

MWA Conciliation/Sanction Checklist

Name: _____ DCN: _____

1. Place a recipient into 'Conciliation' (Step #2) for a variety of reasons, including, but not limited to:

- The recipient appointment scheduled during IE is missed and not rescheduled.
- The recipient appointment scheduled during IE is rescheduled more than once without good cause.
- The recipient fails to provide documentation (i.e. pay stubs, attendance sheets, etc.) requested during IE.
- The recipient was not referred during IE and fails to respond to call-in letter #1.
- The recipient was not referred during IE and reschedules the call-in letter #1 appointment more than once without good cause.
- The recipient does not meet participation requirements and does not have good cause.
- The recipient fails to provide documentation of actual hours without good cause when this documentation would normally have been available.
- The recipient fails to appear for a job referral or job interview without good cause and the job is consistent with their IEP.
- The recipient leaves an on-the-job-training assignment without good cause before the expiration of the contract.
- The recipient reduces their earnings without good cause by: voluntarily working fewer hours; refusing to accept a reasonable offer of employment; and/or voluntarily terminates his/her employment.

2. To place a TA recipient into Conciliation:

- Send a free-form 'Pre/Post Conciliation-Sanction' letter scheduling a sanction appointment 10 business days into the future, and
- Complete the 'Conciliation' service on the Employment Plan.
 - ✓ Leave 'Hours' blank,
 - ✓ The 'Start Date' will automatically populate as the current date, and
 - ✓ The 'Actual Start Date' does not appear and does not need to be completed.

3. During the Conciliation period:

- If there is no contact with the TA recipient **prior to and including the sanction appointment date on the Conciliation letter**, immediately move to 'Step #4' the day following the missed appointment.
- If there is contact with the TA recipient, refer to the policy.
- In all situations, leave the TA recipient in conciliation until he/she has completed the necessary steps outlined in the policy to end conciliation.
- Record all conciliation activities in Toolbox 2.0.

4. When Conciliation (Step #3) has failed:

- Verify the sanction appointment date as indicated on the 'Mandatory Pre/Post Conciliation-Sanction' letter was 10-business days into the future. If it was not, resend the Conciliation letter with another appointment (Return to 'Step #2' and follow the process);
- Verify the current date is within 10-business days of the missed appointment as indicated on the 'Mandatory Pre/Post Conciliation-Sanction' letter. If it is not, resend the 'Mandatory Pre/Post Conciliation-Sanction' letter with another appointment (Return to 'Step #2' and follow the process);
- Send alert to FSD recommending sanction;
- Close 'Conciliation' service; and
- Close open activities as necessary.

5. If no action to sanction is taken by FSD within 30 days:

- Follow your local process to contact your local FSD office.



Your Potential. Our Support.