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STATE INSTRUCTION NUMBER 15-15

To: Local Signatory Officials
Local Workforce Area Administrators

Subject: WIA/WIOA Participant Data Changes

Issuance Date: May 3, 2016

Effective Date: Immediately

PURPOSE: To issue State policy regarding changes to participant data within the SC Works Online Services (SCWOS) system. This guidance rescinds State Instruction 12-14.

REFERENCES: Training and Employment Guidance Letter (TEGL) 6-14.

BACKGROUND: Changes in US Department of Labor (USDOL) software and reporting requirements resulted in a revised deadline for submittal of annual report data. It is currently the policy of the USDOL that states submit annual report data by September 15th of each year. Workforce Investment Act Standardized Record Data (WIASRD) files are locked from editing after this period.

POLICY: Change requests that will affect a prior year's data previously reported to the USDOL will not be accepted and updated in the SC Works Online Services (SCWOS) data system. To ensure the integrity of reported data, the following procedures apply to data change requests:

- Data change requests will continue to be evaluated on a case-by-case basis.
- Data change requests for the current program year may be submitted at any time during that year.
- Data change requests for the prior program year will be accepted through September 1st of the following program year.

Data change requests received after September 1st to correct data reported for the previous program year will not be accepted. All SCWOS data change requests should be submitted to WorkforceSupport@dew.sc.gov. Data change requests include the following:

- *SCWOS Change Request Form – Individual Records*
- *Activity Record Change “ARC” Form*
- *SCWOS Overdue/Late Follow-Up*

ACTION: Please ensure that appropriate staff receive and understand this policy.

INQUIRIES: Questions may be directed to Shannon Kinder at 803-737-0923 or skinder@dew.sc.gov.



Patricia Sherlock, Director
Policies and Procedures