



Attachment A

VWL No. 16-05, Incumbent Worker Training

Desk Reference Checklist for Incumbent Worker Training Data Entry Process

Note: *It is important to mention that this document was created based on the most current feedback received from the Department of Labor Employment and Training Administration (DOL-ETA). Incumbent Worker Training is a new topic under WIOA (Workforce Innovation and Opportunity Act) and additional clarification is forthcoming, however this document was produced with the most recent information and guidance available.*

We are required to meet certain minimum reporting requirements that are related to the current WIASRD (Workforce Investment Act Standardized Record Data) and future PIRL (Participant Individual Record Layout) reporting, therefore this document was created with these data collection and reporting requirements in mind.

We will continue to request additional guidance and clarification; however we are providing this solution at this point in time in an effort to move this Incumbent Worker Training initiative forward.

We are also pursuing system enhancements that will help streamline the Incumbent Worker intake and reporting process. To finalize any system enhancement, we will need specific and detailed reporting guidance in the form of a TEGP or other written guidance from DOL-ETA. We will continue to evaluate system enhancements and other alternatives; however until DOL-ETA can provide more specific detail on specific program reporting requirements, it will remain difficult to reprogram the system to collect less data and in a less structured format for Incumbent Worker Individuals, while remaining compliant within the currently required data collection and reporting requirements.

This is currently the most efficient and effective means by which we can record service to individuals receiving Incumbent Worker Training and also meet the current reporting requirements set forth by DOL-ETA. We will continue to review methods through which we may be able to make this process more efficient.

Keying Individuals receiving Incumbent Worker Training activities funded through WIOA into the Virginia Workforce Connection

Individuals that receive Incumbent Worker training activities funded through WIOA Title 1 must be recorded within the Virginia Workforce Connection (VaWC) so that these Individuals may be properly reported.

Virginia Workforce Connection (VaWC)

1- Individuals must be registered in the **Virginia Workforce Connection (VaWC)**. In situations where the employer is unable to provide certain data elements, the individual can be directed to complete their own system registration. This process could alleviate concerns such as in cases where the employer is reluctant to provide Social Security Number (SSN) or perhaps is unaware of other required demographic information.

2- Employers must provide a list of all Individuals receiving Incumbent worker training. A list of all the required data items can be found in Attachment B. If an Individual is already registered, the Employer can provide the VaWC system user ID instead of the Individual's SSN (such as in the situation described in item 1).

3- Regardless of approach used, register the Individual within the system; staff must complete a WIOA Application for any individual that receives Incumbent Worker training that is funded by WIOA. In the absence of other reporting guidance, TEGL 3-15 indicates that all Incumbent Workers should be reported in the WIASRD (Workforce Investment Act Standardized Record Data); therefore sufficient information must be collected in order to complete the WIOA application and produce the required reports.

Note: The WIASRD (Workforce Investment Act Standardized Record Data) will eventually be replaced with the PIRL (Participant Individual Record Layout); although additional guidance related to the PIRL is still forthcoming, the VaWC and the WIOA Application will ultimately be used to create and comply with DOL reporting requirements.

Though some of the WIOA Application questions are not specific to Individuals receiving only Incumbent Worker Training, it is still required that information be collected. The Final Rule indicates that individuals receiving **Only** Incumbent Worker training are not subject to the same eligibility criteria as those that participate in Adult or Dislocated Worker activities. While this distinction is noted, it is still required that sufficient information be collected in order to produce a WIASRD file; even though these elements would not directly impact an individual's eligibility for Incumbent Worker Training.

4- Staff must still verify DOB and Authorization to work (Citizenship) for all Individuals; and Selective Service Registration where appropriate. See Attachment B for Employer certification.

5- Staff will need to click on the Link to Create the WIOA program within the programs tab to work with the WIOA Application.

