

# WIOA Operations Manual as of 03/25/24

*Disclaimer: Printing the manual material found at this website for long-term use is not advisable. WIOA Operations Manual material is updated periodically and it is the responsibility of the users to check and make sure that the guidance they are researching or applying has the correct effective date for their circumstances.*

SECTION #	TITLE	REVISION
<b>Revisions as of 03/25/24</b>		
4.60	Eligible Training Provider	A. Vendors 1) Updated link to access the W-9 for setting up new vendors; 2) Added instructions for adding new objectives and services for existing vendors; 3) Added instructions for staff on how to help potential training providers having questions about the ETPL
<b>Revisions as of 01/26/24</b>		
	Table of Contents	No change
<b>ADMINISTRATION</b>		
1.00	Purpose of the WIOA Operations Manual	No change
1.20	Monitoring, Evaluation and Technical Assistance	No change
1.30	Service Provider Reporting and Audit Requirements	Revised Grant Agreement Closeout Instructions
<b>ELIGIBILITY</b>		
2.00	General Requirements	No change
2.10	General Eligibility Determination Process	1) Revised the services that require formal enrollment for WIOA Adult and Dislocated Worker programs; and 2) Removed staff assisted services
2.20	Adult Eligibility and Service Priority	1) Added training and supportive services to the list of services that may not be provided without proof of eligibility; 2) Added supportive services as an additional service that requires an IEP; 3) Removed duplicative Pell grant assistance language.
2.30	Dislocated Worker Eligibility	No change
2.40	Youth Eligibility	No change
2.50	State Displaced Homemaker Eligibility	No change
2.60	Selective Service Registration Requirements	No change
2.70	Social Security Number Procedures	No change
<b>ASSESSMENT AND PLANNING</b>		
3.00	Assessment and Planning	No change
3.10	Individual Employment Plan (IEP)	Revised the Service Definition Table as follows: Updated Short-Term Training to specify that the service shouldn't be recorded on the training tab and doesn't require an ITA. Moved Relocation Assistance to the Individualized Career Services section; and Removed the following services: 1) Distance Learning (service inactivated based on guidance from Reporting Analyst); 2) Out-of-Area Job Search Assistance; and 3) Out-of-Area training Assistance

3.20	Individual Service Strategy (ISS)	Revised the Service Definition Table as follows: Updated Short-Term Training to specify that the service shouldn't be recorded on the training tab and doesn't require an ITA. Moved Relocation Assistance to the Individualized Career Services section; and Removed the following services: 1) Distance Learning (service inactivated based on guidance from Reporting Analyst);
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		2) Out-of-Area Job Search Assistance; and 3) Out-of-Area training Assistance
SERVICE AND ACTIVITIES		
4.00	Case Management	No change
4.10	Youth Services and Activities	No change
4.20	Adult and Dislocated Worker Work Experience (WEX)	No change
4.30	Youth Work Experience (WEX)	No change
4.40	On-The-Job Training (OJT)	No change
4.50	Individual Training Accounts (ITA)	No change
4.60	Eligible Training Providers	No change
4.70	Supportive Services	Removed guidance for the following: 1) Electronic signatures; 2) Drug Testing; 3) Background Checks; and 4) Childcare; Added and updated the following guidance: : 1) Subscription Services; and 2) Additional documentation examples for transportation expenses.
4.80	Follow-up Services and Activities	No change
4.90	Youth Incentives and Stipends	No change
PERFORMANCE		
5.00	Performance Measures	No change
5.10	Credentials	No change
5.20	Quality Control	No change
FISCAL		
6.00	Cost Principles, Allowable Costs and Unallowable Costs	No change
6.10	Cash Management	No change
6.20	Record Retention	No change
6.30	Lost or Stolen/Forged Checks	No change
MIS		
7.00	Data Entry	No change
7.10	MIS Activation and Inactivation (Staff Access)	No change
7.20	Recording Activities	No change

7.30	MIS WIOA HELP DESK	No change
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