WIOA BULLETIN NO. 41-20

TO: WIOA Partners

SUBJECT: HireNet Hawaii National Dislocated Worker Grant Attachment

PURPOSE

The purpose of this bulletin is to provide guidance for the attachment of the National Dislocated Worker Grant (NDWG) to an individual’s application in HireNet Hawaii.

POLICY

When enrolling a NDWG participant into HireNet Hawaii, it is required for the case manager to attach the appropriate NDWG grant to the participant. This is to ensure the proper tracking of performance and funds for NDWG participants.

ACTION REQUIRED

The steps below outline how to attach the appropriate NDWG grant to an individual’s application in HireNet Hawaii:

To attach the appropriate NDWG grant for an individual, go to the Eligibility Summary tab in their WIOA application.

First, in order to attach the NDWG grant to a participant, the participant must be eligible for the WIOA Dislocated Worker program. To verify, on the Eligibility Summary tab, under the Applicant Eligibility section, there must be a green highlight visible across on the Dislocated Worker line.
After verifying the Dislocated Worker eligibility for the individual, under the WIOA Grant Eligibility section directly below, select “Yes” for National Dislocated Worker Grant.

WIOA Grant Eligibility

Changes in this section will create immediate updates to the record.

Incumbent Worker Eligibility:  
- Yes
- No
- Not Applicable
- Inactive

Applicant does not meet the requirements for Incumbent Worker eligibility.

National Dislocated Worker Grant

NDWG:

After selecting “Yes,” directly below in the Grants section, there will be available grants to select from to attach to the individual’s application.

Under the “Action” column, case managers have the ability to attach or remove NDWG grants for an individual. Once you add the specific NDWG grant for the individual, the attachment of the NDWG grant for the individual is completed.

Additionally, please remember to select the appropriate NDWG grant when adding activities for the participant. When adding an activity, under the General Information tab, please remember to select the appropriate NDWG grant for the participant.
INQUIRIES

Inquiries regarding this Bulletin may be directed to Jayson Muraki at (808) 586-8674.

[Signature]
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C: ASO – WIOA Fiscal