

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
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5.30	Program Participation and Exit Under Common Measures	The following revisions were made as a result of Data Validation Review recommendations. New wording has been added to: 1) I. B. 2) II.A. & D.; and 3) III under Invalid or Missing Social Security Number	Pages 1-5	2/29/12
3.50	Individual Employment Plan (IEP)	The following revisions were made as a result of Data Validation Review recommendations: 1) added new wording to A. 1. a.; 2) added new item e. to A.2.; and 3) revised wording in B.	Pages 1-2	02/29/12
3.10	Adult and Dislocated Worker Eligibility and Service Priority	The following revisions were made as a result of Data Validation Review recommendations: 1) Revised title to Adult and Dislocated Worker Eligibility and Service Priority 2) Revised I. A.3., B. 2. and C. 3) II. and II.A. Changed headings to add Service 4) Revised II. B. and C. (1-4) 5) Revised IV.	Pages 1-4	02/29/12
3.00	General Eligibility Determination Process	The following revisions were made as a result of Data Validation Review recommendations: 1) Revisions to A. and B.	Pages 1-2	02/29/12
2.00	One-Stop System	The following revisions were made as a result of Data Validation Review recommendations: 1) Wagner-Peyser to I. C.; and 2) access to in II. B.	Page 1	02/29/12
1.60	Waivers	The following revisions were made as a result of Data Validation Review recommendations: 1) added #11 Priority of Service for covered persons under A. Exceptions to Waivers	Page 1	02/29/12

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
1.50	Monitoring, Evaluation and Technical Assistance	The following revisions were made as a result of Data Validation Review recommendations: 1) A.1. Monitoring Process; 2) C. Evaluation; and 3) D. Technical Assistance	Pages 1, 3, and 4	02/29/12
3.80	Selective Service	Section has been rewritten per recent guidance from USDOL in TEGL 11-11. Section heading has been revised to Selective Service Registration Requirement.	Replace entire section	02/06/12
4.80	Supportive Services	Revised Computer Purchases under #6 Tools to add factors to consider prior to a computer purchase	Page 5	02/06/12
FORMS	WIA.52	New sample Computer Request Questionnaire as described in Computer Purchases in Supportive Services Section 4.80 under #6. Tools	New form	02/06/12
Forms	WIA.49	The following have been added to youth services: - Adult Mentoring for Follow-up - Comprehensive Guidance and Counseling for Follow-up - Leadership Development Opportunities for Follow-up - Supportive Services for Follow-up	Revised Form	01/06/12
3.70	Family Size and Income	Revised to define Social Security Disability Insurance (SSDI); Supplemental Security Income (SSI); Old age and Survivor Benefits; and Social Security Retirement Benefits and to clarify that the payments are excluded from or included in family income.	Pages 2&3	12/20/11
FORMS	WIA.51 WIA.51A	Tool Form Instructions for Completing the Tool Form	New form and instructions	12/01/11
3.80	Selective Service Determination Procedure	Revised to clarify process if male participant turns 18 while enrolled in the WIA youth program	Page 1	10/25/11

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
FORMS	WIA.49	Revised the definition of Skills Upgrade & Retraining ; Revised Other Support Services by adding <i>individual service strategy</i> and <i>or complete education goals</i>	Revised form	10/07/11
FORMS	WIA.49	Revised Objective and Service Definitions to remove Eligibility from the Core Services Objective and is now set it up as its own Objective	Revised form	09/01/11
4.20	On-the-Job Training	Section 4.20 has been revised by adding c. Weekly Work Log to C. 10.	Page 6	08/10/11
FORMS	WIA.26A	OJT Weekly Work Log	New form	08/10/11
7.00	MIS Requirements	Added I. Purging Participant Records to provide new policy for program file retention	Page 7	08/01/11
ACRONYMS	Section 10.00	Revised list to delete and/or replace out-of-date acronyms	Revised list	07/28/11
FORMS	WIA.01 WIA.50 WIA.51	Updated State EO Officer's telephone number Revised form Returned Inventory List (Refer to 4.80 D.6. Tools)	Revised form Page 1 New form	07/28/11
7.00	MIS Requirements	Section 7.00 has been revised to: 1) Add Case Management Search to C. Report Generation 2) Remove section on Report Validation and Verification 3) Revised II. E. and F. 4) Revised II. G. 3. to clarify a gap in Service	Page 2 Page 5 Page 6	07/28/11
5.70	Performance Report Validation	This section no longer applies – section is reserved for future revisions	Entire Section	07/28/11

