



DWD Issuance 06-2007

Issued: November 8, 2007  
Effective: November 8, 2007

**Subject:** **Requirement to have WIA Title I Customers Sign the WIA Registration Details Page Produced by Toolbox.**

**Key Words:** **WIA – Registration – Toolbox - Details**

1. Purpose: To inform Local Workforce Investment Boards (LWIBs) of their responsibility to ensure that all customers receiving services funded with Workforce Investment Act (WIA) Title I formula funds or any discretionary funds provided through projects which require WIA registration, have signed the WIA Registration Details page produced by Toolbox.
2. Background: The WIA Registration Details page produced by Toolbox includes the customer's attestation that the information provided is true and accurate, their acknowledgement of possible penalties for providing fraudulent information, their consent to release educational records, and an explanation of how their Social Security account number will be used. In order for this attestation to be valid, the customer must be allowed to review the information as it appears in Toolbox and sign the document produced by Toolbox.
3. Substance: When the WIA Registration Details page is properly executed, it satisfies the documentation requirement for any data element for which the Missouri Division of Workforce Development (DWD) allows self-attestation. This document will also meet the documentation requirement for any data element that U.S. Department of Labor (USDOL) allows for self-attestation, for Data Validation purposes.

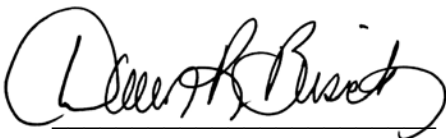
In order to streamline the intake process, DWD is rescinding Issuance 14-99, which required the use of a separate customer attestation of certain eligibility characteristics which must also be collected and attested to on the WIA Registration Details page.

The Division is also rescinding Issuance 17-99 which outlined the use of the Off-site Intake Form when doing mass intakes such as Rapid Response meetings or other intake sites without internet access.

WIA service providers may use whatever locally-developed forms they need to collect the required applicant characteristics at the point of intake provided the forms collect at a minimum, the exact information that must be entered in Toolbox. It is imperative that service providers then complete the WIA registration in Toolbox, print the details page, and allow the customer to review the information before signing the document to attest to the validity of the information as it appears in Toolbox, and to consent to the release of their educational records.

The files of all WIA Title I customers subject to registration must contain a copy of the WIA Registration Details that has been signed by the customer. A statement that the customer's signature is on file on another intake document is not allowable.

4. Action: This guidance is effective immediately. LWIBs must ensure that all WIA Title I customers subject to registration, review and sign the WIA Registration Details page produced by Toolbox at the point of registration whenever possible. If the initial intake occurred at a site without access to Toolbox, the customer should review and sign the WIA Registration Details page as soon as possible. To the extent possible, service providers with active customers who have not signed the Registration Details page should have customers review and sign the document during a subsequent visit with the provider.
5. Contact: Direct questions or comments regarding this issuance to Randy Cottrell, Manager, Adult and Youth Programs at 573.526.8242 or at Randy.Cottrell@ded.mo.gov.
6. Reference: None
7. Rescissions:
- DWD Issuance 14-99, dated June 21, 2000 - WIA Eligibility Attestation Form.
  - DWD Issuance 17-99, dated June 22, 2000 - Off-site Intake Form.
8. Attachments: None



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