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Henry McMaster
Governor

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Executive Director

STATE INSTRUCTION NUMBER 20-04, Change 1

To: DEW Area Directors
DEW Regional Managers

Subject: UI-Approved GED Wagner-Peyser Activity Code

Issuance Date: July 29, 2021

Effective Date: Immediately

Purpose: To provide updated guidance for Unemployment Insurance (UI)-approved training for Wagner-Peyser (WP) participants or registered-only individuals receiving General Educational Development (GED) services.

Background: Since 1942, the General Educational Development (GED) test has offered adults an alternative path to earn a high school diploma. Many adults who did not complete a high school program of instruction have continued to learn through a variety of experiences encountered in everyday life. The purpose of GED services is to provide an opportunity for these individuals to have the learning acquired from such educational experiences evaluated and recognized. The GED test makes it possible for qualified individuals to earn a high school credential, thus providing opportunities to:

- Pursue higher education
- Obtain jobs or job promotions
- Achieve personal goals
- Enlist in military service

Policy: Claimants receiving UI benefits who are in an UI-approved training or program are not required to be available for work and are not required to make an active search for work. Additionally, those claimants will not be disqualified for refusal to accept work or failure to apply for work so long as training is satisfactorily progressing toward completion in accordance with the program provider. Claimants' participation in and receiving of GED services will be considered approved training by UI.

The following WP activity code must be recorded when a reportable individual or WP participant is receiving GED services while being paid UI benefits:

ACTIVITY CODE	ACTIVITY NAME	DEFINITION	NOTES	TRIGGERS PARTICIPATION	Requires Case Note
U04	UI Claimant in GED	This code should be entered on a Registered Individual or a Wagner-Peyser participant (including JVSG and MSFW). This code will allow UI claimants who are receiving GED services to be exempt from the UI work search requirement. This code is used for internal tracking purposes only and is not included in performance.		No	Yes

Note: For the most up-to-date WP Activity Codes, see the Staff Online Resources in SCWOS.

Enrollment in GED Services

Upon enrollment in GED services, the claimant is responsible for completing and submitting the UI-Approved GED Services Work Search Waiver Form (Attachment A) in person at a comprehensive SC Works center. Upon receipt of the completed and signed form, DEW staff will then enter the U04 activity code on the individual’s WP application, waiving the work search requirement for the next 30 days.

- The services start date should be entered as the “Scheduled Date” with the “Actual Service Date” and completion code left blank.
- Career and referral services should be provided as appropriate, and the form must be uploaded and attached to the required corresponding case note in SCWOS for documentation purposes.

Service Plan

▪ Customer Group:	Self-Service/Registered Individual Only ▾
▪ Service/Activity Code:	U04 - UI Claimant in GED ▾
Program Application Association:	9084828
Scheduled Date:	06/03/2021 Today
Scheduled Time:	▾ : ▾ AM ▾
Actual Service Date:	<input type="text"/> Today
Completion Code:	None Selected ▾
RR Event:	<input type="text"/> [RR Search]
▪ LWDB / Region:	Midlands ▾
▪ Office Location:	Columbia Center ▾
▪ Position:	Staff ▾
Staff User ID - Created:	2305170
Staff User ID - Last Edited:	2305170

Leave Completion Code blank until you are ready to enter the Actual Service Date and close the activity.

Continuing with GED Services

The claimant is responsible for submitting the completed UI-Approved GED Services Work Search Waiver Form to DEW staff on a **monthly** basis for attendance verification purposes if continuing to actively receive GED services. Upon receipt of the completed and signed form, DEW staff should extend the “Scheduled Date” by 30 days within the existing U04 code to waive the work search requirement for an additional month. Career and referral services should be provided as appropriate, and the form must be uploaded and attached to the required corresponding case note in SCWOS for documentation purposes.

- Although these activity codes are not included in performance, to ensure claimants are reporting as required and that the work search requirement is not waived indefinitely, supervisory staff should monitor individuals with an open U04 activity code on a monthly basis by running the “Services Provided to Individuals” report in SCWOS and follow-up with individuals as needed. All communication with an individual should be recorded in a case note in SCWOS for documentation purposes.
- Upon completion of GED services, successful or otherwise, the activity code should be closed by entering the last day services were received as the “Actual Service Date” and selecting the appropriate “Completion Code” as defined below to remove the work search waiver and prevent the individual from being included indefinitely on internal tracking reports. A corresponding case note in SCWOS is required for documentation purposes.

Completion Codes

- *“Successful Completion”* should be selected when the individual has obtained a GED.
- *“Unsuccessful Completion – Failed to Report”* should be selected when the individual has not reported to the office in more than 30 days as required.
- *“Unsuccessful Completion – Dropped Out”* should be selected when staff have been notified by the individual that they are no longer receiving GED services and have not received a GED.

Action: Ensure that DEW staff receive and understand this policy.

Inquiries: Questions may be directed to PolnPro@dew.sc.gov.



Kevin Cummings, Assistant Executive Director
Technical Services, Policies, and Reporting

Attachment

UI-Approved GED Services Work Search Waiver Form



Name: Click here to enter text

Claimant ID Number: Click here to enter text.

Provider Name: Click or tap here to enter text.

Course Enrolled: GED Services

Completion Status: Choose an item.

Last Day of Receipt of Services: Click to enter a date.

1. Enrolled in GED Services

- If "Enrolled in GED Services" is selected, please provide:

Start Date: Click to enter date.

Anticipated End Date: Click or tap to enter a date.

2. *Continuing with GED Services

- If "Continuing with GED Services" is selected, this form must be submitted **monthly**. See below for additional information.

Important Form Information:

- If "Enrolled in GED Services" is selected above, the claimant is responsible for submitting this completed and signed form to DEW staff at the nearest comprehensive SC WORKS Center the week enrolled to ensure future UI work search requirements can be waived. You may click or enter the link below into an internet browser to locate your nearest comprehensive SC Works Center:
[https://jobs.scworks.org/admin/gsipub/htmlarea/uploads/Contact Information/Comprehensive%20SC%20Works%20Centers.pdf](https://jobs.scworks.org/admin/gsipub/htmlarea/uploads/Contact%20Information/Comprehensive%20SC%20Works%20Centers.pdf)
- *If "Continuing with GED Services" is selected above, claimant is responsible for submitting this documentation to DEW staff at the nearest comprehensive SC WORKS Center **monthly**, for attendance verification purposes, and to ensure the UI work search requirement continues to be waived. Submission of this form certifies that you are enrolled in and continuing to actively receive GED services monthly. (*Adult Education requires 48 hours of instruction per month to meet the requirement.)
- Claimant is responsible for notifying DEW staff of drop-out and/or completion status by submitting this form the week that GED services are discontinued with the appropriate option above selected as the completion status.

Date Form Completed: Click or tap to enter a date.

Signature of Individual: _____

Signature of GED Representative: _____

Printed Name: _____ **Job Title:** _____

Provider Name: _____ **Provider Location:** _____