

WIOA Region 5 (South Central and Southwest)

Policy Letter #1 –2022

Policy Title: EDS Policy

Effective Date: April 7, 2022

Purpose To provide guidelines on the use of Electronic Document Storage (EDS) features in Workforce One (WF1) for Workforce Innovation and Opportunity Act and other state/federal funded programs as appropriate.

Background: The Workforce Innovation and Opportunity Act requires documentation associated with eligibility and key performance outcomes are accurate and valid. Documentation is collected and included in the case file.

Policy/Procedure: This policy provides guidance on what types of documentation should be included when using EDS on WF1. Any medical information uploaded into the EDS system should be marked as private.

- For all new enrollments, the following eligibility documents are recommended for uploading into EDS:
 - Completed and signed application forms
 - Any completed, self-attestation forms signed and dated by the participant and case manager (and parent/guardian signature where required)
 - Date of Birth documentation (consider securing this documentation)
 - Social Security card/letter (consider securing this documentation)
 - Proof of Selective Service registration for all males 18 and older
 - Applicable eligibility verification forms based on program requirements
 - Copies of assessment(s) used to determine basic skills deficiencies
 - Any paper-based Individualized Employment Plans or Individual Service Strategy

- For existing participants already enrolled, the following items are recommended to be uploaded (where applicable):
 - Copies of any valid, WIOA-recognized diplomas or other credentials received by the participant during (or after) program participation
 - Copies of report cards or transcripts (secondary or post-secondary)
 - Copies of subsequent basic skills test results used for meeting the EFL gain portion of the Measurable Skills Gain
 - Copies of any correspondence relating to the participant being EXCLUDED from WIOA Performance by the WDA.
 - Documents to verify a legal name change during program participation
 - Proof of Selective Service registration for all males that turn 18 during program participation

- WDAs and all service providers may, at their discretion, scan and upload other relevant documentation as desired, including any relevant correspondence. This may include (but is not limited to) the following:
 - Documentation relating to any support services provided to the participant

- Documentation relating to a participant’s Individualized Training Account (ITA)
- Correspondence between the WDA/youth serving agency and the participant
- Other correspondence as warranted
- Releases of Information
- Occupational Research packet
- ETPL
- Interests and Skills Assessment results
- OJT, Transitional Jobs and Work Experience forms

Case managers should obtain copies of relevant documents electronically whenever possible and upload them in a timely manner. This may include the applicant sending a digital photograph of a requested item or document via a cell phone. Case managers should encourage participants to use the WorkForce One Connect App when submitting electronic documents. If the case manager is working in a remote location outside the office, care should be taken to erase or delete participant Personally Identifiable Information (PII) that may be on any **personal** devices (cell phone, tablet or personal computer) as soon as practical. The same goes for instances where a hard copy may have been printed and scanned by a case manager at home or otherwise out of the office. It is highly recommended to scan documents directly to your agency network instead of through email. Case managers are required to verify that the uploaded document is readable and saved properly on EDS. Case managers should refer to their local agency EDS guidance in addition to this policy.

Relevant Laws, Rules, or Policies

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 7-18 \(Dated 12-19-18\)](#)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 23-19 \(Dated 6-18-20\)](#)

[2018 WIOA Core Monitoring Guide](#)

[Minnesota WIOA Young Adult Policy, Chapter 19 – Data Validation \(Dated 6/25/20\)](#)

[Minnesota WIOA Young Adult Policy, Chapter 19 – Data Validation – Youth-Specifications \(Dated 9/8/20\)](#)

WIOA Region 5 (South Central and Southwest)
Electronic Document Storage (EDS) #1 –2022 Addendum

Policy/Procedure: The next 4 pages are guides on how documents can be organized in EDS.

