

WIAB 6-04

DATE: November 29, 2004
TO: All Local Workforce Investment Areas
FROM: Cheryl A. Brush, Chief, Workforce Systems Bureau
SUBJECT: WIA Mentoring TAG Revisions

The WIA Mentoring TAG has been revised to reflect changes to the process for screening mentor applicants. These changes are summarized below:

1. Before initiating a new background check on a prospective mentor, providers may check with the Criminal History Unit at the Department of Health & Welfare (DHW) to determine if they have a “viable” background check (one done within the last 12 months) on file; if so, they can use this for WIA purposes.
2. The list of criminal offenses that disqualifies an individual from being a WIA mentor has been updated.
3. Although DHW will continue to process background checks, they will no longer be responsible for actually determining whether WIA mentor applicants meet the WIA criminal history criteria. This function will now be performed by Bill Reed, in the Workforce Systems Bureau, who will notify you of the results by email; Bill will also directly notify mentor applicants that fail to meet the WIA criminal history criteria.
4. A few procedural changes were made to the process for submitting the request for a background check to DHW.
5. DHW has advised us that automation of portions of the background checks between state and federal law enforcement agencies will expedite receipt of results; these results should now be available in 2-3 weeks.
6. “Provisional clearances” (results based on Idaho information only) no longer exist.
7. The requirements for revalidation of background checks have been revised. If a mentor has been actively involved in your local mentoring program since the original background check was completed, updates are only required every five years; if periods of inactivity exceeding 12 months have occurred since the initial background check, updates are required after each period of inactivity. If the mentor has relocated out of the state during any of those five years, a complete new fingerprint-based check is required.
8. Changes have been made to the WIA-62 to reflect the new criminal history disqualifiers and to authorize DHW to release the results of background checks to ICL. You will need to use these new forms for any new mentor applicants AND for any updates on previous background checks.

These revisions are reflected in more detail in the “Screening of Mentors” section of the revised TAG (pages 10-17); please read these revisions carefully to avoid delays in getting background checks processed. Effective December 13, Bill Reed will be assuming responsibility for the Mentoring TAG, so if you have questions, please contact him.