

DATE: May 1, 2013

TO: XL Four Star Beef NEG Providers

FROM: Marsha Wright, Workforce Bureau Chief



SUBJECT: XL Four Star Beef National Emergency Grant CLOSEOUT PROCESS

With the coming end of the XL Four Star Beef NEG, the Workforce Development Division has developed the following processes for the NEG Providers working with participants enrolled under this program.

XL Four Star Beef NEG Closeout: This program will end on June 30, 2013. As of today, there are 66 participants currently enrolled under the XL NEG (Title **J**, Type **F**). ***If funds allow***, these participants must be exited from WIA or moved to regular Dislocated Worker Formula funds by June 30, 2013.

1. For those XL NEG participants who will continue to receive WIA Dislocated Worker services after June 30, 2013, case managers should data-enter enrollment in the regular Dislocated Worker formula program (Title **Z**, Type **X**). ***The enrollment date must be no later than July 1, 2013. There should be no gap between the Title J exit date and the Title Z enrollment date.*** Case management staff may data-enter enrollments into the regular Dislocated Worker program anytime between now and July 1st. Simply use the current date for both the application and registration date.

Since participants are moving from one WIA (NEG) funding stream to another (Dislocated Worker), no eligibility paperwork is required. WIA supervisors or their designees should email their cost center list of those participants transferring from the XL NEG (Title J/Type F) to Dislocated Worker (Title Z) formula program to Janice Pannell so she does not request eligibility paperwork.

2. **All XL NEG participants must be exited from Title J/Type F prior to July 1, 2013.** Please data-enter all exits before this date. This will allow case management staff the opportunity to data-enter positive outcome data, such as entered employment details, etc., especially if the participant is not continuing in WIA.

3. **Accounting staff will close Title J/Type F on July 1, 2013.** Vouchers for active participants under this title will be paid if the vouchers are dated June 30, 2013 or earlier. Case management staff may no longer time-charge to this title after this date as all time codes associated with it will be closed.

If you have any questions regarding this process, please contact a Grants Management Officer.