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LSWIA INSTRUCTION NUMBER: PY11-011
DISTRIBUTION LIST: See below
ISSUANCE DATE: **JUNE 25, 2012**
EFFECTIVE DATE: **IMMEDIATELY**
SUBJECT: **NEW PROCESS FOR STORING WIA PARTICIPANT FILE FOLDERS**

PURPOSE:

The purpose of this Instruction is to inform the Lower Savannah Workforce Investment Area's (LSWIA) sub-recipient organizations and staff members of the **NEW Process for Storing WIA Participant File Folders**.

BACKGROUND:

Lower Savannah Workforce Development Staff members have completed the relocation of the Official WIA Participant File Storage Boxes from the SCWorks Centers to one location in Aiken. In doing so, necessary changes have been made in order to keep things organized and professional. The Lower Savannah WIA has implemented a new instruction and thus, LSWIA Instructions #04-001 and #07-010 are now outdated and obsolete.

POLICY:

THIS POLICY IS EFFECTIVE IMMEDIATELY UNTIL FURTHER NOTICE. The following policy and procedure shall be adhered to accordingly for preparing WIA Participant File Folders for Storage.

Quarterly Due Dates

- Completed storage boxes are to be delivered to the LSCOG office quarterly.
- Completed storage boxes must not be allowed to accumulate past the due dates listed below.
- Quarterly Due Dates:
  - Week of March 31st
  - Week of June 30th
  - Week of September 30th
  - Week of December 31st ***(*due January 15th)***

WIA Participant File Folder Labels

- All file folders must have the Participant Name, Exit Date, Last 4 SS#, and the State ID# clearly printed on the outside of the file.
- If a participant file folder already has a label with the appropriate information on the front of the file, there is no need re-label it. Files submitted after the April 2012 submission date must have the correct form.

An Equal Opportunity Employer/Program. Auxiliary aids and services are available to individuals with disabilities upon request.

- The "WIA Participant File Folder Labels 2inch x 4inch.doc" attachment is compatible with Avery 5163 White Shipping Labels.

Storage Boxes

- All participant files submitted after 4/6/2012 must be stored in Legal/Letter (10" x 12" x 15") storage boxes ***ONLY***.
- Service Providers will be responsible for purchasing the storage boxes.
- The Intensive Service Providers are responsible for coordinating with the SC Works Center Manager to secure space to maintain files until they are transferred for storage.
- Files are to be boxed by County (in which they were ***certified***) and exit year.
- Intensive Service Providers covering multiple counties would have separate storage boxes for each county.
- Participant files must be sorted in alphabetical order.
- Additional documents (i.e. timesheets) filed separately will need to be placed in an envelope, labeled and stored with the participant files, directly behind the participant file folder.
- A copy of the attached storage cover sheet must be included inside the storage box.
- Storage boxes must be full when delivered to the LSCOG office for archiving.
    - Partially filled storage boxes are to be maintained until full, regardless of the Quarterly Due Date.
    - ***EXCEPTION: At the end of the calendar year (December 31st due date), ALL boxes (partial and full) are to be delivered to the LSCOG office.***

SCWOS Process

Before moving the boxes to the LSCOG office, service provider staff shall conduct a case re-assignment of the records to the SCWOS Coordinator, DBLYSTONE, as the Case Manager. This will ensure that all records intended for storage are assigned and relocated to the Lower Savannah WIA group in the system. The "R8 Archive" should no longer be utilized under the service provider level for case re-assignments.

Storage Box Cover Sheet Database

- Attached is the "Storage Box Cover Sheet.xls"
- When a storage box is full, and the files are alphabetized in the box, an Intensive Service Provider staff member must fill out the attached file storage cover sheet.
- When the spreadsheet has been completed, please print and place the sheet in the box. An electronic copy of the completed spreadsheet should be sent to pcaldwell@lscog.org.

Good Sense Tip: *Be sure to double check each WIA Participant File Folder upon receipt to ensure that the Storage Label is affixed to the outside of the file folder. When boxing the files for storage, ensure that the they are sorted alphabetically and are listed as such on the Storage Box Cover Sheet. Be sure to re-assign the record to the SCWOS Coordinator prior to moving the actual files to LSCOG.*

ACTION:

PLEASE COPY AND DISTRIBUTE TO ALL WIA, PARTLY OR FULLY, FUNDED STAFF

INQUIRIES:

Direct all inquiries regarding this Instruction to the Lower Savannah Council of Governments' Workforce Development Staff, Post Office Box 850, Aiken, South Carolina 29801-0850; telephone (803) 649-7981; fax (803) 649-2248; or e-mail sjordan@lscog.org.

Samuel "Sam" R. Jordan
Workforce Development Administrator

SRJ/dabh

Attachments: Storage Cover Sheet
File Folder Label template

Placed on LSWIA Website

#	Name (Last, First)	State ID #	Exit Date
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COUNTY

DESTROY DATE
DECEMBER 20XX

BOX #XX

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LAST NAME: _____

FIRST NAME: _____

LAST 4 SSN: _____

STATE ID#: _____

EXIT DATE: _____

LAST NAME: _____

FIRST NAME: _____

LAST 4 SSN: _____

STATE ID#: _____

EXIT DATE: _____

LAST NAME: _____

FIRST NAME: _____

LAST 4 SSN: _____

STATE ID#: _____

EXIT DATE: _____

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