



PROGRAM NOTICE: PN-3

SUBJECT: ETO Uploaded Documentation

EFFECTIVE: 05/3/2016, 06/14/2017

BACKGROUND & VISION

The State of Washington Employment Security Department (ESD) has implemented the WorkSource Integrated Technology (WIT) System. The customer management portion is called Efforts to Outcomes (ETO). The Benton – Franklin Workforce Development Council (BFWDC) believes in efficient, lean and green processes. The goal of the BFWDC is to transition to paperless records in our local area using scan technology. In order to accomplish this, Workforce Innovation and Opportunity Act (WIOA) contractors must implement the following procedure immediately.

PROCEDURE

The following documentation must be uploaded into ETO:

- Date of Birth (DOB) Verification
- I-9 documentation
- Selective Service Print (if applicable)
- DD214 (if applicable)
- Automated Client Eligibility System (ACES) report/Public Assistance Documentation (if applicable)
- WIOA income form & income back up (if applicable)
- WIOA Self-Attestation (if applicable)
- Self Sufficiency Calculator
- Occupation in Demand
- Occupation in Decline/backup as needed (if applicable)
- Consent for release of Unemployment Insurance (UI) data (if applicable)
- UI WIOA001 Data Mail (if applicable)
- Authorization to Release Confidential Information
- Customer policy/procedures summaries for WIOA participants
- Photo, video, audio & social media authorization (if applicable)
- Customer rights
- Participant responsibilities

At this point in time the following shall be kept in the hard file in paper format:

- Program Application
- Eligibility / enrollment verification checklist
- Employment verification
- Training Research Packet

- Participant Responsibilities while in Training
- Record of Spending
- Vouchers (Individual Training Account's (ITA) & Support Service (SS) Vouchers) & all backup documentation
- Work Experience (WEX) Agreement and supporting documents
- On the Job Training (OJT) Agreement and supporting documents

TIMELINE & CONTACT INFORMATION

BFWDC Program Leadership will meet with Contract Leadership on a monthly basis via the A-Team Forum to discuss on-going system progress as well as identify challenges. It is the intent of the BFWDC to issue revisions to this procedure that allow for inclusion of all program documentation into ETO.

If you have any questions or comments regarding this notice contact:

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Should the need arise to discuss ETO customer management outside of the scope of this document contact:

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