

Capital Workforce Partners
REPORTING DOCUMENTS AND TIME FRAMES

Form/Report	From	To	Information	Timing
*One Stop Referral Form	Employment Specialist	Service Provider	Referral	At time of referral
No-Show Report	Service Provider	Employment Specialist	Customer failed to report to program	Day of no-show/no call
Case Management Status Report Form	Service Provider	Employment Specialist and CWP (Marlo)	Customer enrollment, attendance, pre- and post-test scores; performance, program outcome, general comments	Weekly for new enrollments, status changes, and performance problems; monthly for progress updates. (Beginning/Change in/End of Activity)
Subsidized Employment Record	Service Provider	Employment Specialist and CWP (Marlo)	Subsidized employment details; enrollment; performance; outcome	Weekly batches (Beginning/Change in/End of Activity)
Subsidized Employment Performance Review	Service Provider	Employment Specialist	Subsidized employment performance	Weekly Batches
Employment Verification Form	Service Provider	Employment Specialist and CWP (Marlo)	Employment details and method of verification; retention details and method of verification	Weekly batches

Referral for Sanction	Service Provider	Employment Specialist	Failure to comply with program requirements after enrollment	Within 3 business days of determining lack of good cause
	Employment Specialist	DSS Worker	Non-compliance and failure to demonstrate good cause	5 business days to determine good cause and reengage; if no good cause refer to DSS within 3 business days of finding no good cause.
	DSS Worker	Employment Specialist	Results of conciliation process	30 days after initiation of conciliation
	Employment Specialist	Service Provider	Results of conciliation process or finding of good cause	Within 3 business days of the good cause finding or of receiving DSS notification
Participant Attendance Verification Form	Service Provider	Employment Specialist	Actual hours of attendance during 2 week period	Bi – weekly
Bi-Weekly Attendance Report	Participant (Adult ed., ITAs, Community Service, etc.)	Employment Specialist	Actual hours of attendance during 2 week period	Bi - weekly

*Please note that referrals to Career Team and ULA are done electronically by Employment Specialists.

Training Provider Reports to Capital Workforce Partners

WIA – JFES Monthly Contractor Report: Due by the 10th of each month

Contractor Monthly Billing Invoice: Due by the 10th of each month



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FOR WORKFORCE QUALITY