



West Tennessee Workforce Development Board

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July 1, 2015

Local Workforce Development Area 11 Policy Memorandum # 16-04

Topic: Relatives of Agency Staff

Subject: Procedure for Enrollment in WIOA for Relations of Agency Staff

Purpose: The purpose of this memorandum is to issue a policy to denote the procedure for enrolling WIOA-eligible individuals related to agency staff.

Effective Date: July 1, 2015

Expiration Date: Until further notice

Instructions: Any individual related to agency staff may be enrolled into the WIOA Program, if eligibility is determined. Eligibility must be determined by a non-related WIOA staff person. The individual may have to be referred to another county in LWDA-11 in order for this to be accomplished.

Once eligibility is determined, the non-related staff person will complete all other paperwork and be responsible for case management of the individual.

Contact: For concerns or questions regarding this policy, please contact Jimmy Bell, LWDA-11 Director, at (731) 983-3688.

Approved: 
Jimmy Bell, LWDA-11 Director

07-01-15
Date



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