

MISSISSIPPI DEPARTMENT OF EMPLOYMENT SECURITY (MDES)

State Policy Number 27

WIN Job Center Contact Information Status Change

Workforce Innovation and Opportunity Act

I. SCOPE AND PURPOSE:

This policy provides the procedure that will be followed for notifying interested parties when the contact information for a WIN Job Center changes: address, phone number, and/or email.

This policy will ensure that all requested changes have been made in a timely manner and will identify the staff member who is responsible for each task.

II. REQUIREMENTS:

When the contact information changes at a WIN Job Center, the following process will ensure the proper changes are made:

- A. The WIN Job Center Manager will notify the Local Workforce Development Area (LWDA) of all needed informational changes.
- B. The LWDA will email the Administrative Assistant (Admin) and copy the Director of the Office of Grant Management (OGM).
- C. OGM will forward the email to Communications at communications@mdes.ms.gov and Business Online Support Services (BOSS) at boss@mdes.ms.gov:
 - a. To notify that a change has been requested and to list the change; and
 - b. To request that all MDES systems and websites be updated with the change.
- D. OGM Admin will verify that the changes were made and notify the LWDA.

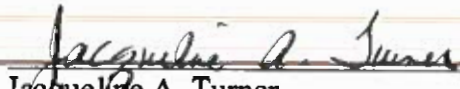
III. ACTION:

Each LWDA will develop a written procedure that defines its process for notifying the Office of Grant Management when changes in the contact information for WIN Job Centers occur.

Each LWDA will disseminate this policy to all WIN Job Centers and appropriate staff.

IV. EFFECTIVE DATE:

This policy shall be effective immediately and may be revised and reissued when additional guidance is received.


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Executive Director