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To: Local Workforce Area Signatory Officials
Local Workforce Development Board Chairs
Local Workforce Development Area Administrators
State Grantees
SC Works Operators
WED Area Directors
WED Regional Managers

From: Kevin Cummings /s/
Director of Technical Services, Policies and Reporting

Subject: **Electronic Signatures for State Documents during COVID-19 Pandemic**

Date: March 31, 2020

References: Electronic Signatures in Global and National Commerce Act (E-Sign Act),
Pub. L. No. 106-229

On March 13, 2020, President Trump declared a national emergency in the face of the COVID-19 pandemic, leading to closed schools, cancelled events, and uncertainty in our communities. Due to increasing health concerns and recommendations to avoid contact with others, there is an increased need for remote signing options for state documents requiring signatures.

Electronic Signatures

An electronic signature is an electronic sound, symbol, or process that is attached to or logically associated with a contract or other record and is executed or adopted by a signing party with the intent to sign the record. Electronic signatures may include those on documents printed, signed, and scanned for return or on documents that have e-signature capabilities, such as PDFs that may be edited to include a signature or documents signed using DocuSign capabilities.

If a signing party does not have the option of printing documents for a wet signature or digitally signing a document, the document may be emailed to the signing party and upon review and approval, the signing party may respond to said email stating acceptance of the document as submitted. Photos of required documents emailed from the signing party's email address are acceptable as well, provided the required documentation is legible in the photo. The email serves as the record of intent to sign or submit and must be maintained along with the document.

IMPORTANT: All communication must be sent from approved work accounts and equipment only. Transmitting or storing Personally Identifiable Information (PII) on personally owned equipment, at off-site locations (e.g., an employee's home), and on personal email accounts is prohibited.

Updated Signature Block for State Documents during COVID-19 Pandemic

As a result of the COVID-19 Pandemic, we are temporarily modifying the processing of workforce-related documents signed by the SC Department of Employment and Workforce (DEW), including but not limited to, documents from the following departments:

- Grants
 - Cover Letters
 - Grant Awards
 - Grant Modifications
 - SCWOS Confidentiality Agreements
 - Grant-related MOAs
- Technical Services, Policies and Reporting
 - State Instructions
 - Memos
- Workforce Support
 - Cover Letters
 - Notice of Funds Authorizations (NFAs)
 - Grant Awards
 - Grant Modifications

During this time, documents issued by DEW that have a digital signature or the signature block of “/s/” should be considered issued with official signatures.

Resources

- <https://www.fdic.gov/regulations/compliance/manual/10/X-3.1.pdf>
- <https://www.docusign.com/products/electronic-signature>
- <https://www.jotform.com/guide-to-electronic-signatures/>

Questions may be directed to PolnPro@dew.sc.gov.