

1611TSK Documentation Uploading

Effective Date: July 2020

Last Modified: July 2026

Local Workforce Development Board (LWDB) must maintain documentation to ensure credibility of eligibility determinations and support Data Element Validation requirements are in alignment with 1600POL Records and Documentation and WorkSource System Policy 1003 (Rev7) Data Element Validation.

All physical documentation must be uploaded to the participant's Contact record within the MIS system. If specific documentation was not obtained case notes are required to explain why documentation is missing or unnecessary.

TRIGGER: Case workers receive documentation from participant, training/school, support service, or internal accounting department.

TARGET: All participant documentation uploaded correctly into MIS.

Subrecipients for WIOA Adult, Dislocated Worker, and Youth opted for online application delivery system, provided by Kitsap County's Cognito Forms. Deletion of all entries will be performed by OWDC staff on a quarterly basis.

1. OWDC Internal Deletion Procedure/Task:
 - a. Log into Cognito Forms → OWF
 - b. Hover mouse over the form.
 - i. Click Entries
 - c. List of entries will populate, click on check box at top to select all.
 - d. Filter – on or before – [one to two months prior]
 - e. Click Actions
 - i. Delete
 - ii. Delete Entry window → Select Delete
 - f. Log out of Cognito

Immediately upon receiving all WIOA eligibility documentation.

1. Separate documentation by type.
2. Scan documentation to computer.
3. (At computer) Rename documentation using naming convention (below).
4. Upload documents into participants Contact record.
5. Dispose of physical documentation based on subrecipient retention policy.

Any documentation on subrecipients' technology is the responsibility of the subrecipient and is required to follow their agency retention policy. OWDC is not responsible for subrecipient participant documentation maintained on their technology.

Document Uploading

Reference *WorkSource System Policy 1003 (Rev7) Attachment B* for allowable source documentation.

Uploading documentation occurs in multiple workflows and services. The below fields are required for each document uploaded.

Document Title

- Use the **Naming Convention** {Last Name} {First Name} {Document Name} {Document Date}
Example: Smith John OID 2026JUN07

Type – There are several options for document type, please use **only** the four options listed below.

- **Career Related Document** all training and career related documents
Example: Progress Reports, Course Documentation, Certificates/Credentials, MSG's, etc.
- **Eligibility** is all documentation used to validate eligibility
Example: Application, ISS, Age/DOB, etc.

- **Financial** all A19, purchase orders, receipts, incentives
- **Outcome** all placement, wages, etc.

Workflows and Services

Basic Career Service – Eligibility Determination

Document Type = Career Related Document

- Intake Email: notification of an attempt to contact and set first appointment.

Work Authorization Verification

Document Type = Eligibility

- I9 Documentation

Create Employment Plan - Individualized Service strategy (ISS) (Youth Only)

Document Type = Career Related Document

- Paper ISS
- WIOA Youth Application
- Self-Sufficiency Calculator

Objective Assessment (Youth Only)

Document Type = Career Related Document

- Case Notes

Eligibility data elements captured during the progressive intake automatically generate documentation upload options in the program enrollment. If the question is answered yes, the documentation validating the element is required to be uploaded in the program enrollment workflow.

Document Type = Eligibility

- | | |
|---------------------------------------|---|
| • Age/Date of Birth | • Individuals with a disability |
| • Basic Skills Deficiency | • Low Income |
| • Dislocation | • Public Assistance (TANF, SNAP, SSI, etc.) |
| ○ Date of Dislocation | • Long Term Unemployed |
| ○ Unemployment Insurance Verification | • Eligible Veteran |
| ○ Dislocated Worker Category | ○ Dishonorable Discharge |
| • English Language Learner | ○ Eligible Spouse of Veteran |
| • Experiencing Homelessness | • Selective Service |

Individualized Employment Plan (IEP) (Adult, DW, and discretionary grants)

Document Type = Career Related Document

- | | |
|---|---|
| • Career Bridge | • Labor Market Information |
| • Eligible Training Provide List (ETPL) | • Occupation In-Demand or Not In-Demand |
| | • SMART goals (EcSA) |

Labor Market Information (Youth only)

Triggering service required to activate program enrollment.

Document Type = Career Related Document

- ONET & Initial Career Exploration

Development of Individual Employment Plan (DIEP) (Adult, DW, and discretionary grants)

Triggering service required to activate program enrollment.

Document Type = Eligibility

- WIOA Enrollment Application (Signed and dated):

- Budget or Financial Worksheet
- Equal Opportunity Notice of the Right to File Discrimination Complaint
- Notice of Right to file WIOA Complaint and Grievance Data Sharing Notice
- Self Sufficient Calculator
- *Program Enrollment Case Notes

Support Service/Incentives

Document Type = Financial

- A19 or Purchase Order only final signed and processed
- Receipts and invoices
- Other resources explored

Training Services

Document Type = Career Related Document

- Contract (if applicable)
- Course Documentation
- Financial obligations, cost sheets, invoices *Document Type = Financial*
- Individual Training Account (signed and dated)
- Progress Reports
- Other resources explored FASFA/Worker Retraining/etc.

Certification, Credential and Measurable Skills Gains are to be uploaded within the applicable workflow.

Document Type = Career Related Document

Upload Document workflow

Document Type = Career Related Document

- Attempt to Contact email (3x) uploaded to with appropriate Note recorded.

Record Employment Placement workflow

Document Type = Outcome

- Placement and wages verification

Additional Requirements

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- No other email correspondence beyond what is listed in this procedure should be uploaded into the MIS system.
 - Documentation awaiting signature or action should NOT be uploaded. Upload only the final documentation with signatures and dates.

REFERENCES

Data Element Validation, [WorkSource System Policy 1003 \(Rev7\)](#)
OWDC Records and Documentation 1600POL