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STATE INSTRUCTION NUMBER 18-05, Change 1

To: Local Workforce Area Signatory Officials
Local Workforce Area Board Chairs
Local Workforce Area Administrators
DEW Area Directors
DEW Regional Managers

Subject: Data Changes for Workforce Programs

Issuance Date: August 13, 2021

Effective Date: Immediately

Purpose: To update State policy regarding the annual deadline to submit changes to data in SC Works Online Services (SCWOS), and to clarify the deadline for submitting data change requests to be included in performance. **This guidance replaces State Instruction 18-05.**

References: Training and Employment Guidance Letter (TEGL) 3-17

Background: The U.S. Department of Labor (DOL) requires the submission of annual performance data in a Participant Individual Record Layout (PIRL) file by October 1st of each year. The PIRL file is locked from editing after this period.

Policy: To ensure the integrity of reported data, the following procedures apply to data change requests:

- Data change requests will continue to be evaluated on a case-by-case basis.
- Data change requests for the current program year may be submitted at any time during that year.
- Data change requests for the prior program year will be accepted through September 15th of the following program year.

Data change requests received after September 15th to correct data reported for the previous program year **will not be included in performance**. However, if data errors are discovered after the deadline for performance submission, data change requests should still be submitted in order to improve the accuracy, validity, and reliability of program data. Acceptable data change request documents include the *SCWOS Change Request Form – Individual Records* and the

Activity Record Change (ARC) Form. The forms are located in SCWOS under Staff Online Resources.

All Workforce Innovation and Opportunity Act (WIOA) Title I participant data change requests must be submitted to WorkforceSupport@dew.sc.gov.

All Wagner-Peyser (WP) and employer service records change requests must be submitted to PolnPro@dew.sc.gov.

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

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



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