

## TRIDENT

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### Trident Workforce Investment Board Workforce Investment Act

#### FILE TRANSFER POLICY

**TO:** SC Works Trident Operators and Youth Contractors

**ISSUANCE DATE:** May 15, 2012

**EFFECTIVE DATE:** May 15, 2012

**SUPERSEDES:** October 1, 2010, June 30, 2008 and March, 1, 2006

**SUBJECT:** File Transfer Policy

**PURPOSE:**

The purpose of this policy is to establish a process for transferring WIA files between Local Regions in the State of South Carolina.

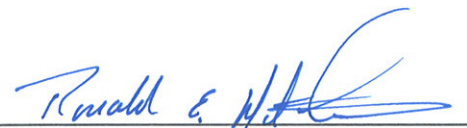
**POLICY:**

In accordance with the South Carolina Works Online System (SCWOS) Local Area Transfer procedure, WIA allows only one record per individual. Therefore, when a registrant moves from one local area to another, and WIA services have not been completed, the customer may request to be transferred to the region where the customer has moved in order to continue to receive WIA services. The region is not obligated to accept the transfer.

**PROCEDURES:**

The transfer procedure allows the file to be transferred without the interruption of services and to maintain the integrity of SCWOS and performance data. The WIA Project Officer is to follow this Local Area File Transfer policy to transfer WIA customers in need of service from one Service Delivery Area to another. Discretion to accept transfer will be based on the review of the hard file and the SCWOS file for customer's compliance with current region.

Transfer Requests from SC Works Trident that have been denied by another region will be reviewed and determined if SC Works Trident will continue to provide services to customer based on customer's needs, compliance and to receive the most positive performance outcome possible. Approval by the Administrator or Executive director of the BCDCOG is needed in order to continue to provide services to customers that have relocated to another region.



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Ronald E. Mitchum, Executive Director  
BCDCOG

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May 15, 2012

Date