

Policy Summary

State Compliance Policy (SCP) 5.10

As part of its' responsibility to provide guidance and direction to the Local Workforce Development Areas (Local Areas), the Department of Employment, Training and Rehabilitation (DETR) follows federal guidance in creating policy to implement the Workforce Innovation and Opportunity Act (WIOA). These policies are necessary for efficient and stable operations of the workforce system in the State of Nevada. As such, DETR has provided SCP 5.10 to the Governor's Executive Committee for review and approval.

This policy provides guidance to Local Workforce Development Boards (LWDBs), Chief Elected Officials (CEOs) and EmployNV Career Hubs (One-Stop Career Center and affiliate sites) for uniform, paperless documentation of participant files. This guidance originates from multiple regulations related to government agencies' transition from paper to digital files. Among these are: the EGovernment Act of 2002, Government Paperwork Elimination Act of 1998 and Paperwork Reduction Act of 1995. Section 185 of the Workforce Innovation and Opportunity Act (WIOA) requires recipients of Title I funds to keep records that are sufficient to prepare reports and permit the tracing of expenditures to adequately ensure that funds have not been spent unlawfully. This guidance applies to electronic file storage and documentation imaging standards in the administration of the following Federal programs: WIOA, Wagner-Peyser, Trade Adjustment Assistance, and related assistance programs. Standardizing the collection of participant information expedites participant eligibility determinations and allows EmployNV Hubs more time to focus on providing services. This guidance provides instructions for the collection, dissemination, storage, and protection of information contained within digital files.