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
5.20	Performance Measures	<ul style="list-style-type: none"> 1) Revised to update performance measures for PY'11 2) Removed Customer Satisfaction Performance Chart 	Page 6	07/28/11 Effective 07/01/11 – 06/30/12 07/28/11
5.20	Performance Measures	Replaced PY2010 Performance Measures Chart with PY2011 Performance Measures	Page 6	07/28/11
5.10	Customer Satisfaction	Customer Satisfaction Performance measures no longer apply. Removed Section D.	Page 6	07/28/11
4.80	Supportive Services	<ul style="list-style-type: none"> 1) Revised D. 3. d. Automobile Insurance to further clarify liability insurance payments and required documentation (e.g., proof of ownership) 2) Revised D. 6. Tools to provide the procedure to follow for the return of tools and computers purchased for participants. This section also provides the process for disposal of inventory. 3) Revised F. 4. Needs-Related Payments <ul style="list-style-type: none"> (a) Clarify that needs-related payments are not an allowable youth program expense (b) Added language to F.4.b. for service providers to use in determining the level of needs-related payments 	<p>Pages 4</p> <p>Page 5</p> <p>Page 7-8</p>	07/28/11
4.40	Individual Training Account	Revised to add waiver language that WIA youth funding may be used to purchase ITAs for youth.	Page 1	07/28/11
4.20	On-The-Job Training	Revised to replace Bureau of Apprenticeship and Training (BAT) with Office of Apprenticeship (OA)	Page 1	07/28/11

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
4.00	Services and Activities	Section 4.00 has been revised to: 1) Clarify that core and intensive services only applies to adults and dislocated workers 2) Add veterans to priority groups in I. C. 1. 3) Added GED Prep to II.C. Youth Goals and Training Services 4) Added D. E. to part II. Youth to provide guidance to youth service providers for providing Occupational Skills Training to older out-of-school youth.	Pages 1,3-4,6-8	07/28/11
3.40	Assessment and Planning	1) A. is revised to separate the youth initial assessment process from the adult and dislocated worker process 2) A. 3. Is revised to list examples of initial assessment tools 3) B. 1. Initial Assessment has been replaced by Basic Skills Assessment 4.) B. 2. Is revised to clarify the accepted basic skills assessment tool 5) B.3. New language regarding waivers from TABE assessment 6) C. Comprehensive Assessment revised to clarify that it is an intensive service for adults and dislocated workers	Page 1-4	07/28/11
3.00	General Eligibility Determination Process	Revised Section 3 to provide clarification on: 1) criteria for enrolling adults and dislocated workers for services beyond core 2) Collection of Equal Opportunity Data	Page 1	07/28/11
1.120	Reporting	Removed B. Monthly Data (MontanaWorks) Report as this report is no longer valid	Page 1	07/28/11
1.90	Incentives Policy	Updated to include the waiver of local area performance	New	07/28/11
1.70	Statewide Performance and Sanctions	Updated performance measures for PY11	Page 1	07/28/11 Effective 07/01/11 – 06/30/12

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
1.60	Waivers	Added #11 Priority of Service to A. Exceptions to Waivers	Page 1	07/28/11
1.50	Monitoring, Evaluation and Technical Assistance	<ol style="list-style-type: none"> 1) Revised A. 1. clarify annual monitoring of providers 2) Revised C. to clarify that the report on training is produced annually and provided to the SWIB and included in the WIA Annual Report 3) Revised D. to provide the purpose of technical assistance 	Page 1 Page 3 Page 4	07/28/11
1.10	Workforce System Organizational Chart	Revised chart with current certified one-stop systems	Page 1	07/28/11
4.90	Follow-Up Services and Activities	Revised this section to provide: <ol style="list-style-type: none"> 1) clarification on the timelines relevant to quarterly follow-up; 2) instructions on using the follow-up tab in MontanaWorks to record participant follow-up status 	Page 2 and Page 3	06/07/11
4.80	Supportive Services	<ol style="list-style-type: none"> 1) Revised D. 3. d. to provide clarification that insurance coverage beyond liability coverage is not allowed with WIA or State Displaced Homemaker funds. 2) Revised D. 10. by adding drug testing to the list of Other Supportive Services 	Page 4 Page 6	06/07/11
3.70	Family Size & Income	Revised LLSIL Income Table for PY2011	Page 3	06/07/11 Effective 07/01/11
3.60	Individual Service Strategy	Added requirement that: <ol style="list-style-type: none"> 1) The Participant Agreement must be signed, dated, attached to the ISS and maintained in the participant's file 2) TABE scores for both reading and math must be posted on the ISS and remediation needs addressed as appropriate 	Page 1 Page 2	06/07/11

