

# WAI 2 Technical Assistance Session

**Date:** Monday, December 22, 2025

**Time:** 11:00am – 12:00pm

## A. Welcome

- a. Attendance is lighter due to the upcoming holidays, and activity has slowed.
- b. Several updates and items are in progress as we transition into the new year.

## B. Upcoming January Training Session

- a. A training session will be held in mid-January addressing some common issues we are seeing in data entry.
- b. More details, including the date and agenda, will be shared soon.

## C. WAI Staff Request Updates

- a. To refresh, WAI staff requests follow a different process than WIOA program requests.
  - i. You will not need to select an approver, and the request will not appear under "My Staff Requests" after submission.
  - ii. Once received by staff, requests will reflect a status of: **Completed, Denied, or Needs More Info.**
- b. Staff requests are continuing to process.
  - i. I have followed up individually with some of you to address requests.
  - ii. Other requests are still in a pending status and actively being worked through.

## D. Contract ID Code Issues

- a. I briefly touched on incorrect contract ID codes during our previous technical assistance session.
- b. I will be developing written guidance on this issue – will be included in January training session.

## E. Recording Measurable Skill Gains (MSGs)

- a. The WAI Project Implementation Plan requires for measurable skill gains achieved by participants to be recorded by project operators in the following way:
  - i. Record the measurable skill gain in ASSET Assessments screen; and
  - ii. Upload the supporting documentation in ASSET Documents screen; or

- iii. Case Note with simple description of measurable skill gain, date obtained, and occupation field of measurable skill gain.
  - b. We are developing a tool for project operators to monitor MSG entries for compliance. More information will be communicated in the new year.
- F. Quarterly Narrative Reports (October 2025 – December 2025) are due next month (01/30/2025). If an extension is needed, please send notification to the WAI mailbox ([DETBWTWAIGrants@dwd.wisconsin.gov](mailto:DETBWTWAIGrants@dwd.wisconsin.gov)) ahead of the submission deadline.
  - a. QNR template can be found in [Appendix A of the WAI 2 Project Implementation Plan](#).
  - b. Please ensure report includes participant success stories.
- G. Additional questions from the group
- H. Next meeting: Monday, January 5, 2026