The screenshot displays the Virginia Workforce Connection web application interface. On the left is a blue sidebar with navigation options: 'Quick Search' (with a search box), 'Currently Managing' (listing 'WORKER, INCUMBENT', 'Service Tracking: OFF', 'Release Individual', and 'Assist a new Individual'), and 'My Staff Workspace' (listing 'My Staff Dashboard', 'My Staff Resources', 'My Staff Account', and 'Directory of Services'). The main content area has a header with the text 'Use this folder to manage application information for the selected Individual.' and navigation links: '[Assist an individual | Staff Services | Individual Portfolio]'. Below this are three folder icons: 'My Individual Profiles', 'My Individual Plans', and 'Staff Profiles'. A tabbed interface is shown with four tabs: 'Case Summary', 'Programs', 'Plan', and 'Assessments'. The 'Programs' tab is active, displaying a 'Show Filter Criteria' link and a list of application categories: '+ Wagner-Peyser - 1 Application', '+ Trade Adjustment Assistance (TAA) Program - 0 Applications', and '- Workforce Innovation and Opportunity Act (WIOA) Program - 0 Applications'. The link 'Create Workforce Innovation and Opportunity Act (WIOA) Program' is highlighted with a black rectangular box.

6 - Once in the WIOA Application is open, the staff will navigate through the application Wizard. On the Start tab, staff will use the “Adult Basic Career Services Eligibility” check box to select and utilize the ABC services application. This application currently offers the most appropriate data collection tool for the Incumbent Workers until an application process has been specifically developed for this population can be fully developed.

(Note – Staff will also indicate the use of “Statewide Incumbent Worker Eligibility” at the end of this application. This Customer Program Group should be used for all Incumbent Worker Individuals and this process will be described later in this document.)

As staff begin the process of creating the application, they may use the date of Incumbent Worker Training Contract with the employer or other more appropriate date, such as the WIOA Application and Eligibility dates. Any unique processes used or oddities encountered during the application process should be recorded in a case note within the system.

Application/Registration Information

Application Closed Never Enrolled: Close application, never enrolled

* Application Date: (mm/dd/yyyy) Today

Adult Basic Career Services Eligibility:

Adult Basic Career Services Eligibility Date: (mm/dd/yyyy) Today

Adult Eligibility:

Dislocated Worker Eligibility:

Youth Eligibility:

Staff will scroll down the page and update any required field; including region and responsible office, then click the “Next” button at the bottom of the page to continue through the WIOA application.



[Exit Wizard](#)



The ABC Services application offers less data collect and fewer verification requirements than found in the more traditional WIOA application. There are a number of data fields and verification options that appear within the application; however staff will only be required to complete the verification options found on the “Demographics” tab.

7- On the Demographics Tab, staff will need to add/update and verify the Individual’s Date of Birth, Registration for the Selective Service, and the Authorization to Work in the U.S. elements. These should be the only elements within the system that staff are required to select verification before advancing to the next scree/tab. See Attachment B for Verification requirements.

If no other verification is available and/or the employer has provided sufficient verification information, staff may verify these required items using the category “Other Applicable Documentation” and add a comment (such as “IWT Contract/Employer” or “IWT Employer Certification”) to the text box. This approach may be used, where appropriate, for other verification options within the Incumbent Worker Individual’s WIOA application.

WIOA Wizard

Start Contact **Demographics** Veteran Employment

Education Barriers PIRL Eligibility and Grants

✓ ✓ ✗ ✓ ✓

Demographic Information

Date of Birth: [Edit Date of Birth](#)

10/31/1971

[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)

Other Applicable Documentation, (specify)

Age at Earliest Eligibility: 44 (Today's Age: 45)

Gender: Male Female

Registered for the Selective Service: [Selective Service Website](#)

Yes

[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)

Internet www.sss.gov

Selective Service Registration Number:

Selective Service Registration Date:

Authorization to Work in US: [Citizen of U.S. or U.S. Territory](#)

Citizen of U.S. or U.S. Territory

[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)

Other Applicable Documentation, (specify)

Yes No

Race - Ethnicity:

African American/Black

American Indian/Alaskan Native

Date of Birth Verification

Other Applicable Documentation, (specify)

IWT Contract/Employe

[Reset](#)

Citizen Verification

Other Applicable Documentation, (specify)

IWT Contract/Employer

[Reset](#)

8 – Staff will advance through the application and navigate to the “Employment” tab. Staff will need only to indicate that the Individual is currently “Employed” and is “Neither a Claimant or Exhaustee” (by the nature of being an Incumbent Worker) on the Employment tab. The system should not require any verification for elements on this page. Staff may scroll down the page an advance to the subsequent page using the next button.

