

WIAB 22-13

DATE: June 18, 2014
TO: WIA Dislocated Worker Subrecipients
FROM: Marsha Wright, Workforce Bureau Chief *Marsha W*
SUBJECT: Center Partners National Emergency Grant (NEG) Guidance

BACKGROUND

Idaho Department of Labor received a National Emergency Grant for displaced Center Partners workers effective April 1, 2014 through March 31, 2016.

Center Partners NEG-eligible individuals already enrolled in the regular Dislocated Worker program should be transferred to the NEG program as outlined in this memo no later than the close of business on June 20, 2014.

NEG ELIGIBILITY AND SERVICES

Effective immediately, any workers dislocated from Center Partners being considered for WIA services must be served in the NEG program, and NOT the regular Dislocated Worker program.

All CENTER PARTNERS NEG participants must meet federal and state WIA Dislocated Worker eligibility guidelines. **This National Emergency Grant may only serve employees dislocated due to the layoffs from the closure of Center Partners' Idaho Falls site.** Individuals dislocated from an employer who reduced their workforce as an *indirect* result of these layoffs are not eligible for services under the NEG.

Participant services allowed under this grant will be identical to services provided to other dislocated workers under the state's regular Dislocated Worker program.

ENROLLMENT

Former employees of Center Partners must be enrolled in the NEG to receive services.

Program funds will be charged in the following manner:

- Staff time charging for case management
- Training
- All other allowable WIA supportive services

PROGRAM ENROLLMENT / APPLICATIONS

This NEG award is effective April 1, 2014. Former Center Partners employees enrolled in the WIA Dislocated Worker Program (Program Z) prior to the NEG's effective date should be dual enrolled in the NEG Program (Program JL) effective April 1, 2014.

If the Center Partners employee was enrolled in the WIA Dislocated Worker program (Program Z) April 1, 2014 or later, the participant record will be replaced with an NEG record by WIA programming staff.

NEG Enrollment Application and Signatures:

To enroll in the NEG program, and if the enrollment date in the regular Dislocated Worker program is:

- On or After April 1, 2014: Case managers should enroll participants in the NEG using the same enrollment date as the regular Dislocated Worker program. A local office management staff person should submit a list of individuals whose automated record is to be **replaced** from the Dislocated Worker program into the NEG program to Larry Belisle, who will delete all Dislocated Worker enrollments. The list should include participant name, SSN, and registration date. It is not necessary to send a list of those who will be co-enrolled in the Dislocated Worker program and the NEG program. Once the record has been replaced, print the NEG application, note on the signature line that the "signature is on file" and place in the participant file.
- Prior to April 1, 2014: The NEG enrollment date should be on or after April 1, 2014. Note on the signature line that "signature is on file" and place in the participant file.

If eligibility documentation has been previously submitted for enrollment into the dislocated worker program to WIA Records, it is not necessary to submit the **same** documentation for purposes of NEG enrollment.

STAFF CHARGES AND PARTICIPANT EXPENDITURE TRANSFERS

Prior to April 1, 2014, all local office time charges and participant supportive service expenditures will remain with the regular Dislocated Worker program.

Local office staff with time charges to the Dislocated Worker program on or after April 1, 2014 may legitimately transfer time charges to the Center Partners NEG. Local office staff must provide time charge transfer information to designated local office management staff for coordination with accounting.

Participant items purchased on or after April 1, 2014, and charged to the regular DW program need to be transferred to the NEG. Participant names, SSNs and the Total Actual Cost amount (amount included on the Purchase Agreement-Individual Training Account form - 04) for each purchase will be included on a list from each local office and submitted to Tami Livsey, Grants Management Officer by June 20, 2014.

SYSTEM CODES

To access the Center Partners NEG, Management Information System (MIS) codes and the corresponding time codes are available to all local offices of the Idaho Department of Labor.

Staff Time Charges

As of April 1, 2014, local office staff may use time code **464-811** for all Center Partners NEG program activities.

Fund Number

An example of a Center Partners NEG fund number is: JL21921. It breaks out as follows:

J Program (title) indicator
L Type indicator signifies Center Partners NEG
21 Occupational Skills Training Activity code
921 Project code signifies Center Partners NEG

QUESTIONS / CONTACTS

For question concerning the NEG, please contact any grants management staff member. For questions concerning the WIA MIS, please contact Larry Belisle at extension 3271, or Jeanie Meholchick at extension 3323.

Grants Management Staff:

3880 – Vicki Parkinson
3023 – Tami Livsey
3480 – Jenny Hemly