- Southwest Private Industry – EDS Guide
- Minnesota Valley Action Council and DEED Job Services - EDS Guide

PIC Document Name	Document Type	Document Name	User Defined Document Name
Gift Card	Financial-Bills, Expenses	Invoice and Supporting Documents	Walmart Gift Card \$20
Grades	Education and Training	Grades or Transcript	
Request	Education and Training	Verification of School Attendance of Progress	(School name)
Initial Assessment for DWP and SNAP	Assessment	Job Search Readiness Checklist	
Insurance (car)	Financial- Bills, Expenses	Insurance (Car, Property)	Ex: Expires 1/1/2000 (Car)
Intensive Job Search Policy (IJS Policy)	Consent, Release ...	Overview Document	IJS policy
Interpreter Form (ARCH)	Financial- Bills, Expenses	Invoice and Supporting Documents	
Job Club Reminders	Employment	Job Search Activity Log	
Job Search Log	Employment	Job Search Activity Log	JS log 7/18 to 7/24
Layoff Notice	Employment	Layoff Letter, Notice or List	
Letters	Correspondence	Letter	(Reason for letter)
Media Release	Consent, Release of Information	Consent for Release or Exchange of Information	
Medical Opinion Form (MOF)	Medical	Medical Document, Form ...	MOF: Expires 1/1/2000
MFIP/DWP Orientation Application	Assessment	Assessment	MFIP Application or SNAP Application
MFIP Education Activity Log (DHS-4209N)	Education and Training	Verification of School Attendance of Progress	Ex: (Month hours are for) and School
Notice of Requirement to Attend MFIP Overview (DHS-2929)	Consent, Release of Information	Overview Document	
Observation Checklist- MFIP/DWP- OHS 3483	Assessment	Assessment	MFIP/DWP Observation Checklist
On The Job Training (OJT)	Employment	Documentation	
Order for Protection (OFP)	Court and Legal	Court Document, Order, or Record	
Paystub	Employment	Paystub of Check stub	
Personal Data Record	Employment	Sample Application for Employment	
Purchase Order	Financial-Bills, Expenses	Invoice and Supporting Documents	(Name of bill that was paid)
Receipt	Financial-Bills, Expenses	Receipts	
Referrals	Program-Specific	Referrals	
Release of Information	Consent, Release ...	Consent for Release ...	Dr. Club: expires 1/1/2000
Request to Close	Correspondence	Letter	Request to Close 9/1/19
Request for verification of school attendance/progress (H.S.) (DHS-2883)	Education and Training	Verification of School Attendance of Progress	
Resume	Employment	Resume	
Rights and Responsibilities (DHS 3172)	Consent, Release...	Rights and Responsibilities	
Sanction Letters	Correspondence	Non-Compliance Letter or Failure to Comply	
Sanction Signature Page	Program-Specific	Sanction Policy Case Review	Sanction Policy review
School Log	Education and Training	Verification of School Attendance of Progress	School attendance
Self Employment Plan	Employment	Business Plan	
Social Security Document	Social Security	Social Security Administration SSA Letter	Application Letter, Appeal, Denial
Staffing Form	Financial- Bills, Expenses	Invoice and Supporting Documents	Staffing Form
EDS DOCUMENT LOCATION LIST-- Public Assistance Team Updated 23-2021			
PIC Document Name	Document Type	Document Name	User Defined Document Name
ABE Referral	Program-Specific	Referrals	ABE referral
Activity Log Compliance Policy	Employment	Job Search Activity Log	
Bills (General)	Financial- Bills, Expenses	Bill or Bill Statement	(Name of bill that was paid)
Budget Sheet	Financial-Bills, Expenses	Invoice and Supporting Documents	Budget Sheet
Bus Card Copy	Financial-Bills, Expenses	Bus card distribution tracking log	Bus pass tracking
Car Repair/ Car Insurance	Financial- Bills, Expenses	Transportation Support Request	(Name of bill that was paid)
CCAP Authorization	Program-Specific	DWP/MFIP child care transmittal, request...	
Child Under One	Medical	Medical Document, Form, Record, or Report	Child Under One Request Form
Child Under One MAXIS Panel	Program-Specific	Information	MAXIS Time Panel (date)
Class Schedule	Education and Training	Class List or Schedule	Example: 2020 Fall Semester

