




NINETEEN TRIBAL NATIONS WORKFORCE INVESTMENT BOARD
Workforce Investment Act

February 6, 2014

To: NTNWIB
NTN Directors
NTN MIS Task Force
NTNWIB Executive Director
NTN Performance Consultant

From: Patrick H. Andrews 
NTNWIB Chairman

Subject: Nineteen Tribal Nations Workforce Investment Board
NTN_POL_008 – Dislocated Worker Program Policy

The attached NTN Dislocated Worker Program Policy is effective, retroactively to October 1, 2013.

c
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NTN Dislocated Worker Program Policy

Program Administration

All administrative functions will be handled by the NTN Dislocated Worker Program staff.

Referrals of Potential Dislocated Workers

Local office staff will contact dislocated worker program staff for eligibility determination and enrollment.

AJC Entries

Only the Dislocated Worker Program Staff will enter information into the AJC system.

Case Management

All case management activities, including follow-ups, will be done by the Dislocated Worker Program staff.

Reports

Dislocated worker program staff will present a report at each NTN Directors' and NTNWIB Meeting. They will also prepare any reports requested by the directors or NTNWIB.

Visits

Dislocated worker program staff will make an on-site visit to each tribal entity at least once per quarter, and more often if necessary and/or requested.

Maintenance of Participant Files

Original files will be kept in the home office of the Dislocated Worker Program Manager. Duplicates of all files will be kept in the respective Tribal WIA Office in locked file cabinets.

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