

Workforce Connection of Central New Mexico Electronic File (e-File) Policy

Action Requested:

Approval of the updated Operational Policy NO. OP – 425, Change 1 for the Workforce Connection of Central New Mexico (WCCNM) to remain in compliance with state policy regarding electronic file storage and documentation imaging standards in the administration of the Workforce Investment Act (WIOA) for Adult/Dislocated Worker and Youth programs.

Change 1, also adds language to include a 100% e-File Pilot for the purpose of developing the procedures and methodology for transitioning the WCCNM Adult, Dislocated Worker and Youth Provider staff to utilize 100% e-filing for all new enrollments in the future.

Background:

On October 6, 2014 the Department of Workforce Solutions introduced a “draft” state policy regarding electronic file storage and documentation imaging standards. Based on input from all New Mexico WIOA Regions, a final state policy was developed and distributed. As of January 1, 2015 all new program enrollments were required to be completed in an e-file format. During that time, a hard copy had to be maintained through June 30, 2015. As of this date, WCCNM continues to maintain a hard copy as well as the e-file on each enrolled participant.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____

Approve May 11, 2020