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
	Table of Contents	New Section 5.90 added to TOC	Page 2	03/15/11
FORMS	WIA.12 Youth Verification Worksheet	Revised so that acceptable documentation matches acceptable documentation for Data Validation	Replace WIA.12	03/15/11
	SDH.04 State Displaced Homemaker Expenditure Report Form	Report for State Displaced Homemakers to use to report quarterly expenditures.	New form on the WIA Manual Website	03/15/11
	WIA.08 WIA Application	Revised WIA Application to add * to note Data Validation Elements	Replace WIA.08	
	WIA.49 Objectives and Definitions	1) Assigned a WIA form number to Objectives and Definitions and added the document to WIA Forms on the WIA Manual website 2) Revised to add Eligible Training Provider documentation requirement to Skills Upgrade & Retraining	Page 4	
	WIA.50 WIA Enrollment checklist	Assigned a WIA form number and added the document to WIA Forms on the WIA Manual website	New form on WIA Manual website	
3.10	Adult and Dislocated Worker Eligibility and Priority for Services	Revised II.A. Adult Priority of Service to clarify that individuals must be working at the time of application to be eligible for the 80% of Self-Sufficiency Priority for Service	Page 1	03/15/11
3.40	Assessment and Planning	Revised B.3.e. by adding COMPASS to the list of acceptable documentation in place of the TABE for the adult and dislocated worker programs	Page 3	03/15/11
4.00	Services and Activities	Revised E.2. to clarify which training services require ETPL documentation	Page 5	03/15/11

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
4.80	Supportive Services	Revised D.3.d. to clarify payments of automobile coverage: 1) maximum of two quarters annually; and 2) payment for no more than three months coverage at one time Revise D. 9. To add Internet Services payment policy requirements	Page 4 Page 5	03/15/11
5.90	Quality Control	New Section	New Section	03/15/11
7.00	Management Information System Requirement	Revised I. B. Deadlines for Entering Participant Data into MontanaWorks 1) Revised data entry requirements from three (3) working days to seven (7) working days 2) Added description of data entry	Page 1	03/15/11
FORMS	WIA.08 WIA Application	Revised to add Highest Grade Completed High School Diploma and GED to Seeker Entry EDU/CERT section of the WIA Application.	Page 1	02/11/11
5.40	WIA Data Sources	Revised C.2.a. to clarify degree or certification document requirements	Page 3	02/01/11
4.10	Work Experience	1) Revised to include instructions for completing the Work Experience Time Sheet (WIA.22C) 2) Revised Union Concurrence instructions.	Page 3	01/28/11
FORMS	WIA.11 DW Verification Worksheet WIA.22C Work Experience (WEX) Timesheet	Dislocated Worker data validation does not allow the use of telephone verification as documentation of data. The verification worksheet was revised to remove Telephone Verification Instructions The Work Experience Time Sheet (WIA.22C) was revised in May 2010 for summer youth work experiences. Service providers should begin using WIA.22C immediately.	Page 4 New form on the WIA website	01/28/11 05/21/10

