



Employ Milwaukee Administrative Memo		
Issue Date	3-11-22	# 22-03
Sponsoring Executive	<input checked="" type="checkbox"/> CEO <input type="checkbox"/> VP Programs	<input type="checkbox"/> Finance Director
Dissemination	<input checked="" type="checkbox"/> Internal	<input checked="" type="checkbox"/> External

**TO:** Employ Milwaukee Staff, Sub-Recipient Service Providers

**FROM:** Chytania Brown, President and CEO

**RE:** Forms Guidance- Compliance and Access

**REGARDING ALL WIOA and Non-WIOA PROGRAMS**

**EFFECTIVE: 3/14/22**

**POLICY:**

**Scope language** is provided in each sub-recipient agreement that outlines the collection and dissemination of accurate and current information.

**WIOA Title IA&B Policy and Procedure Manual Chapter 12.1** *Effective date: September 1, 2020*

To establish **eligibility**, determine **priority of service**, identify **barriers to employment**, and **report accurate participant data** to the Department of Workforce Development Division of Employment and Training (DWD-DET) and the United States Department of Labor (DOL), WIOA Title I-B career planners must complete a detailed **registration** process for each individual expressing interest in accessing services<sup>1</sup> and must maintain additional documentation throughout the entirety of each individual's program episode....

As recipients of WIOA Title I-B funds, DWD-DET and the local Workforce Development Boards (WDBs) are required to maintain and report accurate program and financial information<sup>2</sup> and to verify the accuracy, validity, and reliability of data by conducting **data validation**.<sup>8</sup>

**29CFR38.34** [38.34 Recipients' obligations to disseminate equal opportunity notice.](#)

**PROCEDURE:** To ensure that staff and service providers receive the most current and compliant forms for data collection and maintenance, all participant and program specific forms will only be accessible through the Employ Milwaukee website.

<https://www.employmilwaukee.org/Employ-Milwaukee/Partners/Service-Providers.htm>

All Forms have been revised and should have a form date of 2/01/21 to present. These forms are in PDF format and **are not to be altered**. Please contact Employ Milwaukee Staff for recommended edits. The Employ Milwaukee Intranet will no longer carry client forms.

**REQUIRED ACTION:** All Employ Milwaukee Staff and Sub-Recipient Program Managers must review all blank paperwork available for circulation and use in programs and identify the Form Date found in the lower right corner. If the document has a form date **earlier than 2/1/21**, it should be destroyed. An Acknowledgement of Forms Compliance (attached) should be signed and submitted to Carrie Hersh **no later than 4/1/22**.

**CONTACT:** **Carrie Hersh, Sr. Contract Compliance Specialist/EO Officer**  
[Carrie.Hersh@employmilwaukee.org](mailto:Carrie.Hersh@employmilwaukee.org)

**ATTACHMENT(S):** Acknowledgement of Forms Compliance



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