The screenshot displays a web application interface. On the left is a navigation sidebar with the following sections:

- Currently Managing**
 - WORKER, INCUMBENT
 - Service Tracking: OFF
 - Release Individual
 - Assist a new Individual
- My Staff Workspace**
 - My Staff Dashboard
 - My Staff Resources
 - My Staff Account
 - Directory of Services
- Services for Workforce Staff**
 - Manage Individuals
 - Manage Employers
 - Manage Resumés
 - Manage Job Orders
 - Manage Labor Exchange

At the top center, the text "WIA/WIOA" is visible. Below it is a progress bar with two rows of steps:

- Row 1: Start (checked), Contact (checked), Demographics (checked), Veteran (checked), Employment (checked)
- Row 2: Education (checked), Barriers (checked), PIRL (not checked), Eligibility and Grants (checked)

The main content area is titled "Employment Information" and contains the following form fields:

- * Employment Status:** A dropdown menu with "Employed" selected. Below it are links: [Verify | Scan | Upload | Link | View]
- * Receiving Unemployment Compensation:** A dropdown menu with "No, Neither Claimant nor Exhaustee" selected. Below it are links: [Verify | Scan | Upload | Link | View]
- Please enter the Wage and Onet Code for all applicants with current/previous employment.*
- Search Onet** (a link)
- Occupation of Most Recent Employment Prior to WIA/WIOA participation (if available):** A text input field with a hyphen "-" inside.
- * Farmworker Status:** A dropdown menu with "No" selected.
- Type of Qualifying Farmwork:** A dropdown menu with "None Selected" selected.

10 - Proceed down the page to the WIOA Grant Eligibility section and select “Yes” for the “Statewide Incumbent Worker Eligibility”. All Activities/Services attached to records that are to be reported only as Incumbent Worker Individuals **must** be attached to this customer program group.

WIOA Grant Eligibility 

National Dislocated Worker Grant NDWG: Yes No Not Applicable
[Applicant does not meet the requirements for NDWG eligibility.](#)

Statewide Adult Eligibility: Yes No Not Applicable Inactive

Statewide Dislocated Worker Eligibility: Yes No Not Applicable Inactive
[Applicant does not meet the requirements for Statewide Dislocated Worker eligibility.](#)

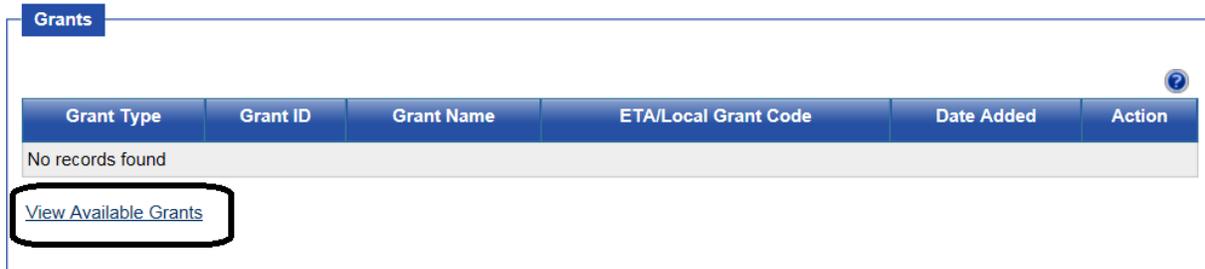
Statewide Youth Eligibility: Yes No Not Applicable Inactive
[Applicant does not meet the requirements for Statewide Youth eligibility.](#)

Statewide Incumbent Worker Eligibility: Yes No Not Applicable Inactive

Statewide Rapid Response Additional Assistance Eligibility: Yes No Not Applicable Inactive
[Applicant does not meet the requirements for Statewide Rapid Response Additional Assistance eligibility.](#)

Continue down the page to the Grants section and click on the “View Available Grants” link.

11 - Staff will access Grants section and will need to select the appropriate funding to be applied to the Incumbent Worker activities.



After clicking the “View Available Grants” link, staff will be given the opportunity to “Add” the appropriate “Grant Type”/ funding source to be applied to this individual.

Note: If this step is skipped and the specific Grant is not attached to the application, the appropriate funding selection will not be available when the Incumbent Worker activities are added.



These three Grant Types have been added to the system:

IWT Small Business/RRAA Funded – this option should be selected for any Incumbent Worker activities that are part of the “IWT Small Business” Grant and provided through the use of Statewide Rapid Response Additional Assistance funds.

Locally Adult Funded Incumbent Worker - this option should be selected for any Incumbent Worker activities that are attached to Local WIOA Adult funds.

Locally DW Funded Incumbent Worker - this option should be selected for any Incumbent Worker activities that are attached to Local WIOA Dislocated Worker funds.