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
FORMS	WIA.10 Adult Verification Worksheet WIA.11 DW Verification Worksheet WIA.12 Youth Verification Worksheet WIA.13 5% Youth Verification Worksheet	1) Renamed all worksheets from Eligibility Verification Worksheet to Verification Worksheet 2) Revised so that acceptable documentation matches acceptable documentation for Data Validation 3) Added new section Required File Documentation that lists documentation that must be maintained in participant files	Replace WIA.10, WIA.11, WIA.12 and WIA.13	10/01/10
FORMS	Quarterly Status Reports (QSR) WIA.46 Adult and Dislocated Worker WIA.47 Youth WIA.09 WIA Participant Agreement WIA.16 Individual Employment Plan	Revised the format and some of the questions. Revised by adding a statement about follow up. Revised the IEP and added instructions	Replace WIA.46 and WIA.47 for next quarter report period ending 09/30/10 Replace WIA.09 Replace WIA.16	10/01/10 10/01/10 10/01/10
3.80	Selective Service Determination Procedure	Revised to correct the post office box number	Page 2	10/01/10
4.20	On-The-Job Training (OJT)	Revised Part C.4.c. by removing the reference to the Dictionary of Occupational Titles (DOT)	Page 4	10/01/10
4.80	Supportive Services	Revised Part D.6. to add the purchase of computer to allowable supportive services	Page 4	10/01/10
5.80	Literacy and Numeracy for Out-of-School Youth	Revised Part D. 1. to replace 10 days after the first youth service with 10 days after enrollment in the WIA Youth program,	Page 5	8/06/10
5.80	Literacy and Numeracy for Out-of-School Youth	Revised Part D. with the title MontanaWorks Tools for Literacy/Numeracy to explain that the scheduler is set up to remind case managers when to pre-test or post-test and to enter this is in MontanaWorks	Page 5	07/29/10
	Objectives and Service Definitions http://wsd.dli.mt.gov/wia/wiamontanaworks.asp	BASIC EDUCATION: Revised Adult Basic/Literacy Services/Tutoring to read Basic education for individuals (16 years or older) instead of 19.	Page 1	07/06/10

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	Table of Contents	New Section 5.80 added to TOC New Appendices added to TOC: Appendix F-Educational Functioning Level Des. Appendix G-Literacy/Numeracy Decision Paths	Page2 Page 3	07/01/10
1.70	Performance and Sanctions	PY10 Performance Measures Chart	Page 1	07/01/10
3.20	Youth	New Part I. Parent/Guardian Participation Consent	Page 4	07/01/10
3.30	State Displaced Homemaker Program	Revised Part A. Eligibility Requirements	Page 1	07/01/10
3.40	Assessment and Planning	Revised (1) Part B. 2. Pre-Testing and Post-Testing to add new policy for Literacy/ Numeracy assessments; (2) added (a) reference to new Section 5.80 Literacy Numeracy policy and (b) instructions to address basic skills deficiencies in participant Individual Employment Plans and Individual Service Strategies; (3) (a) Revised the list of acceptable documentation and (b) added language that waivers will not be granted for any out-of-school youth.	Page 2 Page 3 Page 3	07/01/10
3.70	Family Size & Income	Revised LLSIL Income Table for PY2010	Page 3	07/01/10
4.80	Supportive Services	Revised to add new supportive services request policy that requires (1) description of request (2) amount requested; (3) signatures of both the participant and the date of the request.	Page 1	07/01/10
5.20	Performance Measures	Replaced PY09 WIA Performance Levels with PY10 WIA Performance Levels	Page 6	07/01/10
5.80	Literacy and Numeracy for Out-of-School Youth	New Section	New Section	07/01/10
6.30	Expense Guidelines	New Part C. Food Purchases per ETA's policy on meals, food and refreshments	Page 2	07/01/10

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
FORMS	WIA.08 WIA Application	Food Stamps field on the WIA application has been changed to SNAP	Replace WIA.08	07/06/10
	WIA.48 - Parent/Guardian Program Participation Consent Form	New Form	New Form	07/01/10
	Appendix F -Educational Functioning Level Description Appendix G -Literacy/Numeracy Decision Paths	New Appendices	New	07/01/10
	WIA.17 – Individual Service Strategy	Removed parent/guardian signature from Participant Agreement of the ISS	Page 4	07/01/10
FORMS	WIA.09 – Participant Agreement/IEP Signature Page Only use this form as the signature page when using an in-house Individual Employment Plan	Revised (1) heading by adding Individual Employment Plan Signature Page and (2) deleted page number	Replace WIA.09	04/21/10
	WIA.17 – Individual Service Strategy	Added parent or guardian signature on the Participant Agreement (page 4) of the ISS	Replace page 4	4/21/10
1.30	WIA Administrative Standards	Revised Sectarian Activities language in Part H 1 and 2	Page 1	02/01/10
4.40	Individual Training Accounts (ITA)	Revised Part A to accommodate customer choice in selecting training programs in religious activities/occupations.	Page 1	02/01/10
4.50	Eligible Training Providers	Revised Part A to note that training providers are neither favored for nor denied recognition as an ETP solely on account of religion.	Page 1	02/01/10
4.90	Follow-up Services	Added part IV. Supplemental Follow-Up Requirements	Page 3 Replace entire section	02/01/10
5.00	Program Performance Reporting	Revised Date – No change to policy	Replace entire section	02/01/10
5.20	Performance Measures	Revised Date – No change to policy	Replace entire section	02/01/10
5.30	Program Participation and Exit	Revised Date – No change to policy	Replace entire section	02/01/10
5.40	WIA Data Sources	Part B - Added reference to Section 4.90 Follow-up Services and Activities for more information relating to requirements for supplemental data	Page 2 Replace entire section	02/01/10

