

SERVICE DELIVERY	Electronic Case Files
Classification:	Title I Adults, Dislocated Workers, Youth
Date Adopted:	01/25/18
Background:	Workforce Services Guidance-Electronic Case Files-WIOA WIOA Section 308[c][2J[FJ(ii)]
Policy:	<p>The above guidance issued by the state stresses the importance of document retention and electronic documents. The section of the law requires that each LWDA/AJC establish procedures to ensure that the use of paperwork is reduced to a minimum. The TDLWD and other state agencies have transitioned to paperless record keeping by utilizing an electronic document imaging and storage system to capitalize on the efficiency of document storage and retrieval.</p> <ol style="list-style-type: none"> I. All forms currently used during an individual’s registration within an AJC, specifically those following the initial assessment to determine which services are applicable to the long-term success of a program participant, will be replaced by the use of Jobs4TN (VOS - Virtual One Stop) II. The use of Jobs4TN will be adopted by all AJCs in Local Workforce Development Area 2. The electronic registration available within Jobs4TN (VOS) will be utilized. The use of electronic records: <ul style="list-style-type: none"> • Eliminates the need for storage areas and storage costs associated with paper files. • Saves Supply costs and decreases paper waste. • Provides for easily accessible, single point of access for file review. • Reduces staff time accessing hard copy documentation. • Ensures more secure storage of sensitive information. • Eliminates lost or misfiled paper documents. • Increases the consistency of file documentation. • Ensures complete verification for program eligibility. <p>Supportive documentation and program validation documentation should be uploaded into Jobs4TN (VOS) as soon as possible, within 72 hours of the triggering event (registration, participation, support services, certification, measurable skills gain, closure, exit, follow-up) to ensure that timely electronic information is available to any State or US Department of Labor Auditor or Monitor who needs access in order to carry out their official roles.</p> <p>All such electronic records submitted or maintained in accordance with procedures developed under guidance of the State and US Department of Labor, or electronic signatures or other forms of electronic authentication used in accordance with these procedures, shall not be denied legal effect, validity, or enforceability because such records are in electronic form (Public Law 105-277 Title XVII Section 1707).</p>