
WorkForce West Virginia Guidance Notice No. 10-09, Change 1
(underlined text denotes changes)

TO: Workforce Investment Boards/Workforce Investment Act Staff

FROM: Martha Craig-Hinchman
Assistant Director
Employment Service Division

DATE ISSUED: October 1, 2009

SUBJECT: Guidelines for the required IEP/ISS entry into MACC for Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth programs, and the Trade Adjustment Act (TAA) program

EFFECTIVE DATE: December 1, 2009

I. REFERENCE(S):

Title I of the Workforce Investment Act (WIA) of 1998, Public Law 105-220, effective August 7, 1998, and TEGL 22-08.

II. PURPOSE:

To provide updated program guidance and procedures regarding the required usage of the MACC IEP/ISS for WIA Adults, Dislocated Workers, Youth, and Trade Act participants to ensure compliance under Title I of WIA and TEGL 22-08.

III. BACKGROUND:

In an effort to capture data more effectively and efficiently, a new IEP/ISS module was deployed in the MACC system on August 25, 2009.

The standardized IEP/ISS had been an ongoing project for the MACC Focus Group (consisting of at least one representative from each of the seven Workforce Investment Boards, the MACC Development Team and the Policy, Procedures, and Training Unit). It was the intent of the MACC Focus Group to have an electronic version of the IEP/ISS to simplify data entry, as most of the information used to generate an IEP/ISS is captured in the MACC already.

Furthermore, in order to remedy specific U.S. Department of Labor's 'Workforce System Comprehensive Review' findings cited during the March 30-April 8, 2009 review, it is now required of all State and Partner staff to utilize the MACC IEP/ISS.

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IV. ACTION:

The following procedures outline the updated processes set forth in MACC in order to comply with the U.S. Department of Labor, for Adults, Dislocated Workers, and Youth under WIA, as well as TAA participants.

The current IEP/ISS module includes sections for Customer Information and Eligibility, Goals/Objectives, Services, Assessments, Barriers, Appointments, Referral Information, Modifications, and Signature-Regional Disclaimer.

In order to create an IEP/ISS in the MACC, the participant must be/have been registered in a WIA or TAA program. The earliest start date for an IEP/ISS is the registration date of the corresponding WIA or TAA program. The 'Case Mgt. incl. IEP Devl.' service must still be assigned even though an IEP/ISS has been created and signed.

Once the MACC IEP/ISS is printed and signed by both the participant and the Case Manager, the MACC IEP/ISS will be kept in the participant's hard copy file. Any modifications to the IEP/ISS thereafter will require that the modification section be completed by the Case Manager justifying the modification(s), and the Case Manager's signature (if the participant is not present at the time of modification). The participant's signature is not required for modifications, as a signature was obtained on the original IEP/ISS.

V. IMPLEMENTATION DATE:

Effective 12-1-09

VI. INQUIRIES:

Please direct any questions regarding this Guidance Letter to WorkForce West Virginia/Employment Service Division.