



TrackOne - Technical Guidance Bulletin
TTGB – 2006-25

TO: Regional Operators
Indianapolis Private Industry Council
Regional Coordinators

FROM: Amy L. Smith-Rubeck, MA, LMHC
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DATE: June 29, 2007

SUBJECT: Unemployment Insurance Referral

Background

The Indiana Department of Workforce Development (DWD) procured an electronic case management system for the delivery of workforce development services effective July 1, 2006. The system was operational on July 1, 2006 for the Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) funding sources. The system will become operational for the Wagner-Peyser and Veterans programs in 2007.

Purpose

The purpose of this Bulletin is to clarify how to report referrals to Unemployment Insurance.

Guidance

Staff who refers a client for Unemployment Insurance must report this activity in TrackOne. This core self service and informational is reported under “Core – Self-Services and Informational.” Additional guidance is provided:

- The service will initiate participation and prevent an exit.
- It will not require an application.
- If this is the only service, then the client will not appear in the WIA performance calculations.
- The available funding source associated with this service will only be “Core Services.”

Questions concerning this Bulletin should be submitted to:

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