

Questions arising out of an April 30th Adult/Dislocated Worker Workforce Specialist Meeting. Answers by Pauline Guffey and Sandie Fairman/CPWDC.

1. Are the current contract #'s from schools with master contracts list in CRIS up to date? Is that what we use for Training Provider Agreement # on contract?

Yes, it is up-to-date and you are to use the provider agreement number as shown. When CPWDC finalizes the new Training Provider Agreement, a new list will be created. We will let you know the timing as this occurs.

2. On the Supplemental Information Sheet the wording on the top (ensure that all required documentation is checked and attached to this form and the training contract) indicates that the documentation should be attached to the form and contract? How can the documentation be attached to these forms? Is this still required? Or if the Supplemental Information Sheet has been checked is that enough documentation that the WS has seen the information and it is in the customer's file?

CPWDC would like a copy of this information to put in our contract file. Please print a copy of the supplemental form and attach the copies of the documentation and mail to CPWDC.

3. On the contract under the CPWDC section, \$100.00 automatically populates to the personal contribution. Not sure if that should be.

You may delete this amount if it is not applicable. I believe it was just entered to show as an example and/or remind you of where it should be reported on the worksheet.

4. On the request, can someone from financial aid be the authorized school official? Does that person need to be the same as the person who signs when the actual contract is sent to the school?

It is the School's decision on who has the authority to sign the contract, so it may or may not be someone from financial aid. The reasoning for requiring the Authorized name on this form is so when the contract is received from the school, CPWDC will know that the correct person signed.

If you need to identify more than one person in that field, you may do so. Please note as to why two names are listed. For example if one is authorized to sign and the other is just to be the contact person. This field is not linked to any of the other worksheets.

5. For invoices, policy states that the school will send the invoice directly to CPWDC. Do they send to contracts@cpwdc.org ?
When we finalize the new training provider agreement this will be described more in detail. However in the mean time if the school wants to email the invoice they may use that email address.

6. We need a current/most up to date release of information form.
That form has been updated and will be posted on CRIS.

7. For current ITA contracts, should WS continue with old process for invoicing, modifications and close outs or start using new process?
The old process should be continued with the current contracts. When the new contract form is used then follow the new procedures for invoicing and modifications.

8. On the WIA page in CRIS – when should WS select CoreRR tab? They enter program start date with Core Reg. Unsure if need to put in both areas. Are any reports generated from this area?
The CIS report that's generated in CRIS does pick up the CoreRR tab, as well as the Intensive and Training tabs, so you shouldn't have to indicate that a participant is in Intensive if you have not put him/her there yet.

9. In CRIS if someone is exited from WIA with other as reason exit, what should be put in under exit reason in the WIA section?
We have sent a request to PC Works to have the drop down boxes in CRIS match those in the CareerLink system – which should be the same as the CWDS system. This should solve the dilemma.