

**SCSEP
Instructions for Discretionary Transfers**

OMB Control Number: 1205-0040
Expiration Date: XX/XX/XXXX

The donor grantee must enter a break end date in any open break records(s). If a participant is still on break at the time of the transfer, the break end date should be the day before the effective date of the transfer.

If the end date of the most recent assignment is more than three days before the transfer effective date, the donor grantee must enter a break from the day after the most recent assignment end date through the day before the transfer effective date.

The donor grantee must enter the transfer(s) into the Transfer Utility.

The donor grantee must send an e-mail request to SCSEP Help (help@scsep-help.com) with a copy to the recipient grantee's authorized signatory, identifying all the transfers that it wishes to make. If the recipient grantee's authorized signatory does not have a role of grantee administrator in ETA-CMS System someone with a role of grantee administrator must also be copied.

The donor must include the Discretionary Transfer Request with its e-mail, with all requests organized by recipient grantee.

For each request, the donor must indicate on the document whether the transfer is at the initiative of the participant (for example, the participant is moving) or by the grantee for administrative reasons (for example, the grantee is significantly over-enrolled in the county in which the participant resides).

The request e-mail must state that the recipient grantee agrees to the transfer.

The request e-mail must state that the recipient grantee is authorized to serve in the counties where the participants to be transferred reside.

If the transfer request is initiated by the grantee for administrative reasons and four or more participants are being transferred in one request, the request e-mail must state that 1) the transferred participant will receive: timely notice and explanation, 2) the right of first refusal for 90 days, and 3) the application of the more liberal of the two grantees' IDL policy for 90 days. This type of request must receive program office approval before initiating the transfers.

The request e-mail must have a subject line starting with "Discretionary Transfer." Grantees can add anything they like after those words.

Discretionary Transfer Requests

Donor Grantee:

Participant Last Name	PID	Durational Limit Date	County of Residence before transfer	County of Residence after transfer	State	Recipient Grantee	Recipient Sub-grantee	Effective Date of Transfer	Initiated by: Participant / Grantee	Comments

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required (PL 114-144 Sec 501-518) Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Workforce Investment, Room C-4510, 200 Constitution Avenue, NW, Washington, DC 20210 and reference the OMB Control Number. Note: Please do not return the completed ETA 9181 to this address.

Goal Negotiation Calls

May-14

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM PM			15 AM PM	16 AM PM
19 AM PM	20 AM PM	21 AM PM	22 AM PM	23 AM PM
26 HOLIDAY	27 AM PM	28 AM PM	29 AM PM	30 AM PM