



# 2025 LWDB Membership Recertification Monitoring

September 19, 2024



# 2025 LWDB Membership Recertification Monitoring



Recertification monitoring will take place beginning on January 1, 2025, and will continue through January 31, 2025.

- Recertification requirements for 2025 are for the new Local Governance Policy and Guidance effective January 1, 2025. The “grace” period for the least restrictive of the previous and new policy ends on December 31, 2024.
- This is consistent with the approved Three-Year Monitoring Plan.
- Allows time for collaboration between LWDB Staff and Oversight Services to address issues.
- Will provide for a timely determination of Certification status of the LWDB.



# CWDS Online Monitoring Board Members & Contacts



**QUICK LINKS**

- Back To CWDS
- View All Alerts

**CASE MANAGEMENT**

- Participant Search
- Case Search
- Service Authorization Search
- Preliminary Screening
- Individual Services

**BUSINESS SERVICES**

- Employer Search
- Job Posting Search
- Dislocation Dashboard

**PROVIDER MANAGEMENT**

- Provider Search
- Service Application Search
- Participant Forms Search
- Service Authorization Search

Welcome to CWDS 2.0

CHANGE OFFICE: PA CAREERLINK LEHIGH VALLEY AT ALLENTOWN - WORKFORCE

**Important Messages**

When encountering problems with CWDS please DO NOT call the EBR Service Desk Support number. Send all requests to the appropriate resource account listed below.

**PLEASE NOTE - THERE HAVE BEEN CHANGES TO SOME OF THE RESOURCE ACCOUNTS. THE UPDATED ACCOUNTS ARE LISTED BELOW:**

**East**  
ETPL Training Provider: RA-LIBWPO-ETPLEAST@pa.gov  
Labor Exchange: RA-LIBWPO-LXEAST@pa.gov  
RESEA: RA-LIBWPO-RESEAEAST@pa.gov  
WIOA: RA-LIBWPO-WIOAEAST@pa.gov

**West**  
ETPL Training Provider: RA-LIBWPO-ETPLWEST@pa.gov  
Labor Exchange: RA-LILI-BWPO-LXWEST@pa.gov  
RESEA: RA-LIBWPO-RESEAWEST@pa.gov  
WIOA: RA-LIBWPO-WIOAWEST@pa.gov

Cost Allocation Reimbursable System: RA-LI-PACL-FINOP@pa.gov  
Financial Management System: RA-LIBWDA-FISCALOPS@pa.gov  
Foreign Labor Certification: RA-LIBWPO-FLC@pa.gov  
Grants Services: RA-LI-BWDA-GS@pa.gov  
Jobs for Veterans State Grant: RA-LI-BWPO-Vote@pa.gov

**CWDS Applications**

Explore the future of CWDS through the New staff home page featuring a navigational hub for accessing the various "apps" of CWDS. Each "app" focuses on specific business functionality found within the system. Check out some additional benefits And features in this short video.

- Case Management**  
View your caseload dashboard, perform all case management related tasks, search for cases Or participants And more.
- Business Services**  
Manage employer relationships, review job postings, update employer profiles, contacts, and more.
- Provider Management**  
Manage provider relationships, review service applications, update provider profiles, contacts, and more.
- Administration**  
Access administration functions of CWDS - view staff profile and add electronic signature.
- Reports**  
Run your standard And ad-hoc reports through SAP Business Objects.
- Finance**  
Manage and maintain the Trade, Workforce (WIOA), CARS, and OVR Finance functions.
- LWDB Monitoring**  
Manage LWDB monitoring requirements and view reports.
- Apprenticeship and Training Office (ATO)**  
Manage and maintain the ATO functions.

## Access to CWDS Online Monitoring:

1. Login to CWDS 2.0 using your b-User credentials
2. From the CWDS 2.0 Welcome dashboard, click on the "LWDB Monitoring" app.

**Note:** If you don't have the "LWDB Monitoring" app, and you need access, please contact your Local Office Administrator.

# CWDS Online Monitoring Board Members & Contacts



Commonwealth Workforce Development System [TRN] HOME SEAF

LWDB MONITORING

- Dashboard
- Monitoring Activities >
- Board Members & Contacts Search**
- Manage Meetings

## LWDB Monitoring Dashboard

Assigned Monitors

**1** Primary Monitor

**Name:** Melanie Erb  
**Phone:** (717) 783-0135  
**Email:** cwds.test@gmail.com

Monitoring Activities [view all](#)

There are no Monitoring Activit

## Access to Board Members & Contacts:

1. From the LWDB Monitoring Dashboard, click on “Search Board Members & Contacts” in the left navigation pane.



# CWDS Online Monitoring Board Members & Contacts



**LWDB MONITORING**

- Dashboard
- Monitoring Activities >
- Board Members & Contacts Search**
- Manage Meetings

## Search Board Members & Contacts

Member Name, Contact Name   [Search Tips](#)

**STATUS**

- Active (31)
- Archived (1)
- Inactive (26)
- Not Applicable (14)

[View More](#)

**TYPE**

- Contact (14)
- Member (58)** 1

[View More](#)

**LWDA ROLE**

- Chief Elected Official/Local Elected Official (2)
- Fiscal Agent (1)
- Fiscal Agent Alternate Contact (1)
- LWDB Chairperson (1)
- LWDB Director (1)
- LWDB Equal Opportunity Officer (2)
- LWDB Monitor (2)
- LWDB Youth Coordinator (1)

**SORT BY:** Status

**Active** 2  
**Stalaker, Tom**  
LWDB: Lehigh Valley Workforce Development Board | Type: Member | Membership Category: C - Education | Member Title: Member | Ter  
| Phone: (635) 627-4617 ext.

