

## PARTICIPANT REGISTRATION POLICY

Effective Date: December 17, 2015

---

**Background:** WorkForce West Virginia Policy Letter No. 28-04.

WorkForce West Virginia has published Policy Letter No. 28-04 governing how local Workforce Development Boards will register WIOA eligible participants into the Mid-Atlantic Career Consortium (MACC) system.

**Policy:** The Region VII Workforce Development Board will utilize the defined procedures in WorkForce West Virginia Policy Letter No. 28-04 in registering WIOA eligible participants into the MACC system. All WIOA Career Coaches and Case Managers shall become familiar with WorkForce West Virginia Policy Letter No. 28-04 and perform WIOA eligible participant registration as outlined in the policy.

**Questions:** Questions concerning this policy should be directed to the WDB Staff by calling (304) 530-5258.

**Expiration Date:** Effective until rescinded or modified in writing by the Region VII Workforce Development Board.



\_\_\_\_\_  
T.J. Van Meter, Executive Director

12/17/15

\_\_\_\_\_  
Date



\_\_\_\_\_  
Kathy Mason, Chairperson Region VII WDB

12/17/15

\_\_\_\_\_  
Date