

Secondary Review Policy

Purpose

The purpose of the Policy for Secondary Review is to establish a system for performing secondary reviews of Adult, Dislocated Worker, In-School and Out-of-School Youth applications in determining Workforce Innovation and Opportunity Act (WIOA) program eligibility.

Title 1 Responsibilities

(WIOA) eligibility determination is a function of a Title 1 provider for Adult, Dislocated Worker (DW), In-School (ISY) and Out-of-School (OSY) Youth Applicants. All data is to be entered into Commonwealth Workforce Development System (CWDS), Pennsylvania's Workforce System of Record.

The secondary reviewer is responsible for:

- Reviewing supporting documentation provided by participant to establish WIOA eligibility
- Verifying that source documents uploaded into CWDS match the selected source documents on the WIOA application.
- Ensuring that participant case files contain documentation that a secondary review has been conducted

Approved: 03/13/2023

Reviewed: 01/27/2023