

**SOUTHWEST LOCAL WORKFORCE DEVELOPMENT BOARD**  
**1527 White Avenue**  
**Henderson, TN 38340**  
**(731) 989-5111**

**Effective Date: June 19, 2018**

**Duration: June 30, 2020**

**Workforce Services Policy – Relatives of Agency Staff Southwest LWDB - WIOA (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.

**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:** Questions regarding this policy should be addressed to Jimmy Bell, SOUTHWEST LWDB Director, at SWHRA, 1527 White Avenue, P.O. Box 264, Henderson, TN 38340. Phone: (731) 983-3668. Email: [jbell@swhra.org](mailto:jbell@swhra.org).



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**Craig S. Butler, Board Chairman**