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Nikki R. Haley  
Governor

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**STATE EMPLOYMENT SERVICES INSTRUCTION NUMBER: 12-14**

**TO:** LWIA Administrators  
LWIA SCWOS Coordinators

**SUBJECT:** WIA Participant Data Changes

**ISSUANCE DATE:** April 5, 2013

**EFFECTIVE DATE:** Immediately

**PURPOSE:** To issue State policy regarding changes to Workforce Investment Act (WIA) participant data within SC Works Online Services (SCWOS).

**REFERENCES:** Training and Employment Guidance Letters (TEGL) 27-10 and TEGL 28-11.

**POLICY:** Change requests that will affect a prior year's data previously reported to the US Department of Labor (USDOL) will not be accepted and updated in the SC Works Online Services (SCWOS) data system. It is the policy of the USDOL Employment and Training Administration that states have only 15 days following the fourth quarter due date of September 15<sup>th</sup> to change data applicable to the prior program year. As stated in TEGL 28-11:

*The due date for the fourth quarter of each program year is 75 days following the end of the quarter. This additional time provides states with the opportunity to better align their fourth quarter WIASRD data with their WIA Annual Report data, which is due no later than October 1<sup>st</sup> of each year. States have an additional 15 days following the due date to address data errors. **WIASRD files are locked from editing after this period.***

In order to comply with USDOL reporting requirements and deadlines, and to ensure the integrity of reported data, the following procedures apply to data change requests:

- Data change requests will continue to be evaluated on a case-by-case basis.
- Data change requests for the current program year may be submitted at any time during that year.
- Data change requests for the prior program year will be accepted through September 15<sup>th</sup> of the following program year.
- Data change requests received after September 15<sup>th</sup> to correct data reported for the previous program year will not be accepted.

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**Beginning immediately, all SCWOS data change requests should be submitted to the appropriate DEW Local Operations Coordinator for your workforce area.** Data change requests include the following:

- *SCWOS Change Request Form – Individual Records*
- *Activity Record Change “ARC” Form*
- *SCWOS Overdue/Late Follow-Up*

**ACTION:** Please ensure this guidance is distributed to appropriate staff and implemented in your LWIA.

**INQUIRIES:** Questions may be directed to Fred Edora at 803-737-2166 or [fedora@dew.sc.gov](mailto:fedora@dew.sc.gov).



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