After clicking “Add” link and selecting the appropriate Grant type, the section should appear as follows.

Grants					
Grant Type	Grant ID	Grant Name	ETA/Local Grant Code	Date Added	Action
Statewide Incumbent Worker (Adult)	33	IWT Small Business/RRAA Funded	Not Defined	11/02/2016	Delete
Statewide Incumbent Worker (Adult)	34	Locally Adult Funded Incumbent Worker	Not Defined	11/02/2016	Delete
Statewide Incumbent Worker (Adult)	35	Locally DW Funded Incumbent Worker	Not Defined	11/02/2016	Delete

[View Available Grants](#)

*Note: The example above was used specifically to demonstrate **all** the Incumbent Worker funding sources currently available. It is not meant to represent what the record must look like. Staff do not need to select or make all sources available to the application; they need only select the specific source for the Individual.*

With the appropriate funding source attached, staff may proceed to the bottom of the page to complete the application process. Staff may use one of the buttons at the bottom of the page to continue.

The “Next” button will save the application data and navigate the staff directly to the first service assignment. This is a step to speed staff through the process and was designed to assume that the day the application was completed within the system is also the start of the first service. Staff should use the “Finish” button if the first service or indicator should have any date other than the day it is keyed.

The “Finish” will save the application, complete the process and return staff to the Individual’s Programs tab. This option offers staff more flexibility for saving the application and offer more alternatives for setting the start of the first activity.

ID	Create Date	Subject	Action
No data found.			

[Exit Wizard](#)



12 - After clicking “Finish” button; staff will be returned to the Programs Tab.

Staff may click on the “Create Participation” link to access the first service assignment.

The screenshot shows the 'My Individual Plans' tab with a sidebar on the left containing navigation options like 'Currently Managing', 'My Staff Workspace', and 'Services for Workforce Staff'. The main content area has tabs for 'Case Summary', 'Programs', 'Plan', and 'Assessments'. Under the 'Programs' tab, there is a list of applications: 'Wagner-Peyser - 1 Application', 'Trade Adjustment Assistance (TAA) Program - 0 Applications', and 'Workforce Innovation and Opportunity Act (WIOA) Program - 2 Applications'. A specific application is expanded, showing details for 'Workforce Innovation and Opportunity Act (WIOA) Program #4257120' with a 'Create Participation' button highlighted by a red box.

Within the Program Participation screen, staff will be able to set the start of the first service and confirm if any other status may have changed since the application was completed. Staff should only need to set the start of the first activity on this page. The system should not require verification selections in this section for Incumbent Workers. After setting the Participation date, staff may scroll down and click the “Next” button to continue.

Participation Information

* **Participation Date:** Today

Date of Birth: 10/31/1971

Age at Participation:

* **Employment Status at Participation:** ▼

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

* **UC/UI Status:** ▼

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

Highest Grade Completed: Attained High School Diploma

School Status at Participation: Not attending school, HS Graduate

[[Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [View](#)]

If the status displayed from the application is not the current status, please check the box below (requires privileges) or update the application record.

Update Application School Status

Out-of-School Youth: Not Applicable

13 - Staff will proceed through the service assignment and will need to add the appropriate Customer Program Group (Funding source) for the given activity. If staff elected to inactivate the ABC service eligibility as advised in step 9 above, the Statewide Incumbent Worker Eligibility should be the only Customer Program Group that is available. Scroll down the page and select the specific Grant to be associated with this Incumbent Worker. Staff will also need to select the Incumbent Worker Individual Identifier activity.

The screenshot shows a web application interface. On the left, the 'Application Summary' includes: Program: WIOA, Application Date: 10/1/2016, and Earliest Eligibility Date: 10/01/2016. The 'Participation Date' is 10/04/2016. The 'Customer Program Group' is set to '92 - Statewide Incumbent Worker - Adult'. The 'LWIA Region' is 'Capital Region Workforce Partnership' and the 'Office Location' is 'WIOA Systems Office'. Below this is the 'Enrollment Information' section, where the 'Grant' is 'None Selected' and the 'WIOA Title II Partner Program' is 'Locally DW Funded Incumbent Worker'. The 'Activity Code' field has a dropdown menu with 'Select Activity Code' selected. The 'Projected Begin Date' is 'Today' and the 'Actual Begin Date' is '10/04/2016'. The 'Projected End Date' is 'Today'. On the right, a pop-up window titled 'To select an activity, click on an activity link below...' displays a table of activities. The table has columns for 'Activity Code', 'Activity Title', and 'Provider Type'. The row for 'IW1 - Incumbent Worker Individual' is highlighted with a red box. A red arrow points from this row to the 'Select Activity Code' dropdown in the main application.

