
WORKFORCE COMPETITIVENESS TRUST FUND PROGRAM MEMORANDUM

To: Workforce Competitiveness Trust Fund/Grantees/Program Operators

From: Linda Rohrer

Date: July 23, 2007

Subject: Policy - Which Employer to Use When Registering/Adding WCTF Participants into the Sector Initiative Database

Purpose: The purpose of this communication is to provide guidance to Workforce Competitiveness Trust Fund /grantees/program operators regarding the proper employer to use when adding new participants to the CommCorp Sector Initiative Database.

Background: In order for a WCTF Participant to be added/recorded in the CommCorp Sector Initiative Database correctly, a crucial piece of information to be recorded is their employer at time of enrollment into the WCTF program. All participants must be associated with a contract employer partner when entered into the CommCorp Sector Initiative Database no matter what their actual employment status at the time of registration into the WCTF program.

This communication sets forth Commonwealth Corporation guidelines for which employer to use when entering new participants into the CommCorp Sector Initiative Database.

Guideline: When adding/creating new Participants to the CommCorp Sector Initiative Database, all WCTF Participants, regardless of whether they are, employed by a project employer partner, employed by a non-partner employer, or pre-employed/unemployed, must be associated with one of the project's/contract's partners. The following chart details which employer to use when entering/adding a new Participant into the Database:

Participant's Employment Status at Registration	Employer Selection in Database
Employed by a Project Employer Partner	Use Actual Employer Partner
Employed by an Employer not part of the Project	Use Lead Partner/Employer
Pre- Employed or Unemployed	Use Lead Partner/Employer

Action

Required: When adding/creating new Participants to the CommCorp Sector Initiative Database, Projects must insure that each Participant is recorded under the proper employer.

Effective: July 23, 2007

References:

Inquiries: Any questions related to this correspondence should be directed to Spencer Klein at (617) 727-8158 extension 2356.