

Rivers East Workforce Development Board

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RIVERS EAST LA ISSUANCE 2021-26

SUBJECT: RIVERS EAST WIOA CONTRACTOR CLOSE-OUT PROCEDURES

PURPOSE: Rivers East Workforce Development Board is responsible for maintaining NCWorks online data, participant documentation and inventory purchased with Workforce Innovation and Opportunity Act (WIOA) funds expended during a service provider's contract term. Upon completion or termination of the contract, all pertinent documents and inventory must be transferred to the local area.

In an effort to have a smooth and coordinated close-out process, Rivers East Local Area has established the following close-out procedures.

ACTION: WIOA contractors should follow the steps outlined for a successful close-out and transition.

EFFECTIVE DATE: July 1, 2017

REVISION DATE: July 1, 2021

A handwritten signature in black ink that reads "Jennie Bowen".

Jennie Bowen
Workforce Development Director

Attachment

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Mid-East Commission • Workforce Development Department
"Committed Equal Opportunity Employer/Programs"

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Rivers East WIOA Contractor Close-Out Procedures

Rivers East local area staff will perform the steps listed below:

1. Rivers East Staff procedures
 - a. NCWorks reports will be forwarded to identify active caseloads for contractors who will not be providing services in the upcoming program year.
 - b. Identify caseloads that remain in follow-up status and print records.
 - c. Send written notification to the contractor of the program transition process.
 - d. Review inventory list and arrange for return of property.
 - e. Confirm that all fiscal and programmatic monitoring has been completed for the program year. Indicate and request contractor make identified corrections and provide any missing or incomplete information.
 - f. Closeout financial reporting within 30 days of departure.

The close-out contractor will perform the steps listed below:

2. Contractor procedures
 - a. Review NCWorks Online data/reports/activities for completion and accuracy. All participant case notes and activity codes should be updated through June. Ensure that all data and documentation are "monitor ready."
 - b. Compile a list of pertinent information to be provided to the new operator to include but not limited to:
 - i. Participant reports with sufficient information on the status and plan for each participant.
 - ii. Expenditure tracking spreadsheets by county including WEX and OJT hours, incentive payments, etc.
 - iii. Updated WEX and OJT worksite list, monthly reports, list of mentors, incentive payment logs, work experience tracking hours log, etc.
 - iv. A list of interested customers that inquire about services during the transition period or that are awaiting enrollment into training services.
 - c. All required documentation should be scanned into NCWorks Online. Any documentation such as OJT invoices and OJT back-up documentation not scanned into NCWorks by June 30th should be forwarded to the local area. Career advisors should ensure all copies of FAAs, ITAs, invoices, timesheets, etc. are scanned into NCWorks Online. Most recent copied of transcripts/progress reports/report cards, etc. should be in NCWorks Online.
 - d. All inactive participants should be exited or have all activities closed, and submitted a request for closure to the LA.
 - e. Notify participants, training institutions, vendors and any employers with active WEX or OJT contracts who may have outstanding invoices of the transition and deadline to receive any invoices to be paid for this fiscal year.
 - f. Prepare a list of inventory for transfer to Mid-East Commission Local Area staff. Inventory should include items/equipment purchased with WIOA funds. Any equipment that will remain in the career center such as computers and printers should be indicated on the inventory list. ***Please use the Excel file - Rivers East Close-Out Inventory Transfer List – attached. The Local Area will email the Operator the Excel spreadsheet.***
 - g. Completion of any outstanding requests for corrections or missing information for the current program year. Includes any information from local area and/or state monitoring.
 - h. Submit a financial invoice and financial closeout packet within 10 days of fiscal year end.

3. Contractor's Schedule for Close-Out

- a. June 1st-20th – run reports necessary to review files/data and make corrections or scan and upload any missing information
- b. June 1st-30th – maintain a list of interested customers that inquire about services during the transition period
- c. June 1st-20th – assemble inventory and any other WIOA related items and deliver to the local area. A written receipt will be given to confirm receipt of equipment.
- d. June 30th 3:00pm – NCWorks operator access will be canceled.

If there are any questions or adjustments needed to these procedures, please contact the local area director.



Rivers East Close-Out Inventory Transfer List

Item Name	Description	ID/Serial #	Location
Outstanding/Missing Items			

With the exception of the outstanding items, receipt of the above items is hereby acknowledged:

Staff Name _____

Organization _____

Date _____