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
5.50	Reporting Differences	Part A - Deleted the reference that Montana is not collecting information for self-service and informational activities.	Page 1 Replace entire section	02/01/10
5.60	Data Validation	Deleted 1) the table of data elements and acceptable documentation; and 2) included web link to Data Validation Handbook	Replace entire section	02/01/10
5.70	Performance Report Validation	Revised Date	Replace entire section	02/01/10
7.00	Management Information System	1) Revised part I. E. to require using only the WIA application; 2) Revised part II.A. - requires (1) completing all fields on a handwritten application form signed by both the intake person and the applicant; and (2) the passport is no longer acceptable documentation for the social security number. 3) Revised part II. D. Employment Plan. Explains the process for adding services and support and co-enrolling participants	Page 2 Page 3 Page 5 Replace entire section	02/01/10
MontanaWorks Manual	WIA Enrollment Checklist http://wsd.dli.mt.gov/wia/wiamontanaworks.asp	Use with WIA application and MontanaWorks data entry	New Form	02/01/10
8.00 FORMS	Eligibility Verification Worksheets WIA.10 Adult WIA.11 Dislocated Worker WIA. 12 Youth WIA.13 5% Youth	1)Revised to remove U.S. Passport from acceptable documentation list for Social Security Number 2) Provide clarification that WIA.01 the EO nondiscrimination notice and the grievance notice on the participant agreement (page 4 of the WIA.16 IEP for adults/dislocated workers and WIA.17 ISS for youth) are not required documentation for eligibility verification.	Page 1 on each form	02/01/10
4.90	Follow-up Services	1) Revised part I. adult and dislocated worker follow up guidance 2) Revised Part III Follow-up Activities	Page 1 Page 2 Replace entire section	11/16/09
1.90 5.20	Statewide Performance and Sanctions Performance Measures	Revised to update WIA Performance Levels to Program Year 2009 levels. Effective July 1, 2009 through June 30, 2010	Page 1 (1.90) Page 6 (5.20)	11/16/09

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
7.00	MIS Requirements	1) Revised II. B. 3. social security number section to provide instructions on assigning pseudo-numbers; also to clarify the tie between participants with social security numbers and performance 2) Revised II. H. Vendor Codes	Page 5 Page 6 Replace pages 5-7	11/16/09
WIA MontanaWorks	Objective and Service Definitions	Revised and added service definitions 1) Short Term Pre-Vocational Services under Intensive Services to add preparatory service that provides academic and/or employment-related training to participants who are in need of a short term service to upgrade their current skills 2) Added Out of Area Assistance under Supportive Services. This service covers assistance with out-of-area travel costs.		06/12/09
3.70	Family Size and Income	Section C. Income Table for Adults and Youth NOTE: This table does not apply until 07/01/09	Replace Page 3	6/12/09
4.40	Individual Training Accounts (ITA)	Revised Section B. to add language about leveraging resources when calculating the level of assistance. (Revisions in bold/italics)	Page 1 Replace entire section	6/12/09
4.80	Supportive Services	Added Other-Out-of-Area Services to D. 8.	Page 4 Replace pages 4 - 6	6/12/09
8.00 FORMS	1) Participant Agreement – WIA.09 2) IEP – WIA.16 (Page 4) 3) ISS – WIA.17 (Page 4)	Revised #4 in the Participant Agreement to remove reference to six months.	Replace WIA.09; WIA.16; WIA.17	5/14/09
	Eligibility Verification Worksheets WIA.10 - Adult WIA.11 - Dislocated Worker WIA.12 - Youth	1) Revised to add Veterans' Priority For Service Documentation Requirements and definitions to all worksheets 2) Added documentation requirements for	WIA.10; WIA.11; WIA.12; WIA.13;	04/24/09

