

**Southern Nevada Workforce Investment Board
General Policy & Procedure
PROGRAMMATIC REPORTING REQUIREMENTS**

EFFECTIVE DATE: July 11, 2003

NUMBER: 5.8

**Supercedes SNWIB General Policies and Procedures
No. 5.8 dated 4/19/2001**

AUTHORIZATION: SNWIB Manager

BACKGROUND:

The Southern Nevada Workforce Investment Board (SNWIB) is required by the Workforce Investment Act Final Regulations §667.300 and the Welfare to Work regulations §645.240 to report participant and performance outcome data in accordance with instructions issued by the Department of Labor (WIA TEGL 14-00 and WtW TEGL 11-97 Change 1). The Department of Labor is compelled to ensure that all elements of the information required for reports be defined and reported in a uniform manner. The State has committed to the One-Stop-Operating-System (OSOS) currently under development to meet the above referenced reporting requirements. During the interim, the SNWIB has developed a contingency system that would ensure the ability to produce the required WIA and WtW reports to include the Workforce Investment Act Standardized Record Data (WIASRD).

I. GENERAL PROVISIONS FOR REPORTING

- A. A WIA Forms Manual has been developed to include standardized forms and coding structures. All service providers receive training on the use of the Forms Manual.
- B. The SNWIB MIS Department will monitor eligibility and data integrity to maintain uniformity and to ensure comprehensive data collection.

II. GENERAL PROVISIONS FOR TIMELY REPORTING

- A. Late submission of documentation will affect the accuracy of State and Federal participant, performance outcome and customer satisfaction reporting. The SNWIB is establishing that the forms indicated in the manual be submitted within three (3) working days of any activity (i.e. Registration, Service or Exit).
- B. The SNWIB MIS Department will monitor timeliness on a continual basis. Timely submission of the forms will enable accurate and timely reporting.
- C. Failure to perform timely reporting as required may result in sanctions.