



# Technical Assistance Guide (T.A.G.) Workforce Investment Act

Number: 14-2

Date: September 26, 2014

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.

The screenshot displays the NJCOS system interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these, the current view is 'Customer Detail' for 'Mouse, Mickey' with SSN: [redacted] and OSOS ID: NV000427988. A secondary navigation bar includes: Customer Search, Customer Detail (active), Comp Assess, Services, and 1 of 1. A third navigation bar contains: Info, Pgms/PA, Objective, Work Hist., Ed/Lic, Skills, Saved Searches, Activities, Comments, Tests, and Sector Information (active). The main content area is titled 'Sector Information' and features a table with a 'Contract #' column. A record is selected, showing fields for Contract #, Contract Start Date, Contract End Date, Contract Amount, Sector Lists (dropdown), NAICS (text input), O\*Net Title (text input), Contract Type (WIA dropdown), and Staff Assigned (text input). A note states: 'Cross Sector to only be used for Training Contracts that do not fit into a specific Industry (Sector). Must contact Mary Everson at 775-684-0301 to use Cross Sector.' At the bottom, there are buttons for Add, Delete, Print List, Help, Print Record, and Audit. The footer shows: Staff: BUTLER, COLLEEN; Office: WISS; Unsaved Changes; Security: Delete; 04/04/2014.

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)

**CUSTOMER PROVIDER EMPLOYER STAFF HELP**

Customer Search **Customer Detail** Comp Assess Services

Mouse, Mickey SSN: \*\*\*-\*\*-2572 OSOS ID: NV000427988 1 of 1

<< < P'Info Pgms/PA Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Tests **Sector Information** >>

**Sector Information**

Contract #	200100063
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Record Id: 15291

- Contract # 200100063
- Contract Start Date 04/01/2014
- Contract End Date 04/01/2014
- Contract Amount \$ 20.00
- Sector Lists Logistics and Operation

Cross Sector to only be used for Training Contracts that do not fit into a specific Industry (Sector). Must contact Mary Everson at 775-684-0301 to use Cross Sector.

- NAICS Specialized Freight (except Used Goods) Trucking, Local

NAICS is REQUIRED except for Cross Sectors approved by Mary Everson.

- O\*Net Title Heavy and Tractor-Trailer Truck Drivers
- Contract Type WIA
- Staff Assigned JOHNSON, KARLENE

Buttons: Add, Delete, Print List, Help, Print Record, Audit

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched

Staff: JOHNSON, KARLENE Office: WISS Security: Delete 05/15/2014

**CUSTOMER PROVIDER EMPLOYER STAFF HELP**

Customer Search **Customer Detail** Comp Assess Services

Mouse, Mickey SSN: \*\*\*-\*\*-2572 OSOS ID: NV000427988 1 of 1

<< < P'Info Pgms/PA Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Tests **Sector Information** >>

**Sector Information**

Contract #	200100062
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Record Id: 15290

- Contract # 200100062
- Contract Start Date 04/01/2014
- Contract End Date 05/31/2014
- Contract Amount \$ 1500.00
- Sector Lists Logistics and Operation

Cross Sector to only be used for Training Contracts that do not fit into a specific Industry (Sector). Must contact Mary Everson at 775-684-0301 to use Cross Sector.

- NAICS Specialized Freight (except Used Goods) Trucking, Local

NAICS is REQUIRED except for Cross Sectors approved by Mary Everson.

