



Buffalo and Erie County Workforce Investment Board, Inc.

LOCAL POLICY BULLETIN

BECWIB Bulletin # 8-15 **Date:** December 2, 2015

TO: Lavon Stephens, Administrative Director, WDC, Inc.
FROM: Heather Okoro, Executive Director, WIB, Inc.
SUBJECT: Data Element Validation Comments at the point of Youth Enrollment

Effective Date: IMMEDIATELY

Please have this bulletin serve as a reminder of the requirements set forth in the New York State Workforce Development System Technical Advisory (TA) #11-12.2 entitled "Data Element Validation for the Workforce Investment Act, Wagner-Peyser, Veterans Employment and Training Service and Trade Adjustment Assistance/Trade and Globalization Adjustment Assistance Programs."

Specifically, the requirements related to the Data Element Validation (DEV) OSOS comments at the point of enrolling a youth and commencing program services. TA#11-12.2 and attachments require that any eligibility requirement must be summarized in the enrolling comment including: date of birth (supporting documentation); school status; education status, income eligibility if applicable, selective service if applicable and the barriers that will be addressed with youth services.

A recent review has shown that staff is often stating that eligibility documentation can be found in the file and this is not sufficient to satisfy the requirements described in the TA attachment. All WIOA enrolling services for youth participants must be accompanied by a complete comment summarizing specifically all the eligibility factors required for either In-School or Out-of-School program eligibility. This includes naming the source documents used for staff verification of date of birth, school status, education status, income (if applicable) and the barriers documented to satisfy eligibility requirements.

Specifically, OSOS comments should include:

- a) The information (data element) that has been validated;
- b) The allowable source used to validate the information;
- c) Pertinent data from the document source; and
- d) The date of the staff verification if different from the data entry.

Please review the allowable data verification sources and all the requirements of TA#11-12.2 at <http://labor.ny.gov/workforcenypartners/ta/TA11-12.2.pdf>

Moving forward, all youth contractors must be made aware of the requirement to enter supporting comments for "individual specific" eligibility data elements as per TA#11-12.2 until such time as new requirements are issued by USDOL or NYSDOL.

Please share this information with appropriate youth contractor staff.

Thank you.

:ATS/bhs

c: Darrell Slisz, Kathy Antalik, Brenda McDuffie, Kraven Weeks and WIB staff.