
TECHNICAL ASSISTANCE MEMO #8

DATE: JUNE 1, 2008
TO: YOUTH WIA SERVICE PROVIDERS
FROM: AMY GIMLIN, SWWDC PROGRAM COORDINATOR
PROGRAM AFFECTED: WIA YOUTH PROGRAMS
RE: DOCUMENTING TRAINING RELATED PLACEMENT IN SKIES

If a participant completed a Work Experience or WIA paid for tuition in a specified occupation and they received a job in that same occupation, the case manager will need to mark that job placement as a "Training Related Placement". The Training Related Placement Flag will only be marked if the placement is a direct correlation to the training for which WIA paid.

For example, if a participant completed the Health Care Academy and a couple of months later they received a job as a CNA, the case manager would check the Training Related Placement Flag. However, if the participant completed the Health Care Academy and then obtained a job at McDonalds, that IS NOT a Training Related Placement.

If the case manager has determined the participant earned a training related placement, they would document in SKIES following these steps:

1. Enter the unsubsidized employment in SKIES under Job Seeker>Job Placement screen. Fill the screen out just like any other employment **except** the case manager will check the "Training Related Flag".
2. The exit outcome will need to be "Unsubsidized Employment" for the training related placement to count.

As a reminder all WEX activities and tuition payments need to be documented in SKIES as they occur.

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