

August 29, 2016

The following was sent to program directors.

Updated WIOA-Required Information Sheet



It was about a month ago that we introduced the WIOA-Required Information Sheet; I hope that you have found it easy to use.

[Click here](#) for an updated version of this sheet, which captures additional WIOA-required information. **PLEASE BEGIN USING THIS FORM ASAP.**

You do not need to toss the forms you've already completed. If you are able to capture the additional information featured on the updated sheet, that would be ideal (even just by jotting it on original form). Please do your best to capture the additional information (Low-Income Status, Cultural Barriers), but if it is not possible, don't worry.

As shared in the e-mail a month ago ...

This information should be collected on ALL students beginning July 1, 2016. At this time, KAERS does not have capability to enter this data, so please keep these documents in student files until KAERS is updated (within next few months). At that time, these data points will need to be entered into KAERS.

Please note that there is a text box at the top so that you may customize this sheet with your county name.

After you customize the sheet, you may:

- 1) Print out and fill out by hand;
- 2) Complete in Microsoft Word; each potential response space has a corresponding text box that you may click into and type your response.

I've also attached the document explaining the information that is being sought.

I can answer questions related to filling out the sheet itself; questions related about the information being sought should be directed to your designated associate.

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