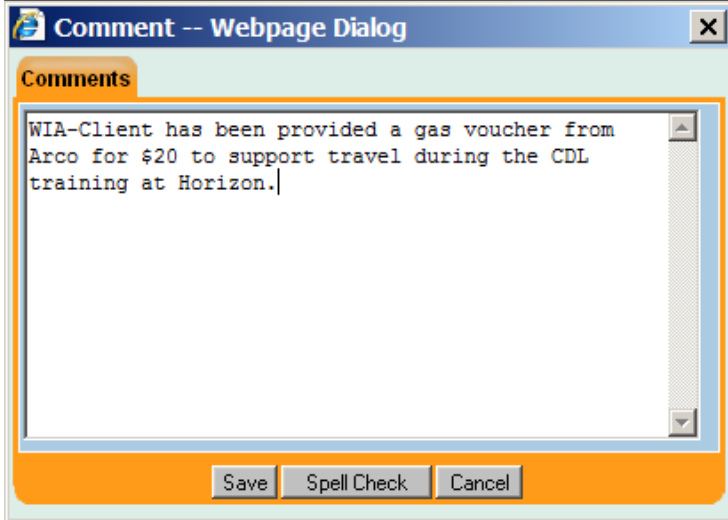
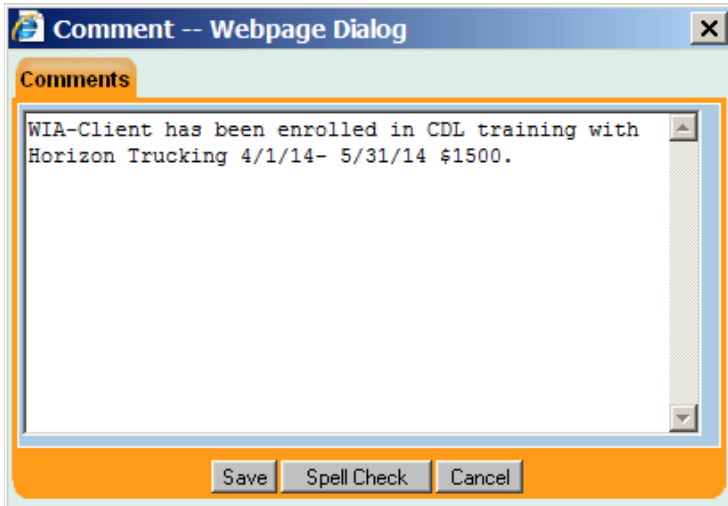
- O\*Net Title Heavy and Tractor-Trailer Truck Drivers
- Contract Type WIA
- Staff Assigned JOHNSON, KARLENE

Buttons: Add, Delete, Print List, Help, Print Record, Audit

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched

Staff: JOHNSON, KARLENE Office: WISS Security: Delete 05/15/2014

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:**

The screenshot shows a software interface with a top navigation bar containing buttons for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this is a sub-navigation bar with Customer Search, Customer Detail (highlighted), Comp Assess, and Services. The main header area displays 'Mouse Bad, Mickey', 'SSN: \*\*\*-\*\*-9999', 'OSOS ID: NV000427988', and '1 of 1'. A secondary navigation bar includes buttons for '<<', '<', 'd'l Info', 'Pgms/PA', 'Objective', 'Work Hist.', 'Ed/Lic', 'Skills', 'Saved Searches', 'Activities', 'Comments', 'Tests', and 'Sector Information' (highlighted). The 'Sector Information' section is divided into two panes. The left pane shows a table with a 'Contract #' column and one entry: '200100062'. The right pane contains various fields: 'Contract Start Date' (04/01/2014), 'Contract End Date' (05/31/2014), 'Contract Amount' (\$ 0.00), 'Sector Lists' (Logistics and Operation), 'NAICS' (Specialized Freight (except Used Goods) Trucking, Local), 'O\*Net Title' (Heavy and Tractor-Trailer Truck Drivers), 'Contract Type' (WIA), and 'Staff Assigned'. A 'Comments' field contains the text '9/23/14 kj deob did not complete training'. At the bottom of the form are buttons for 'Add', 'Delete', 'Print List', 'Help', 'Print Record', and 'Audit'. A footer bar contains buttons for 'Save', 'Start Match', 'Services', 'Comp Assess', 'Activity', 'I.A. Referrals', 'Correspond', 'IVR', 'Ret to Srch', 'Comments', 'Tag', 'Resume', and 'Schd'. The very bottom status bar shows 'Staff: JOHNSON, KARLENE', 'Office: WISS', 'Unsaved Changes', 'Security: Delete', and '09/23/2014'.

**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