


Secondary Review Policy #P-2-7.22

Re: Secondary Review of WIOA/TANF Participant Eligibility

Updated: April 4, 2024
Originated: July 1, 2022
Approved: August 4, 2022
Revision Approved: N/A

References: TEGL 23-19 Change 1, Change 2

Author: Saranne Miller, Policy Manager 

Related Forms: 2022 Secondary Review Eligibility Verification Record
2023.TEGL.23-19 Change 2_Source.Documentation_Data.Element.Validation

I. Purpose:

- A. To ensure that individuals are eligible to receive WIOA and TANF-funded services. In accordance with WIOA Final Rule, the contract between SCPa Works and service providers requires a documented, secondary staff review of eligibility determination for all WIOA/TANF participants by the sub-recipient of grant funding, referenced as the service provider in this policy. Accurate data must be entered into the system of record (CWDS) by service provider staff to track WIOA/TANF participants' registration and eligibility, as well as document the secondary eligibility review in the participant file.

II. Background:

- A. A secondary review of participant eligibility is completed to ensure that:
1. All participant eligibility documentation verification has been properly collected, copied into the participant's physical case-record file, uploaded to CWDS (WIOA), and accounted for in a CWDS case note (WIOA and TANF).
 2. All documentation collected is current and up-to-date.
 3. All documentation collected is valid and included as source documentation on the DOL-issued Source Documentation for WIOA Core/Non-Core Programs DOL- only Data Element Validation.

III. Participant Intake, Eligibility Determination, and Enrollment Procedure:

- A. Service provider staff will collect documentation from the individual in need of services to determine eligibility and enter the information into CWDS by creating a WIOA or TANF application.

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- B. Before services are entered, the WIOA/TANF participant case record file will be referred to a service provider supervisor or designated secondary-level professional for review.
- C. SCPa Works allots a five-day period from the date of an application for service providers to complete a secondary review.
- D. Using the Secondary Review Eligibility Verification Record Form, the file is reviewed for thorough accuracy across the following SCPa Works mandates:
 - 1. All eligibility documentation collected by the service provider must be entered into the CWDS WIOA or TANF application and recorded as:
 - a. Collected;
 - b. Verified;
 - c. Documented; and
 - d. Included in a formal enrollment case note.
 - 2. If, during the secondary review, the reviewer finds that the file is incomplete or that the data is inaccurate, the case is returned to the intake specialist or case manager for corrections.
 - 3. Once the file is reviewed and verified as complete and eligible, the reviewer will sign and date the Secondary Review Eligibility Verification Record Form and return the file to the intake specialist or case manager.
 - a. A case note is entered to indicate that a secondary review is complete and eligibility has been determined.
 - 4. At the time that case eligibility is approved, the intake specialist or case manager will enter value-added service codes into CWDS corresponding to the actual date that the services were rendered, and will include a case note reflecting service code entry.
 - 5. The above process serves both WIOA and TANF administration with the following exceptions:
 - a. In addition to the use of the Secondary Review Eligibility Verification Record, TANF Applications will be used along with the Customer Tracking form to list services.
 - b. Service providers will utilize the TANF Preliminary Screening Tool to determine TANF eligibility prior to the collection and documentation of eligibility elements.

IV. **Summary of Changes:** This policy is reviewed every 180 days by the SCPa Works Policy Department for necessary changes, edits, updates, and revisions.

Date of Change:	Changed by:	Summary of Change(s):	Effective Date
07/01/2022	Saranne Miller 	Formatted content, added author line, added footer, added page number. Created and added new procedural content.	08/04/2022
08/11/2022	Saranne Miller 	Added approval date.	08/11/2022

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12/29/2022	Saranne Miller 	Clarified the TANF process.	12/29/2022

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