

DATE: December 2, 2014 **WIAB 11-14**
TO: Clearwater Paper NEG Providers
FROM: Marsha Wright, Workforce Bureau Chief 
SUBJECT: Clearwater Paper National Emergency Grant CLOSEOUT PROCESS

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

Clearwater Paper NEG Closeout: This program will end on December 31, 2014. As of today, there are 7 participants currently enrolled under the Clearwater Paper NEG (Title **J**, Type **H**). These participants must be exited from the NEG and, if funds allow, moved to regular Dislocated Worker Formula funds by December 31, 2014.

1. Clearwater Paper NEG participants who will continue to receive WIA Dislocated Worker services after December 31, 2014 must be exited from the NEG by December 31, 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 January 1, 2015. 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 now and January 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 Clearwater Paper NEG to the Dislocated Worker program to the WIA mailbox at WIA/TAA@labor.idaho.gov so the grants unit does not request eligibility paperwork.

2. Clearwater Paper NEG participants who will NOT be moved to the Dislocated Worker program **must be exited from the NEG by December 31, 2014**. This will allow case management staff the opportunity to data enter positive outcome data, such as entered employment details, etc.

3. **Accounting staff will close the Clearwater Paper NEG on January 1, 2015.** Vouchers for participants under the NEG will be paid if the vouchers are dated December 31, 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 any member of the grants unit.