

June 30, 1999

NCCCS/JTPA FIELD MEMORANDUM #99-05

TO: Community College JTPA 8% Program Operators

FROM: Stephanie Deese, Associate Director
Workforce Development Section

SUBJECT: **Participant Close-out for JTPA 8% Projects**

Please adhere to the following procedures for closing out the PY'98 (July 1, 1998 - June 30, 1999) JTPA 8% funded projects that will not be operational in PY'99 (July 1, 1999 - December 31, 1999).

PARTICIPANT INFORMATION

For participants that will be transferred to another JTPA project, please complete a PD-3 form separating them from the current project and a PD-2 enrollment form enrolling them into another JTPA-funded activity.

For participants that will be completing your program on or before June 30, please complete a PD-3 (separation form) and PD-4 (termination form) for these individuals. PD-3 forms must have an effective date of June 30, 1999 or earlier. PD-4 forms may have an effective date anytime between June 30 and July 31, 1999.

All JTPA 8% participants must be separated and/or terminated by July 31, 1999.

For the colleges that will be operating Individual Referral projects until Dec. 31, 1999, no new students can be enrolled into these projects. Further instructions will be forthcoming concerning carry-over participants for the Individual Referral projects.

SD/bl

c: Presidents
Linda Wilson

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