

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

**October 20, 2009**

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**TO:** Commissioners; Employment Coordinators; TA and FS Directors; WMS Coordinators, WTWCMS Liaisons; Staff Development Coordinators

**FROM:** Russell Sykes, Deputy Commissioner, Center for Employment and Economic Supports

**SUBJECT:** Work Activity Attendance Documentation

**EFFECTIVE DATE:** October 1, 2009

**CONTACT PERSON:** Employment Questions: Employment and Advancement Services  
Technical Advisor or EAS Bureau at (518) 486-6106

The purpose of this message is to inform social services district staff about a recent change to the New York State's Work Verification Plan (WVP) and OTDA policy related to activity participation documentation requirements.

In an effort to increase administrative efficiencies the State of New York requested and received approval to allow electronic files to constitute documentation of hourly work activity participation. For districts that allow providers to report directly onto the district's reporting system, whether it be Welfare To Work Caseload Management System (WTWCMS), New York City Work Accountability and You (NYCWAY) system or other method that supports reporting of hours of participation in a work activity, there is no longer a requirement to retain paper documentation to support the electronic reporting as long as the instructor or other staff who would normally complete and sign the required attendance documentation directly reports onto the reporting system. The data entry itself now constitutes acceptable documentation of actual hours of participation in the work activity. Again, there is no longer a requirement for the provider to retain the paper copies when hours of participation are directly reported electronically by the activity provider.

Individuals entering the information must have a unique username accompanied by Personal Identification Number (PIN) for the electronic submission to constitute acceptable documentation.

District staff should contact their Employment Technical Advisor or the Employment and Advancement Services Bureau at (518) 486-6106 with any questions regarding this message.