Clothing purchase	Financial- Bills, Expenses	Receipts	Clothing purchase- work clothes
Covid Consent Form	Consent, Release of Information	Overview Document	
Cover Letter	MAXIS Time Panel (date)+All:E12	Cover Letter	
Custody Schedule/Parenting Schedule (CCAP)	Program-Specific	DWP/MFIP child care transmittal, request...	
Diploma/ Degree/ Certificate	Education and Training	Certificate of Attendance or Completion	4 year degree from (college)- C NA Certificate
Doctor's statement	Medical	Doctor's Statement	(Date signed)
Domestic Abuse No Contact Order (DANCO)	Court and Legal	Court Document, Order, or Record	
Driver's License	Identity	Driver's License	DL: Expires 1/1/2000
Education Plan	Employment	Education Plan	
EEO/ Personal Information	Consent, Release of Information	Information	
Employment Plan	Employment	Employment Plan	Employment Plan (date)
Employment Verification	Employment	Employment Verification	Family Dollar, Walmart, etc
Employee's Injury Report to Employer/ Witness Report (all)	Employment	Workers Compensation Record or Claim	
End of employment verification	Employment	Layoff Letter, Notice or List	Burger King : Layoff Date
Extension Checklist (48/55 month meeting)	Program-Specific	Extension Decision Form	Checklist
Extension Letter	Correspondence	Letter	
Extension Request	Program-Specific	Extension Decision Form	Request
Extension Termination Letter	Correspondence	Letter	
Extension Tracking	Program-Specific	Extension Decision Form	Tracking
Face to Face Extension Checklist	Assessment	Assessment	
Family Violence Waiver	Program-Specific	Family Violence	
Financial Aid Award Letter	Education and Training	Financial Aid Award Letter or Fee Statement	
FSS activity log	Employment	Job Search Activity Log	July FSS Log
FSS Case Review- Eligibility Screening Form	Program-Specific	Family Stabilization Services Eligibility	FSS Eligibility Screening Form (Date)
Gas Card	Financial-Bills, Expenses	Transportation Support Request	
PIC Document Name	Document Type	Document Name	User Defined Document Name
Study Time Statement/ Study Time Policy	Education and Training	Study nme Statement	Ex: SMSU study time blanket statement 2020
Taxi pass	Financial-Bills, Expenses	Bus card distribution tracking log	Taxi pass
Technology Consent Form	Consent, Release ...	Texting	
Treatment Center Weekly Activity Schedule	Employment	Job Search Activity Log	(Treatment Center name) weekly schedule and date
Tuition Payment	Financial- Bills, Expenses	Bill or Bill Statement	Tuition
Volunteering Activity Log	Program-Specific	Uncompensated Work Experience	Volunteer hours
Worksite Agreement	Employment	Worksite Agreement	
Work Experience Evaluation and Time Card	Employment	WEP Time Card	Ex: Month and worksite
Work Experience	Employment	Worksite Agreement	Work Experience Contract
Work Schedule	Employment	Employment Verification	Work Schedule - Walmart
Workers Compensation Paperwork	Employment	Workers Compensation Record or Claim	

Program — Specific

- **Application Form** (specify type YAP; TAA; DW; WIOA Adult etc.)
- **Eligibility Form** (Application Review Sheet / Enrollment Checklist)

Assessments

- **Assessment (Intake/Initial Assess.; YIP; Exit Assessments.; etc.)**
- Career Assessment
- **Interest Assessment or Inventory (MN Careers)**
- Personality Assessment or Inventory (16 personalities /MBTI)
- **Program Assessment (Competencies- Re-upload for Exits)**
- **Reading, Math Assessment (TABE)**
- **Skills Assessment or Inventory (Caps Copes Cops)**