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	WIA.13 - 5% Youth	Disability when claiming a family size of one (WIA.10 & WIA.12) 3) Added the document requirements for the 6 th Barrier to the Youth and 5% Youth Verification Worksheets (WIA.12 & WIA.13)		
9.00	Glossary of Terms and Definitions	1) Added Veteran's Priority of Service definition of "Eligible Covered Persons" 2) Added definition of "Poor Work History" for youth	Page 6 Page 9 Replace entire section	04/24/09
1.30	Workforce Investment Act Administrative Standards	Revised Section F. Nepotism to provide clear guidelines and definitions of immediate family	Page 3 Replace pages 3-7	04/24/09
3.00	General Eligibility Determination	Revised policy to require service providers to use only the MontanaWorks Application WIA.08.	Page 1 Replace entire section	04/24/09
3.10	Adult and Dislocated Workers Eligibility and Priority of Service	Added new Part C. Veterans' Priority for Service	Replace entire section	04/24/09
3.20	Youth	1) Added references to Veterans' Priority for Service 2) Added reference to Glossary for "Poor Work History"	Page 1	04/24/09
3.40	Assessment and Planning	1) Added clarification language to Part B. Basic Skills Assessment Guidelines 2) Additional acceptable documentation added to part 3 Documentation	Pages 2&3	04/24/09
3.50	Individual Employment Plan (IEP)	1) Added clarification language regarding the Individual Employment Plan and the MontanaWorks Employment Plan	Page 1 Replace entire section	04/24/09
3.60	Individual Service Strategy (ISS)	1) Added clarification language regarding the Individual Service Strategy and the MontanaWorks Employment Plan 2) Added clarification language to #2 in Part C. Basic Skills Assessment	Pages 1 & 2 Replace entire section	04/24/09

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4.30	Customized Training	Revised to clarify individuals eligible for customized training	Replace entire section	4/24/09
4.80	Supportive Services	Added policy for Out-of-Area Job Search and Relocation Assistance	Page 4 Replace pages 4-6	04/24/09
8.00	1) Equal Opportunity is the Law 2) WIA.08 WIA Application	Revised with Suzanne Ferguson's contact information as WIA EO Officer Revised Application	Replace WIA.01 Replace WIA.08	01/2009 03/2009
5.60	Data Validation	Revised Data Validation Elements	Replace entire section	08/01/08
	Table of Contents	New Sections 5.70 and 7.10 added to TOC	Replace page 2	07/25/08
1.50	Monitoring, Evaluation and Technical Assistance	Added clarification language to Part C. Evaluation	Replace pages 3 & 4	07/31/08
1.70	Statewide Performance and Sanctions	Replaced PY'07 & PY'08 Performance Measures with revised PY'08 Common Measures to show renegotiated level for the Measure Literacy/Numeracy Gains	Replace page 1	07/25/08
4.00	Services and Activities	1) Removed references to MontanaWorks Code numbers; 2) Added Language to Section E. E. 1 added language regarding requirement for reimbursement to WIA from the PELL Grant for tuition payments made prior to receipt of the PELL and what constitutes tuition. E.2. - Eliminated references to MontanaWorks Code numbers; - E.2.j. added language noting one week to be considered same as 40 hours.	Replace entire section	07/25/08

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		- Added language to E. 3. regarding coordination of WIA funding with other grant assistance including co-enrollments.		
4.40	Individual Training Accounts (ITA)	Added language to Parts B and D Part B: Added language to B. 4. regarding requirement for reimbursement to WIA from the PELL Grant for tuition payments made prior to receipt of the PELL and what constitutes tuition. Part D: Added language expanding on cost of attendance for purposes of WIA funding.	Replace entire section	07/25/08
4.50	Eligible Training Providers	1) Added the Process for Determining Subsequent Eligibility of Training Providers 2) Revised the section on waivers pertaining to Eligible Training Providers.	Replace entire section	07/25/08
4.120	Youth Incentives	Added language regarding funding availability and consistency in incentive award amounts to youth.	Replace entire section	07/25/08
5.00	Performance Reporting Requirements	Replaced the definition of Employed at Participation with the Common Measures definition as provided in TEGl 17-05	Replace pages 2 & 3	07/25/08
5.20	Performance Measures	Revised Performance Levels to show the renegotiated level for the Youth Literacy Numeracy Gains of 30% performance level and 24% lowest acceptable percentage of negotiated levels to pass this measure	Replace page 6	07/25/08
5.70	Performance Report Validation	New Section	New Section	07/25/08
7.10	Staff Changes – MontanaWorks Inactivation	New Section	New Section	07/25/08
8.00	Forms WIA.08 WIA Application	Revised WIA Application	Replace entire application	07/23/08

