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Henry McMaster
Governor

William H. Floyd, III
Executive Director

STATE INSTRUCTION LETTER 26-04

To: DEW Area Directors
DEW Regional Managers

Subject: **Wagner-Peyser Application Signature Requirements**

Issuance Date: November 23, 2026

Effective Date: Immediately

Purpose: To ensure that all Wagner-Peyser (WP) applications are signed in accordance with the Workforce Innovation and Opportunity Act (WIOA).

References:

- Workforce Innovation and Opportunity Act, Public Law 113-128, section 116(d)(5)
- Training and Employment Guidance Letters (TEGLs) 23-19, Change 3; 07-18, Change 1
- State Instruction Letter (SIL) 20-09, Change 1

Background: Data Validation is a series of internal controls or quality assurance techniques established to verify the accuracy, validity, and reliability of data. Establishing a shared data validation framework that requires a consistent approach across programs ensures that all program data consistently and accurately reflects the performance of all programs. To that end, the purposes of validation procedures are to:

- Verify that the performance data reported by grant recipients to the Department of Labor (DOL) is valid, accurate, reliable, and comparable across programs
- Identify anomalies in the data and resolve issues that may cause inaccurate reporting
- Improve program performance accountability through the results of data validation efforts
- Describe source documentation required for common data elements

Policy: The South Carolina Department of Employment and Workforce (DEW) requires that all WP applications are signed by the participant. These signatures serve as a verification that all information on the applications, particularly data that has been self-attested, is true to the best of knowledge of the participant.

Self-attestation is a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. Self-attested information is data which is not accompanied by supporting documentation. This data is only valid if the application or documentation is signed by the participant. Self-attestation on applications may only be used when all efforts to collect other allowable source documentation have been exhausted. As such, the use of self-attestation from participants must be limited. See the most updated state instruction letter on *Performance Data Validation for DOL Workforce Programs* for additional information on the use of self-attestation.

Regardless of whether a signature is electronic/digital or physical, it must be participant-generated and traceable to said participant. WP applications without a signature are not able to be used for self-attestation purposes and thus cannot be validated.

All WP applications, and subsequent signatures, must be submitted through SC Works Online Services (SCWOS). A backup system may be put in place to accept hard copy or email signatures, should technical issues occur. Alternative signature methods are only permitted when approved by Area Directors or Reemployment Services and Eligibility Assessment (RESEA) leadership.

For more information on this process, please visit SC Works PASS | SC Works.

Action: Please ensure that all appropriate staff receive and understand this policy.

Inquiries: Questions may be directed to ES-Support@dew.sc.gov.

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