

Recertification and Most-in-Need (MIN) Update Activity Planner

IMPORTANT: All Recertifications must be completed and entered in the Grantee Performance Management System by Thursday, April 30, 2026.			
Recertification Activity	Expected Date of Completion	Date Completed	Notes
<p>View Center for Workforce Inclusion’s Recertification Webinar</p> <ul style="list-style-type: none"> Attend the Center’s Recertification and Most-in-Need Updates Webinar on February 17th , 2026, at 2pm (ET). If project staff assisting with Recertification were unable to attend, it is required that you view the training recording: <p>Video and documents are posted on the Centers Website: Information and Resources – The Center for Workforce Inclusion</p>			
<p>Assemble a team (if necessary/possible)</p> <ul style="list-style-type: none"> Identify staff members, including job seeker participant staff, who will assist with Recertification. Train staff who assist Important note: job seeker participant staff can assist with the process, but final eligibility determinations must be made by the authorized Project Director. Ensure all team members who will need it have access to GPMS for data entry. <p>If the project has staff who need access to GPMS to assist with data entry, please submit a request ASAP</p>			

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<p>Make a list</p> <ul style="list-style-type: none"> • Develop a list of all active job seekers who will be recertified. • Reconcile list against all active job seekers in the DOL SCSEP Grantee Performance Management System (GPMS). • If job seekers who have previously exited remain on your active list in GPMS, complete the GPMS Provisional Exit form and enter the required data in GPMS to complete exit. • If any job seekers are on your payroll but not shown under active status in GPMS, complete the GPMS Provisional Participant form and enter all required enrollment data in GPMS. 			
<p>Determine appointment logistics</p> <p>Decide how each individual appointment will be conducted (see PY2024 Options for Recertification).</p> <ul style="list-style-type: none"> • For all in-person meetings, secure office space that is quiet and confidential. • Ensure that staff completing Recertifications will have access to a copy machine to make copies of the required source documentation. 			
<p>Book appointments</p> <p>Create an appointment schedule for meeting with all job seekers, including those on approved breaks in service (exception: do not schedule Recertifications for job seekers who have open workers' compensation claims).</p> <p>Build in time for missed appointments and rescheduling.</p>			

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<p>Notify job seekers Send Recertification Notices to job seekers informing them that Recertification will take place in August and September, advising them of their appointment times, how the appointment will be conducted and a list of documentation they are required to provide.</p> <p>Include a packet of all required forms and documentation.</p>			
<p>Distribute required forms to all staff conducting Recertifications:</p> <ul style="list-style-type: none"> • Income Worksheet • Policy and Procedure Manual (PPM) Section 203, Income Eligibility Guidelines • PPM Section 204, Family size and includable/excludable income • Offer of Physical Examination Form • SCSEP Family Size Form • SCSEP Self-Attestation Form for Zero Income (only used when a job seeker has zero includable income) • Release Form • Most-in-Need Revalidation Form • MIN Self-Attest Forms • MIN Guidebook • Recertification Personally Identifiable Information (PII) Tip Sheet 			
<p>During appointments</p> <ul style="list-style-type: none"> • Complete required forms <p>Collect copies of source documents and signatures, retain in job seeker file</p>			

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<p>After appointments – conduct quality assurance</p> <ul style="list-style-type: none"> • Assemble all collected documents • Double-check work for accuracy and completion <ul style="list-style-type: none"> • Are income calculations correct? • Are all documents signed? • Has eligibility source documentation been retained in the job seeker’s file? • Has work completed by job seeker participant staff been reviewed by the Project Director? • Has MIN Waiver Factor source documentation been retained in the job seeker’s file? <p>Enter all data in GPMS timely</p> <ul style="list-style-type: none"> • Double-check data entry for quality assurance • Income calculation accurately entered? • Was Yes’ or ‘No’ marked for each updateable Waiver Factor? 			
<p>After appointments – job seeker notifications</p> <ul style="list-style-type: none"> • Send 30-day Notice of Termination to anyone who is income ineligible • Send Notice of Missed Appointment to anyone who did not attend their Recertifications <ul style="list-style-type: none"> ▪ Monitor response received and conduct additional follow up attempts. If no contact is made, proceed with sending Notice of 30-day Termination for Cause – Failure to Recertify. 			
<p>Enter all Recertification data and MIN Measure Updates in GPMS by Friday, September 29, 2024.</p>			