



November 1, 2022

**EASTERN CAROLINA LOCAL AREA ISSUANCE NO. 2022-02**

**SUBJECT:** Rescission of Eastern Carolina Local Area Issuance regarding WIOA File Structure

**PURPOSE:** To rescind Eastern Carolina Local Area Issuance No. 2015-17, Change 1 WIOA Participant File Structure dated August 11, 2015.

**BACKGROUND:** Eastern Carolina Local Area established file content and structure policy to comply with the federal data validation mandates.

This process is now completed electronically and does not require the review of a hard copy of the record.

**ACTION:** Effective immediately, the above Eastern Carolina Local Area Issuance is rescinded. Service providers are not required to keep a hard copy of participant records. All participant documentation/information must be uploaded into NCWorks Online. Service providers that elect to maintain a hard copy of participant records, must upload all documentation into NCWorks Online and then permanently redact all personally identifiable information (PII) in the hard copy. Information should only be permanently redacted after it has been uploaded into NCWorks Online. All PII should be redacted on NCWorks Online using the proper redaction tool on NCWorks Online.

**EFFECTIVE DATE:** Immediately

**EXPIRATION DATE:** Indefinite

**CONTACT:** Executive Director

**DISTRIBUTION:** Service Providers

  
Tammy Childers, Executive Director