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DEPARTMENT OF LABOR AND EMPLOYMENT

WORKFORCE DEVELOPMENT PROGRAMS

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TECHNICAL ASSISTANCE NOTICE 05-2

SUBJECT: Guidelines for Documenting Hurricane Katrina Evacuees

DATE: September 30, 2005

Please Note: The following technical assistance notice should be viewed as an official state communication from CDLE's Workforce Development Programs Office. The contents of this TAN may be incorporated into future PGLs on related subjects.

PURPOSE: To provide information on documentation guidelines, requirements for determining WIA eligibility, and veterans priority of service for victims of Hurricane Katrina. Please contact your Workforce System Specialist if you have any questions.

I. TRACKING HURRICANE KATRINA EVACUEES FOR WAGNER-PEYSER

CDLE is requiring that all applicants who are victims of Hurricane Katrina be identified as such to allow for tracking and reporting of services.

1. To earmark an applicant as a Hurricane Katrina Evacuee, place the phrase "HKAT" on the Comments line or on the Notes screen of the JobLink application.
2. In addition, enter an HK service for each evacuee. The HK service option has been added to JobLink under Core Services. This code is a one day service that will act as a unique identifier on the regular reports available in JobLink.
3. To search for Hurricane Katrina Evacuees, use the AW screen and place HKAT in the "comm/note" section.

II. DOCUMENTING WIA ELIGIBILITY FOR HURRICANE KATRINA EVACUEES

In all cases, identify the paper or electronic WIA application with the HKAT code. Most evacuees have lost their identification documents and will be in the process of replacing Social Security cards, etc., when they apply for WIA services. To expedite the WIA eligibility process, regions may utilize the following options for all WIA programs (adult, older or younger youth, and dislocated worker):

1. Make a copy of the ID issued for access to the Lowry evacuee center in Denver and place it in the WIA case file; or
2. Make a copy of any ID issued by the Federal Emergency Management Agency (FEMA) and place it in the WIA case file; or
3. Access the FEMA website (www.fema.gov) and print out the individual's FEMA application and place it in the WIA case file; or
4. Make a copy of the attached Federal Register Notice (on p. 4) that designates Colorado as a disaster area for Hurricane Katrina relief and place it in the case file.

A. When enrolling in the DW program, identify the DW eligibility category as HK for Hurricane Katrina. This code will be reported to USDOL as a PC - Plant Closure, but has been made a separate DW eligibility code in JobLink for CDLE and local tracking purposes.

B. For OY and YY, use the HK code in the Income Category Documented field if no other income category can be documented. (The HK code will roll up into the FW code reported to USDOL as the 5% window** for youth who can't be documented as low income.) In addition, the client record should contain one or more of the following reasons for the 5% window exception:

- School Dropout
- Pregnant or Parenting
- Homeless or Runaway
- Education Attainment Below Appropriate Grade Level
- Serious Barriers to Employment (locally defined)
- Basic Skills Deficient
- Disabled
- Offender

****CDLE will allow regions to exceed the 5% limitation, if need be, to serve a youth evacuee.**

C. For all WIA programs, the HK service code needs to be entered, if not already in the record. This code is a one day service that will act as a unique identifier on the regular reports available in JobLink. However, to produce reports on the Evacuees, MIS staff will need to initiate JOLS searches. The state MIS staff will issue a standardized JOLS pointer file to local MIS staff so that they can use JOLS search results to generate reports on the Hurricane Katrina Evacuee clients.

D. For WIA discretionary grants and set-aside local activities funds projects: Katrina evacuees should be assessed as appropriate for the grant or project and should be documented for basic WIA eligibility as described above in the first paragraph of this section.

III. VETERANS PRIORITY OF SERVICE:

WIA staff should contact their local LVER or DVOP for assistance in obtaining copies of DD214s for Katrina evacuees identifying themselves as veterans. However, veterans priority of service for enrollment should be provided on the basis of self-attestation, rather than waiting to documents to arrive.

