

DATE: March 15, 2016

WIOAB 12-15

TO: Center Partners NEG Providers

FROM: Marsha Wright, Workforce Development Workforce Bureau Chief 

SUBJECT: Center Partners National Emergency Grant CLOSEOUT PROCESS

With the Center Partners NEG coming to a close on March 31, 2016, the Workforce Development Division has developed the following processes for the NEG Providers working with participants enrolled under this program. As of today, there are 18 participants actively enrolled under the Center Partners NEG (Title **J**, Type **L**).

Transfer and Exit Procedures

A) Center Partners NEG participants who will continue to receive WIOA services after March 31, 2016 must be exited from the NEG no later than close of business March 31, 2016 and enrolled in one of the following programs:

- (1) Dislocated Worker program - (Title **Z**, Type **X**).
- (2) Job-Driven (JD) NEG - (Title **J**, Type **N**)
- (3) Sector-Partnership (SP) NEG - (Title **J**, Type **O**)

Enrollment dates must be no later than April 1, 2016, and there should be no gap between the Center Partners NEG exit date and eligibility/enrollment date into the program(s) identified above. Career planners should use the Center Partners NEG exit date as the eligibility and enrollment dates for the new program. Career planners must make the change to the eligibility date in the participant's demographics information page.

Since participants are moving from one WIOA NEG funding stream to another Dislocated Worker or other NEG, no additional eligibility paperwork is required. In this instance, local WIOA supervisors should directly approve the move from the Center Partners NEG to one of the options noted above through the IdahoWorks system.

- B)** Center Partners NEG participants NOT transitioning to other programs must have all services marked as "Completed" in IdahoWorks with an end date from the NEG listed as on or before March 31, 2016. This will allow career planners the opportunity to data enter positive outcome data, such as entered employment details, etc.
- C)** **Accounting staff will close the Center Partners NEG on April 1, 2016.** Vouchers for participants under the Center Partners NEG will be paid if the voucher service dates are dated March 31, 2016 or earlier. Career planners may no longer time-charge to the NEG after this date.

If you have any questions regarding this process, please contact any member of the grants unit.