



PENNSYLVANIA'S WORKFORCE SYSTEM OF RECORD

July 20, 2018

This policy provides workforce system stakeholders with guidance regarding workforce system data entry, user management and tracking participants, employers and providers using Pennsylvania's system of record, the Commonwealth Workforce Delivery System, or CWDS, CWDS/PA CareerLink®, correctly and timely. This policy pertains to Workforce Innovation and Opportunity Act, or WIOA, title I-B and title III workforce system programs, partners and grantees.

SUMMARY OF CHANGES

The Pennsylvania Department of Labor & Industry, or department, issued Workforce System Policy (WSP) No. 01-2015, *Pennsylvania's Workforce System of Record*, issued on Sep. 25, 2015. This change incorporates the original document but removes all references to "JobGateway®," the commonwealth's online job-matching system. This site will change to "PA CareerLink®" to more clearly connect the site to Pennsylvania's workforce development brand. This change is effective Aug. 10, 2018.

Additionally, the department added a requirement to section III, *Local Requirements*, of this policy. Non-Commonwealth CWDS users who no longer require access to the system must have their logins disabled on users' last day of work or the first business day after.

- I. **Background.** Federal regulations require the Pennsylvania Department of Labor & Industry, herein known as the "department," to submit quarterly, accurate participant reports and validate individual participant data, as well as financial reports, to the U.S. Department of Labor, or USDOL. Under WIOA, and as part of these reporting requirements, USDOL requires coordination and co-enrollment between WIOA, WIA, Wagner-Peyser Act and Trade Adjustment Act, or TAA, programs to ensure a common record is maintained for each participant served with these funding streams.

This policy serves to affirm that CWDS/PA CareerLink® is the system of record for the participant tracking of WIOA, WIA, Wagner-Peyser Act and TAA programs. All participants, employers and providers served by these funding streams (for all levels of services, including career planning) must have their services and/or activities entered into CWDS/PA CareerLink® expeditiously to ensure a common record and, when appropriate, assignment of a common exit date. Additionally, CWDS/PA CareerLink® is the system of record for all financial reporting by local workforce development board staff regarding WIOA, WIA, Wagner-Peyser Act and TAA funded programs.

Pennsylvania's data-management system, CWDS/PA CareerLink®, is the required entry point for all workforce investment activities in Pennsylvania. All workforce investment activity (to include participant and employer registrations, job postings, job matching, career planning, case progress notes, activities and outcomes pertaining to workforce programs funded through the authorization of WIOA, WIA, the Wagner-Peyser Act, TAA and related grants) must be entered into CWDS/PA CareerLink® to ensure compliance with federal and state statutes, regulations and policies. The use of alternative systems is prohibited for all workforce investment activity data entry and tracking, except for career planning activities.

Note: Career planning activities must first be entered into CWDS/PA CareerLink®. Within any alternative system, participants' Participant Identification Number, or PID, employers' and providers' Federal Employer Identification Number, or FEIN, and employers' job posting order numbers must identically match the identifier used within the system of record, CWDS/PA CareerLink®. The department will conduct data comparisons between Pennsylvania's system of record and any alternative system to ensure adherence to this policy.

II. Definitions.

- **Commonwealth Workforce Development System, or CWDS**, is the management system of record used for all data collection and reporting.
- **Department** is the Pennsylvania Department of Labor & Industry, which has been designated by the governor to serve as the state administrative entity/state workforce agency.
- **Pennsylvania CareerLink®/PA CareerLink®** is the registered trademarked name for Pennsylvania's one-stop service delivery system, including each of the one-stop centers, as well as the online job-matching system for job seekers and employers.

III. References and Resources. The following is a list of resources used in the development of this policy, and may provide additional information for implementation:

- Public Law (Pub. L.) 113-128, Workforce Innovation and Opportunity Act (WIOA)
- 20 Code of Federal Regulations (CFR), WIOA Final Rules and Regulations
- U.S. Department of Labor (USDOL) Training and Employment Guidance Letter (TEGL) No. 10-16, *Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs*
- U.S. Department of Labor TEN No. 09-13, *Labor Exchange Reporting System (LERS) Tutorial and ET Handbook No. 406 Updates*, Oct. 18, 2013
- Pennsylvania Department of Labor & Industry Workforce System Policy (WSP) No. 03-2015, *Financial Management*
- Pennsylvania Department of Labor & Industry PA CareerLink® System Procedure Manual

IV. Local Requirements.

- A. All WIOA, WIA, Wagner-Peyser Act and TAA grant recipients are required to report individual participant data and financial data via Pennsylvania's system of record, CWDS/PA CareerLink®.
- B. All participant, employer and provider data must be entered into CWDS within 30 calendar days of the actual date of occurrence (e.g. service start date, hold date, entered employment, certifications, assessments, program exit dates).
- C. Requests for funds by a local workforce development board will be made using CWDS/PA CareerLink®.
- D. PA CareerLink® sites will use CWDS/PA CareerLink® as the common information-management system. CWDS/PA CareerLink® is the official system of record used for all data collection and reporting for all required partners located in comprehensive and affiliate PA CareerLink® sites. Shared information and data agreements will be used to support access to information and information sharing among partners as allowed by authorizing law and regulations.
- E. PA CareerLink® sites will use CWDS/PA CareerLink® as the job-match system when job seekers are looking for employment and employers are searching for candidates.

- F. Local workforce development boards must reflect Pennsylvania's system of record policy in their bylaws and policies.
 - G. (Added) Non-Commonwealth CWDS users who no longer require access to the system must have their logins disabled on users' last day of work or the first business day after. This is to be performed by local office system administrators. Confirmation of login disabling must be provided to BWPO user-management staff within one business day of the completed action.
- V.** **Contact**. Requests and/or inquiries related to this guidance should be forwarded to the Pennsylvania Department of Labor & Industry, Bureau of Workforce Development Administration via the following resource account: RA-LI-BWDA-Policy@pa.gov.
- VI.** **Rescissions**. Workforce System Policy, or WSP, No. 01-2015, *Pennsylvania's Workforce System of Record*, Sep. 25, 2015.
- VII.** **Accessibility**. Pennsylvania's workforce system directives are available for downloading on the department's website at <http://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Pennsylvania's-Workforce-System-Directives.aspx>.