Workforce Investment Act Adult and DW Program Review Program Year 2013

Issued to:
Patrick County Public Schools
July 23, 2014

Prepared by:

Kathy Barton, Regional Program Manager

West Piedmont Workforce Investment Board

OVERVIEW

Patrick County is a large geographic area that is comprised of rural communities with limited employment opportunities and very personalized services due to the close knit communities and smaller populations. Many of the residents seek employment and training opportunities outside of a 30 mile radius from their community in order to expand their opportunities for self sustainability and skill enhancements. The community receives workforce development services through the Virginia Workforce Center-Stuart satellite office that is operated by the Patrick County Public School system. The Stuart satellite office contain the representatives for the Workforce Investment Act Adult and Dislocated Worker program services, in addition to the Out of School Youth Program and the In School Youth Program, located at the Patrick County High School, which serves Youth from the ages of 14 to 21. Also, the Adult Education program operates and is located within the satellite office. The community also receives personalized Business Services for area employers from representatives within the satellite office from the Workforce Investment Act program. The Virginia Workforce Center-Stuart satellite location averages between 200 and 250 visitors monthly.

Purpose of the Review

On May 5 through May 6, 2014 The Programming Team of the West Piedmont Workforce Investment Board (WPWIB) conducted the required annual compliance review of the Youth WIA program operated by Patrick County Public Schools for Program Year 2013. The purpose of the review was to determine whether procedures are in place to ensure compliance with the Workforce Investment Act, and to identify areas in which technical assistance is needed to ensure continuous improvement.

As part of the review, the team covered three major areas: eligibility, provided services, and outcomes. Good practices are included to highlight activities the review team commends the local area for providing.

The following pages include detailed information on the findings in the three major areas from the annual compliance review. For each area, the report may include findings, concerns, and considerations. If the review team identified a finding or concern, then a detailed description and required action/recommendation is provided. For the purpose of this report the following describes the difference between findings that require action and concerns with recommendations.

- <u>Finding</u>: Findings indicate that the area is out of compliance with current federal laws/regulations or state and local policies. To ensure compliance, each finding has a required action. Local areas must provide a corrective action plan for all findings.
- Concern: Concerns identify a potential risk to the local area and may result in a future finding if the issue is not addressed. Although this does not indicate that the local area is out of compliance, recommendations are provided to improve services to the local area.
- <u>Consideration</u>: Considerations indicate an area identified that would be a benefit to the local area.

Summary of Review

<u>Adult</u>

General Eligibility	Income Eligibility	Case Management	Assessments	Individual Employment Plan	VaWC	Supportive Services
100%	100%	81.03%	100%	95.59%	86.67%	76.36%

Pass Rate by Review Category

Occupational Skills Training	Work Experience Internship OJT	Closure Exit
81.82%	86.67%	73.33%

Pass Rate by Review Category

Dislocated Worker

General Eligibility	Income Eligibility	Case Management	Assessments	Individual Employment Plan	VaWC	Supportive Services
100%	100%	100%	87%	100%	75%	80%

Pass Rate by Review Category

Occupational Skills Training	Work Experience Internship OJT	Closure Exit
		100%

Pass Rate by Review Category

1. Good Practices

1.1 WPWIB commends the Patrick County Public Schools Adult and Dislocated Worker Case Managers for working diligently to present well documented case file management and for serving the citizens of Stuart and the surrounding communities.

2. Programmatic

2.1 Explanation of Area of Review

VCCS recommends that local area monitors attempt to review twelve files from each funding stream in order to recognize any patterns and possible issues. Ten adult participant files and eight dislocated worker files were reviewed to ensure compliance with provisions of the WIA and other applicable laws and regulations.

Case Managers were given the flexibility to select the participant files that were reviewed for each program.

2.2 Findings

2.2.1 Eligibility

Three participant files reviewed were found with insufficient documentation to verify required income and/or general eligibility items.

 3 files, staff was unable to locate the dislocation date for their dislocation eligibility.

(See Attachment B: Explanation of Findings and Concerns for specifics on these findings.)

WIA and 20 CFR Part 652 establish general and specific eligibility criteria for participants. Local workforce investment areas are required to verify and document the eligibility of all participants served with WIA funds. In instances where inconsistency in documentation is eligibility related, the local workforce investment area is subject to the increased potential of questioned and/or disallowed costs. It is imperative for case managers to adhere to LWIA policy or guidance on eligibility and adequately document all determinations with LWIA accepted documentation. Acceptable

documentation relating to income eligibility can be found on the VCCS Workforce Services website under "Virginia WIA Eligibility Guidelines" (http://www.vccs.edu/Portals/0/ContentAreas/Workforce/VWN/Eligbility_verify%20documentation.pdf").

Required Action:

The PCPS must obtain the necessary documentation to support the identified eligibility requirements. Eligibility documentation must be submitted to the WPWIB by Friday August 22, 2014.

If the documentation cannot be obtained and the participant is found to be in-eligible, the local area must notify the VCCS and take the necessary steps to reimburse the WIA program for any funds incurred on the participant.

2.2.2 Missing and/or Incomplete Documentation

Examples of missing and/or incomplete documentation noted during the participant file review were:

- TABE test.
- Individual Training Accounts or ITA documentation.
- Signature dates on forms.
- Employment verifications.

(See Attachment B: Explanation of Findings and Concerns for specifics on this finding.)

Required Action:

Ensuring that the participant files contain the necessary documents is essential towards maximum case management and positive performance outcomes. Case managers and management must take care to ensure that all program documentation is completed and signed as required prior to eligibility determination and any dispensation of services.

2.2.3 VaWC Discrepancies

Eight participant files revealed VaWC discrepancies and failure to appropriately align the VaWC client record with program delivery. Examples of this are as follows:

Activities extending beyond the limitations noted in VWL 11-02.
 Service codes need to reflect VWL limitations. If services are still being provided beyond activity time limit, the activity dates may be

- extended but the extensions to projected end dates need to be documented through VOS case notes.
- Missing service activity codes in VaWC (ex., Supportive Service, Work Experience, Assessments). VOS activities must align with program services provided.
- Placement of participants into VaWC activities that are not supported by documentation in the file.
- System closed activities due to lack of case manager activity in VaWC and timely management of the file.

(See Attachment B: Explanation of Findings and Concerns, for specifics on these findings.)

As stated in VWL 10-02, "it is important that service providers are held accountable for aligning program delivery with program results, i.e. common measures. Data entry and tracking in VaWC related to participant's services and reports must be timely, relevant, accurate and consistent. Entering participant data in VaWC is critical to ensure that performance is reported accurately."

Required Action:

PCPS must review the application of VWL #11-02, WIA Service Code Definitions and Limitations with service provider management and case managers to ensure that service codes are appropriately entered into the system and accurately reflect participant activities and services received. PCPS must review these participant cases and make or delegate to WPWIB the appropriate corrections to be updated in VaWC by Friday August 22, 2014.

3.3 Concerns

3.3.1 **ISS Goals**

Three participant files reviewed demonstrated Individual Service Strategy goals and objectives that did not always align with the participant's needs or the services they actually received. In some cases, the goal descriptions entered into VaWC ISS read more like an objective assessment of the client's situation and not a description of the client's goals and steps for achieving those goals. (See Attachment B: Explanation of Findings and Concerns for specifics on these findings.)

The ISS should serve to document participants' needs and goals, as well as the services provided to help them to attain their goals and allow an individual to be more employable. For those participants who have been identified as basic skills deficient, the Individual Service Strategies should include a goal and outline specific activities to help them improve those skills.

Recommendation:

Case managers should clearly identify goals with objectives and related activities in the IEP/ISS and align them with activities and services to improve outcomes for the individual.

3.3.2 Case Notes

Twelve of the youth files reviewed were found to have concerns with case notes.

- Participant contact and notes were not always monthly, per local policy.
- Notes did not provide sufficient information to follow participant activities and progress.
- Case notes showed a delay in entry of notes into VaWC with more that 14 days between the Contact date and Create date.

(See Attachment B: Explanation of Findings and Concerns for specifics on these findings.)

Recommendation:

Keeping well documented case notes is an essential part of case management. This demonstrates that participants are receiving adequate contact and assistance in successfully achieving their goals. In addition, it provides a written record of services and work with an individual should the case manager change or if the individual returns to the program at another time.

3. Next Steps

Complete as directed information listed in Findings and Concerns in the previously written documentation.

Attachment A: Sample Corrective Action Plan

The corrective action plan must be submitted within 30 days of receipt of the findings report provided by VCCS. The plan must be signed and dated by the local area Executive Director.

Required Actions	Corrective Action	Expected Completion Date
Programmatic		
2.2.1 Eligibility		
2.2.2 Missing and/or Incomplete		
Documentation		
2.2.3 VaWC Discrepancies		

Concerns	Corrective Action	Expected Completion Date
Programmatic		
3.3.1 ISS goals		
3.3.2 Case Notes		

Name of Contracted Provider Representative (print):	
Signature of Contracted Provider Representative:	
Date:	

Attachment B

Patrick County Adult and Dislocated Worker

Patrick County Adult

USER NAME	NAME	PERFORMANCE OUTCOME REVIEW	CORRECTED ?
761735	Shannon Penn	More than a 30 day lapse in case notes for month of 8/10, 11/10,8/11. Case Notes entered outside the timely data entry rule of 14 days create date and contact for case note 3860931 create date 1/23/14 contact 12/19/13.	In going forward we will document case notes in timely manner.
	ı	Date Developed for Supportive Service Code 185 of 9/25/12 does not match the actual date of service provided. Document in file shows 9/26/12.	VOS correction will be sent in to correct these errors. In going forwards will enter data more accurate.
	V	/ IEP service code for 2/14/11 does not match IEP plan date of 1/12/11 and IEP code for 12/16/09 does not match Plan date of 12/15/09.	Correction will be made and in going forward will enter data more accurate.
	V	Activity date in Vos does not agree with actual date supportive service	Supportive Services was not provided to this participant.
		provided per documentation. Participant did not gain employment From internship provided.	No participant did not gain employment due to internship.
1792217	Selina Touchton	IEP does not reference the assessments provided.	In future will make sure IEP references assessment.
1715961	Judy Hutchens	Case Notes entered outside the timely data entry rule of 14 days Creation date for 1/22/2014 contact date of 1/7/2014.	In going forward we will document case notes in timely manner.
	V	Activity date in VaWC does not agree with date of service provided Documentation Supporting Supportive Service have various dates and do not match Service Codes used	VOS corrections will be sent in and in going forwards data will be entered correctly.

		in the VaWC. There are 2 supportive codes for assuming Drug/Background Test but dates do not match documentation provided. Also a Support Service in VaWC dated 11/05/2013 has no documentation to support what the service was and when provided.	Documentation exist in the file and case notes regarding supportive services.
1241280	Lillie Thomas	Case Notes entered outside the timely data entry rule of 14 days for Contact date and create date passed 14 days: 7/22/2011 contact create 8/11/2011, 10/22/2011 contact create 11/10/2011, contact 12/16/2011 create 1/17/2012, contact 12/14/2013 create 1/24/2014.	V In going forward we will document case notes in timely manner.
		153 Service Code was extended all months from beginning date opened in March 2013 through December 2013 and each month see no case note documenting extension.	Case Notes for all extensions are in the file except for one that does not exist. I going forward we will make sure all notes are done.
636897	Michelle McAlister	Case Notes entered outside the timely data entry rule of 14 days. Contact day 9/4/2013 create date 9/19/2013. Service codes not reflected correctly in VaWC. Service Code 185 "Support Service Other" dated 11/5/2013 is from Funding Grant Adult ARRA Stimulus. Also document to support this service lacks information such as date of service.	In going forward we will document case notes in timely manner. VOS Correction will be submitted for corrections. Case note explains the need for the supportive services and what they were for.
	V	Background check Documentation for 185 lacks info such as date.	Note exist in file concerning background check with date on it.

Patrick County Adult

USER	NAME	PERFORMANCE OUTCOME REVIEW	CORRECTED?
600731	Mindy Medina	Activity code #153 entered into system for more than 30 days, no extension showing under Activities	This activity was extended within 30 days. Activity is in file.
	•	Code 153 entered with S/D 03/05/14 and E/D 04/26/14, service limitation is for 30 days	This activity was extended within 30 days. Activity is in file.
	υ	Client dropped out of Internship Activity after 8 days.	Yes, Internship was not successful.
	/	Case is still active, last ending date on Activity is 05/01/14	Waiting on employment verification to close participant.
1287812	Chasity Baliles	Activity code #214 can only be entered with a 90 day time frame, code extended past allowable time frame.	No Activity 214 code exist for Chasity Baliles??
1774705	Stacey Gregory	When client was case closed there was a 5 month gap between closure and when follow-up boxes dropped. Two case notes; "Follow up contact attempt" were created on 04/26/14 for a contact date of 4/11/14. LWIA policy is for case notes to be	Client is open not closed. These hotes and follow up does not exist.
		entered every 30 days. TABE test date does not match dates that were entered into VOS.	Need guidance. TABE was done by Adult Ed prior to registration. TABE was entered the date Case Manager rec'd test instead of date given due to it was done before WIA registered her.
		Career scope assessment results not listed in plan	Overlooked entering Career Scope in plan. In going forwards will enter CS in plans.
	/	Activity code #214 can only be entered with a 90 day time frame, code extended past allowable time frame.	214-was entered originally on 2/3/14 until 5/3/14 Extended until 7/3/14 Extended until 9/30/14 These extensions are in file and

		Activity Code #181 Supportive Service-Transportation has a different start date than what is listed on time sheets. Supportive Service Needs Determination Form does not have a section to indicate other funding sources but information is listed in case notes No ITA form in file. No ITA in file. Client is in Adult Education training.	case notes have been made. You cannot tell this by just looking at VOS (unfortunately) 181 – Was entered according to funding authorization form, which is when she was approved for mileage. Supportive Services Needs form is included in file with Need determination section completed by case manager stating no other funding source available. Funding Authorization included in file under section 5. Funding Authorization is included in file for GED testing fees and for mileage.
413659	Corrinna Meeks	Client date is missing on / EEO/Grievance form under EO Rights Notification section.	Corrected
		Assessments were completed at PHCC thru HOPE initiative.	Yes
		Career scope assessment results not listed in plan	Will do so in going forward. Participant has been closed.
		Activity code #205 cannot be extended past 30 days. It is used for creation of the IEP, not for continuous maintenance. Develop Service Strategies (IEP, ISS, EDP)	This was done prior to the new rule going into effect. Van going forwards data will be entered in a timely manner.
	(Activity Code #185; Other Supportive Services, does not have supporting documentation in file.	Case notes were made concerning supportive services. Drug Test Results is in DTR file.
		Training was provided and paid for thru HOPE Initiative grant.	Yes

	/ Missing Employment Verification in file from employer.	Attempts have been made to collect verification from employer and not been successful. Will continue to try.
Kenneth Scott	Case Note titled "Follow Up Contact Attempt" was created on 03/31//14 with a contact date of 01/15/14. Case Note titled "GED" was created on 01.15/14 with a contact date of 12/20/13.	in going forward we will document case notes in timely manner.
	Supportive Service documentation does not identify other funding sources were available.	Documentation is in file and case notes exist in file to document no other funding source available.
$\sqrt{}$	Missing Employment Verification in file from employer.	Employment verification exists in file.
		Kenneth Scott Case Note titled "Follow Up Contact Attempt" was created on 03/31//14 with a contact date of 01/15/14. Case Note titled "GED" was created on 01.15/14 with a contact date of 12/20/13. Supportive Service documentation does not identify other funding sources were available. Missing Employment Verification in

Patrick County DLW

USER	NAME	PERFORMANCE OUTCOME REVIEW	CORRECTED ?
NAME	·		

1507757	Patricia H. Roop	Case Notes entered outside the timely data entry (14 days) Create date 3/10/2014 and contact date 2/13/2013 references service code 153 which will be extended to continue. Participant was not enrolled until 7/1/2013.Past the 14 day period between contact and create also 30 days past next case note create date 7/2/13, Create date 7/2/13 with contact 6/17/13 more than 14 days, Create date 1/23/14 contact 12/18/13 more than 14 days. More than 30 day lapse case note for the month of February 2014. Case Notes reference that job leads forwarded to client however details of positions or sites of employment are not giving. Doesn't seem to be a lot of activity between participant and case manager.	In going forward we will document case notes in timely manner. Case Manager will reference specific jobs and more detailed case notes. With a lot more activity,
1704910	Daniel W. Puckett	Service Codes do not follow the time / limitation as defined in VWL 11-02 205 Should be opened and closed the same day it was developed but it was left open through January 9, 2014 opened December 10, 2013. No case note or form that identifies other funding sources were not available or sought out priot to using WIA Funding. There is not tracker in file	Will send in VOS correction. It is in case notes and in file. Also WIB supportive services form was completed stating no other resources were available.
129904	Cathy Beasley	Participant only enrolled one month.	Yes
1673746	Bennie Bowman	Cannot locate any layoff date on documents provided in file.	Date on lay off list enclosed in file.

		No reference to the attempt to research other funding sources.	Forms are enclosed in file that no other funding streams were available to assist with supportive services.
		Missing ITA form.	No ITA needed due to trade pays training. Fund Authorization form enclosed in file for mileage.
1737059	Joseph Hagwood	Cannot locate any layoff date on documents provided in file.	Date on lay off list enclosed in file.
	 	Incorrect date in VOS for TABE Test, test was given 11/15/13 and entered in VOS as 11/21/13.	Tested by Adult Ed prior to registration.
1726751	Nonnie Jones	Cannot locate any layoff date on documents provided in file.	Date on lay off list enclosed in file.
		Case note titled; "File Review" was created 01/14/14 and the contact date was 12/9/2013.	Will enter case notes in timely manner going forwards.
	V	/Incorrect date in VOS for TABE Test, test was given 11X15/13 and entered in VOS as/11/21/13.	Tested by Adult Ed due to no GED prior to registration.
		No reference to the attempt to research other funding sources.	Forms are enclosed in file that no other funding streams were available to assist with supportive services.
		Missing ITA form.	No ITA needed due to trade pays training. Fund Authorization form enclosed in file for mileage.
772604	George "Joe" Kerce	Case note titled "Job Search and dated 12/4/12 was over 1 month from the previous case note titled "Job Search" and dated 10/18/12. Case note titled "Job Search" and dated 07/16/12 was over 1 month from the previous case note titled "Job	In going forward we will document case notes in timely manner.
	V	Search" and dated 05/18/12. Missing TABE test, file only has results sheet	There is no TABE test (bubble sheet) due to he took TABE online. All you get from online

		TABE is results.
480024	Eva "Jane" Missing TABE test, file only has results Hope sheet	TABE is enclosed in file under flap
	Activity code #205 cannot be extended past 30 days. It is used for creation of the IEP, not for continuous maintenance. Develop Service Strategies (IEP, ISS, EDP)	This was done prior to the new rule going into effect.
	Time sheets in file begin on 11/18/2012 and end on 06/29/13.	Time sheets reflecting attendance and service is reflecting supportive services.

Print Date: 09/25/2014
Name: Shannon A Penn

Username: TJP State ID: 761735

Primary Phone #: (276) 229-2480 ext N/A

Alternate Phone #:

(276) 694-8325 ext N/A

State 10.

Case Note ID:

4397420

Create Date: Case Note Type: 09/25/2014 Case Note 9/25/2014

Contact Date: Contact Type:

Other

Program:

Workforce Investment Act

Program

Application ID:

231121

Subject:

No DSS updated needed

Partner Program:

NA

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia
Workforce Center

LWIA: West Piedmont

Notes:

Per review of file the file already contains DSS printouts. No updated needed.

Case Note ID:

4397472

Create Date:

09/25/2014 Case Note

Case Note Type:

9/25/2014

Program

Contact Date: Contact Type:

Other

Program:

Workforce Investment Act

Application ID:

231121

Subject:

local audit/vos errors

Partner Program:

NA

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia Workforce Center

LWIA:

West Piedmont

Notes:

Per local audit some vos erros were discovered but per contact with WPWIB they are not able to be corrected at this time due to case is in followup Q1. Adult Service 185 with date of 9/25/12-10/2/12 was entered to provide services of 9/26/12 background check, 9/27/14 drug test, and 10/2/14 TB testing. Per recommendation in the future services for drug tests/background checks/other required medical screenings will be entered as individual services using the starting and end date that tests were administered.

Shannon has several Services 205 due to being served as ARRA funding and also Adult funding. In addition her case was closed and later reopened. Services for plan were previously entered and remained open along with plan but are currently used as a open/close service per policy.

Client Signature

Staff Signature

*J*t [

Virginia Workforce Connection - Case Management - Programs Tab - Penn, Shannon



[Assist an individual | Staff Services | My Portfolio]

My Individual Profiles	My Individual Plans	Staff's Profile
Personal Profile Personal Profile Background Activities Meme Search History Profile Dobs Programs Coccupations Industries Areas Self Assessment Profile Dob Skills Personal Skills Work Interests Work Values Tools and Technology Multiple Secondarions Profile Messages Correspondence Templates Subscriptions Correspondence Templates Subscriptions Communications Subscriptions Communications Correspondence Templates Subscriptions Communications	Employment Plan Profile Resumés Job Applications Online Application Virtual Recruiter Employment Goals I Training Plan Profile Classroom Training Montiforce Investment Act (WIA) Other Benefits Financial Plan Profile Overall Budget Training Budget Transition Budget	General Profile General Profile Case Notes Activities Case Management Profile Case Summary Programs Plan Assessments Report Profile Tracking Statistics
Case Summary	Programs <u>Pia</u>	n <u>Assessments</u>

Show Filter Criteria

- + Wagner-Peyser 2 Applications
- + Trade Adjustment Assistance (TAA) Program 0 Applications
- Workforce Investment Act Program 1 Application

Create Workforce Investment Act Program

- Workforce Investment Act Program #231121, App Date 12/15/2009, Eligibility Date 12/15/2009, Intensive Date 12/15/2009 LWIA 17 (Complete) - Youth Case Manager. Montgomery, Sheri Temp Assigned: None Assigned

Create Participation

Edit Participation for WIA #231121 Participation Date 12/15/2009

Create Activity

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date			
€ .	218 - Internships WIA OneStop Training Provider	W	Adult	10/15/12	10/15/12	12/14/12	12/14/12 Successful Completion			
· · ·	204 - Interest And Aptitude Testing WIA OneStop Provider	0	Adult	10/09/12	10/09/12	10/09/12	10/09/12 Successful Completion			
185 - Support Service - Other WIA OneStop Provider				Service -Other WIA OneStop	0	Adult	09/25/12	09/25/12	10/02/12	10/02/12 Successful Completion
Sie	153 - Job Search/Placement Assistance, including Career Coaching WIA OneStop Provider		Adult	09/01/11	09/01/11	05/16/14	05/20/14 Successfu Completion			
i m	205 - Develop Service Strategies (IEP/ISS/EDP) WIA OneStop Provider	Ü	Adult	02/14/11	02/14/11	03/07/13	03/13/13 Successfu Completio			

See note 9/25/14

Re serves in correction (2)

Cart send correction (2)

Cart send correction (2)

Cart send correction (2)

Background Test, Ong Test, TB Test GN 9/26/12 9/20/12 10/2/12

Now used as open/cluse source reopens and extended when come repend should have used Elle new Source. Virginia Workforce Connection - Case Management - Programs Tab - Penn, Shannon

ž.	125 - Job Search/Placement Asst., inc. Career Counseling WIA OneStop Provider	W	Adult	02/1	02/14/11	01/12/12	09/01/11 Dropped out of activity
15	F11 - Other Follow Up Service, not classified WIA OneStop Provider	0	Adult - ARRA (Stimulus)	10/20/10	10/20/10	10/20/10	10/20/10 Successful Completion
·2 \$	F11 - Other Follow Up Service, not classified WIA OneStop Provider	0	Adult - ARRA (Stimulus)	07/01/10	07/01/10	06/30/11	09/13/10 Successful Completion
وتخذي	219 - Work Experience WIA OneStop Training Provider	0	Adult - ARRA (Stimulus)	12/21/09	12/21/09	02/17/10	02/17/10 Successful Completion
ples	203 - Objective Assessment WIA OneStop Provider	0	Adult - ARRA (Stimulus)	12/16/09	12/16/09	01/16/10	12/17/09 Successful Completion
1,004.	205 - Develop Service Strategies (IEP/ISS/EDP) WIA OneStop Provider	2	Adult - ARRA (Stimulus)	12/16/09	12/16/09	01/12/12	02/14/11 Dropped out of activity
-	101 - Orientation W/A OneStop Provider	۵	Adult - ARRA (Stimulus)	12/15/09	12/15/09	12/15/09	12/15/09 Successful Completion
\$ 800	102 - Initial Assessment WIA OneStop Provider	0	Adult - ARRA (Stimulus)	12/15/09	12/15/09	12/15/09	12/15/09 Successful Completion
a	125 - Job Search/Placement Asst., inc. Career Counseling WIA OneStop Provider	0	Adult - ARRA (Stimulus)	12/15/09	12/15/09	01/12/12	02/14/11 Dropped out of activity

Create Closure

Create Outcome

+ Generic Programs - 0 Applications

Activity Status: 2 = Open, 12 = Closed, 2 = System Closed, 4 = Voided

[🔄 Print All]

Print Date: 09/05/2014 **Judy Hutchens** Name:

Username: 3626794 State ID: 1715961

Primary Phone #: (276) 694-4451 ext N/A

Alternate Phone #:

N/A

Case Note ID:

4352730

Create Date: Case Note Type: 09/05/2014 **Case Note**

Contact Date:

9/5/2014

Contact Type:

Workforce Investment Act

Program

Application ID:

261640

Program: Subject:

Services 185/VOS correction

Partner Program:

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia

State 10. 1715961

Workforce Center

LWIA:

West Piedmont

Notes:

VOS Correction requested to VOID 11/5/13 service 185 entered for TB test due tio it was not paid with WIA funds.

Please Note:

10/29/14 Service 185 was for 10/29/14 Background Check 10/24/14 Service was for 10/24/14 Drug Test

Client Signature

Staff Signature

Date

WEST PIEDMONT WORKFORCE INVESTMENT BOARD VOS CORRECTION REQUEST SHEET

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Virginia Workforce Connection - Cara Management - Programs Tab - Hutchen Judy



[Assist an individual | Staff Services | My Portfolio]

My Individual Profiles	My Individual Plans	Staff's Profile
	Employment Plan Profi	General Profile
	Resumés) Summary
	Job Applications	Case Notes
	Online Application	(Activities
	Virtual Recruiter	Documents (Staff)
	ි <u>Employment Goals</u>	Case Management Prof
	Training Plan Profile	Case Summary
	J Classroom Training	<u>Programs</u>
	Online Training	ි <u>Plan</u>
	Benefits Plan Profile	Assessments
) Workforce Investment Act (WIA)	
	☐ Trade Adjustment Assistan	○ <u>Tracking</u>
	(TAA)	Statistics
	Other Benefits	Combined Assessment
	Financial Plan Profile	Labor Exchange
	Financial Literacy	
	Overali Budget	
	.) <u>Training Budget</u>	
	Transition Budget	
Case Summary	Programs	Plan Assessments

Show Filter Criteria

- + Wagner-Peyser 1 Application
- + Trade Adjustment Assistance (TAA) Program 0 Applications
- Workforce Investment Act Program 1 Application

Create Workforce Investment Act Program

Workforce Investment Act Program #261640. App Date 10/10/2013. Eligibility Date 10/10/2013. Intensive Date 10/10/2013. LWIA 17 (Complete) - Adult Case Manager: Montgomery, Sheri Temp Assigned: None Assigned

Create Participation

Edit Participation for WIA #261640 Participation Date 10/10/2013

Create Activity

Status	Activity / Provider	wz	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	161 - Supportive Service - Transportation Assistance WA OneStop Provider	©	Adult	11/04/13	11/04/13	12/23/13	11/26/13 Successful Completion
Fundable Activity	300 - Occupational Skills Training - Approved Provider (ITA) No Provider Information	©	Adult	11/04/13	11/04/13	12/23/13	11/26/13 Successful Completion
	185 - Support Service -Other WIA OneStop Provider	6	Adult	10/29/13	10/29/13	10/29/13	10/29/13 Successful Campletion
t±	185 - Support Service -Other WIA OneStop Provider	0	Adult	10/24/13	10/24/13	10/24/13	10/24/13 Successful Completion
·	226 - Reading and/or Math Testing WIA OneStop Provider	6	Adult	10/14/13	10/14/13	10/28/13	10/21/13 Successful Completion
٧.	204 - Interest And Aptitude Testing WIA OneStop Provider	6	Adult	10/11/13	10/11/13	10/11/13	10/11/13 Successful Completion

Bachgrund CK &D.

Prug Test &D.

Virginia Workforce Connection - Cara Management - Programs Tab - Hutchens Judy

	205 - Develop Service Strategies (IEP/ISS/EDP) WIA OneStop Provider	Ü	Adult	10/1 0	10/10/13	10/10/13	10/10/13 Successful Completion	
.,.	101 - Orientation WIA OneStop Provider	0	Adult	10/10/13	10/10/13	10/10/13	10/10/13 Successful Completion	
7.4	102 - Initial Assessment WIA OneStop Provider	©	Adult	10/10/13	10/10/13	10/10/13	10/10/13 Successful Completion	
	153 - Job Search/Placement Assistance, including Career Coaching WIA OneStop Provider	(%)	Aduit	10/10/13	10/10/13	07/20/14	07/10/14 Successful Completion	as after a gard of the
-	185 - Support Service - Other WIA OneStop Provider	0	Adult	11/05/13		11/05/13	11/05/13 Void	JOS COMPLET POR PORT
Edit W	1A Case Closure for	WIA F	^o rogram #∆	26164 0 Clos	<u>ure on 7/11</u>	<u>0/2014</u>		Completed for regular En.

Create	Closure

Create Outcome

+ Generic Programs - 0 Applications	
Activity Status: 🛍 = Open, - = Closed, 🛍 = System Clo	sed, 🕍 = Voided
[view Print All]	

State 10. 1241280 Case Notes Print Date: 01/24/2014 LILLIE M THOMAS Name: Username: LMTHOMAS State ID: 1241280 Alternate Phone #: (276) 930-4306 ext N/A Primary Phone #: (276) 229-6471 ext N/A Case Note ID: 3837795 Create Date: 01/10/2014 **Case Note** Case Note Type: Contact Date: 1/10/2014 Contact Type: Telephone Program: Wagner-Peyser Application ID: 2056321 30 DAY CONTACT Subject: Partner Program: NA ATTEMPT Office Location: VEC-Martinsville Iris Philpott Staff Member: Last Edited on: 01/10/2014 **Iris Philpott** Last Edited by: West Piedmont LWIA: Notes: Called Claimant on cell# 276-358-1970 to inquire about her job search efforts. Not able to contact client. I Left voice message asking client to return my call to my direct telephone number in reference to her job search and employment status. Advised Clmt to let me know if she needs assistance in obtaining employment if she is not employed. Advised Clmt that we have several job fairs coming up that I will explain to her when she returns my call. Case Note ID: 3863546 Create Date: 01/24/2014 Case Note Type: **Case Note** Contact Date: 12/14/2013 Contact Type: **Workforce Investment Act** 241650 Application ID: Program: Program [†] Subject: Partner Program: NA left message/service 153 Patrick County - Virginia Staff Member: Sheri Montgomery Office Location: **Workforce Center** 01/24/2014 Last Edited on: Last Edited by: **Sheri Montgomery** LWIA: **West Piedmont** Notes: Per center mgr: Lillie was left message re job posted for Walden Security. Service 153 extended.

Client Signature

	Case	Hotes	
Print Date: 11/18/2			
2 100	E M THOMAS		
Username: LMTH	OMAS		
State ID: 124128		A1. 101 #.	(276) 930-4306 ext N/A
Primary Phone #:	(276) 229-6471 ext N/A	Alternate Phone #:	(2/6) 950-4500 CALIVE
	3734304		
Case Note ID:			
Create Date:	11/18/2013		
Case Note Type:	Case Note		
Contact Date:	11/18/2013		545
Contact Type:	Face-to-Face		
Program:	Workforce Investment Act Program	Application ID:	241650
Subject:	job search/plan	Partner Program:	NA Training
Staff Member:	Sheri Montgomery	Office Location:	Patrick County - Virginia Workforce Center
Last Edited by:	Sheri Montgomery	Last Edited on:	11/18/2013
LWIA:	West Piedmont		
NT 4			The state of the s
she does not like the position at a mall assistance in finding. Assisted with job a Security.	o office for assistance with job see he hours or work. She is also wo in Martinsville. She said she enjoy fulltime security work. search. She plans to apply for security work.	rking part-time for a oys the security work curity position in Str nt goal/objective. W	k very much and would like uart VA through Walden Semichen filing document discovered
had used 2013 end	I date but meant to use 2014. No	tes error on plan an	a corrected error on vos
NYA	36		
Client Signature			Date
SIM			111813
Staff Signature			Date

Case Notes Print Date: 11/14/2013 LILLIE M THOMAS Name: Username: LMTHOMAS State ID: 1241280 Alternate Phone #: (276) 930-4306 ext N/A Primary Phone #: (276) 229-8660 ext N/A Case Note ID: 3729309 Create Date: 11/14/2013 Case Note Type: Case Note Contact Date: 11/14/2013 Contact Type: Telephone Workforce Investment Act Application ID: 241650 Program: Program contact attempts NA Partner Program: Subject: Patrick County - Virginia Office Location: Sheri Montgomery Staff Member: Workforce Center 11/14/2013 Last Edited on: Last Edited by: **Sheri Montgomery** LWIA: West Piedmont Notes: 11/5/13-Home phone 930-4306 is not in service. Left message on cell 229-8660 seeking employment status and offering services if needed. 11/14/13-Home phone 930-4306 is not in service. Left message on cell 229-8660 seeking employment status and offering services if needed. 11/14/13-Called alternate contact number 276-627-1059 and spoke with Lillies sister. She said Lillie is working at Results but is still job searching and she would let her know I called. She gave me Lillies new cell number 229-6471. extended to 12/14/15 Updated VOS with new phone number. Extended Service to continue to assist with Job Search Client Signature Date

Date

LILLIE M THOMAS Jame:

Username: LMTHOMAS

1241280 State ID:

(276) 229-8660 ext N/A Primary Phone #:

(276) 930-4306 ext N/A Alternate Phone #:

Case Note ID:

3642697

Create Date:

10/02/2013

Case Note Type:

Case Note

Contact Date:

10/2/2013

Contact Type:

Other

Workforce Investment Act Program

Application ID:

241650

Program: Subject:

contact attempts/services

Partner Program:

NA

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia Workforce Center

Last Edited by:

Sheri Montgomery

Last Edited on:

10/02/2013

LWIA:

West Piedmont

Home phone out of service at this time. No answer on cell phone. Called alternate contact sister @ Notes: 276-627-1059 and spoke with their mom. She said they would let Lillie know that I had called with some job leads. Service 153 extended. Will adjust if service is no longer needed. extended 13
30days

111A

Case Notes

at Date: 09/18/2013

ame:

LILLIE M THOMAS

Jsername: LMTHOMAS

1241280 State ID: Primary Phone #:

(276) 229-8660 ext N/A

Alternate Phone #:

(276) 930-4306 ext N/A

Case Note ID:

3611640

Create Date:

09/18/2013

Case Note Type: Contact Date:

Case Note 9/18/2013

Contact Type:

Workforce Investment Act

Application ID:

241650

Program:

Program

Partner Program:

NA

Subject:

left message, service

Patrick County - Virginia

Staff Member:

Sheri Montgomery

Office Location:

Workforce Center

Sheri Montgomery

Last Edited on:

09/18/2013

Last Edited by:

LWIA:

West Piedmont

Called and left message re job search assistance available if needed/call to update file if have found Notes: extended 6113 does permanent employment.

Extended Service 153 per 9/6 contact.

Username: LMTHOMAS

State ID: 1241280

(276) 229-8660 ext N/A Primary Phone #:

(276) 930-4306 ext N/A Alternate Phone #:

Case Note ID:

3497347

Create Date:

07/29/2013

Case Note Type:

Case Note

Contact Date:

7/29/2013

Contact Type:

Face-to-Face

Program:

Workforce Investment Act **Program**

Application ID:

241650

Subject:

job search

Partner Program:

NA

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia Workforce Center

Last Edited on:

07/29/2013

Last Edited by:

Sheri Montgomery

LWIA:

West Piedmont

Notes:

Lillie came to center for help and was assisted with job search, vos, and used computer lab to submit some applications. Resume was emailed for part time security position in Martinsville. extended to 8/29/13

Job Serach service extended and updated page printed and filed.

AVIA

Case Notes Print Page

Case Notes

Print Date: 08/14/2013

Name: LILLIE M THOMAS

Username: LMTHOMAS

State ID:

1241280

Primary Phone #: (276) 229-8660 ext N/A

Alternate Phone #:

(276) 930-4306 ext N/A

Case Note ID:

3538434

Create Date:

08/14/2013

Case Note Type:

Case Note

Contact Date:

8/14/2013

Program

Contact Type:

Telephone

Program:

Workforce Investment Act

Application ID:

241650

Subject:

job search/employment

Partner Program:

NA

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia

Workforce Center

Last Edited by:

Sheri Montgomery

Last Edited on:

08/14/2013

LWIA:

West Piedmont

Notes:

Spoke with Lillie by phone. She is working part time in Security and Call Center work but does not expect it to last so she is still job searching. She applied for a security job through VEC/VOS and is hopeful it will lead to a job.

Case Note ID:

3530620

no charse

Print Date: 09/25/2014

Name: Michelle S McAlister

Username: CRESTON State ID: 636897

Primary Phone #: (276) 694-4828 ext N/A

Alternate Phone #: N/A

Case Note ID:

4397714

Create Date: Case Note Type: 09/25/2014 Case Note

Contact Date: Contact Type: 9/25/2014 Other

Program:

Workforce Investment Act

Program

vestment Act

Application ID: 260

260950

Subject:

food stamps updated

Partner Program:

NA

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia Workforce Center

State 10.

LWIA:

West Piedmont

Notes:

Requested and received additional food stamp verification from DSS-Patrick and filed with Food Stamp letter used at enrollment.

Per documentation the applicant received food stamps February 2013- September 2013 with the exception on May-June 2013. Documentation also shows food stamps were received September 2014. At time of enrollment Michelle had received a letter stating benefits would end August 2013.

Case Note ID:

4397752

Create Date:

09/25/2014

Case Note Type:

Case Note 9/25/2014

Contact Date: Contact Type:

Other

Program:

Workforce Investment Act

Application ID:

260950

Subject:

Program vos error ARRA 185

Partner Program:

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia
Workforce Center

•

West Piedmont

LWIA: Notes:

Per local audit vos error was discovered but per contact with WPWIB it is not able to be corrected at this time due to case is in followup Q2.

Service 185 was entered in error as ARRA (for 11/5/13 backgorund check) but should have Adult.

Client aignature

Staff Signature

Date

Date

Virginia Workforce Connection - Case Management - Programs Tab - McAlister Michelle



Workforce Investment rot Program #260950, App Date 9/4/2013, E pility Date 9/4/2013, Intensive Date 9/4/2013, LWIA 17 (Complete) - Adult

Case Manager: Montgomery, Sheri Temp Assigned: None Assigned

Create Participation

Edit Participation for WIA #260950 Participation Date 9/4/2013

Create Activity

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date	11/5 Backgrane
E.V.	185 - Support Service - Other WIA OneStop Provider	0	Adult - ARRA (Stimulus)	11/05/13	11/05/13	11/05/13	11/05/13 Successful Completion	See note See note 9/25/14 Should have bee Adult Service 500,
i ka i	153 - Job Search/Placement Assistance, including Career Coaching WIA OneStop Provider	3	Adult	10/24/13	10/24/13	01/20/14	01/27/14 Successful Completion	300,
	181 - Supportive Service - Transportation Assistance WIA OneStop Provider	(R)	Adult	09/16/13	09/16/13	12/23/13	12/19/13 Successful Completion	
Fundable Activity	300 - Occupational Skills Training - Approved Provider (ITA) No Provider Information	W	Aduit	09/16/13	09/16/13	12/23/13	12/19/13 Successful Completion	
L.L.	185 - Support Service - Other WIA OneStop Provider	6	Adult	09/09/13	09/09/13	09/16/13	09/09/13 Successful Completion	•
	101 - Orientation WIA OneStop Provider	0	Adult	09/04/13	09/04/13	09/04/13	09/04/13 Successful Completion	1
Lê.	102 - Initial Assessment WIA OneStop Provider	0	Adult	09/04/13	09/04/13	09/04/13	09/04/13 Successful Completion	
£;	204 - Interest And Aptitude Testing WIA OneStop Provider	(1)	Adult	09/04/13	09/04/13	09/04/13	09/04/13 Successful Completion	
La	205 - Develop Service Strategies (IEP/ISS/EDP)	(4)	Adult	09/04/13	09/04/13	09/04/13	09/04/13 Successful Completion	



[Assist an individual | Staff Services | My Portfolio }

8	My Individual Profiles	My Individual Plans	Staff's Profile	~ to)
	Personal Profile	Employment Plan Profile	🗎 💶 General Profile	MIN
1	General Information	3 Resumés	J Summary	C+00
1	Background	1 Job Applications	Case Notes	()
. [Activities	Online Application	Activities	V I NO
Ü	1 Memo	Virtual Recruiter	Case Management Profile	
	Search History Profile	D Employment Strategy	☐ <u>Case Summary</u>	
) lobs	Training Plan Profite	O <u>Programs</u>	
	2 Employers	☐ Classroom Training	্রী <u>Plan</u>	
	3 Programs	Online Training	Assessments	
	Occupations	Benefits Plan Profile	Report Profile	
. "	3 Industries	Workforce Investment Act	Tracking	
٠) Areas	(WIA)	☐ Statistics	
	Self Assessment Profile	Trade Adjustment Assistance	Combined Assessment	
	Job Skills	Other Benefits	Labor Exchange	
	Personal Skills	* Financial Plan Profile		
	Interests	Overall Budget		
等声	Work Values	2 Training Budget		
] Multiple	Transition Sudget		
	B - Communications Profile	I answer bodget		
-	Messages			
1	Correspondence			
į	1 Templates			
į	Subscriptions			
Ĺ	Email Log			
	Case Summary	Programs <u>Pla</u>	<u>Assessmenta</u>	

Show Filter Criteria

- + Wagner-Peyser 0 Applications
- + Trade Adjustment Assistance (TAA) Program 0 Applications
- Workforce Investment Act Program 2 Applications

Create Workforce Investment Act Program

Workforce Investment Act Program #264086, App Date 3/5/2014, Eligibility Date 3/5/2014, Intensive Date 3/5/2014, LWA 17 (Complete) - Adult
Case Manager: Montgomery, Sheri
Temp Assigned: None Assigned

Create Participation

Edit Participation for WIA #264086 Participation Date 3/5/2014

Create Activity

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
õ	107 - Provision Of Labor Market Research WIA OneStop Provider	0	Adult	03/05/14	03/05/14	03/12/14	Close
đ	153 - Job Search/Placement Assistance, including Career Coaching WIA OneStop Provider	0	Adult	03/05/14	03/05/14	04/05/14	Close
(C)	205 - Develop Service Strategies (IEP/ISS/EDP) WIA OneStop Provider	0	Adult	03/05/14	03/05/14	03/12/14	Close
e A Vis	204 - Interest And Aptitude Testing WIA OneStop Provider	W	Adult	03/05/14	03/05/14	03/05/14	03/05/14 Successful Completion
~~	101 - Orientation WIA OneStop Provider	0	Adult	03/05/14	03/05/14	03/05/14	03/05/14 Successful Completion

Start date 3/5/14 30 days 4/5/14

Virginia Workforce Connection - Case Management - Programs Tab - Medina Mindy

Projected Actual

				Begin Date	Begin Date		
Ō	218 - Internships WIA OneStop Training Provider	®	Adult	03/26/14	03/26/14	05/23/14	Close
\$-5c	226 - Reading and/or Math Testing WIA OneStop Provider	W	Adult	03/14/14	03/14/14	03/21/14	03/24/14 Successful Completion
Č.	153 - Job Search/Placement Assistance, including Career Coaching WIA OneStop Provider	®	Adult	03/05/14	03/05/14	04/26/14	Close
	204 - Interest And Aptitude Testing WIA OneStop Provider	0	Adult	03/05/14	03/05/14	03/05/14	03/05/14 Successful Completion
30.	205 - Develop Service Strategies (IEP/ISS/EDP) WIA OneStop Provider	0	Adult	03/05/14	03/05/14	03/12/14	03/06/14 Successful Completion
Lw.	101 - Orientation WIA OneStop Provider	0	Adult	03/05/14	03/05/14	03/05/14	03/05/14 Successful Completion
Lora	102 - Initial Assessment WIA OneStop Provider	W	Adult	03/05/14	03/05/14	03/05/14	03/05/14 Successful Completion
,	107 - Provision Of Labor Market Research WIA OneStop Provider	ŵ	Adult	03/05/14	03/05/14	03/12/14	03/06/14 Successful Completion

415-4126 V 30 daep

Create Closure

Create Outcome

+ Workforce Investment Act Program #9212, App Date 6/21/2002, Eligibility Date 6/21/2002, Intensive Date 6/21/2002, LWIA 17 (Case Closed) - Youth

Case Manager: Dillon, Wendy Temp Assigned: None Assigned

+ Generic Programs - 0 Applications

Activity Status: = Open, = Closed, = System Closed, = Voided

[Print All]

Print Date:	04/08/2014
Name:	Mindy Medina
Usemame.	VAI600634

State ID: 600731

Primary Phone #: (276) 229-8488 ext N/A

Alternate Phone #: N/A

4022307 Case Note ID: 04/08/2014 Create Date: Case Note Type: Case Note Contact Date: 4/7/2014 Telephone Contact Type:

Workforce Investment Act

Application ID:

264086

Subject:

Program contact/job search

Partner Program:

Staff Member: Sheri Montgomery Office Location:

Patrick County - Virginia Workforce Center

LWIA:

Program:

West Piedmont

Notes:

Spoke with Mindy by phone to let her know about some job leads. Also reminded her of need to turn in attendance for internship so it can be invoiced and that there were also some papers to update in her file. She said she was not feeling well but would do so as soon as possible.

Internship service closed as dropped out. Plan updated by phone will be reviewed/signed when Mindy comes into office.

Case Note ID: Create Date:

4011480 04/03/2014

Case Note Type:

Case Note

Contact Date:

4/2/2014 Other

Contact Type:

Workforce Investment Act

Program

Application ID:

Program: Subject:

Internship dropped

NA Partner Program:

Staff Member:

Sheri Montgomery

Patrick County - Virginia Office Location: Workforce Center

West Piedmont

meet the needed flexible schedule that the business is requiring.

Notes

Per Mindy and Center Mgr contact with work site it was decided that Mindy would not be able to

Services and Plan will be updated. Mindy will be further assisted in job searching, exploring internships and trainings to become self sufficient.

Case Note ID:

4011452 04/03/2014 Create Date:

Case Note Type: Contact Date:

Case Note 4/1/2014

Contact Type:

Face-to-Face

Program:

Workforce Investment Act

Program

Application ID:

Subject: Staff Member: office visit

Partner Program:

Patrick County - Virginia Office Location:

264086

Workforce Center

LWIA:

West Piedmont

Sheri Montgomery

Mindy came into office to discuss Internship and that the inconsistent schedule is difficult for her due to being a single parent and she is not sure she will be able to continue with internship or employment if position is offered upon completion. Center Mgr encouraged Mindy to discuss with supervisor and that this office will also contact the worksite.

notes reanswy

Print Date: 06/24/2014 Name: Mindy Medina Username: VAI600634 600731 State ID:

Primary Phone #: (276) 692-7975 ext N/A Alternate Phone #: N/A

Case Note ID:

4189987

Create Date:

06/24/2014

Case Note Type:

Case Note

Contact Date:

6/24/2014 Face-to-Face

Contact Type:

Workforce Investment Act

Application ID:

264086

Program: Subject:

Program

Partner Program:

NA

Staff Member:

contact/job search Sheri Montgomery

Office Location:

Patrick County - Virginia

Workforce Center

LWIA:

West Piedmont

Notes:

Mindy contacted center 6/23/14 and scheduled appointment for today. She is seeking further assistance with job search. Her family is now living in Martinsville due to relocating after loosing her Patrick County home in a fire. Services and plan reopened today to assist with goals. Resume updated. Assisted with job search and Center Mgr contacted hospital about possible work based learning opportunity. Updated alternate contact/address.

notes re appt for services

Client Signature

Staff Signature

Print Date: 06/04/2014 Mindy Medina Name: Username: VAI600634

600731 State ID:

(276) 692-7975 ext N/A Primary Phone #:

Alternate Phone #: N/A

Case Note ID:

4144789

Create Date:

06/04/2014

Case Note Type:

Case Note 6/4/2014

Contact Date: Contact Type:

E-mail

Program:

Workforce Investment Act

Application ID:

264086

Subject:

Program sent email-job leads

Partner Program:

NA

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia

Workforce Center

LWIA:

West Piedmont

Notes:

No response from Mindy to message left with her mother. Return call from mother stated Mindy was out of town at this time but was not working and is living at Penny House due to loss of her home from

Sent email today with some job leads and checking to see if Mindy is in need of any additional WIA Services. Case Closure was begun due to Mindy had said she found employment and was not in need of services. Services and plan were closed and closure was pending receipt of employment information. That was just prior to the loss of her home and Mindy now is not employed per her mom.

No change in services or plan at this time. Will reopen if Mindy is in need of intensive services.

Client Signature

Staff Signature

Date

Moder re Sennes Mased

Virginia Workforce Connection - Case Management - Programs Tab - Baliles Chasity



[Assist an individual | Staff Services | My Portfolio]

		My Individual Plans	Staff's Profile
	My Individual Profiles	My Individual Figure	
10.0	Personal Profile	Employment Plan Profile	General Profile
	General Information	Resumés	Summary
٦,	Backeround	Job Applications	Case Notes
٦,	Activities	Online Application	Activities
3.	Мето	2 Virtual Recruiter	Case Management Profile
198	Search History Profile	Employment Goals	Case Summary
	lobs	Training Pran Profits	Programs
্ৰ	Employers	্র <u>Classroom Training</u>	O Pian
	Programs	3 Online Training	Assessments
.1	Occupations	Benefits Plan Profile	Report Profile
- 3	Industries	h Workforce Investment Act	Ci <u>Trackino</u>
'n	Areas	(WIA)	Statistics
7	Self Assessment Profile	Trade Adjustment Assistance	· · Colleged Fallstone
(ر.	Job Skills	.i Other Benefits	Labor Exchange
	Personal Skills	- Financial Plan Profile	
	Interests) Overall Budget	
IJ	Work Values	. Training Budget	
3	Tools and Technology	Transition Budget	
)	Multiple		
20	Communications Profile		
	Massacas		
	Correspondance		
_1	Templates		
	Subscriptions		
Ĵ	Email Log		
	Case Surrmary	Programs <u>Pla</u>	n Ausessments

Show Filter Criteria

- + Wagner-Peyser 4 Applications
- + Trade Adjustment Assistance (TAA) Program 0 Applications
- Workforce Investment Act Program 1 Application

Create Workforce Investment Act Program

- Workforce Investment Act Program #264777, App Date 4/17/2014, Eligibility Date 4/17/2014, Intensive Date 4/17/2014, LWMA 17 (Complete) - Adult Case Manager: Montgomery, Sherl Temp Assigned: None Assigned

Create Participation

Edit Participation for WIA #264777 Participation Date 4/17/2014

Create Activity

Status	Activity / Provider	wz	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
₩	301 - On-The-Job Training No Provider Information	0	Adult	04/22/14	04/22/14		Close
tag:	185 - Support Service -Other WIA OneStop Provider	0	Adult	04/18/14	04/18/14	04/18/14	04/18/14 Successful Completion
W	153 - Job Search/Placement Assistance, including Carner Coaching WA OneStop Provider	0	Adult	04/17/14	04/17/14	06/13/14	Clase
, is	101 - Orientation WIA OneStop Provider	0	Adult	04/17/14	04/17/14	04/17/14	04/17/14 Successful Completion
	102 - Initial Assessment WIA OneStop Provider	0	Adult	04/17/14	04/17/14	04/17/14	04/17/14 Successful Completion
63	107 - Provision Of Labor Market Research WIA OneStop Provider	0	Adult	D4/17/14	04/17/14	04/17/14	04/17/14 Successful Completion
	204 - Interest And Aptitude Testing VMA OneStop Provider	0	Adult	04/17/14	04/17/14	04/17/14	04/17/14 Successful Completion
i.x.	205 - Develop Service Strategies (IEP/ISS/EDP) WA OneStop Provider	. 0	Adult	04/17/14	04/17/14	04/17/14	04/17/14 Successful Completion
12	226 - Reading and/or Math Testing WIA OneStop Provider	•	Adult	04/17/14	04/17/14	04/17/14	04/17/14 Successful Completion

5tate 10.

No services, ?

Joes not have Sense 214.

Page 1 of 2

Print Date: 09/05/2014

Name: Stacey N Gregory

Username: 3689038 State ID: 1774705

Primary Phone #: (276) 694-7097 ext N/A

Alternate Phone #:

(276) 229-7323 ext N/A

State 10.

Case Note ID:

4352842

Create Date:

09/05/2014

Case Note Type: Contact Date: Case Note 9/5/2014

Contact Type:

Program:

Workforce Investment Act

Application ID:

263546

Subject:

Program correction request 226

Partner Program:

NA

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia Workforce Center

LWIA:

West Piedmont

Notes:

Sent correction request re Service 226 Start and End date should have been 2/3/14 (date received from Adult Ed).

Client Signature

Staff Signature

Date

Date

WEST PIEDMONT WORKFORCE INVESTMENT BOARD VOS CORRECTION REQUEST SHEET
Agency Name: VWC-Patrick Person making the request: Sheri Montgomery Date of Request: 5/17/19/19/19/19/19/19/19/19/19/19/19/19/19/
USER ID: 1774705 Name: Stacey Gregory (8/1)
VOS Correction Request:
TABE received from Adout Ed 2/3/14
Senue 226 entered on vos 2/4/14
reuse to prieded/achiellerel 0/3/14
Why is the request needed?
to correct to date received and date used on vos assessments page which was dated received from Adult Ed
as Inc accordants page alleged and
or vos assessivens pase which was delta
received from Adult Ed
Request approved by manager: Yes or No Manager Signature or printed name: Wanda Whitlow
Transfer organization frames and transfer frames fr
Date systems administrator received request:
Date request was sent to the state:
Date request was corrected:
Date request was corrected: Date agency was notified:
Request completed: Yes or No

Goals and Objectives Established: **Status Estimated** Actual Term Of Date Goal# Program Type Of Goal Completion Completion Goal Established Affiliation Date Date (s) Short Term 8/14/2014 2/14/2015 Open 3 WIA **Employment** Goal Description: Self Sufficient Employment - Use VaWorkConnect and other resources of Virginia Workforce Center to find employment opportunities. Skills per resume: Receptionist/Office worker for legal office Interests per 2/4/14 CareerScope: Business Detail, Humanitarian, Protective TABE results per 1/9/14 scores received from Adult Ed 2/3/14: Reading 9.6 Math 7.6 Language 9.7 indicated Basic Skills Deficient in Math at time of enrollment. Objective(s) to Goal #: Status Staff Review **Program** Date Objective Established Date Montgomery, Sheri Open 2/14/2015 **WIA** 8/14/2014 job search Comments: Staff assisted job search, labor market information, assessments, career coaching, resume/interview assistance will be made available to participant as needed. Goals and Objectives Established: Status **Estimated** Actual Term Of Date Goal # Program Type Of Completion Established Completion Affiliation Goal Goal Date Date (s) Short Term 8/14/2014 2/14/2015 WIA **Training** Goal Description: Exploring Training - Use VaWork Connect and resources of Virginia Workforce Center to explore Internships, On the Job Training, and further education options that may lead to self-sufficient employment. Objective(s) to Goal #: Staff **Status** Review Program Objective Date Established Date Open Montgomery, Sheri Increase skills 8/14/2014 2/14/2015 WIA Comments: Labor Market Information, assessments, training provider information, career coaching will be made available to participant as needed. Gregory, Stacey, N Montgomery.

Date:

Sheri

(For Minors: Parent/Guardian)

Virginia Workforce Connection - Case Management - Programs Tab - Gregory, Stacey



		1 6 5 . D - 35 - C - 1
Assist an individual	Staff Services	MAY PORTORIO

My Individual Profiles	My Individual Plans	Staff's Profile
		General Profile
		J Summary
		Case Notes
		Activities
		Documents (Staff)
		Case Management Pro
		Case Summary
) <u>Programs</u>
		ी <u>Plan</u>
		Assessments
		Report Profile
		Tracking
] Statistics
) Combined Assessment
		Labor Exchange
Case Summary	Programs P	'lan Assessments

State 10 174705

serve 181

Show Filter Criteria

- + Wagner-Peyser 1 Application
- + Trade Adjustment Assistance (TAA) Program 0 Applications
- Workforce Investment Act Program 1 Application

Create Workforce Investment Act Program

- Workforce Investment Act Program #263546, App Date 2/3/2014, Eligibility Date 2/3/2014, Intensive Date 2/3/2014, LWIA 17 (Complete) - Adult

Case Manager: Montgomery, Shers Temp Assigned: None Assigned

Create Participation

Edit Participation for WIA #263546 Participation Date 2/3/2014

Create Activity

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
7	181 - Supportive Service - Transportation Assistance WIA OneStop Provider	·	Adult	02/03/14	02/10/14	04/12/14	04/12/14 Dropped out of activity
·	204 - Interest And Aptitude Testing WIA OneStop Provider	4	Adult	02/04/14	92/04/14	02/04/14	02/04/14 Successful Completion
197	214 - Adult Literacy, Basic Skills or GED Preparation WIA OneStop Provider	Ü	Adult	02/03/14	02/03/14	12/20/14	Close
4	226 - Reading and/or Math Testing WIA OneStop Provider	Ü	Adult		02/03/14	02/03/14	02/03/14 Successful Completion
	205 - Develop Service Strategies (IEP/ISS/EDP) WIA OneStop Provider	ũ	Adult	02/03/14	02/03/14	02/17/14	02/10/14 Successful Completion
-	101 - Orientation WIA OneStop Provider	Ü	Adult	02/03/14	02/03/14	02/03/14	02/03/14 Successful Completion
155	102 - Initial Assessment WIA OneStop Provider	Ü	Adult	02/03/14	02/03/14	02/03/14	02/03/14 Successfut Completion
120		0	Adult	C2/93/14	02/03/14	03/03/14	

vos correction completed

Virginia Workforce Connection - Case Management - Programs Tab - Gregory. Stacey

The Virginia Workforce Connection site will be unavailable due to insert entering at 9:00 PM on Friday, April 11 and continuing through 2 PM on Saturday April 12, 2014. We appreciate your patience and applogize for any inconvenience.

virginia, gov	Online Services Commonwealth Sites Help	
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Governor

[Assist an individual | Staff Services | My Portfolio]

My Individual Profiles	🖾 😥 My Individual Plans	Staff's Profile
Personal Profile	Employment Plan Profile	General Profile
General Information	Resumés :	3 Summary
Background	O Job Applications	Case Notes
Activities	Online Application	Activities
☐ Memo	Virtual Recruiter	Case Management Profi
FR _ Search History Profile	Employment Goals	Case Summary
🖸 Jobs	Training Plan Profile	Programs
Employers	🗓 <u>Classroom Training</u>	2 Plan
Derograms	Online Training	Assessments
Occupations	Benefits Plan Profile	A Report Profile
i.] Industries	Workforce Investment Act	Tracking
Areas	(WIA)	☐ Statistics
Self Assessment Profile	Trade Adjustment Assistance (TAA)	Combined Assessment
O Job Skills	13 Other Benefits	☐ <u>Labor Exchange</u>
Personal Skills	Elimancial Plan Profile	
☐ <u>Interests</u>	O Overall Budget	
Work Values	☐ Training Budget	
Typical Tools and Technology	2 Transition Budget	
Multiple		
(f) Communications Profile		
Messages		
O Correspondence		
☐ <u>Templates</u>		
Subscriptions		
Email Loo		
Саșе Ѕидипагу	Programs <u>Plan</u>	Assessments

State 1P 174705

Service 214

Show Filter Criteria

- + Wagner-Peyser 1 Application
- + Trade Adjustment Assistance (TAA) Program 0 Applications
- Workforce Investment Act Program 1 Application

Create Workforce Investment Act Program

Workforce Investment Act Program #283546, App Date 2/3/2014, Eligibility Date 2/3/2014, Intensive Date 2/3/2014, LWIA 17 (Complete) - Adult
Case Manager: Montgomery, Sheri
Temp Assigned: None Assigned

Create Participation

Edit Participation for WIA #263546 Participation Date 2/3/2014

Create Activity

Status	Activity / Provider	wz	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
ō	181 - Supportive Service - Transportation Assistance WIA OneStop Provider	0	Adult	02/10/14	02/10/14	12/20/14	Close
À	204 - Interest And Aptitude Testing WIA OneStop Provider	0	Adult	0 2/04/ 14	02/04/14	02/04/14	02/04/14 Successful Completion
	226 - Reading and/or Math Testing WA OneStop Provider	8	Adult	02/04/14	02/04/14	02/04/14	02/04/14 Successful Completion
	214 - Adult Literacy, Basic Skills or GED Preparation WIA OneStop Provider	0	Adult	02/03/14	02/03/14	07/03/14	Close

5/3/14 + 90 days

Virginia Workforce Connection - Case Management - Programs Tab - Gregory, Stacey

OID	TOLCC COINIC				5	_					
\$2	226 - Reading and/or Math Testing WIA OneStop Provider	@	Adult	1/14	02/04/14		02/04/14 Successful Completion			nul s	Lan
(G)	214 - Adult Literacy, Basic Skills or GED Preparation WIA OneStop Provider		Adult	02/03/14	02/03/14	05/03/14	Close	2/3/1	14	90	da
 gina	205 - Develop Service Strategies (IEP/ISS/EDP) WIA OneStop Provider	0	Adult	02/03/14		02/17/14	02/10/14 Successful Completion				
my Micro	101 - Orientation WIA OneStop Provider	0	Adult	02/03/14	02/03/14	02/03/14	02/03/14 Successful Completion				
ou.a.	102 - Initial Assessment WIA OneStop Provider	8	i Adult	02/03/14	02/03/14	02/03/14	02/03/14 Successful Completion				
, va	107 - Provision Of Labor Market Research WIA OneStop Provider	0	Adult	02/03/14	02/03/14	03/03/14	02/10/14 Successful Completion	Ų.			
£å	153 - Job Search/Placemer Assistance, including Career Coaching WIA OneStop Provider	ut W	Adult	02/03/14	02/03/14	03/03/14	02/10/14 Dropped out of activity				

Create Closure

Create Outcome

+ Generic Programs - 0 Applications

Activity Status:	
Activity Status: 10 = Open, () = Closed, 12 = System Closed, 12 = Volume	
[🔁 Print All]	

Print Date: 08/21/2014

Name: Stacey N Gregory

Username: 3689038 State ID: 1774705

Primary Phone #: (276) 694-7097 ext N/A

Alternate Phone #:

(276) 229-7323 ext N/A

Case Note ID:

4321693

Create Date: Case Note Type: 08/21/2014 Case Note

Contact Date: Contact Type: 8/21/2014 Other

Program:

Workforce Investment Act

Application ID:

263546

Subject

Program Services Review

Partner Program:

NΔ

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia Workforce Center

Stan Member.

West Piedmont

LWIA: Notes:

No change in 214 GED Service at this time. Stacey continues to work toward GED goal. Discovered error in 181 Supportive Service start/end date. VOS correction submitted. Copy in file.

Case Note ID:

4321689

Create Date:

08/21/2014

Case Note Type:

Case Note

Contact Date:

8/14/2014 Face-to-Face

Contact Type:

Workforce Investment Act

Application ID:

263546

Program: Subject:

Program office visit/file update

Partner Program:

NA

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia Workforce Center

LWIA:

West Piedmont

Notes:

Stacey visited office to update file and discuss possible training as Nurses Aide to begin later this fall at PHCC. CareerScope indicated significant interest in Humanitarian. Virginia LMI indicates growth and self-sufficient wages.

Stacey currently is working as a Personal Care Assistant but is not making a self sufficient wage. She attends GED class when her schedule permits but is also working at home in the online GED Academy. Per Adult Ed her GED Ready Practice scores do not indicate that she is ready for testing at this time. Per Adult Ed her TABE will be repeated or other assessment scores converted to update progress prior to start of PHCC training if required.

Cost Estimate was faxed by Center Mgr to PHCC. Filed updated with the following forms: available training providers, drug test policy.

Plan was updated with new employment goal and also exploring training goal. Reviewed and signed.

Client-Signature

Staff Signature

Date

Data

WEST PIEDMONT WORKFORCE INVESTMENT BOARD VOS CORRECTION REQUEST SHEET

Agency Name: VWC-Patrick Date of Request: 8/21/14
Person making the request: Sheri Montgomery
STATE ID: Name: 1774705 Stacey Gregory VOS Correction Request: Service 181 projected + actual Start 2/3/14 (projected end 12/20/14) - no charge actual end 4/12/14
why is the request needed:
discovered error in start/end date
Request approved by manager: Yes Manager Signature or printed name: Wanda Whitlow
Date systems administrator received request:
Date request was sent to the state:
Date request was corrected:
Date agency was notified:
Date agency was notified: Request completed: Yes or No

JRTIVE SERVICE DOCUMENTA JN DATE: PARTICIPANT NAME: SOCIAL SECURITY NUMBER: PROGRAM ACTIVITY: **NEED DETERMINATION DOCUMENTATION OF NEED:** Can the customer gain Supportive Service through other programs? ____You type of supportive service. If no, indicate who was contacted and the result. If yes, indicate who and what Yes reimbur mer SUPPORTIVE SERVICE NEEDED: SUPPORTIVE SERVICE PROVIDED: DOCUMENTATION OF SERVICES PROVIDED (SPECIFY TYPE--RECEIPTS, ETC.--ATTACH A COPY OF DOCUMENT): attendace RESULT(S) OF SERVICE(S) PROVIDED: None at they time PROJECTED NEED FOR ADDITIONAL SERVICES: PLAN TO ACCOMPLISH PROJECTED NEED FOR ADDITIONAL SERVICES: SIGNATURE OF CASE MANAGER

SIGNATURE OF CASE MANAGER

DATE

DATE

10/19

2-10-14

SIGNATURE OF PARTICIPANT

DATE

Virginia Workforce Center—Patrick County Funding Authorization for Intensive Services

PART A – TO BE COMPLETEI	BY THE WIA	ONE-STOP REPRESENTA	ATIVE
--------------------------	------------	---------------------	-------

Stacey Gregory Customer Name	223 - 29 - 1267 Social Security Number
2949 Five Forks Rd Home Address	PCAL C Name of School customer will attend
Stuart VA 24082 City, State, Zip	GED Curriculum
I, the undersigned, hereby authorize the exchange information, semester grades/transcript) between Financial Aid/Business offices of the above name and/or of my family for the purpose of determining at the named school. Show Customer Signature	[insert name of one-stop] and the ed school, regarding my financial status
PART B	
Remit Invoice to: Virginia Workforce Center—Patrick County PO Box 1412 Stuart, VA 24171	Service Provider (include address): PCALC 103W. Blueld. Student, VA 24171
PART C – TO BE COMPLETED BY THE OWIA FUNDING Out-of-the- Area Job Search Assistance Literacy Activitics (related to basic workforce Relocation Assistance Internships Work experience	Adult 0649 X DW 0650
TOTAL	1
Intensive Service Begin Date 2-3-14 E	One Stop Coordinator
2-3-14 Effective Date	Effective Date
Funding Authorization	WPWIB 2007

WEST PIEDARONT WORKFORCE INVESTMENT BOARD

Virginia Workforce Center—Patrick County Funding Authorization for Support Services

PART A – TO BE COMPLETED BY THE WIA	
Stacey Gregory Customer Name	223 - 29 - 1247 Social Security Number
2949 FIVE FUCKSED.	DCALC
Home Address	School customer is attending
Stuart VA 24171	GED
City, State, Zip	Curriculum
I, the undersigned, will provide weekly attendance one-stop at the end of each week for support service training at the above institution.	e reimbursement while I am in
Three Granis	2-3-14
Customer Signature	Date
PART B	
Remit Invoice to:	Service Provider (include address):
Virginia Workforce Center—Patrick County PO Box 1412 Stuart, VA 24171	DCALC 103 W. Bl. Rd. St. Strart VA
PART C – TO BE COMPLETED BY THE ON	E STOP OFFICE
WIA FUNDING	Adult 0649 <u>X</u>
Childcare Transportation 522.45	DW 0650
Transportation 522.45 Stipend	
Needs Related Payment TOTAL	
	12 22 1/
Training Begin Date 2-3-19 End Date 1	12-20-14
WIA Representative	One Stop Coordinator
2-3-14	
Effective Date	Effective Date
Funding Authorization	WPWIB

Support Services Form

2007

Virginia Workforce Center—Patrick County

RECORD OF UNDERSTANDING, GRIEVANCE RESOLUTION, & EQUAL
OPPORTUNITY RIGHTS & NOTIFICATION & CONTRACT AGREEMENT

SIGNATURE PAGE FOR
EO RIGHTS NOTIFICATION, GRIEVANCE PEGGE

RECORD OF UNDERSTANDING AND

EO RIGHTS NOTIFICATION

	I, AS A REPRESENTATIVE OF THE Virginia World	cforce Center/DCDS HAVE EVDI AINED	rue
	INFORMATION CONTAINED IN THIS NOTIFICAT		
	ACT CUSTOMER/PARTICIPANT.	7 2/ 17	11
	Signature of Representative	3-26-12	12
		Date	15
	I, AS THE APPLICANT/PARTICIPANT, AGREE EXPLAINED TO ME, I HAVE HAD THE OPPOR		1 4
	CLARIFICATION.		do
	L'orina nees	3-26-12 Date	
	Signature of Applicant/Participant	Date	
	N/A		
	Signature of Parent/Legal Guardian	Date	
	GRIEVANCE RESOLUTION & RECORD	OF UNDERSTANDING & PARTICI	PANT
	CONTRACT AGREEMENT		
d	Corrinna Moeles	3-26-12	
<i>,</i>	Applicant	Date	
	N/A		
	Parent/Legal Guardian	Date	
	Tribination of the Depth	7 2/ /2	
	Virginia Workforce Center/PCPS Contractor/Service Provider	<u>りる(4~1ユ</u> Date	· · · · · · · · · · · · · · · · · · ·
		2	
(را ء	List three (3) people who DO NOT LIVE IN YOUR H	OUSEHOLD and will always know your where	abouts.
MO flow.	Debbil StChir	540-352-16	58
(ρ_{s})	Contact Name City/Town	Area Code/Phone Nur	
inbud	Most St. Carr Contact Name City/Town	540- 488-2 Area Code/Phone Nu	•
کام ۔	1 A la 1 have last	54n - 7a3	_
5.15	Contact Name City/Town	Area Code/Phone Nu	
	City/10WII	Alea Code, I Holle 14d	

I voluntarily agree to provide the above information. I understand that the information I provide will be kept strictly confidential. The Participant Contract Agreement has been explained and a copy given to the participant.

Print Date: 10/15/2014

Name: CORRINA

CORRINNA E MEEKS

Username: VAI413881 State ID: 413659

Primary Phone #: (276) 930-9986 ext N/A

Alternate Phone #: N/A

Case Note ID:

4397844

Create Date:

09/25/2014 Case Note

Case Note Type: Contact Date:

9/25/2014

Contact Type:

Other

Program:

Workforce Investment Act

Application ID:

250591

Subject:

Program vos error

Partner Program:

...

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia Workforce Center

LWIA:

West Piedmont

Notes:

Per local audit vos error was discovered but per contact with WPWIB it is not able to be corrected at this time due to case is completed.

Per recommendation in the future services for drug tests/background checks/other required medical screenings will be entered using the starting and end date that tests were administered.

Client Signature

Staff Signature

Date

Date |

Virginia Workforce Connection - Cone Management - Programs Tab - MEEKS CORRINNA



{ Assist an individual | Staff Services | My Portfolio }

Staff's Profile My Individual Profiles My Individual Plans General Profile - Employment Plan Profile ...) Resumés Summary Case Notes ... Job Applications) Activities Dollne Application Virtual Recruiter Documents (Staff) in Employment Goals Case Management Profile Training Plan Profile Case Summary J <u>Programs</u> J Classroom Training ⊇ <u>Plan</u> Online Training Benefits Plan Profile Assessments Report Profile ☐ <u>Tracking</u> ... Trade Adjustment Assistance) Statistics __ Combined Assessment 3 Other Benefits Labor Exchange Financial Plan Profile inancial Literacy Overall Budget

Case Summary

Programs

Training Budget Transition Budget

Plan

<u>Assessments</u>

Show Filter Criteria

+ Wagner-Peyser - 5 Applications

- + Trade Adjustment Assistance (TAA) Program 0 Applications
- Workforce Investment Act Program 1 Application

Create Workforce Investment Act Program

- 🍪 🎃 🚉 Workforce Investment Act Program #250591, App Date 3/26/2012, Eligibility Date 3/26/2012, Intensive Date 3/26/2012 LWIA 17 (Case Closed) - Adult

Case Manager: Montgomery, Sheri Temp Assigned: None Assigned

Create Participation

Edit Participation for WIA #250591 Participation Date 3/26/2012

Create Activity

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
ve vi	131 - Testing/ background check as required by employer WIA OneStop Provider	0	Adult	03/26/12	04/02/12	04/26/12	04/16/12 Successful Completion
	153 - Job Search/Placement Assistance, including Career Coaching WIA OneStop Provider	0	Adult	03/26/12	03/26/12	10/17/13	10/02/13 Successful Completion
-1	185 - Support Service -Other WIA OneStop Provider	Û	Adult	03/26/12	03/26/12	04/26/12	04/03/12 Successful Completion
62.	205 - Develop Service Strategies (IEP/ISS/EDP) WIA OneStop Provider	0	Adult	03/26/12	03/26/12	04/05/13	03/12/13 Successful Completion
	101 - Orientation WIA OneStop Provider	Û	Adult	03/26/12	03/26/12	03/26/12	03/26/12 Successful Completion
	102 - Initial Assessment WIA OneStop Provider	0	Adult	03/26/12	03/26/12	03/26/12	03/26/12 Successful Completion

See note 9/25/4/SM.
- Should be 3/22/12 Dry Test open/cluse

- Should be 4/2/12 Buchground chelhdate open/close
- no longer leave open
per policy.

Print Date: 04/16/2012 Name:

CORRINNA E MEEKS

Username: VAI413881 State ID: 413659

(276) 930-9986 ext N/A Primary Phone #:

N/A Alternate Phone #:

Case Note ID: Create Date:

2196262 4/16/2012

Case Note Source:

Contact Date:

4/16/2012

Contact Type:

Program:

Subject:

Workforce Investment Act

Application ID:

250591

Program

background results

Partner Program:

NA

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia

ecelle gounds

Workforce Center

Last Edited by:

Sheri Montgomery

Last Edited on:

04/16/2012

LWIA:

West Piedmont

Notes:

Received and filed background results in drug test/background file. Center Mgr has sent results of drug test and background check to PHCC HOPE program.

Service 131 closed and printed services page for file.

Signature

Date

Date

Print Date: 04/03/2012

CORRINNA E MEEKS Name:

Username: VAI413881 State ID: 413659

Primary Phone #: (276) 930-9986 ext N/A Alternate Phone #: N/A

Case Note ID:

2166553

Create Date:

4/3/2012

Case Note Source:

Contact Date:

4/3/2012

Program

Contact Type:

Mail

Program:

Workforce Investment Act

Application ID:

250591

Subject:

drug test results

Partner Program:

NA Patrick County - Virginia

Staff Member:

Sheri Montgomery

Office Location:

Workforce Center Roewed

Last Edited by:

Sheri Montgomery

Last Edited on:

04/03/2012

LWIA:

West Piedmont

Notes:

Received and filed drug test results in drug test file. Center Mgr will send copy to college as reqired for the HOPE program.

Case Note ID:

2166530

Create Date:

4/2/2012

Case Note Source:

Contact Date:

4/2/2012

Contact Type:

Face-to-Face

Program:

Workforce Investment Act

Application ID:

250591

Subject:

Program

Partner Program:

NA

Staff Member:

background check Sheri Montgomery

Office Location:

Patrick County - Virginia

Workforce Center

Last Edited by:

Sheri Montgomery

Last Edited on:

04/03/2012

LWIA:

West Piedmont

Notes:

Corrinna stopped by for paperwork to authorize her background check. She has notified the college that she will be late for class due to the required testing.

Date

Date

Print Date: 03/30/2012

CORRINNA E MEEKS Name:

Username: VAI413881 413659 State ID:

Alternate Phone #: N/A (276) 930-9986 ext N/A Primary Phone #:

Case Note ID: Create Date:

2157203 3/26/2012

Case Note Source:

Contact Date:

3/26/2012 Face-to-Face

Contact Type:

Program

Workforce Investment Act

Application ID:

250591

Program: Subject:

assessments/plan/training

Partner Program:

NA

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia **Workforce Center**

Last Edited by:

Sheri Montgomery

Last Edited on:

03/30/2012

LWIA:

West Piedmont

Notes:

Per Center Mgr: TABE, CareerScope and Career Readiness Certificate have already been completed and will be sent to office for file.

Plan was begun and the individual participated in developing goals and objectives. These will be reviewed and revised as needed to assist the participant in becoming self-sufficient. Corrinna began HOPE Initiative Food Services program at PHCC on 3/1/12 and is scheduled to complete 5/24/12. Per center Mgr DSS TARE program is funding her tuition. The program is designed to teach her good work habits and make her more marketable in that field. Labor market info shows this to be an in demand occupation. Copy of LMI provided to Corrinna.

Discussed goal to complete training and seek employment in field of training, need to report any changes in schedule or contact information, submit monthly attendance, keep monthly contact, and submit any credential earned to make copy for file. Supportive Service needs were discussed. Corrinna said she is being helped with travel and childcare through DSS. Told her to let me know if she has any additional needs.

Drug Test was scheduled for 9am 3/27/12. Background Check has been requested. Will notify Corrinna when scheduled.

nt Signature

Schodward took took

Case Notes Print Page

Case Now

Print Date: 04/29/2014

Name: CORRINNA E MEEKS

Username: VAI413881 State ID: 413659

Primary Phone #:

(276) 930-9986 ext N/A

Alternate Phone #: N/A

Case Note ID:

4067500 Create Date: 04/29/2014 Case Note Case Note Type:

Contact Date: Contact Type: 4/29/2014 Other

Program:

Workforce Investment Act

Program

Application ID:

250591

Subject: Staff Member: Q 1-2 contact attempts Sheri Montgomery

Partner Program: Office Location:

Patrick County - Virginia

Workforce Center

LWIA:

West Piedmont

Notes:

4/11/14 left message with last known employer Henry County Public Schools.

4/11/14 called home number and spouse said to hold on his spouse was on call waiting but then came back on and said it was his boss. Left message re seeking to update employment status and services available if needed.

No response to messages left. Q 1 entered as completed and printed for file.

O 2 attempts documented and printed for file.

4/29/14 left message and sent faxed request.

4/29/14 called home and individual who sounded very much like Corrinna said that Corrinna was not home. Left message that I was seeking to update employment status and reminding of services available if needed.

Case Note ID:

4067551

Create Date:

04/29/2014 Case Note

Case Note Type: Contact Date:

4/29/2014 Form Insert

Contact Type: Program:

Workforce Investment Act

Application ID:

250591

Subject:

Program

Follow-Up Contact Attempt Partner Program:

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia Workforce Center

LWIA:

West Piedmont

Notes:

Unsuccessful follow-up contact attempt. Time of Day: Morning Contact Type: Telephone -Individual

Case Note ID:

Create Date:

Case Note Type: Case Note 4/29/2014 Contact Date:

Contact Type: Program:

Form Insert Workforce Investment Act

4067553

04/29/2014

Program

Application ID:

Follow-Up Contact Attempt Subject:

Partner Program:

250591

Staff Member: Sheri Montgomery Office Location:

Patrick County - Virginia Workforce Center

LWIA

West Piedmont

Notes:

Unsuccessful follow-up contact attempt. Time of Day: Morning Contact Type: Letter or Survey Sent to Employer/School

nt Signature

Staff Signatur

verticalen observers.

Print Date: 10/16/2014

Name: **CORRINNA E MEEKS**

Username: VAI413881 State ID: 413659

Primary Phone #: (276) 930-9986 ext N/A

Alternate Phone #:

Case Note ID:

Create Date:

4442201 10/16/2014

Case Note Type:

Case Note 10/16/2014

Contact Date: Contact Type:

Other

Program:

Workforce Investment Act

Program

Application ID:

250591

Subject: Staff Member: employment end date verfied

Partner Program:

Sheri Montgomery

Office Location:

Patrick County - Virginia

State 10 9

Workforce Center

LWIA:

West Piedmont

Notes:

Contacted Henry County Public Schools to clarify if employment had ended. Per HR-Marie Waldron 10/2013 was the last time Corrinna had wages with Henry County Public Schools.

Per last contact with Corrinna she had not worked elsewhere and was no longer iob searching.

Client Signature

Staff Signature

lost know (2013)

State 10. 1237460
Supportive SERVICE DOCUMENTATION SUPPORTIVE SERVICE DOCUMENTATION
PARTICIPANT NAME: Kenveth Scott
SOCIAL SECURITY NUMBER: 724-90-4131
PROGRAM ACTIVITY: 600
NEED DETERMINATION
DOCUMENTATION OF NEED: Land off Steiner Friends
Yin farmly. Income is UT, spouse
partine job food. Stamps.
See New Males 5.
Can the customer gain Supportive Service through other programs?YesNo
OSS- Food Stamps only
SUPPORT SERVICE DOCUMENTATION
α β β β
SUPPORTIVE SERVICE NEEDED: // Well Kelmbure Met
THOUGH PROFITS
OCCUMENTATION OF SERVICES PROVIDED (SPECIFY FYPE-RECEIPTS, ETCATTACH A COPY OF DOCUMENT): See flogs 5-6.
11)11 000001 1210000000
TESULT(S) OF SERVICE(S) PROVIDED: WILL AS SIST WITH EXPENSES TO Havel to training.
10 teacher or realist.
PROJECTED NEED FOR ADDITIONAL SERVICES: NOVE at the time.
·
PLAN TO ACCOMPLISH PROJECTED MEED FOR ADDITIONAL SERVICES:
Smarten 5/9/11
ASIGNATURE OF CASE MANAGER DATE

Henrita W Scord

5-9-11

SIGNATURE OF PARTICIPANT

DATE

Virginia Workforce Center—Patrick County

State 10 1231/160

TELEPHONIC EMPLOYMENT VERIFICATION

The WIA requires, for program compliance and audit purposes, documentation which verifies employment as a result of training provided under the Workforce Investment Act. Your assistance in completing this Employment Verification form is appreciated.

2711-90 U12/2
Employee's Name: Kenneth Scott SSN: 224-90-4136
Employee's Job Title: Casher/Clerk
Placement Date: 3/4/13 DOT Code:
Hourly Wage at Placement: \$ 7.50 Hourly Wage after 30 days: \$ 7.50
Number of hours worked during period of to = hrs. ("Worked" is defined as on the job and performing the required duties.)
Currently Employed? Yes No
If not currently employed, date last worked:
Employer Name:
Moutgy WIA Representative Date Date Date Description Description

Print Date: 09/23/2014
Name: Daniel W Puckett

Username: **3613933** State ID: **1704910**

Primary Phone #: (276) 251-1331 ext N/A

Alternate Phone #:

(276) 733-5244 ext N/A

Sole 1.

Case Note ID:

4388215

Create Date:

09/23/2014

Case Note Type:

Case Note

Contact Date: Contact Type:

9/23/2014 Other

Program:

Workforce Investment Act

Application ID:

262651

Subject:

Program vos corrections

Partner Program:

NA

Staff Member:

Sheri Montgomery

Office Location:

Patrick County - Virginia Workforce Center

LWIA:

West Piedmont

Notes:

Per email received 9/22/14 vos correction to service 205 date was corrected.

new services page printed for file.

Per email received 9/22/14 vos correction requested to change start date is not able to be corrected due to plan is closed.

Case Note ID:

4386750

Create Date:

09/22/2014

Case Note Type:

Case Note 9/22/2014

Contact Date: Contact Type:

Program:

Workforce Investment Act

Application ID:

262651

Subject:

Program
VaWC correction

Partner Program:

Staff Member:

Lisa Frick

Office Location:

WIA Region 17

LWIA:

West Piedmont

Notes:

VaWC correction made to reflect the correct end date of service 205

Client Signature

Staff Signature

Date

Date

Virginia Workforce Connection - Cana Management - Programs Tab - Puckett Daniel

Virginia.gov	Online Services Commonwealth Sites Help

Governor

[Assist an individual | Staff Services | My Portfolio]

	2-1	m
My Individual Profiles	🥯 🧢 My Individual Plans	Staff's Profile
Personal Profile	Employment Plan Profile	General Profile
General Information	्रो <u>Resumés</u>	.3 Summary
⇒ Background	Job Applications	Case Notes
Activities	Online Application	Activities
3 Memo	○ <u>Virtual Recruiter</u>	Documents (Staff)
Documents	 Employment Goals 	Case Management Profile
. —		

Create Participation

Edit Participation for WIA #262651 Participation Date 12/10/2013

Create Activity

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
1	F03 - Tracking Progress on the Job WIA OneStop Provider	0	Dislocated Worker	09/22/14	09/22/14	09/22/14	09/22/14 Successful Completion
***	181 - Supportive Service - Transportation Assistance WIA OneStop Provider	0	Statewide, Rapid Response Add'l Assistance - Disl	01/13/14	01/13/14	06/26/14	06/25/14 Successful Completion
	226 - Reading and/or Math Testing WIA OneStop Provider	0	Dislocated Worker	12/13/13	12/13/13	12/13/13	12/13/13 Successful Completion
4	204 - Interest And	0	Dislocated	12/10/13	12/10/13	12/10/13	12/10/13 Successfu

Virginia Workforce Connection - Casa Management - Programs Tab - Puckett Daniel

| 205 - Develop | Service Strategies | | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 | 12/10/13 |

	1	205 - Develop Service Strategies (IEP/ISS/EDP) WIA OneStop Provider						12/10/13 Successful Completion
	il de	101 - Orientation WIA OneStop Provider	0	Dislocated Worker	12/10/13	12/10/13	12/10/13	12/10/13 Successful Completion
	XXX.	102 - Initial Assessment WIA OneStop Provider	0	Dislocated Worker	12/10/13	12/10/13	12/10/13	12/10/13 Successful Completion
The state of the s		153 - Job Search/Placement Assistance, including Career Coaching WIA OneStop Provider	0	Dislocated Worker	12/10/13	12/10/13	07/04/14	06/26/14 Successful Completion
	. av	181 - Supportive Service - Transportation Assistance WIA OneStop Provider	C.	Dislocated Worker	01/13/14		06/30/14	01/13/14 Oropped out of activity

<u>Create</u>	Clos	ure

Edit WIA Case Closure for WIA Program #262651 Closure on 6/26/2014

Create Outcome

- <u>Generic</u>	<u>Programs</u>	- 0	<u>Applications</u>
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Activity Status:	= Open, === Close	d, 🍱 = System	Closed, 🚧 = Voided	
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[Print All]

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	170	J	
	1.		

SUI DRTIVE SERVICE DOCUMENTA DN

DATE: 1914
PARTICIPANT NAME: Daniel Puckett
SOCIAL SECURITY NUMBER: 228 - 55 - 2068
PROGRAM ACTIVITY: NEW RIVER COMMINAL TUSHER TRAINING ACCORDING - DIS
NEED DETERMINATION
Seeking assestance with expense for training
in tow enforcement at new rever
Criminal Justice Headerny
Can the customer gain Supportive Service through other programs? The supportive service. If no, indicate who was contacted and the result. The class of GLUSSICare by No award of Support Service Documentation Support Service Documentation
SUPPORTIVE SERVICE NEEDED: +canspodation.
SUPPORTIVE SERVICE PROVIDED: + Fansacitalin
DOCUMENTATION OF SERVICES PROVIDED (SPECIFY TYPE-RECEIPTS, ETCATTACH A COPY OF DOCUMENT):
See plages 5-6
result(s) of service(s) provided: will assist with expensento travel to training - 23 uls
PROJECTED NEED FOR ADDITIONAL SERVICES: NO WE AT HIS TUPE
PLAN TO ACCOMPLISH PROJECTED NEED FOR ADDITIONAL SERVICES:
elmus 1/9/4
SIGNATURE OF CASE MANAGER DATE
Umf Prihot 01/09/2014
SIGNATURE OF PARTICIPANT DATE

TRAINING COST WORKSHEET

			Scholarsnips	
			WIA	Intensive Services
			ARRA	
			NEG	
			Trade Act	
			Other	
			Pell Grant	
			Scholarships	
			WIA	Training
				Day Care:
	105		6/25/2014	
	255		6/17/2014	
	270		5/16/2014	
	285		4/17/2014	
	195		3/19/2014	
	\$270.00		2/18/2014	
60	1380	1440		Mileage:
Balance	Actual Spent	Amount Obligated	Date funds were spent	Category
				End Date: 6/26/14
				Start Date: 1/13/14
			VIA - Supportive Services	Funding:GI Bill- training WIA
				Curriculum: Police Office
				Training Facility: NRCJA
				SS#: 228-55-2068
			Daniel - Veteran	Customer Name: Puckett, Daniel - Veteran

	Case	Notes	
Print Date: 01/09/	2014		
国际国际 医对合学术 医氯苯乙基	W Puckett		
Username: 36139.	공원 시간 경에 시간을 하는 것 같아.		
State ID: 17049			
Primary Phone #:		Alternate Phone #:	(276) 733-5244 ext N/A
Case Note ID:	3836056		
Create Date:	01/09/2014		
Case Note Type:	Case Note		
Contact Date:	1/9/2014		
Contact Type:	Face-to-Face		
Program:	Workforce Investment Act Program	Application ID:	262651
Subject:	training/supportive service	Partner Program:	NA
Staff Member:	Sheri Montgomery	Office Location:	Patrick County - Virginia Workforce Center
Last Edited by:	Sheri Montgomery	Last Edited on:	01/09/2014
LWIA:	West Piedmont		
Notes:			
Daniel continues Letter of accepta of job search due WIA and directo this time. VOS documents in Virginia. Plan date/printed new Daniel went for t required fees. Re traveling in exce	nce and letter of recommendation to entering training 1/13/14. Per of training facility. He has appreviewed/signed. LMI reviewed reviewed/updated. Services revi	oted to New River Cr on filed in flap 5. He land filed in flap 5. He land for the flap for the flap filed for the flap flap flap flap flap flap flap flap	iminal Justice Training Academy, has contacted VEC about waiver quested Letter if enrollment from ance from GI bill but no award at aw Enforcement to be in demand me reviewed and corrected a d for those as well some other acceed income. Daniel will be
Client Signature			/ Date

Date

Stole 12. We

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State	*
prings 8	9
City Lovely Stuart Stuart Patrick Springs Claudville Floyd Floyd Stuart Stuart Stuart Stuart Stuart Stuart Stuart Stuart Stuart	
	1
ÂM	
ter Day H	
House number and Street 7529 Brighter Day Hwy 7529 Cox Ridge Rd	*
ar 77	
e iii	**
First Name John Bennie	
Last Name Brown Bowman	*6
SSN Last Number Name 111-11-1111 Brown	
	*
Session Breakdown A-Z	
Sess Brea a date A-Z	1
	1

		34	318	961	964	33.1	339	125	336	321	¥	195	135	997	244	385	392	217	601	701	235	385
Phone	Number		(276) 930-5018	(276) 694-2496	(276) 694-2964	(276) 634-6331	(540) 745-5839	(276) 930-5025	276) 692-6336	(276) 930-2621	(276) 629-5541	(276) 694-3591	(276) 694-4435	276) 692-8266	(336) 618-5244	(336) 593-2685	(276) 694-2692	(276) 694-6217	(276) 694-2109	(276) 694-6701	(540) 593-3235	(276) 694-6385
			(2)	[2]	[2]	(2)	3	(27	(27	[2]	[2]	(27	(2)	(2)	(33	(33	(2)	(2)	(27	(2)	5	(27
		lund/Job elim	lund./job elim	lund./job elim	lund./job ellm	lund./job elim	fund./job elim	lund./job elim	lund./job elim	lund./job elim	lund./job elim	lund./job elim	lund./job elim	lund./job elim	lund./job elim	lund./job elim	lund./job elim	lund./job elim	lund./job elim	lund./job elim	lund./job elim	lund./iob elim
Term	Reason	08/13/07 12/20/08 12/20/08 Involuntary - redund Job elim	03/28/13 Involuntary - redund./job elim	24171 03/03/03 04/04/13 04/04/13 Involuntary - redund Job elim	11/27/12 Involuntary - redund./job ellm	24076 06/09/69 05/23/13 05/23/13 Involuntary - redund./job elim	24091 08/03/89 03/08/13 03/08/13 Involuntary - redund./job elim	24171 10/17/12 04/02/13 04/02/13 Involuntary - redund./job elim	24171 05/07/07 03/22/13 03/22/13 Involuntary - redund / job elim	24171 07/20/70 05/31/13 05/31/13 Involuntary - redund./job elim	24055 06/22/11 01/27/13 01/27/13 Involuntary - redund Job elim	24082 08/30/11 02/06/13 02/06/13 Involuntary - redund./job elim	24171 01/06/03 05/23/13 05/23/13 Involuntary - redund Job elim	24165 07/19/00 04/12/13 04/12/13 Involuntary - redund./job elim	24171 05/01/12 03/07/13 03/07/13 Involuntary - redund./job elim	27022 01/22/13 03/28/13 03/28/13 Involuntary - redund./job elim	24133 04/15/86 04/01/13 04/01/13 Involuntary - redund /job elim	24133 05/06/74 03/22/13 03/22/13 Involuntary - redund Job elim	24171 09/21/99 04/01/13 04/01/13 nvoluntary - redund./job elim	24133 04/19/10 05/24/13 05/24/13 Involuntary - redund./job elim	24380 06/05/75 05/31/13 05/31/13 Involuntary - redund /job elim	24076 05/22/69 03/28/13 03/28/13 Involuntary - redund /iob elim
Term	Date	12/20/08	03/28/13	04/04/13	11/27/12	05/23/13	03/08/13	04/02/13	03/22/13	05/31/13	01/27/13	02/06/13	05/23/13	04/12/13	03/07/13	03/28/13	04/01/13	03/22/13	04/01/13	05/24/13	05/31/13	03/28/13
Last Sep Term	Date	12/20/08	03/28/13	04/04/13	11127742	05/23/13	03/08/13	04/02/13	03/22/13	05/31/13	01/27/13	02/06/13	05/23/13	04/12/13	03/07/13	03/28/13	04/01/13	03/22/13	04/01/13	05/24/13	05/31/13	03/28/13
Hire	Date	08/13/07	24171 07/26/04 03/28/13	03/03/03	24133 04/02/12 11/27/42	69/60/90	08/03/89	10/17/12	05/07/07	07/20/70	06/22/11	08/30/11	01/06/03	02/19/00	05/01/12	01/22/13	04/15/86	05/06/74	09/21/99	04/19/10	06/05/75	05/22/69
Postal Hire	code	23875	24171	24171	24133	24076	24091	24171	24171	24171	24055	24082	24171	24165	24171	27022	24133	24133	24171	24133	24380	24076
										1	١											

SUP RTIVE SERVICE DOCUMENTA)N

DATE: 12-18-13	
PARTICIPANT NAME: Bennie Bowman	
SOCIAL SECURITY NUMBER: 224-72 1755	
PROGRAM ACTIVITY: Trade Act - DW	
NEED DETERMINATION	
DOCUMENTATION OF NEED: Widow laid Off from Nam	oflen
income is SSI + ut/trade Supportue Sen	we'
nelds focuments show expenses exceed	·
in care.	
Can the customer gain Supportive Service through other programs? Ves No If yes, indextype of supportive service. If no, indicate who was contacted and the result.	licate who and what
with up to 4 otal 60 miles Roundtrip/30 support service DOCUMENTATION	miles ea way
SUPPORTIVE SERVICE NEEDED: MILLOUGE FOR Fraining	\
SUPPORTIVE SERVICE PROVIDED: Supportue Seme - Transpe	3Aaban
DOCUMENTATION OF SERVICES PROVIDED (SPECIFY TYPE-RECEIPTS, ETCATTACH A COPY OF DOCUMENT):	5,10:
5.5. reds documents, mapquest, schedule,	attendance
RESULT(S) OF SERVICE(S) PROVIDED: 4 WHA LOW ASSIST WITH LOW	relexpense:
to Kaining. Per mapquest 43.7	3 I way
with 860 mile may Round trip.	to help
PROJECTED NEED FOR ADDITIONAL SERVICES: NONE CET FINES TIPE	jirg.
PLAN TO ACCOMPLISH PROJECTED NEED FOR ADDITIONAL SERVICES:	
Wellrode Whitlen !	2-18-13
SIGNATURE OF CASE MANAGER	DATE
Berine L. Bourson	12-18-13
SIGNATURE OF PARTICIPANT	DATE

	Impact Date 7/2/2012
	Impact Claims Date Sessions 7/2/2012
	Session Breakdown A-T
	Number 111-11-11-11-11-11-11-11-11-11-11-11-11
	Name Name
24133 05/06/74(03	Name Name
24133 05/06/74(03/22/13) 03/22/13 Involuntary - redund./job elim	House number and Street 183 Roosevelt Reynolds Rd
nd./job elim (276) 694-6;	City Sta

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Virginia Workforce Connection - Case Management - Programs Tab - Hagwood, Joseph

			8	Projected Begin Date	Actual Begin Date		
Li.	101 - Orientation WIA OneStop Provider	0	Dislocated Worker	11/21/13	11/21/13	11/21/13	11/21/13 Successful Completion
1604	102 - Initial Assessment WiA OneStop Provider	(4)	Dislocated Worker	11/21/13	11/21/13	11/21/13	11/21/13 Successful Completion
\$ (2.5)	153 - Job Search/Placement Assistance, including Career Coaching WIA OneStop Provider	*	Dislocated Worker	11/21/13	11/21/13	05/16/14	05/15/14 Successful Completion
	204 - Interest And Aptitude Testing WIA OneStop Provider	0	Dislocated Worker	11/21/13	11/21/13	11/21/13	11/21/13 Successful Completion
ke:	205 - Develop Service Strategies (IEP/ISS/EDP) WIA OneStop Provider	0	Dislocated Worker	11/21/13	11/21/13	11/25/13	11/25/13 Successful Completion
Anne	226 - Reading and/or Math Testing WIA OneStop Provider	0	Dislocated Worker	11/21/13	11/21/13	11/21/13	11/21/13 Successful Completion

See See

Create Closure

Create Outcome

+ Generic Programs - 0 Applications

Activity Status: = Open, = = Closed, = = System Closed, = = Voided

[🖺 Print All]

Case Notes Print Date: 01/22/2014 Name: Joseph Hagwood Username: 3648925 State ID: 1737059 Primary Phone #: (276) 694-6217 ext N/A Alternate Phone #: N/A Case Note ID: 3749768. Create Date: 11/25/2013 Case Note Type: Case Note Contact Date: 11/21/2013 Contact Type: Face-to-Face Workforce Investment Act Application ID: 262359 Program: Program Subject: assessments/plan Partner Program: NA Patrick County - Virginia Office Location: Staff Member: **Sheri Montgomery** Workforce Center Last Edited on: 01/22/2014 Last Edited by: **Sheri Montgomery** West Piedmont LWIA: Notes: The need for assessments to determine appropriate goals based on proficiency and interests were discussed with the participant. TABE Locater and Battery were completed by Patrick County Adult ED and results provided to WIA on 11/21/13. TABE Battery scores are: Reading 10.3 and Math 6.1 grade levels. Scores indicate customer is basic skills deficient. Scores have been reviewed and have discussed brush up available at Patrick County Adult Learning center. Joe will call if he is interested in attending. He plans to take placement tests at PHCC and plans to discuss results of tests with VEC/Trade. Joe completed his CareerScope on 11/21/13. Significant Interests include: Aptitude score results: indicate below average learning ability, verbal, numerical, clerical and average spatial, form. Results of CareerScope and TABE were reviewed and copy of CareerScope given to participant. Plan was formed and the individual participated in developing goals and objectives. Long Tern goal is employment and short term goal is exploring training options. These will be reviewed and revised as needed to assist the participant in becoming self-sufficient. Assessment and Reading/Math testing Services, TABE and CareerScope results entered on VOS. Client Signature Date

Staff Signature

State 10 1726751

Monnie Joenes

Lawsonville NC Patrick Springs Va Stuart Va Va Va Va Va Va Va Spencer Va Va Spencer Va Va Patrick Springs Va Patrick Springs Va Stuart Stuart Va	
Phone 611 Handy Min. Dr	(276) 694-6217 (276) 694-6701 (276) 694-6701 (540) 593-3235 (276) 694-6385 (276) 694-469 (276) 694-469 (276) 694-7550 (276) 694-7550 (276) 694-747 (276) 694-7897 (276) 694-7897 (276) 694-7897 (276) 694-880 (276) 694-880
ie Mae	Involuntary - redund Job elim
T S S S S S S S S S S S S S S S S S S S	<u> </u>
Last Sep Term Date Date 12/20/08 12/20/	24380 06/05/75 05/24/13 05/24/1 24076 05/22/69 03/28/13 05/24/1 24165 10/09/12 03/22/13 03/22/1 24185 01/24/13 03/02/13 03/22/1 24133 11/09/11 02/28/13 03/07/1 22133 06/06/72 02/06/13 02/06/1 24171 02/18/08 03/08/13 05/23/1 24171 02/18/08 03/08/13 03/08/1 24171 05/09/88 02/06/13 03/08/1 24171 05/09/88 02/06/13 03/08/1
Hire Date 08/13/07	24380 06/05/75 05/24/13 24380 06/05/75 05/31/73 24165 10/09/12 03/22/13 24185 01/24/13 03/07/13 24133 11/09/11 02/28/13 24171 04/29/75 05/31/13 24171 07/24/12 05/23/13 24171 07/24/12 05/23/13 24171 02/18/08 03/08/13 24171 05/09/88 02/06/13
Postal code 23875 24171	24165 24165 24171 24171 24171 24171 24171 24171

Brodeems

Plan

Assessments

Show Filter Criteria

- + Wagner-Payser 1 Application
- + Trade Adjustment Assistance (TAA) Program 1 Application
- Workforce Investment Act Program 1 Application

Create Workforce Investment Act Program

Workforce Investment Act Program #262596, App Date 12/5/2013, Eligibility Date 12/5/2013, Intensive Date 12/5/2013, LWA 17 (Complete) - Adult Case Manager: Montgomery, Sheri Temp Assigned: None Assigned

Create Participation

Edit Participation for WIA #262596 Participation Date 12/5/2013

Create Activity

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	
ō	181 - Supportive Service - Transportation Assistance WIA OneStop Provider	8	Statewide, Rapid Response Add'l Assistance - Disl	01/13/14	01/13/14	12/20/14	Close
23	203 - Objective Assessment WIA OneStop Provider	0	Dislocated Worker	12/05/13	12/05/13	12/05/13	12/05/13 Successful Completion
1.72	204 - Interest And Aptitude Testing WIA OneStop Provider	0	Dislocated Worker	12/05/13	12/05/13	12/05/13	12/05/13 Successful Completion
1	205 - Develop Service Strategies (IEP/ISS/EDP) WIA OneStop Provider	0	Dislocated Worker	12/05/13	12/05/13	12/12/13	12/17/13 Successful Completion

***	226 - Reading and/or Math Testing WIA OneStop Provider	0	Dislocated Worker	12/05/13	12/05/13	12/05/13	12/05/13 Successful Completion
**	101 - Orientation WIA OneStop Provider	•	Dislocated Worker		12/05/13	12/05/13	12/05/13 Successful Completion
**	102 - Initial Assessment WIA OneStop Provider	0	Dislocated Worker	12/05/13	12/05/13	12/05/13	12/05/13 Successful Completion
5.0	153 Job Search/Placement Assistance, including Career Coaching WIA OneStop Provider	0	Dislocated Worker	12/05/13	12/05/13	01/17/14	01/13/14 Successful Completion

Create Closure

Create Outcome

+ Generic Programs - 0 Applications

State ID 172675/ nornie joines

> 12 Kgerger Server

·Case Notes Print Page

Print	Date:	01/	14/2	2014	1
		W T	•	- AC	w

Nonnie M Jones Name:

Username: 3638175 State ID: 1726751

Primary Phone #: (276) 694-6385 ext N/A

N/A Alternate Phone #:

Case Note ID: Create Date:

3796983 12/17/2013 Case Note

Case Note Type: Contact Date:

12/5/2013 Face-to-Face

Contact Type:

Workforce Investment Act

Application ID:

262596

Program: Subject:

Program

Partner Program:

NA

assessments/plan

Patrick County - Virginia

Staff Member:

Sheri Montgomery

Office Location:

Workforce Center

Last Edited by:

Sheri Montgomery

Last Edited on:

12/17/2013

LWIA:

West Piedmont

Notes:

The need for assessments to determine appropriate goals based on proficiency and interests were discussed with the participant.

TABE Battery and Survey were completed by PCALC on 12/2/13 and copies provided to WIA on 12/5/13. TABE Battery scores are: Reading 5.3 and Math total 5.1 grade level. Scores indicate customer is basic skills deficient. Nonnie would like to begin Adult Ed classes as soon as possible. Center Mgr has contacted Trade for instruction on hours required etc.

Nonnie completed her CareerScope. Significant Interests include: Business Detail and Humanitarian. Nonnie has said she has always had an interest in nursing and would like to explore possible training as a nurses aide.

Results of CareerScope and TABE were reviewed and copy of CareerScope given to participant.

Plan was begun and the individual participated in developing goals and objectives. These will be reviewed and revised as needed to assist the participant in becoming self-sufficient. Plan error occurred and 2 employment goals entered although only one was keyed in. Closed second goal due to voids not possible.

Assessment and Reading/Math testing Services will be entered on VOS. TABE and CareerScope results entered on VOS will be entered on VOS.

nt Signature

PRTIVE SERVICE DOCUMENT/ DN DATE: Jones Monne PARTICIPANT NAME: 246-72-465C SOCIAL SECURITY NUMBER: PROGRAM ACTIVITY: **NEED DETERMINATION DOCUMENTATION OF NEED:** Densich Socia Mostaage CM & MQ efearnine Can the customer gain Supportive Service through other programs? _____Ye type of supportive service. If no, indicate who was contacted and the result. No If yes, indicate who and what Yes SUPPORT SERVICE DOCUMENTATION SUPPORTIVE SERVICE NEEDED: travel SUPPORTIVE SERVICE PROVIDED: DOCUMENTATION OF SERVICES PROVIDED (SPECIFY TYPE-RECEIPTS, ETC.-ATTACH A COPY OF DOCUMENT): well assist RESULT(S) OF SERVICE(S) PROVIDED: None at this PROJECTED NEED FOR ADDITIONAL SERVICES: PLAN TO ACCOMPLISH PROJECTED **NEED FOR ADDITIONAL SERVICES:** SIGNATURE OF CASE MANAGER DATE

SIGNATURE PARTICIPANT

Stale 10 772604 George Joe Kerce

- Toole			_	0	
ID Number: KERCEG Test Date: 05/23/1 Run Date: 05/23/1	L3	Report fo	r Kerce Georg	PC W TABE Mont	Workforce E 9/10 Survey Egomery LC - Workforce
Subtests L	F NC	NA SS	GE NP NRS	NS OM	Predicted GED
Math Compu	A9 20 A9 13 A9 15	25 547	11.1 86 6 7.8 74 11.7 90	85 80 85 17 85 22	_
Total Math	28	50 574	9.5 85 5	85	I = Instruct R = Review
L/F=Test Lev & From SS=Scale Score NRS=Literary Leve	GE=Gra	Correct ade Equiv cional Stan	NA=No. A NP=Natio OM=% Obj		$ extbf{T} = extbf{Test}$
Objectives	Score MS	T Percent			
Reading A01 INTRP GRAPH A02 WD IN CONTX A03 RECALL INFO A04 CONST MEAN A05 EVAL/EX MNG Subtest Avg	3/4 3/4 7/8	+ 75	5 23 1	3	
Math Compu A15 DECIMALS A16 FRACTIONS A17 INTEGERS A18 PERCENTS A19 ORD OF OPER A20 ALG OPER Subtest Avg	2/ 4 1 3/ 5 1 2/ 4 1 2/ 4	- 25 P 50 P 60 P 50 P 50 + 75 52	TABEPC bubble so a Test i	does nect. It Report. (not produce a only produces
Applied Math A21 NUM OPERATN A22 COMP CONTXT A23 ESTIMATION A24 MEASUREMENT A25 GEOMETRY A26 DATA ANALY A27 STAT/PROB A28 PRE-ALG/ALG A29 PROB SOLVG Subtest Avg	2/ 2 2/ 3 2/ 4 2/ 3 3/ 3 0/ 1	P 66 + 100 P 66 P 50 P 66 + 100 - 0 P 50 - 0		She to	the Sheet was did to the did to t

64

Total Average

Stale 10 48024

Bou Jane

TABE

Test of Adult Basic Education

Student's Name	Eva Jane Hope				
Date	7/2/2012	0		DDE	PRINT
Examiner	Hazelwood	Lorda	1. Harri	PRE	
		00		-	

Summary of Scores

	Form / Level	Raw Score	Scale Score	Grade Equivalent	Percent	Stanine	EFL Level
Reading	9A	34	556	83	69	6	ABE Int High
Math Computation	9D	22	503	- 58	51	5	
Applied Mathematics	9D	17	464	46	29	4	ABE Int High
Total Mathematics	9D		483	52	40	4	
Language	9M	43	552	82	74	6	
Total Battery				:			·

TABE® Complete Battery, Forms 9 & 10			Page 2
	Eva Jane Hope	7-2-12	3
		estration for the state of the state of	1178 A 1 Mg 1 665

Level A (lests 1 and 5) QA

TABE® Locator Test

Eva Ja

PRACTICE EXERCISE

Symmony

Pathatched

Locater + Battery

Locater + Battery

Buttle sheets are

in File

TAB III.

Was file

Virginia Workforce Connection - Case Management - Programs Tab - Hope, Fva



[Assist an individual | Staff Services | My Portfolio]

	My Individual Profiles	My Individual Plans	Staff's Profile
	Personal Profile Ganaral Tofermation Backstround Activities Memo Search History Profile Employans Programs Occupations Industries Areas Self Accessment Profile 199 50018 Praconal Skills Interests Work Values Work Values Profical Tools and Technology	My Individual Plana Emoloyment Plan Profile Resumes Onle Applications Online Application Virtual Resultar Emoloyment Soels Training Plan Profile Classroom Training Online Training Westforce Investment Assistence (TAA) Total Adjustment Assistence (TAA) Other Banefits Financial Plan Profile Overall Budget Training Sudget Training Sudget	Ganaral Frofits Summary Gass Notes Activities Gass Summary Frograms Programs Plan D Accessmants E Bapert Frofits U Tucking Statistics
(A. 14) (A. 2)	Typical Tools and Technology - Communications Profile Messasas Correspondence Tamplates Subscriptions Email Lea		
	Case Summary	Programs Plan	Assessments

State 10. 480024

Show Filter Criteria

- + Wagner-Peyser 6 Applications
- + Trade Adjustment Assistance (TAA) Program 1 Application
- Workforce Investment Act Program 1 Application
- Create Workforce Investment Act Program
 - 🐼 🛱 C Workforce Investment Act Program #255133, App Date 10/31/2012, Eligibility Date 10/31/2012, Intensive Date 10/31/2012, LWA 17 (Case Closed) Adult Case Manager: Montgomery, Sheri

Create Participation

Edit Participation for WIA #255133 Participation Date 10/31/2012

Create Activity

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	153 - Job Search/Placement Assistance, including Career Coaching WIA OneStop Provider	O	Dislocated Worker	12/05/13	12/05/13	04/19/14	04/03/14 Dropped out of activity
۶.٠٠	185 - Support Service - Other WIA OneStop Provider	0	Dislocated Worker	12/03/13	12/03/13	12/03/13	12/03/13 Successful Completion
kar	185 - Support Service - Other WIA OneStop Provider	0	Distocated Worker	11/18/13	11/18/13	11/18/13	11/18/13 Successfu; Completion
v.v.	214 - Adult Literacy, Basic Skills or GED Preparation WIA OneStop Provider	0	Dislocated Worker	07/01/13	07/01/13	12/20/13	12/03/13 Successful Completion
×	204 - Interest And Aptitude Testing WA OneStop Provider	۵	Dislocated Worker	06/12/13	06/12/13	06/12/13	06/12/13 Successful Completion
• 160-	181 - Supportive Service - Transportation Assistance WIA OneStop Provider	0	Dislocated Worker	11/28/12	1)/28/12	08/30/13	D6/26/13 Successful Completion
klim	204 - Interest And Aptitude Testing WIA OneStop Provider	0	Dislocated Worker	11/06/12	11/06/12	11/06/12	11/06/12 Successful Completion
Bhin	226 - Reading and/or Math Testing WA OneStop Provider	0	Dislocated Worker	11/06/12	11/08/12	11/06/12	11/06/12 Successful Completion
7,0	214 - Adult Literacy, Basic	Ö	Dislocated Worker	11/05/12	11/05/12	02/05/13	11/26/12 Dropped

Service Startelate

11/28/12 - end

total 13/28/13 date

Mulease Pay Started 11/28/12

ended 6/27/13

Invoices were dates
of attendance forms

Workforce Services One-Stop Center Payment Cover Sheet

Client Name	Eva Hope	Pay To:	Eva Hope
	246-11-3924	•	1054 State Shed Rd.
Address	1054 State Shed Rd.		Meadows of Dan, VA 24120
	Meadows of Dan, VA 24120	•	
Program		-	-
Time Period This Report	5/13-6/29/13	FEIN or SS#	246-11-3924
	Pay 5/13/12-6/27/13	200	
Category	Description	- ;	Sub-Totals
Mileage: Attendance Record must be	27	Total Days	\$165.65
attached to form to receive	24.54	Miles per day	
reimbursement.	\$0.25	Rate	
Childcare: Daily Childcare attendance reports must be attached to	S	Total Days Per Day	\$
this form.		Week Hour	
or Payment:	Participant or Training Facility		
	Name:		
Attach receipt showing			
personal payment for			
classroom training or	<u> </u>		_
raining facility invoice. Other Support Payments:			
Julei Support Payments.			\$
Please describe.	· · · · · · · · · · · · · · · · · · ·		17.
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1	•		
	···		
			V
		TOTAL	\$165.65
uthorized WIA Representative:	Mendo Matty	Date:	7-1-13

WORKFORCE INVESTMENT BOARD BI-WEEKLY ATTENDANCE FORM

F - T 1) - 30 311							
Name: <u>EUA</u>	Name: <u>Eva J. Hope</u> SS#: <u>246-11-3924</u>						
Address: 1054 3	Address: 1054 State Shed Rd. Please Circle (which one): Danville, Martinsville, Henry County Patrick County OR Pittsylvania County						
			Henry County	Patrick Coun	ty OR Piusyiv	ania County	
Name of Training Fac	cility: <u>PCAU</u>						
ATTENDANCE RECORD, ENTER: U=unexcused absences E=excused H=holidays N=no training scheduled/conducted		2. 3. 4.	NOTE: 1. Mileage reimbursement will be paid at a rate of \$.25/mile 2. Mileage reimbursement limited-min. 10/mile one way or max. 60 mile/day 3. Form must be completed in blue or black Ink 4. White out is not permitted				
WEEK ONE	Begin	ning Date: <u>(</u>	0/24/1	3 End	ing Date: _ <i>[</i> _	/29/13	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Hours Attended Class	7.5	7.5	7.5	7.5	N	N	
Day Care Hours	-						
Mileage	24.54	24.54	24.54	24.54	N	N	
WEEK TWO:	Beginning Date:		Ending Date:				
	Monday	Tuesday	Wednesday		Friday	Saturday	
Hours Attended	1						
Class Day Care Hours							
Mileage							
	<u> </u>		<u> </u>				
I attest that the information stated on this sheet is true and accurate, and understand that the information, if misrepresented or incomplete, may be grounds for immediate termination and/or penalties as specified by law.							
Signature of Stude		91 Ha		Dat	te: 10 6-2	27-13	
Signature of Train	`	XI	4	Dat	te: <u>6-2</u>	7-13	
Name of Day Care	e Facility: <u> </u>			Fed ID/SS	\$#		
Signature of Day Signature of WIA	Signature of Day Care Provider:						

Workforce Services One-Stop Center Payment Cover Sheet

Client Name		o: Eva Hope
	246-11-3924	1054 State Shed Rd. Meadows of Dan, VA 24120
Address	1054 State Shed Rd. Meadows of Dan, VA 24120	IVICACOWS OF Dail, VA 24120
Program		
Time Period This Report		SS# 246-11-3924
	1 1/28/12 - 12/13/12 (ND.	
Category	Description	Sub-Totals
lileage:		
ttendance Record must be	9 Total Days	\$55.22
tached to form to receive	24.54 Miles per day	y
imbursement.	\$0.25 Rate	
hildcare: ally Childcare attendance	Total Days	\$
eports must be attached to		
is form.	Week Hour	
uition Reimbursement	Participant or	
r Payment:	Training Facility	
	Name:	
ttook receipt abouting		⊢
ttach receipt showing ersonal payment for	<u></u>	
assroom training or		
aining facility invoice.		
ther Support Payments:		
		\$
lease describe.		
		_ !
		_
		TAL\$55.22
uthorized WIA Representative:	Uleusle Ultillen	Date: 12-18-12
ministen min vehicaciimine.	vens 1 1 venus	

Authorized WIA Representative:

WEST PIEDMONT WORKFORCE INVESTMENT BOARD BI-WEEKLY ATTENDANCE FORM

Name: Eva Jane Hope SS#: 246-11-3924						
State	Shed	Rd.	Mead	ous of	Dan, Va. 241	
ATTENDANCE RECORD, ENTER: NOTE: 1. Mileage reimbursement will be paid at a rate of \$.25/mile U=unexcused absences 2. Mileage reimbursement limited-min. 10/mile						
		one way or max	x, 60 mile/day			
/conducted				r olack ink		
		1 1-			/ /	
Begi	nning Date: _	11/18/12	End	ing Date: <u>/</u>	104/12_	
				Friday	Saturday	
		7 ,	Λ/	1	1/	
Q		4		/0	/ / /	
Begi	nning Date: /	//35/12 Ending Date: 18/1/2_				
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1	(-	N	1/	1	
V	V	V	V	10	/ /	
		2401				
		a 1,59				
on stated on this	sheet is true and	accurate, and under	stand that the info	ormation, if misr	epresented or	
nds for immediat	e termination and	l/or penalties as spe	ecified by law.			
		24	Date	. 12/1/	ia .	
nt: <u> </u>	Jane-	1000 _	Dan	· <u> </u>		
nt: Enva	Jane	Hope	Date	101.	12	
ing Official:	Jane	Agr		12/11	12	
_	Jane	A Ser	Date	12/11	12	
ing Official:		A Sir	Date	12/11	/2	
	State none): Danvi nacility: PC ORD, ENTER: Conducted Begin Monday (a) Begin Monday (b)	State Shed none): Danville, Martinsville acility: PCALE ORD, ENTER: NOTE: Monday Tuesday When the sheet is true and the sheet is	State Shed Rd. I one): Danville, Martinsville, Henry County acility: PCALE ORD, ENTER: NOTE: 1. Mileage reimbursone way or marginal street on the street of the street o	State Shed Rd. Mead I one): Danville, Martinsville, Henry County Patrick Counts Country: PCALE NOTE: 1. Mileage reimbursement will be pa 2. Mileage reimbursement limited-m one way or max. 60 mile/day 3. Form must be completed in blue of 4. White out is not permitted Beginning Date: ////////////////////////////////////	State Shed Rd. Meadous of a one): Danville, Martinsville, Henry County Patrick County OR Pittsyl acility: PCALE ORD, ENTER: NOTE: 1. Mileage reimbursement will be paid at a rate of S. 2. Mileage reimbursement limited-min. 10/mile one way or max. 60 mile/day 3. Form must be completed in blue or black Ink 4. White out is not permitted Beginning Date: ////////////////////////////////////	