



TECHNICAL ASSISTANCE MEMO #6

DATE: JUNE 16, 2008
TO: WIA SERVICE PROVIDERS
FROM: AMY GIMLIN, SWWDC PROGRAM COORDINATOR
PROGRAM AFFECTED: WIA ADULT, DISLOCATED WORKER, & YOUTH PROGRAMS
RE: DOCUMENTING APPRENTICESHIPS

When a participant enters a qualified apprenticeship program, the case manager will exit that participant from the WIA program. Apprenticeships will be counted in performance as entered employment. All information entered into SKIES with regards to apprenticeship should be treated as employment.

When exiting the participant in SKIES, the case manager will complete the SKIES Seeker Program page. After entering the program completion date and exit outcome as "Entered a Qualified Apprenticeship", it will prompt to enter an employer name. Enter the employer information where specified, if case manager hasn't already SKIES will also prompt to complete the Job Placement screen. The case manager will complete the Job Placement screen just as they would with any other employment. The case notes should contain detailed description of enrollment in the apprenticeship program.

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