lisa Greene, Chair

Date

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