Activity Code	Activity Title	Provider Type
101	Orientation	PS - Office Services
102	Initial Assessment	PS - Office Services
104	Job Search Workshop	PS - Office Services
105	Job Finding Club	PS - Office Services
107	Provision Of Labor Market Research	PS - Office Services
110	Attended Rapid Response	PS - Office Services
153	Job Search/Placement Assistance, including Career Coaching	PS - Office Services
131	Testing/ background check as required by employer	PS - Office Services
047	WIF Video Viewed	PS - Office Services
IW1	Incumbent Worker Individual	PS - Office Services

Staff will click on the “Select Activity Code” link and select the appropriate Incumbent Worker Individual activity.

In an effort to more specifically identify individuals that are in receipt Incumbent Worker Training; several new activity codes have been added to the system. The first activity added for any individual served only for the purpose of Incumbent Worker training should be the “IW1 – Incumbent Worker Individual” identifier (as shown in the picture above).

The activities that have been added to specific identify and track Incumbent Workers include:

IW1 - Incumbent Worker Individual – this would be the first service added to any Individual’s record that is attached to an employer that will be providing Incumbent Worker Training. This code is designed to identify or flag this person specifically as an “individual” and help differentiate this individual from participants in future reporting. Once the activity is in place, it will make available more specific Incumbent Worker Training activities.

IW3 - Incumbent Worker Training – With Credential – this activity would be added to the record of an individual engaged in Incumbent Worker Training and it is known that the ultimate outcome of this training would result in an Industry Recognized Credential, Certification or other reportable credential that will benefit the individual and this credential could be recorded within the system.

IW5 - Incumbent Worker Training – Without Credential - this activity would be added to an individual engaged in Incumbent Worker Training that will result in a gain of Industry recognized skills and help the individual retain their employment, however it is known from the beginning of training that this activity will not result in a Credential or Certification.

The purpose of these new codes will be to make it easier for staff to report on individuals receiving Incumbent Worker training and also more appropriately record and report the type of training these Individuals are engaged in.

14 - Once the “IW1 - Incumbent Worker Individual” activity is in place, the record will appear as picture below.

Workforce Innovation and Opportunity Act (WIOA) Program #4257120, App Date 10/1/2016, Adult Basic Career Eligibility 10/1/2016, LWIA 09 (Complete)
Case Manager: None Assigned

[Create Participation](#)

[Edit Participation for WIOA #4257120 Participation Date 10/4/2016](#)

[Create Activity](#)

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
C	IW1 - Incumbent Worker Individual WIOA Service Provider	W	Statewide Incumbent Worker - Adult Locally DW Funded Incumbent Worker		10/04/16	10/04/16	10/04/16 Successful Completion

In this example; the Incumbent Worker activity is attached to Local Dislocated Worker Funds.

15 - Once the Incumbent Worker Individual Identifier is in place, staff may click on the “Create Activity” link to add the appropriate Incumbent Worker Training activity to be associated to this individual.

Workforce Innovation and Opportunity Act (WIOA) Program #4257120, App Date 10/1/2016, Adult Basic Career Eligibility 10/1/2016, LWIA 09 (Complete)
Case Manager: None Assigned

[Create Participation](#)

[Edit Participation for WIOA #4257120 Participation Date 10/4/2016](#)

Create Activity

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
C	IW1 - Incumbent Worker Individual WIOA Service Provider	W	Statewide Incumbent Worker - Adult Locally DW Funded Incumbent Worker		10/04/16	10/04/16	10/04/16 Successful Completion

As staff enter the activity assignment, they will again want to be sure the Statewide Incumbent Worker Customer Group and appropriate Grant are attached to the activity.

Participation Date: 10/04/2016

* Customer Program Group: 92 - Statewide Incumbent Worker - Adult

* LWIA Region: Capital Region Workforce Partnership

* Office Location: None Selected

Enrollment Information

Grant: None Selected

WIOA Title II Partner Program: Locally DW Funded Incumbent Worker

* Activity Code: [Select Activity Code]

Projected Begin Date: Today

Actual Begin Date: 10/04/2016 Today

* Projected End Date: 12/31/2016 Today

Any classes attended through Distance Learning: Yes No

Participant has been issued an ITA and the ITA will pay for this service: No

To select an activity, click on an activity link below. Activities that do not have a link n for the selected customer group and / or region.

