

**The Mississippi Partnership
WIN Job Center
Imaging Procedures**

All WIOA WIN Job Center Staff is required to image all WIOA Adult and Dislocated Worker Participant documentation. Monitoring of participants by Fiscal Agent, State, and Federal monitors will be completed by utilizing MS WORKS, ETPL, and the imaging systems; monitors will not be monitoring “paper files” as they have in the past. Below are procedures that all WIOA staff must follow to ensure all required documents are collected in a timely manner.

1. When you register an individual into WIOA you must enter the participant’s data into MS WORKS at that time. You should not complete paper forms and then key the paper forms at a later time.

EXCEPTION: The only time you should complete paper forms for WIOA participants is if you are going on-site to an employer to register an individual for OJT. You may complete paper forms in this instance, but you are required to enter this into MS WORKS immediately upon arriving back at the WIN Job Center. After you enter the information into MS WORKS then you should immediately shred the paper forms that you keyed.

2. You must gather all required documentations as outlined in the WIOA Adult & Dislocated Worker Eligibility and Data Validation Policy when you register an individual into WIOA.
3. Within 5 business days of registering an individual, you should scan the documentation and submit it to Imaging-WIA@mdes.ms.gov. The coversheet that must be used when you are submitting documents for imaging is being sent as a separate attachment.
4. You are not required to print any of the MS WORKS screens for the WIOA participant and scan it.
5. It will take approximately 1 business day after you scan the documents for them to appear in the imaging system.
6. It is **your** responsibility to verify that the documentation is in the imaging system. Once you have verified the documents are in the imaging system you should immediately enter a case note in MS WORKS on the Participant Profile stating that you verified that the participant’s documentation is in the imaging and system.
7. Paper copies of the documentation should not be shredded until further notice. Attach documents to cover sheet and write the date you imaged and initials at the bottom of the page. When you verify that the documents are in the imaging system you should write the check date and initials on the coversheet.
8. As you are serving WIOA participants, additional required documentation for the participant should be scanned for imaging within 5 days of obtaining the documentation. You will need to use a new cover sheet and indicate that this documentation should be added to the participant’s imaged file. (Example: When an ITA participant provides you with their semester grades you have 5 days to scan and submit it for imaging.)
9. Internship timesheets should be scanned at a minimum of once a month.
10. All case notes should be immediately entered into MS WORKS on the Participant Profile screen. There should be no handwritten case notes.
11. It is your responsibility to ensure that all information needed for future monitoring visits are scanned into the imaging system. The imaging system is how your files will be monitored. If items that should be scanned are not scanned, it may lead to monitoring findings or disallowed costs.

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Items that should be imaged:

1. WIOA Participants
 - a. Acknowledgement Form
 - b. Picture ID
 - c. Proof of Age (Drivers License or Birth Certificate)
 - d. Social Security Number Documentation
 - e. Proof of Citizenship and I-9 Form
 - f. Selective Service Registration, if applicable
 - g. Dislocated Worker Status, if applicable, including dislocation date and displaced homemaker
 - h. Veteran Status & National Guard Status, if applicable
 - i. Income, TANF, SSI, etc. (if low income per WIOA definition)
 - j. Grievance Forms for Discrimination Complaints
 - k. Grievance Forms for Non-Discrimination Complaints
 - l. Priority of Service Form (Adults only)
 - m. Determination of Supportive Services Needs, if applicable
 - n. Basic Skills Screening Tool Form
 - o. Self-Attestation Form

2. Internship Participants (must have WIOA Participant requirements met)
 - a. Copy of Worksite Agreement
 - b. Copy of Job Description
 - c. Copy of each timesheet

3. ITA Training Participants (must have WIOA Participant requirements met)
 - a. Pell Grant Application/Financial Award Letter, if applicable
 - b. Letter of Acceptance into training
 - c. Verification of Grade Point Average (GPA) – each semester
 - d. Certificate Copy – upon completion of program
 - e. Truck Driving Permit if seeking ITA for Truck Driving training
 - f. Fire Fighter ITA – Letter from City of employment
 - g. Class B Truck Driving – Letter from City or County of employment
 - h. Under 21 for Truck Driving Training – Letter from employer stating they intend to hire participant

4. OJT Training Participants (must have WIOA Participant requirements met)

No additional items required to be scanned for OJT Participants. All OJT Training Agreements, Employer Information, Job Description, OJT Training Outline, and OJT Invoices will be completed on the State of Mississippi's ETPL - OJT System.

5. Apprenticeship Participants (must have WIOA Participant requirements met)
 - a. Apprenticeship Worksite Agreement
 - b. Job Description
 - c. Apprenticeship Reimbursement Log (scanned after each reimbursement)
 - d. Apprenticeship Evaluation Form
 - e. Verification that participant is currently enrolled into training that supports Apprenticeship.
 - f. Resume

Other documents that you have that support the services provided to a participant should be scanned as well. Information keyed into MS WORKS (such as the participant profile, WIOA enrollment, services, and training enrollments, case notes) are not required to be printed, scanned, and imaged.