

WIAB 20-11

DATE: May 24, 2012
TO: WIA Dislocated Worker Subrecipients
FROM: Susan Simmons, Deputy Director, Workforce Development Division
SUBJECT: Clearwater Paper National Emergency Grant (NEG) Guidance

BACKGROUND

Idaho Department of Labor received a National Emergency Grant for displaced Clearwater Paper site workers effective May 1, 2012 through April 30, 2014.

Clearwater NEG-eligible individuals already enrolled in the regular Dislocated Worker program should be transferred to the NEG program as outlined in this memo by the close of business on June 8th. The MIS will be available for Clearwater NEG entry on June 4th.

NEG ELIGIBILITY AND SERVICES

Effective immediately, any workers dislocated from the Clearwater Paper site being considered for WIA services must be served in the NEG program, and NOT the regular Dislocated Worker program.

All CLEARWATER NEG participants must meet federal and state WIA Dislocated Worker eligibility guidelines. **This National Emergency Grant may only serve applicants dislocated due to the layoffs at the Clearwater Paper Lumber mill.** Individuals dislocated from an employer who reduced their workforce as an *indirect* result of these layoffs are not eligible for services under the NEG.

Participant services allowed under this grant will be identical to services provided to other dislocated workers under the state's regular Dislocated Worker program.

CO-ENROLLMENT IN WIA

Former eligible employees from the Clearwater site must be enrolled in the NEG to receive WIA services.

Program funds will be charged in the following manner:

- Staff time charging for case management
- Training costs
- All other allowable WIA supportive services

PROGRAM ENROLLMENT / APPLICATIONS

This NEG award is effective May 1, 2012. Former Clearwater-site employees enrolled in the WIA Dislocated Worker Program (Program Z) prior to the NEG's effective date should be dual enrolled in the NEG Program (Program J) effective May 1, 2012.

If the Clearwater site employee was enrolled in the WIA Dislocated Worker program (Program Z) May 1, 2012 or later, the participant record will be replaced with an NEG record by WIA programming staff.

NEG Enrollment Application and Signatures:

To enroll in the NEG program, and if the enrollment date in the regular Dislocated Worker program is:

- After May 1, 2012: Case managers should enroll participants in the NEG using the same enrollment date as the regular Dislocated Worker program. A local office management staff person should submit a list of individuals whose automated record is to be **replaced** from the Dislocated Worker program into the NEG program to Jerry Riley, who will delete all Dislocated Worker enrollments. The list should include participant name, SSN, and registration date. It is not necessary to send a list of those who will be co-enrolled in the Dislocated Worker program and the NEG program. Once the record has been replaced, print the NEG application, note on the signature line that the "signature is on file" and place in the participant file.
- Prior to May 1, 2012: The NEG enrollment date should be on or after May 1, 2012. Note on the signature line that "signature is on file" and place in the participant file.

If eligibility documentation has been previously submitted for enrollment into the dislocated worker program to WIA Records, it is not necessary to submit the **same** documentation for purposes of NEG enrollment.

STAFF CHARGES AND PARTICIPANT EXPENDITURE TRANSFERS

Prior to May 1, 2012, all local office time charges and participant supportive service expenditures will remain with the regular Dislocated Worker program.

Local office staff with time charges to the Dislocated Worker program after May 1, 2012 may legitimately transfer time charges to the Clearwater NEG. Local office staff must provide time charge transfer information to designated local office management staff for coordination with accounting.

Participant items purchased after May 1, 2012, and charged to the regular DW program need to be transferred to the NEG. Participant names, SSNs and the Total Actual Cost amount (amount included on the Purchase Agreement-Individual Training Account form - 04) for each purchase will be included on a list from each local office and submitted to Julia Browning, Grant Management Officer by June 8, 2012.

SYSTEM CODES

Access to the Clearwater NEG Management Information System (MIS) codes and the corresponding time codes are available to all local offices of the Idaho Department of Labor.

Staff Time Charges

As of May 1, 2012, local office staff may use time code **444 811** for all Clearwater NEG program activities.

Fund Number

An example of an Clearwater NEG fund number is: JH21917. It breaks out as follows:

J	Program (title) indicator
H	Type indicator signifies Clearwater NEG
21	Occupational Skills Training Activity code
917	Project code signifies Clearwater NEG

QUESTIONS / CONTACTS

For question concerning the NEG, please contact any grant management staff member. For questions concerning the WIA MIS, please contact Jerry Riley at extension 3309, or Jeanie Meholchick at extension 3323.

Grant Management Staff:

3275 – Julia Browning
3880 – Vicki Parkinson
3398 – Ben Phillips