Activity Code	Activity Title
101	Orientation
102	Initial Assessment
104	Job Search Workshop
105	Job Finding Club
107	Provision Of Labor Market Research
110	Attended Rapid Response
153	Job Search/Placement Assistance, including Career Coaching
131	Testing/ background check as required by employer
047	WIF Video Viewed
IW1	Incumbent Worker Individual
IW3	Incumbent Worker Training – With Credential
IW5	Incumbent Worker Training – Without Credential

After making all the appropriate selections, scroll down and click next to advance to the Service Provider tab.

In an effort to streamline this process, a single provider has been made available to these Incumbent Worker Training activities and the service type will appear as “WIOA Incumbent Worker Training” as displayed below. Staff should only need to search for the occupational code associated with the training.

Enrollment Service Provider Information

Enrollment Summary:
Enrollment ID: 911282
Username: INCUMBENTWORKER
WIOA Application ID: 4257120
Activity Code: IW5
Activity Dates: 10/4/2016 - 12/31/2016

* **Provider:**
[\[Select Provider \]](#)

* **Service, Course or Contract:**
[\[Select Service, Course or Contract \]](#)

Provider Locations:

[\[Select Provider Locations \]](#)

Provider Contacts:
[\[Select Provider Contacts \]](#)

* **Occupational Training Code:**
[\[Occupational Training Code \]](#)

<< Back Next >>

Use the "Next" button to proceed to last tab and use the "Finish" button to complete the process of adding the IWT training activity to the system.

16 - Once the appropriate Incumbent Worker Individual Identifier and Training activity is in place, the record should appear as pictured below.

Workforce Innovation and Opportunity Act (WIOA) Program #4257120, App Date 10/1/2016, Adult Basic Career Eligibility 10/1/2016, LWIA 09 (Complete)
 Case Manager: None Assigned

[Create Participation](#)

[Edit Participation for WIOA #4257120 Participation Date 10/4/2016](#)

[Create Activity](#)

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	IW5 - Incumbent Worker Training - Without Credential WIOA Service Provider		Statewide Incumbent Worker - Adult Locally DW Funded Incumbent Worker		10/04/16	12/31/16	Close
	IW1 - Incumbent Worker Individual WIOA Service Provider		Statewide Incumbent Worker - Adult Locally DW Funded Incumbent Worker		10/04/16	10/04/16	10/04/16 Successful Completion

At this point, no other activities need to be added to the record of an Individual that is receiving only Incumbent Worker Training. When training is complete, staff would need only to close the service codes with the appropriate end date, status and outcome.

Staff may use these activity codes to produce reports from the system related to Incumbent Workers served. Additional guidance on the use of the existing reporting function may be provided in a separate document.

Important Note: *These Incumbent Worker Services were numbered with an “IW” and added to the system specifically for the Individuals that are going through Incumbent Worker Training. Those records that have only the “IW” services added will be captured and reported as Individuals only. Any record that has at least one of the other more traditionally numbered WIOA service codes will be considered to be Co-enrolled and would meet the requirement to be reported as a WIOA Participant.*

A Record that appears as the below pictured example will only be reported as an Incumbent Worker Individual.





[Workforce Innovation and Opportunity Act \(WIOA\) Program #4257120, App Date 10/1/2016, Adult Basic Career Eligibility 10/1/2016, LWIA 09 \(Complete\)](#)
 Case Manager: None Assigned

[Create Participation](#)

[Edit Participation for WIOA #4257120 Participation Date 10/4/2016](#)

[Create Activity](#)

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	IW1 - Incumbent Worker Individual WIOA Service Provider		Statewide Incumbent Worker - Adult Locally DW Funded Incumbent Worker		10/04/16	10/04/16	10/04/16 Successful Completion
	IW5 - Incumbent Worker Training - Without Credential WIOA Service Provider		Statewide Incumbent Worker - Adult Locally DW Funded Incumbent Worker		10/04/16	12/31/16	11/07/16 Successful Completion

If the record has any activities associated with any other Customer Program Group; that record would be subject to the full eligibility, reporting, performance and data validation requirements for said program.

This document may be modified and updated as additional reporting guidance and system enhancements become available.