



## General Information System (GIS) Message

### Section 1

<b>Transmittal:</b>	24DC024 Upstate only
<b>Date:</b>	May 3, 2024
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, Employment Coordinators, TA Directors, SNAP Directors, Staff Development Coordinators
<b>From:</b>	Valerie Figueroa, Deputy Commissioner, Employment and Income Support Programs
<b>Subject:</b>	New Enrollment Modification Reason Codes for Education and Training Completion added to the Welfare-to-Work Caseload Management System (WTWCMS)
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	Employment and Advancement Services Bureau (518) 486-6106 or <a href="mailto:EASBureau@otda.ny.gov">EASBureau@otda.ny.gov</a>
<b>Attachments:</b>	None

### Section 2

The purpose of this GIS is to inform social services districts (districts) of changes made to WTWCMS to ensure compliance with federal reporting requirements related to a participant’s completion of an education and training component in Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T).

Federal regulations at [7 CFR 273.7\(c\)\(17\)\(iv\)](#) require States to report the number and percentage of program participants that completed a training or educational work activity component.

To comply with the requirement to identify specific learning outcomes and report education and training completion, districts must now distinguish between educational and training programs that are expected to result in an educational credential and education and training programs that result in a non-educational credential. Section 3(52) of WIOA defines “recognized postsecondary credential” as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or federal government, or an associate or baccalaureate degree. Information about local training providers, program offerings and credentials obtained upon completion of a program can be found at [New York State Eligible Training Provider List \(NYS ETPL\)](#). The purpose of the ETPL is to present a broad and diverse selection of training choices to support employment goals of individuals. Individuals interested in pursuing any of the available education and training opportunities should be referred to a [New York State Career Center](#).

Additionally, recognized secondary credentials are defined as a secondary school diploma (or alternate diploma) (commonly referred to as high school diploma) that is recognized by a State consistent with the requirements of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by Every

Student Succeeds Act (ESSA). A secondary school equivalency certification signifies that a student has completed the requirements for a high school education. Please note that for the purposes of education and training completion reporting, districts are also required to report the attainment of a secondary school diploma or its recognized equivalent.

A new set of enrollment modification reason codes will be displayed in the system as **Update Reasons** for the following work activity components. Please note that WTWCMS will no longer collect detailed reasons for non-completion for those who did not complete one of these programs, including those who were enrolled but were not deemed a good fit for the program.

- High School
- Education Training
- Vocational Education
- Post Secondary Education
- Job Skills Training

For programs that are expected to result in an educational credential:

- Completed – Educational Credential Obtained – this status must be used for components that are expected to result in an educational credential for individuals who have completed an educational program along with any other required steps such as assessments and/or tests and have secured a credential.
- Completed – Educational Credential Not Obtained - this status must be used for components that are expected to result in an educational credential for individuals who have completed an educational program but have not completed all required steps to secure a credential. For example, a client has completed all necessary coursework within the educational program but has not taken a required examination needed to obtain a credential.
- Did not Complete – Educational Credential Not Obtained - this status must be used for components that are expected to result in an educational credential for individuals who neither complete the required coursework within the educational program, nor obtained a credential.

For programs that are expected to result in a non-educational credential:

- Completed – Non-Educational Credential Obtained – this status must be used for components that are not expected to result in an educational credential for individuals completing all requirements for the non-educational credential have secured a non-educational credential.
- Completed – Non-Educational Credential Not Obtained - this status must be used for components that are not expected to result in an educational credential for individuals who have completed the program but have not completed all required steps to secure a non-educational credential. For example, a client attended all the classes within the program but was unable to perform the activity at the level needed to obtain a non-educational credential.
- Did not Complete – Non-Educational Credential Not Obtained - this status must be used for components that are expected to result in a non-educational credential for individuals who neither complete required coursework nor obtained a credential.

Districts must ensure that the newly added **Update Reasons** are used properly to reflect each individual's learning outcomes accurately for components that could result in a credential. When updating the status of an enrollment to report the completion of an education or training component in WTWCMS, workers must follow the steps listed below:

1. Search for and open the client's folder.

2. Scroll down the **Client Summary** page and expand the **Actual Client Activity (Referral, Enrollment, Employment)** section.
3. In the table in the **Actual Client Activity (Referral, Enrollment, Employment)** section, locate the enrollment for the education or training component which should be closed due to completion of the program.
4. Click **ENR** in the **Type** column to display the **Update Enrollment Information** window.
5. When the **Update Enrollment Information** window displays, from the **Status** drop-down menu, select **CLOSED**.  
**Note:** Closing an enrollment should be done when a client has attended an activity. Future schedules if any will be deleted from WTWCMS, but any hours recorded will be retained.
6. Update the **End Date**, if necessary.
7. Scroll down and select a reason for the closure from the **Update Reason** drop-down menu.
8. To report the completion of an education or training program, select the most appropriate of the three newly added **Update Reasons** described above.
9. Click the **Save** button located at the bottom of the **Update Enrollment Information** window.  
**Note:** A green banner displays a message stating that the enrollment record has been updated.
10. Click the **Close** button to close the **Update Enrollment Information** window.

Districts must also continue to ensure that education and training activity enrollments, including enrollments for Non-Temporary Assistance SNAP (NTA-SNAP) recipients, are recorded and updated, including the entry of start and end dates and that actual hours of participation in an activity for each month are entered into WTWCMS in a timely manner.