



COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM

WORKFORCE INNOVATION AND OPPORTUNITY ACT

VIRGINIA WORKFORCE LETTER (VWL) No. 20-04

TO: Local Workforce Development Boards

FROM: George Taratsas 
Director of WIOA Title I Administration and Compliance

SUBJECT: VaWC WIOA Title I Data Change Requests

EFFECTIVE DATE: August 17, 2020

PURPOSE:

To provide guidance to Local Workforce Development Areas (LWDAs) and their service providers regarding corrections to data entered into the Virginia Workforce Connection (VaWC). The VaWC is the system of record for Workforce Innovation and Opportunity Act (WIOA) Title I activity and Participant reporting in the Commonwealth of Virginia. As such, it is imperative that data collected in VaWC be complete and accurate. This Virginia Workforce Letter provides a structured process for ensuring changes and corrections to participant data accurately reflect actions taken during their program and post-program participation.

REFERENCES:

- Public Law (Pub. L) 113-128 Workforce Innovation and Opportunity Act (WIOA) of 2014
- WIOA Section 116, Performance Accountability System
- 20 Code of Federal Regulations (CFR), WIOA Final Rules and Regulations
- ETA-9172 - DOL-only PARTICIPANT INDIVIDUAL RECORD LAYOUT (PIRL) OMB Control Number 1205-0521 Expiration Date: 06-30-2021

- TEGL 10-16, Change 1: Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs, available at https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1.pdf
- TEGL 19-16: Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules, available at https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-16.pdf
- TEGL 03-17: WIOA Annual Performance Report Submission, available at https://wdr.doleta.gov/directives/attach/TEGL/TEGL_3-17.pdf
- Virginia Workforce Letter No. 20-05 Local Workforce Development Areas System Administrator Roles and Responsibilities

REVISION HISTORY:

Rescinds/Replaces Virginia Workforce Letter No. 14-05: Data Change Requests.

VaWC Data Change Request:

WIOA Title I staff will communicate the need for any data correction to their specific LWDA VaWC System Administrator. Any corrections that cannot be completed by the LWDA VaWC System Administrator should be communicated to the State WIOA System Administrator for review. The State WIOA VaWC System Administrator shall review the validity of the correction and communicate the appropriate action and/or outcome with the LWDA VaWC System Administrator.

Most information can be submitted via e-mail; however, it is extremely critical that Personally Identifiable Information (PII), such as Social Security Numbers (SSNs), not be included in any e-mailed communications. When identifying clients in e-mail communications, staff should identify the clients by their system generated State Identification number. Any requests for data changes must be reviewed and approved by the LWDA VaWC System Administrator. Supporting documentation regarding any data change request should be maintained by the LWDA VaWC System Administrator. The VaWC WIOA Data Change Request form (See Attachment A) must be used to report required data changes to the State WIOA VaWC System Administrator and these changes must be submitted in a timely manner. These forms are subject to monitoring and inclusion in data validation support documentation.

Correction requests submitted on a locally developed form or simply in the body of an e-mail will not be considered or processed and will be returned to the sender.

Attachments: - Data Change Request form 7-1-20.pdf

INQUIRIES:

Please submit inquiries related to this VWL to the State WIOA VaWC System Administrators in the VCCS System Office, Workforce Development Services:

The current VaWC State WIOA System Administrators:

Brian Long – blong@vccs.edu – 804-819-1688

Melanie MacDonald - macdonald@vccs.edu – 804-819-3331

Workforce Development Services
Virginia Community College System
Arboretum III
300 Arboretum Place, Suite 200
Richmond, VA 23236