Guidelines for Using NCWorks Online to Track Board Obtained Grants and Reports

Local Area Workforce Development Boards (WDBs) maintain various grants that require tracking using different reporting requirements. Many of them can be tracked in NCWorks Online (NCWO), as noted below:

1. Local Incumbent Worker (IW) Grant – (No cost to WDBs)
   o WDBs may request a grant number using the IW grant form located at https://nc.works/localIWgrant
   o WDBs should only provide one per WDB per Program Year, not one per company

2. Special Indicator under Wagner-Peyser (WP) (No cost to WDBs)
   o WDBs may request a special indicator using the form located at https://nc.works/localIWgrant
   o Staff record the special indicator on the Miscellaneous Screen of WP application
   o Staff can run reports by selecting this special indicator

3. Co-enrollment is required and reported in the State Participant Individual Record Layout (PIRL) using the special indicator flag. Grants, such as the United States Department of Labor (USDOL) Workforce Opportunity for Rural Communities Initiative (WORC) have a requirement that participants who are served must be co-enrolled in WP and reported by the State in the PIRL data submission.
   o If the WDB is the grant recipient, there would be no cost for basic setup to add the special indicator. If another agency (i.e. North Carolina Community College (NCCC)) is the grant recipient and needs the Division of Workforce Solutions (DWS) to include data in the PIRL, the Grantee would have a cost of one-half percent (.005) of the total grant to use NCWO and have the State submit the PIRL.
   o The grant is setup as a "special indicator" in NCWO, which must be keyed by staff on the Miscellaneous Data Entry Screen of the WP application. The grant recipient will work with the WDB to key data into NCWorks Online.
   o No special services are tracked in data entry.
   o Data is included in the State PIRL submission as a WP enrollment.
   o The WDB can run summary 9169 reports by special indicator to get a summary of the performance.
   o Any additional cost to make changes to NCWorks from the vendor could be at an additional cost to the grant recipient.

4. NDWG directly from USDOL to a WDB
   o One-half percent or .005 of the grant to use NCWO to track locally obtained National Dislocated Worker Grant (NDWG). USDOL does not provide a system to record this data.
   o Submission of a quarterly PIRL is both a USDOL and the DWS requirement.
   o The DWS has requested a change to NCWorks.gov to allow the DWS to add a WDB NDWG number and to create a separate PIRL that is needed for data submission by the WDBs.
   o Local NDWG data will NOT be included in the State PIRL submission, if only in NDWGs. If co-enrolled in other programs, WIOA or WP, the data will be reported in the State PIRL.
      ▪ WDB NDWG-only participants will not be maintained in FutureWorks.

- o Two options for getting wage data:
  - Allow the State to do wage matching at one-half percent (.005) of the grant. If this is allowed, the DWS would have a Workforce Integrated Performance System (WIPS) account under the WDB setup and submit and certify on the WDB's behalf. Only Information Technology (IT) staff have rights to view Unemployment Insurance (UI) and State Wage Interchange System (SWIS) wage data.
  - Allow USDOL to match with the internal process. The Social Security Number (SSN) must be included in the PIRL Report.
  - o Currently, WDBs can run reports but may need to improve some of the federal reports.
  - o WDBs will incur an additional cost of one-half percent (.005) of the grant for the DWS to match wage data and submit data to USDOL on their behalf for maximum of one percent (.01) of the grant.

5. NDWGs received directly from USDOL to a non-WDB that receives a grant and wants to use NCWorks Online to key data
   - o If DWS can provide an invoice, DWS can create a way for the recipient to record/report PIRL to USDOL.
   - o One percent (.01) will be charged to use NCWO and one percent (.01) will be charged for wage match for a total of two percent (.02) per non-WDB grants.

6. WDB funded grant not from WIOA funds
   - o NCWorks has the ability to add additional programs with user-defined questions and services (Mayors' special programs, Summer Youth programs, et cetera).
     - These grants will be stand-alone enrollments that may/may not be enrolled in any other WP or WIOA program.
     - DWS will charge a one-time fee of $2,500 to setup the grant.
       - Add questions in special indicator application
       - Setup services that can be tracked in grant
     - DWS can provide weekly export of data collected to the WDB.
     - DWS can create additional reports at additional cost to the WDB.

7. WDB received grant from another source to provide additional services
   - o NCWorks can setup single "Non-WIOA Grant" (no cost to the WDB).
     - These participants must be co-enrolled in the current WIOA grant.
     - Will require completing a WIOA application and select a non-WIOA grant at the end of the WIOA application.
     - DWS will setup a single service that can be used with this non-WIOA grant.
     - All reporting is the responsibility of the WDB.

8. Non-WIOA partner requesting an additional module to track program from NCWorks Vendor
   - o If Geographic Solutions has another module that another agency wants to use (i.e. Supplemental Nutrition Assistance Program Employment and Training (SNAP E and T)
     - DWS will develop a special Memorandum of Understanding MOU to cover all costs for the module, pro rata share of NCWorks and full-time equivalent (FTE) costs.
     - DWS will procure on behalf of the agency.
     - DWS will bill the agency directly.