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
9.00	Glossary of Terms and Definitions	Revised definition of Employed at Participation	Replace page 6	07/25/08
3.70	Lower Living Standard Income Level (LLSIL)	Revised income guidelines for PY08 beginning 07/01/08	Replace page 3	07/01/08
1.80	Service Provider Selection Process Provider Agreements	1) Provides more detailed description of Service Provider selection (RFP process, funding distribution, contract periods) 2) Provides clarification and guidance on agreements with providers selected through the RFP process	Replace Entire Section	05/14/08
3.10	Adult and Dislocated Workers	1) Revised the definition of Dislocated Worker in Part III Dislocated Worker Eligibility Criteria to match the definition in the Glossary 2) Revised to clarify serving transitioning military service members, recently separated veterans and military spouses through the Dislocated Worker Program	Replace Pages 2 &3	05/14/08
4.100	WARN	Revised policy to update USDOL contact information	Replace Entire Section	05/14/08
4.110	Rapid Response	1) Revised language regarding Rapid Response Workshop participants 2) Eliminated last paragraph regarding transition away from enrolling participants to business service focus	Replace Entire Section	05/14/08
5.00	Program Performance Reporting Requirements	1) Added section on Supplemental Data 2) Removed definitions that do not apply to current performance measures	Replace Entire Section	05/14/08
5.20	Performance Measures	1) Combined adult and dislocated worker sections 2) Added definition of Transitioning Service Member 3) Revised language to match TEGL 17-05 in the Customer Satisfaction Measures	Replace Entire Section	05/14/08

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
5.60	Data Validation	<ol style="list-style-type: none"> 1) Clarified the difference between Data Validation and MIS monitoring 2) Clarified the purpose of Data Validation according to ETA's policy 3) Created Data Validation Worksheets for adult, youth, dislocated worker (formula/NEG) programs 	<p>Replace Entire Section</p> <p>New forms in the Appendices</p>	05/14/08
8.00 FORMS	WIA.08	Revised to remove grievance language from signature page	Replace entire form	05/14/08
9.00	GLOSSARY	<ol style="list-style-type: none"> 1) Revised Dislocated Worker definition to include recently separated veteran 2) Added the definition of Transitioning Service Member 	Replace Entire Section	05/14/08
12.00	APPENDICES	<p>Data Validation Worksheets</p> <p>Appendix A Adult</p> <p>Appendix B Dislocated Worker</p> <p>Appendix C Older Youth</p> <p>Appendix D Younger Youth</p> <p>Appendix E NEG</p>	New	05/14/08
5.00	Performance Reporting Requirements	Revised policy to remove reference to Data Validation which is now Section 5.60	Replace Entire Section	03/03/08
5.60	Data Validation	New Section	New Section	03/03/08
	Table of Contents	Section 5.60 Added	Replace Page 2	03/03/08
3.30	State Displaced Homemaker Program	Revised policy to reflect legislative policy in the Montana Codes Annotated and in the Administrative Rules.	Replace Entire Section	01/16/08
8.00 FORMS	SDH.03	State Displaced Homemaker Eligibility Verification Form	New Form	01/16/08
6.50	Expenditure Policy	Revised section to clarify current expenditure reporting requirements.	Replace Entire Section	01/04/08

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
	Table of Contents	Section 4.120 Added	Replace Page 1	12/03/07
4.70	Certificates	Revised section to replace 17 performance measures with Common Measures. Deleted the parts in the section that referred to adult and dislocated workers credential measures since they are not part of the common measures for those two programs.	Replace Entire Section	12/03/07
4.120	Youth Incentives	New Section	New Section	12/03/07
5.10	Customer Satisfaction	Revised policy to clarify that the State will continue to conduct customer satisfaction surveys regardless of waiver exemption from reporting the customer satisfaction measures.	Pages 1 & 6 revised Replace Entire Section	12/03/07
5.10	Customer Satisfaction	Revised policy to clarify that the State will continue to conduct customer satisfaction surveys regardless of waiver exemption from reporting the customer satisfaction measures.	Pages 1 & 6 revised Replace Entire Section	12/03/07
5.20	Performance Measures	Revised policy to replace the policy for Federal performance levels for adult, youth and dislocated worker programs with Common Measures performance levels	Replace Entire Section	12/03/07
1.70	Performance and Sanctions	Replaced PY'05 & PY'06 Performance Measures with PY'07 & PY'08 Common Measures Performance	Replace Page 1	08/17/07
1.10	Workforce System Organizational Chart	Updated one-stop systems	Replace page 1	08/17/07
4.10	Work Experience Policy	Revised policy to: <ul style="list-style-type: none"> • clarify employment law requirements • provide guidance on duration of WEX activities • provide instructions on alternative way to set up WEX 	Replace Enter Section	08/16/07

