**workforce**
SOUTHWEST WASHINGTON

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## TECHNICAL ASSISTANCE MEMO #34

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**DATE:**     JULY 14, 2021

**TO:**     TITLE I ADULT AND DISLOCATED WORKER PROVIDERS

**FROM:**     AMY GIMLIN, WSW CHIEF OPERATING OFFICER, AGIMLIN@WORKFORCESW.ORG

**RE:**     INCUMBENT WORKER TRAINING DATA ENTRY

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A permanent solution is being developed in ETO to replace the following incumbent worker training data entry "work-around" and a revision to this policy will be issued to communicate that solution when it becomes available. Until such time as that solution is implemented, please use the process described below.

Incumbent workers who are served through WIOA Title I (i.e., Adult Formula, Dislocated Worker Formula, National Dislocated Worker Grant, Governor's 15% Discretionary, Statewide Rapid Response) grant funds must be affiliated with an employer, training start date, and fund source in order to satisfy requirements of the U.S. Department of Labor's WIOA-affiliated Participant Individual Record Layout (PIRL).

To meet this requirement, staff are instructed to do the following:

- Select the **WIOA Eligibility Application TouchPoint**. In the drop-down box, select **Full WIOA Eligibility**, check the **Dislocated Worker** box option.

- Under the tabs select the **"Employment"** tab

- Under the "Applicant May Be Eligible for:" statement select the Dislocated Worker box the "None of the above" radio button under **Dislocated Worker Status**. Record the training start date in the **Date of Actual Dislocation** field and the employer's name in the **Employer of Dislocation Address** field on the **Employment** tab.

- Select the **Program Enrollment TouchPoint** and enroll the participant in the program that reflects the funding source. For example, if the funding source is WIOA Adult, select that program rather than WIOA Dislocated Worker.

- Select the **Individualized, Training and Supportive Service (ITSS)** TouchPoint. Enter the **Activity Start Date, Projected Activity Start Date, and Projected Activity End Date**. Then select the **Incumbent Worker Training service** from **Service Provided** drop down menu. Select the **Active Program Enrollment** to associate the service with the active program and save the TouchPoint. When IWT has been completed, **edit** the same TouchPoint and enter the **Activity End Date** and **Actual Outcome**.

**Important Note:** If multiple funding sources are used for the training, a separate Program Enrollment TouchPoint and ITSS Incumbent Worker Training service are needed for each program funding the training. A new WIOA Eligibility Application is not needed. Each Program Enrollment TouchPoint taken will utilize the same WIOA eligibility application.