

Worklink

WIOA INSTRUCTION LETTER NO.: PY' 25-02, SCWOS Scanning/Uploading Document Management Process (replaces PY' 22-06 Change 1 SCWOS Scanning/Uploading Document Management)

SUBJECT: SCWOS Scanning/Uploading Document Management Process

ISSUANCE

DATE: August 11, 2025

EFFECTIVE

DATE: July 1, 2025

PURPOSE: The purpose of this local instruction is to provide information and guidance about implementation of the WorkLink SCWOS Scanning/Uploading Document Management Process.

The WorkLink Area is striving to go paperless by July 1, 2026. We started with the Adult / Dislocated Worker programs in PY2022 and now expanding to include Youth Program Services. Staff can scan, upload, link, and view documents in SCWOS.

Staff may use the SCWOS Training Site to practice scanning/uploading documents: (<https://train-app-vos45000000.geosolinc.com/vosnet/default.aspx>).

NAMING SCANNING/UPLOADING DOCUMENT:

Label each file by the region, last name, first name, and purpose of the document.

For example: 01 DoeJohn Proof of Birthdate

INSTRUCTIONS:

For instructions, please see the VOS Staff Services User Guide chapter 30: Manage Documents in SCWOS under Staff Online Resources.

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For program details in compliance with the Stevens Amendment, please visit the Funding Opportunities page of the www.worklinkweb.com website.

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ACTION: Please ensure that all appropriate staff receive and understand this guidance.

INQUIRIES: Direct all inquiries on this Instruction Letter to the Worklink Workforce Development Board Staff, Worklink, 1376 Tiger Blvd., Suite 102, Clemson, SC 29631, telephone 864.646.5898, fax, 864.646.1458, or e-mail jcampbell@worklinkweb.com.

Jennifer R Campbell
Interim Executive Director

DISTRIBUTION: To All WIOA Service Providers


REFERENCES:

Federal

- o TEGL 39-11: <https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-39-11>

State o SI 16-11 Change 1: <https://scworks.org/workforce-systems/policies-and-guidance>

- o SI 20-09: <https://scworks.org/sites/scworks/files/content/policies-and-procedures/State-Instruction-20-09-Performance-Data-Validation-for-DOL-Workforce-Programs.pdf>

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