IV. ASSISTING CUSTOMERS WITH REPLACEMENT OF DOCUMENTS

Below is a list of the government agency websites to contact for replacing documents. Use Control (on your keyboard) and click to access the sites.

Birth, Marriage and Death Certificates – Where to write for your vital records

<http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>

Drivers' Licenses and Vehicle Registration – Learn how to get or replace your driver's license and register your car

http://www.firstgov.gov/Topics/Motor_Vehicles.shtml

Federal Civilian Personnel Records – Hurricane Katrina survivors can request expedited copies of federal civilian personnel records.

<http://www.archives.gov/st-louis/katrina.html>

Immigration Documents – How to replace your lost or destroyed U.S. Citizenship and Immigration Services documents, such as your permanent resident card (green card), employment authorization, re-entry permit, certificate of citizenship and more

<http://uscis.gov/graphics/fieldoffices/neworleans/replacedocs>

Medicare Card Replacement – How to replace a lost, stolen or damaged Medicare card

<https://s044a90.ssa.gov/apps6a/IMRC/main.html>

Military Records – Hurricane Katrina survivors can request expedited copies of military service records.

<http://www.archives.gov/st-louis/katrina.html>

Passport – How to replace a passport lost or stolen in the U.S.

http://travel.state.gov/passport/lost/us/us_848.html

Social Security Card – How to replace a lost or stolen Social Security card

http://ssa-custhelp.ssa.gov/cgi-bin/ssa.cfg/php/enduser/std_adp.php?p_faqid=251

*** Use Control (on your keyboard) and click to access the sites.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
[FEMA-3224-EM]

Colorado; Emergency and Related Determinations

AGENCY: Federal Emergency Management Agency, Emergency Preparedness and Response Directorate, Department of Homeland Security.

ACTION: Notice.

SUMMARY: This is a notice of the Presidential declaration of an emergency for the State of Colorado (FEMA-3224-EM), dated September 5, 2005, and related determinations.

EFFECTIVE DATE: September 5, 2005.

SUPPLEMENTARY INFORMATION: Notice is hereby given that, in a letter dated September 5, 2005, the President declared an emergency declaration under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5206 (the Stafford Act), as follows:

I have determined that the emergency conditions in the State of Colorado, resulting from the influx of evacuees from states impacted by Hurricane Katrina beginning on August 29, 2005, and continuing, is of sufficient severity and magnitude to warrant an emergency declaration under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5206 (Stafford Act). Therefore, I declare that such an emergency exists in the State of Colorado.

You are authorized to provide appropriate assistance for required emergency measures, authorized under Title V of the Stafford Act to save lives and protect public health and safety, or to lessen or avert the threat of a catastrophe in the designated areas. Specifically, you are authorized to provide emergency protective measures (Category B), including direct Federal assistance, under the Public Assistance program, at 100 percent Federal funding. This assistance excludes regular time costs for subgrantees' regular employees. In addition, you are authorized to provide such other forms of assistance under Title V of the Stafford Act as you may deem appropriate.

In order to provide Federal assistance, you are hereby authorized to allocate from funds available for these purposes such amounts as you find necessary for Federal emergency assistance and administrative expenses.

Further, you are authorized to make changes to this declaration to the extent allowable under the Stafford Act.

The Federal Emergency Management Agency (FEMA) hereby gives notice that pursuant to the authority vested in the Under Secretary for Emergency Preparedness and Response, Department of Homeland Security, under Executive Order 12148, as amended, Douglas A. Gore, of FEMA is appointed to act as the Federal Coordinating Officer for this declared emergency.

I do hereby determine the following areas of the State of Colorado to have been affected adversely by this declared emergency:

All 63 counties in the State of Colorado for Public Assistance Category B (emergency protective measures), including direct Federal assistance, at 100 percent Federal funding.