



**NORTH CAROLINA DEPARTMENT OF COMMERCE  
DIVISION OF WORKFORCE SOLUTIONS**

**DWS Operational Guidance Number: OG 01-2022**

**Date: February 4, 2022**

**Subject: NCWorks Tracking for Local Area Workforce  
Development Boards (WDBs)**

**From:**

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Assistant Secretary for Workforce

**Purpose:** To provide NCWorks Online (NCWO) reporting requirements for WDB level grants.

**Background:** The Division of Workforce Solutions (DWS) administers the State Workforce Development data entry system, NCWorks Online, to collect and report all federal performance requirements for all Workforce Innovation and Opportunity Act (WIOA) and certain non-WIOA programs. The WDB may independently apply for and receive grants that DWS is not a party to and that have different reporting requirements than DWS programs. United States Department of Labor (USDOL), local funding sources and National grants are among the various grants that WDBs receive outside of funding administered through DWS. WDBs may benefit from using NCWO to track data and for reporting. This Operational Guidance provides options for WDBs to utilize the existing NCWO system to capture and report data.

**Action:** WDB staff should share this Operational Guidance, as appropriate, to ensure all parties are aware of potential costs when submitting grant applications.

**Effective Date:** January 1, 2022

**Expiration:** December 31, 2025

**Contact:** DWS Information Technology Staff

**Attachments:**

- A. Guidelines for Using NCWorks Online to Track Board Obtained Grants and Reports
- B. NCWorks Tracking Memorandum of Understanding for NDWG Template