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STATE INSTRUCTION NUMBER 14-09

To: Local Workforce Area Signatory Officials
Local Workforce Area Administrators
DEW Area Directors
DEW Regional Managers

Subject: Required Employer Registration in SCWOS

Issuance Date: June 5, 2015

Effective Date: June 8, 2015

Purpose: The purpose of this instruction is to ensure that business services provided to valid employers are accurately captured to meet reporting requirements.

Background: The role of the SC Works system is to deliver high quality services to job seeker and business customers that improve the employment outcomes for both groups. Employer registration in the South Carolina Works Online Services (SCWOS) database is a key step in meeting the hiring needs of businesses and finding authentic employment opportunities for job seekers.

Policy: The Department of Employment and Workforce (DEW), and other partners of the SC Works system, have an obligation to the job seekers who use the system to ensure that promoted employment opportunities represent legitimate job openings. The employer validation process is one of the safeguards that helps assure the integrity of the system. SC Works is also responsible for tracking Employer Services Metrics, as required by the State Workforce Investment Board (SWIB). Employers who wish to receive any services, including but not limited to, Wagner-Peyser (WP) services, Workforce Innovation and Opportunity Act (WIOA) services, job profiling, participation in job fairs and other hiring events, and other business services provided through the SC Works system, must be registered and approved in SCWOS. Failure to do so could expose customers to fraudulent data and result in liability for SC Works system partners. Allowing businesses to participate in and receive SC Works services without being fully registered in SCWOS also prevents reporting tools from accurately reflecting staff efforts in serving the business community. Noncompliance with this policy may be cause for corrective action, up to and including revocation of SCWOS privileges.

Action: Please ensure that all appropriate staff receive and adhere to this policy.

Inquiries: Questions may be directed to Mary jo Schmick at mschmick@dew.sc.gov or 803-737-2708 and Grey Parks at bparks@dew.sc.gov or 803-737-0086.


Patricia Sherlock, Director
Policies and Procedures