



JAMES K. HAHN
MAYOR

Date:

APR 24 2003

To:

All Full Service and Satellite WorkSource Centers, and WIA Youth Contractors,
Leads and Joints

From :

Ann Giagni, Director
Workforce Development Division

SUBJECT:

**WIA DIRECTIVE # 03-39
ADDENDUM TO DIRECTIVE 03-33 PY 02-03 PARTICIPANT DATA
RECONCILIATION**

On January 28, 2003, the State released an Information Bulletin informing the Workforce Development Community of changes and system enhancements initiated in the State Job Training Automation System (JTA). These enhancements require a new procedure for entering an Exit Date into ISIS. Instructions for this procedure were included in WIA Directive 03-33 PY 02-03 PARTICIPANT DATA RECONCILIATION, under Item Number 3. Soft Exits, bullet 2.

Agencies are required to comply with this requirement, as part of the reconciliation process. Additionally, agencies are required to comply with instructions for reporting Follow-up data, as defined in Directive 03-39 CHANGES IN REPORTING EXIT AND FOLLOW-UP DATA TO MIS, which is being released simultaneously with this Addendum.

The last date of the follow-up quarter should be used as the follow-up date on the Follow-Up Screen, in ISIS. Agencies must report the required changes to all Follow-ups, in ISIS, by May 9, 2003.

If you have any questions regarding this Addendum, please contact your assigned MIS Analyst.

AG:RL:MC:VV:SL:MG
C: reconaddendum

