

Capital Workforce Partners

REPORTING DOCUMENTS AND TIME FRAMES

Form/Report	From	To	Information	Timing
One Stop Referral Form	Career Agent	Service Provider	Referral	At time of referral
Case Management Status Report	Service Provider	KRA – Brenda DeJesus and CWP-Marlo	Customer enrollment, attendance, pre- and post-test scores; performance, program outcome, general comments	Weekly for new enrollments, status changes, and performance problems (Beginning/Change in/End of Activity)
Participant Attendance Verification Form	Service Provider	KRA – Brenda DeJesus	Actual hours of attendance during 2 week period	Bi – weekly
Referral for Sanction	Service Provider	KRA – Brenda DeJesus	Failure to comply with program requirements after enrollment	Within 3 business days of determining lack of good cause
	Career Agent	DSS Worker	Non-compliance and failure to demonstrate good cause	5 business days to determine good cause and reengage; if no good cause refer to DSS within 3 business days of finding no good cause.
	DSS Worker	Career Agent	Results of conciliation process	30 days after initiation of conciliation
	Career Agent	Service Provider	Results of conciliation process or finding of good cause	Within 3 business days of the good cause finding or of receiving DSS notification
JFES Contractor Monthly Report	Service Provider	CWP - Shelly	Monthly enrollment status	10 th of each month

Employment Verification Form	Service Provider	KRA – Brenda DeJesus and CWP- Marlo	Employment details and method of verification; retention details and method of verification	Weekly batches
Subsidized Employment Record	Service Provider	KRA – Brenda DeJesus and CWP- Marlo	Subsidized employment details; enrollment; performance; outcome	Weekly batches (Beginning/Change in/End of Activity)
Subsidized Employment Performance Review	Service Provider	KRA – Brenda DeJesus and CWP - Shelly	Subsidized employment performance	Weekly Batches (Beginning/End of Activity)
Subsidized Employment Report	Service Provider	CWP - Shelly	Subsidized employment participant information and hours worked.	10 th of each month
Subsidized Employment Worksite Roster	Service Provider	CWP - Shelly	Subsidized employment worksites	10 th of each month
Customer Opinion Form	Career Agent	CWP - Shelly	Customer complaint/praise of Service Provider	After form has been completed
JFES Survey	Service Provider	CWP - Shelly	Customer experience during training program	At the completion of training cycle

All documents that are sent in to KRA should be sent in –
Attention: Brenda DeJesus.
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[.ctwbs@ct.gov](mailto:ctwbs@ct.gov)



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