**Active**  
**Kelly, Mark**  
LWDB: Lehigh Valley Workforce Development Board | Type: Member | Membership Category: A - Business | Member Title: Member | Ter  
| Phone: (635) 627-4617 ext.

**Active**  
**Swineford, Ike**  
LWDB: Lehigh Valley Workforce Development Board | Type: Member | Membership Category: A - Business | Member Title: Member | Ter  
| Phone: (635) 627-4617 ext.

**Active**  
**Chaffers, Tamara**  
LWDB: Lehigh Valley Workforce Development Board | Type: Member | Membership Category: B - Workforce | Member Title: Member | Te  
| Phone: (635) 627-4617 ext.

## Access to Board Members & Contacts:

1. To filter only your LWDB members, use the filter facet under “Type” and click on “Member.”
2. Your search results list will then only include LWDB members.



# CWDS Online Monitoring 2025 LWDB Recertification



**LWDB MONITORING**

- Dashboard
- Monitoring Activities >
- Board Members & Contacts Search
- Manage Meetings

### Member Information

**Member Details** 1

FIRST NAME	LAST NAME	PHONE NUMBER	FAX NUMBER
Jonathan	Doe	(123) 456-7890	-
EMAIL ADDRESS	STATUS		
jdoe@company.com	Active		

**Organization Details** 2

COMPANY / ORGANIZATION NAME	DOS REGISTRATION NUMBER	ADDRESS	COUNTY	PHONE NUMBER	ACTIONS
ABC Company		123 Main Street, Allentown, PA 12345	Lehigh		 

**ADD ORGANIZATION**

**Term Details** 3

TERM	MEMBER TITLE	MEMBERSHIP CATEGORY	NOMINATING ENTITY	ACTIONS
2024-07-01 - 2026-06-30	Member	(A) Business, (A1) Small Business	Chamber	 

**ADD TERM**

Document Details

**Oversight will be verifying the following in CWDS:**

1. LWDB Member Details
2. LWDB Member Organization Details
3. LWDB Member Term Details

**Note:** Oversight will only be verifying the term dates and nominating entity in CWDS. Categories will be verified using the uploaded appointment and nomination letters, as appropriate. This is due to a feature change needed following the issuance of the new Local Governance Policy.



# CWDS Online Monitoring 2025 LWDB Recertification



**LWDB MONITORING**

- Dashboard
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**Document Details**

**Appointment Letter** 4

DOCUMENT NAME	APPOINTING CHIEF ELECTED OFFICIAL	LETTER DATE	EFFECTIVE DATE	ACTIONS
 No documents added yet				
<a href="#">ADD DOCUMENT</a>				

**Conflict Of Interest** 5

DOCUMENT NAME	DATE	ACTIONS
 No documents added yet		
<a href="#">ADD DOCUMENT</a>		

**Nomination Letter** 6

DOCUMENT NAME	NOMINATING ENTITY	LETTER DATE	NOMINATION DATE	ACTIONS
 No documents added yet				
<a href="#">ADD DOCUMENT</a>				

**Oversight will be verifying the following in CWDS:**

4. LWDB Member Appointment Letter
5. LWDB Member Conflict of Interest Form
6. LWDB Member Nomination Letter, if required.



# CWDS Online Monitoring 2025 LWDB Recertification



**LWDB MONITORING**

- Dashboard
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DOCUMENT NAME	NOMINATING ENTITY	LETTER DATE	NOMINATION DATE	ACTIONS
 No documents added yet				
<a href="#">ADD DOCUMENT</a>				
<b>Statement Of Financial Interest</b> <span>7</span>				
DOCUMENT NAME	FINANCIAL DATE			ACTIONS
 No documents added yet				
<a href="#">ADD DOCUMENT</a>				
<b>Resignation Letter</b> <span>8</span>				
DOCUMENT NAME	LETTER DATE			ACTIONS
 No documents added yet				
<a href="#">ADD DOCUMENT</a>				

[BACK](#)

