CATAWBA WIA INSTRUCTION PY04-002

TO: All PY'04 WIA Grantees

SUBJECT: Voided Activity Records

ISSUANCE DATE: July 28, 2004

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

In order to clarify the procedure for voiding activity records, we have outlined the rules and process below:

- The first Activity Record which is tied to the Registration Date and the last Activity Record which may affect the Exit/Outcome Record **cannot** be voided.
- Voided Activity Records will continue to show on the WIA tab in VOS, but will not be counted in performance.
- **Case managers** may void Activity Records with no Actual Start Date.
    - Enter the date you are voiding the record as the Actual End Date. Leave the Actual Start Date blank. Choose "Void" as the Completion Code and save the Activity Record.
- **Only VOS Coordinators** may void an Activity Record with an Actual Start Date or Actual End Date. If you need to void such a record, email a change request to Phyllis Anderson at panderson@catawbacog.org.

INQUIRIES:
If you have any questions or comments, please call Mary Ann McDow or Robert Barber at 327-9041.

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Robert A. Barber
SDA Administrator