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
8.00	<ul style="list-style-type: none"> Forms Table of Contents WIA.21 WEX Agreement WIA.21B Wage Subsidy Agreement WIA.21C Wage Subsidy Invoice WIA.22 WEX Training Summary 	<p>WIA.21, WIA.22 and the Forms Table of Contents were revised to include options for WEX</p> <p>WIA.21B and WIA.21C are new forms</p>	Replace the forms currently in the WIA Policy Manual with the new and revised forms	08/16/07
3.70	Lower Living Standard Income Level (LLSIL)	Revised income guidelines for PY07 beginning 07/01/07	Replace page 3	07/01/07
8.00	Equal Opportunity is the Law	Revised with Pam Watson's information as WIA EO Officer's	Replace form WIA.01	03/07
1.30	Equal Treatment for Religious Organizations	New policy added to Administrative Standards	Replace page 6	02/28/07
3.40	Assessment and Planning	<ul style="list-style-type: none"> 3. c. <u>Acceptable</u> documentation has been revised to include an Associates degree and added technical school 	Replace page 3	01/31/07
4.70	Certificates and Credentials	<ul style="list-style-type: none"> Title changed to Certificates Policy has been substantially revised 	Replace Entire Section	01/31/07
3.10	Adult and Dislocated Worker Eligibility for Services	Priority of Service revised	Pages 1-3 revised Replace Entire Section	10/02/06
3.20	Youth	Clarification of 5% eligibility	Replace page 2	10/02/06
3.40	Assessment and Planning	Clarification of Post Testing Requirements	Pages 2-3 revised Replace Entire Section	10/02/06
3.60	Individual Service Strategy (ISS)	Post Testing Requirements	Pages 2-3 revised Replace Entire Section	10/02/06
4.00	Services and Activities	<ul style="list-style-type: none"> Clarification of moving participants from core to intensive to training services Added short-term pre-vocational training to list of Training Services 	Pages 3-5 revised Replace Entire Section	10/02/06
4.10	Work Experience (WEX)	Inserted W-4 requirement	Replace Page 1	10/02/06

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
4.20	On-the-Job Training (OJT)	<ul style="list-style-type: none"> Revised the order of OJT Contract Assembly (page 5) Added new documentation instructions (page 6) 	Pages 5-6 revised Replace pages 5-7	10/02/06
4.30	Customized Training	<ul style="list-style-type: none"> Revise Section Heading Added customized training requirements 	Page 1	10/02/06
4.40	ITA	Revision to contact language	Page 2	10/02/06
4.50	Eligible Training Providers	Code added to G. Short-term training	Page 3	10/02/06
4.70	Certificates and Credentials	<ul style="list-style-type: none"> Added Common Measures definition of Certificate (pg 1) Additional requirement for credential attainment (pg 2) 	Pages 1-2 Replace Entire Section	10/02/06
4.80	Supportive Services	<ul style="list-style-type: none"> Revisions to C. Supportive Services Paid Directly to Participants (pg 2) Revised Inter-Community Travel policy (pg 3) Revised documentation for rent in #7 Housing (pg 4) 	Pages 1-4 Replace Entire Section	10/02/06
4.90	Follow-up Services and Activities	Clarify follow-up services and activities for adults, dislocated workers and youth	Pages 1-2 Replace Entire Section	10/02/06
5.00	Performance Reporting Requirements	Entire section revised	Pages 1-5 Replace Entire Section	10/02/06
5.20	Performance Measures	Entire section revised	Pages 1-13 Replace Entire Section	10/02/06
5.30	Program Participation and Exit Under Common Measures	New section	Pages 1-5	10/02/06
5.40	WIA Data Source	New Section	Pages 1-4	10/02/06
5.50	Reporting Differences	New Section	Pages 1-3	10/02/06

SECTION #	TITLE	REVISION	PAGE (S) #s	REVISION DATE
7.00	MIS Requirements	Entire section revised	Pages 1-6 Replace Entire Section	10/02/06