Consent, Release of Information

- **Consent for Release or Exchange of Information (ROI for 'who')**
- **Consent to Share Wage and Employment Information (WIOA)**
- **Equal Opportunity (EO), How We Use Your Personal Information (Tennessen or EO)**
- **General Release of Information (WIOA Follow Up Agreement)**
- **Inter-Agency Consent (MVAC Data Privacy)**
- **Rights & Responsibilities (Intake Process/Program Agreements)**

Correspondence

- Certified Mail Receipt
- **Letter (ex: Contact or Close; Appt; etc.; WIOA Follow up Survey)**
- Returned Letter

Education and Training

- **Certificate of Attendance or Completion**
- **Class List or Schedule**
- **Course Registration**
- **Credential (name as credential type)**
- **FAFSA (Free Application for Federal Student Aid) Report**
- **Financial Aid Award Letter or Fee Statement**
- **Grades or Transcript**
- **Individual Education Plan (IEP)**
- **Scholarship Info**
- **School Books or Supplies List**
- **School Documentation or Record**
- **Training Request**
- **Verification of School Attendance or Progress**

Employment

- **Cover Letter**
- **Employment Verification**
- **Employment Plan Signature Page (Online Plan Signature Pages)**
- **Individual Service Strategy (ISS/Plan)**
- **Internship**
- **Labor Market Info (Occupational Research Packet "ORP")**
- **On-the-Job Training (OJT) Contract or Documentation**
- **Pay Stub or Check Stub (Income Eligibility)**
- **Resume**
- **Screen Shot (Child Support Obligation Form)**
- **Time Card from Employer**
- **Work Experience Agreement**
- **Workers Compensation Record or Claim**
- **Worksite Agreement**

Court and Legal

- **Adoption Decree**
- **Background Check or Criminal History Record**
- **Court Document, Order, or Record**
- **Guardianship or Conservatorship**
- **Marriage License/ Divorce Decree**
- **Name Change Order**

Notes:

- Red areas** are ALL possible eligibility documents that could satisfy enrollment needs for various programs. Not all red fields will be used every time/if at all.
- Multiple colors listed**= depends on program/reason, what folder to save under
- Bold Green** = Young Adult "Work Experience" related documents
- No documents designated to Financial Folder as they fit under other folders.

Financial — Assets, Income

- **Direct Deposit Form**

Financial — Authorizations/Purchase Orders

- **Authorization (Vouchers)**
- **Bus Card Distribution Tracking Log**
- **Purchase Order**
- **Training Authorization (Individual Training Acct. Agreement "ITA"; WIOA Training Calculation)**

Identity

- **Birth Certificate**
- **Driver's License**
- **Immigration and Naturalization Document**
- **Military ID**
- **Passport Book**
- **Passport Card**
- **Permanent Resident Card**
- **School ID**
- **State ID**
- **Tribal Enrollment ID**
- **USCIS Form I-766 (Employment Authorization Document)**
- **USCIS Form I-9 (Employment Eligibility Verification)**

Social Security

- **Social Security Administration (SSA) Letter**
- **Social Security Card**
- **Screen Shot**

Selective Service

- **Selective Service Acknowledgment Letter**
- **Selective Service Registration Card**
- **Selective Service Verification Form**

Medical

- **Chemical Dependency Evaluation**
- **Death Certificate or Verification**
- **Doctor's Statement**
- **Health Practitioner's Statement**
- **Medical Document, Form, Record, or Report (DA; DOT Physical)**
- **Psychologist Diagnosis**
- **Rehab Evaluation**
- **Vocational Rehab Letter**