**Oversight will be verifying the following in CWDS:**

7. LWDB Member 2023 Statement of Financial Interest Form
8. LWDB Member Resignation/Removal Letter, if appropriate.



# CWDS Online Monitoring LWDB Member Management

## Tips for the Best User Experience

- Ensure all documents are uploaded for LWDB members who have left the board prior to updating the term dates. Once the member is in “Inactive” status, documents cannot be uploaded.
- Enter new or subsequent LWDB member term information no earlier than the day before the new term begins. Any earlier, and the member will be put into “Inactive” status on the following day.
- Do not overlap term dates. This may cause system issues and misrepresent your board compliance in CWDS.
- Use a document naming convention that is clear to understand. For example:
  - J Doe – SoFI – 2023
  - J Doe – Appointment Letter – 7-1-2023
  - J Doe – Col – 6-25-2023



# 2025 LWDB Recertification Requested Documents



The following documents will be requested from the LWDB using CWDS:

- Local Workforce Development Board Membership List, Local Governance, Attachment 2

Local Workforce Development Board Member List																		
1. Date	2. Local Area Name:			3. Local Area Number:	4. Total Number Board Members:	5. Total Number Board Vacancies:												
	6. Membership Categories (members may represent more than one category with the exception of Business/Small Business. Note: If a member is representing a Workforce and a Education/Training category (e.g., B4 & C1), the Workforce category must be listed first (Column 8) in order to be counted toward the required 20% Workforce representation. For those members representing several Workforce categories (e.g., B1 and B2), the order of designation does not matter.)			7. Term Date Start (Required)	8. Term Date End (Required)	9. Member First Name (Required)	10. Member Last Name (Required)	11. Company/Organization Title (Required)	12. Company/Organization	13. Nominating Entity	14. Agency/Company/Organization Department of State (DOS) Registration Number (Applicable)	15. Company/Agency/Organization Address Line 1	16. Company/Agency/Organization Address Line 2	17. City	18. State	19. Zip	20. Member Telephone Number	21. Member Email Address
EXAMPLE	A. Business			7/1/2015	6/30/2017	Mary	Jane	HR Manager	ACME	Manufacturers Council	321587	123 North South St.	P.O. Box 123	Shannedah	PA	17999 (610) 478-2226	jo@acme.org	
EXAMPLE	B1. (Required) Small business (two or more)			7/1/2016	6/30/2018	John	Smith	CEO	Smith Enterprises	Franklin Chamber of Commerce	356741	456 Road St.		Lewis City	PA	17000 (717) 745-2211	js@smith.com	
EXAMPLE	B2. (Required) Labor organizations or entities (one or more)			6/6/2016	6/6/2018	George	Jones	President	International Brotherhood of Electrical Workers	International Brotherhood of Elec. Workers		439 City Ave	Suite 854	Uninet	PA	17090 (484) 123-8888	gus@uninet333.org	
	Primary Category (Required)			Secondary Category (Optional)			Tertiary Category (Optional)											
Enter Chair																		
1																		
Enter Vice Chair																		
2																		
3																		
4																		
5																		
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- This is the required membership list to be used. It will be provided in CWDS as a template to be downloaded, completed, and uploaded to CWDS using the Activity Documents tab.



# LWDB Online Monitoring Job Aids

Help is available in step-by-step format.



## Help Center

The screenshot shows the CWDS Help Center interface. At the top, there is a search bar labeled "Keywords" with a magnifying glass icon. Below the search bar, there are three navigation tabs: "Frequently Asked Questions (FAQs) (78)", "Documents (456)", and "Procedures (8)". The "Documents (456)" tab is highlighted with a red box and a circled "3". Below the tabs, there are two main sections: "Groups" and "Oversight Services". The "Groups" section lists: "How-Tos (96) New", "Desk Guides & Training Materials (174) New", "Miscellaneous (100) New", "Forms & Reports (1)", and "Financial (80)". The "Oversight Services" section lists: "LWDB Online Monitoring Job Aids New", "LWDB Accessing CWDS Job Aid New", "LWDB Board Members and Contacts Job Aid New", "LWDB Dashboard Functionality Job Aid New", "LWDB Email Notifications Job Aid New", and "LWDB Monitoring Activities Job Aid New". At the bottom left, there is a "CLOSE" button. A red box highlights the "Oversight Services (5) New" tab, which has a circled "2" next to it.

## To access the job aids in the CWDS Help Center:

1. Click on “Help” on the CWDS 2.0 Welcome Dashboard.
2. Click on the “Documents” tab in the Help Center.
3. Click on “Oversight Services” to see the LWDB Online Monitoring job aids.



# 2025 LWDB Recertification Requested Documents

**Documents requested from the LWDB that cannot be uploaded using CWDS, at this time.**

- Documents not able to be uploaded using the CWDS Online monitoring functionality will be uploaded to the MOVEit secure server. Please coordinate with your assigned analyst. This may include documents such as letters or forms that are unable to be uploaded due to a member in being in “Inactive” status.





# Thank you!



BWDA Oversight Services



717.787.6352



[RA-LI-BWDA-OS@pa.gov](mailto:RA-LI-BWDA-OS@pa.gov)



[BWDA Media Library Resources \(pa.gov\)](http://pa.gov)

