SUBJECT: Sector Information Tab

Purpose:
The purpose of the sector information tab is to capture training and training related expenses by sector for each customer.

Scope:
The requirements in this TAG apply to Local Workforce Investment Boards (LWIB’s) and sub-recipients responsible for reporting WIA Training Outcomes through Nevada’s reporting system NJCOS.

Effective Date:
This directive is effective upon its issuance.

POLICY AND PROCEDURES:

NJCOS sector information tab should be completed for each customer training related expense as described below.
Expense items to be entered in the Sector Information Tab for training should include the following:

- Occupational Skills Training costs (ETPL and non-ETPL)
- Supportive services during the training period
  - For example: books, boots, permits, certifications, etc.
- On the Job Training (OJT) costs
- Work Experience (WEX) costs (no In School youth)
Each expense that is entered on the tab must have a corresponding comment that lists the cost and the justification for any training related costs.
DEOBLIGATIONS:

ACTION:

Bring this directive to the attention of all appropriate staff and all sub-recipients

INQUIRIES:

Please direct all inquiries to the Nevada Department of Employment Training and Rehabilitation’s Workforce Investment Support Services WIA Coordinator at 775-684-0301.

ADDENDUM:

Sector Information Tab Instructions