

DATE: July 8, 2014

WIAB 02-14

TO: OJT NEG Providers

FROM: Marsha Wright, Workforce Bureau Chief *Marsha Wright*

SUBJECT: OJT National Emergency Grant CLOSEOUT PROCESS

With the end of the OJT NEG, the Workforce Division has developed the following processes for the NEG Providers working with participants enrolled under this program.

OJT NEG Closeout: This program ended on June 30, 2014. As of today, there are 6 participants currently enrolled under the OJT NEG (Title **J**, Type **E**). These participants must be exited from the NEG and, if funds allow, moved to regular Dislocated Worker Formula funds dated no later than June 30, 2014.

1. OJT NEG participants who will continue to receive WIA Dislocated Worker services after June 30, 2014 must show an exit date from the NEG no later than June 30, 2014 and enrolled in the regular Dislocated Worker program. 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, 2014. 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 any time between the exit date 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 OJT NEG to the Dislocated Worker program to Tami Livsey so she does not request eligibility paperwork.

2. OJT NEG participants who will NOT be moved to the Dislocated Worker program **must be exited from the NEG by June 30, 2014**. This will allow case management staff the opportunity to data enter positive outcome data, such as entered employment details, etc.

3. **Accounting staff have closed the OJT NEG as of July 1, 2014.** Vouchers for participants under the NEG will be paid if the vouchers are dated June 30, 2014 or earlier. Case management staff may no longer time-charge to the NEG after this date as all time codes associated with it will be closed.

If you have any questions regarding this process, please contact Tami Livsey at 332-3570 ext. 3275.