Public Assistance

- **Public Assistance Form**
- **Public Assistance Record (Maxis Verification)**

Financial — Bills, Expenses

- **Bill or Bill Statement**
- **Invoice and Supporting Documents (Payment Assistance)**
- **Mileage Form or Log**
- **School Textbook Purchase Receipt**
- **School Tuition or Fees Statement (Tuition or Net Price Calc)**
- **Screen Shot**

Financial — Other

- **Estimate or Quote**
- **Financial Needs Analysis (Budget Worksheet)**
- **Financial Needs Analysis or Assessment**
- **Obligation Form**

Financial — Taxes

- **Property Tax Statement**
- **W-2 Form**
- **W-4 Form (Eligibility or Work Experience)**

Financial- Unemployment Insurance (UI)

- **(UI) Check Stub**
- **(UI) Determination of Eligibility**
- **(UI) Verification**

Other

- **Landlord Statement**
- **Written Statement from State or Local Agency**

Young Adult Program Specific Guide

Application/Eligibility—Assessments—Career Service—Communication and Notes—Exit and Follow-up

Enrollment Related Docs:

Program — Specific **REQUIRED**

- **Application Form** (specify type YAP; TAA; DW; WIOA Adult etc.)
- **Eligibility Form** (Application Review Sheet/Enrollment Checklist)

Identity (Usually need only one of the following)

- **Birth Certificate**
- **Driver's License**
- **Immigration and Naturalization Document**
- **Passport Book**
- **Passport Card**
- **Permanent Resident Card**
- **School ID**
- **State ID**

Social Security (**REQUIRED**)

- Social Security Administration (SSA) Letter
- **Social Security Card**

Public Assistance (If needing proof)

- Public Assistance Form
- **Public Assistance Record (Maxis Verification/ (Income Eligibility)**

Selective Service (If needed/males only) only one of following needed)

- **Selective Service Acknowledgment Letter**
- **Selective Service Registration Card**
- **Selective Service Verification Form**

Financial — Taxes

- **W-4 Form (If for Eligibility/verifying income or in lieu of SS Card)**

Assessments **REQUIRED**

- **Assessment (Intake/Initial Assess.; YIP; Exit Assessments.; etc.)**
- **Interest Assessment or Inventory (MN Careers)**
- **Program Assessment (Competencies- Re-upload for Exits)**
- **Reading, Math Assessment (TABE)**

Consent, Release of Information **REQUIRED**

- **Consent for Release or Exchange of Information (ROI for 'who')**
- **Consent to Share Wage and Employment Information (For WIOA)**
- **Equal Opportunity (EO), How We Use Your Personal Information (Tennessee or EO)**
- **General Release of Information (WIOA Follow Up Agreement)**
- **Inter-Agency Consent (MVAC Data Privacy)**
- **Rights & Responsibilities (Intake Process/Program Agreements)**

Education and Training (If needed)

- **Individual Education Plan (IEP)**

Employment **ISS or Plan REQUIRED**

- **Employment Plan Signature Page (Online Plan Signature Pages)**
- **Individual Service Strategy (ISS/Plan)**
- **Pay Stub or Check Stub (If needed for Income Eligibility)**

Court and Legal (If needing proof)

- **Adoption Decree**
- **Background Check or Criminal History Record**
- **Court Document, Order, or Record**
- **Guardianship or Conservatorship**

Work Experience Docs:

Employment

- **Screen Shot (Child Support Obligation Form)**
- **Time Cards from Employer**
- **Work Experience Agreement**
- **Workers Compensation Record or Claim**
- **Worksite Agreement**

Identity

- **Upload Identity Docs used for Work Exp/19 if different from enrollment docs**
- **USCIS Form I-9 (Employment Eligibility Verification)**

Financial – Taxes

- **W-2 Form**
- **W-4 Form**

Financial – Assets, Income

- **Bank Record or Statement**
- **Direct Deposit Form**

MVAC: NOT REQUIRED TO UPLOAD **VOUCHERS/SUPPORT SERVICES** TO EDS FOR ANY PROGRAM. Optional.

NOTES: