

## MEMORANDUM

To: Local Area Workforce Investment Area Contacts

From: Sandra Winston 

Date: February 8, 2006

Subject: Hurricane Katrina Related Waivers

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Arkansas has received two Katrina related waivers from the Department of Labor that affect AJL data entry. The waivers are approved through June 30, 2007.

Sandy Monaco, Department of Workforce Services, has provided the description of the waivers and their affect on AJL below. Please pass the information on to all appropriate staff. If you have questions, please contact Ms. Monaco at (501) 682-3131, or by email at [Sandy.Monaco@arkansas.gov](mailto:Sandy.Monaco@arkansas.gov).

### Waiver #4

The waiver permits the state to exclude individuals affected by the hurricane from the calculation of state and local performance measures identified at WIA sections 136(b) and (c) if that individual is unable to complete the planned WIA activities because they return to their home or move to a new location prior to program completion. The state must include these displaced participants in the WIASRD with a special notation of their status in the global exclusion field.

### Affect for AJL:

We do not expect this to occur very often if at all. Most Katrina clients should be able to be served within the limits of the NEG. However, for clients whose situation meets the waiver conditions, you must select the global exclusion exit reason, "*relocated to mandated residential program*". Since this exit reason would not exactly pertain to the client, you should include a copy of this memorandum in the client folder. When we submit the WIASRD to DOL at the end of the year, we will insert code 97 in the global exclusion field, which will cause the record to be rejected and exclude them from performance. The interpretation of "*move to a new location*" means any move from the town where they were living at the time of WIA enrollment, which causes their service to be ended. If you loose track of the client and are not able to determine if they have actually moved, you must make the determination of whether the global exit reason is appropriate. We are handling the situation in this manner because we expect that it will occur infrequently, and possibly not at all, and it would take at least 30 modifications to AJL to accommodate a new exit reason added to the current list.

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**Waiver #7**

The waiver excludes youth from the 12-month follow-up requirement if they move out of the local area (using the same definition as in Waiver #4).

**Affect for AJL:**

The 12-month follow-up is recorded in AJL when the follow-up service is added to the client record. When the service is closed, select "*completed*" for youth whose situation meets the waiver conditions and enter the end date when you actually discontinued the follow-up service. The intent of the waiver is met by answering "*complete*," because follow-up would have been provided to the extent possible. The WIASRD records follow-up as "*yes/no*," and due to the date reflecting less than one year, a "*no*" will automatically be entered on the WIASRD. Therefore, we will have to manually enter "yes" for each client where this applies. **Each time you have a client where this applies, please send their name and ID number to Ms. Sandy Monaco.**

SW:sm