



Workforce Development Board of Oswego County Electronic Signature Policy

Effective Date: July 1, 2022

Reference: Electronic Signatures and Records Act (ESRA) Guidelines

Policy: The Oswego County Department of Social Services Division of Employment and Training (DET) will adopt and use electronic signatures for Oswego County Workforce Development Board approved and initiated documents, Oswego County Workforce New York (OCWNY) Career Center or other agency-initiated documents, and if subrecipients allow, forms used to conduct the business of a contract with DET.

Guidelines: Types of documents can include but are not limited to:

- Fiscal Documents
 - Vendor agreements
 - Subrecipient contracts
- Documents for Adult, Dislocated Worker and Youth Programs
 - Applications, intake and eligibility forms
 - Data validation documents and attestations
 - Registration forms
 - Ongoing case management and program forms such as Individual Employment Plans or Individual Service Strategy, Work Experience Agreement, Training Outline, etc
- Business Services Documents
 - Customized Training and On-the-Job Training (OJT) contract and related implementation/execution documents, other contract, due diligence related documentation, etc

Authorization to initiate an electronic signature or to use electronic signature software is given by the Oswego County Workforce Development Board Executive Director or designee, and it is contingent upon the nature of a person's job duties as well as a person's compliance with this policy. All documents must be available in print for review by local, state and/or federal auditors and/or monitors.

Positions that may initiate obtaining electronic signatures may include, but are not limited to, OCWNY administrative staff or OCWNY Career Center staff including those assigned to specialized contracts or grants as approved by funder.

The electronic signature software or cloud applications must minimally combine a single electronic authentication method with a secure process that delivers an audit trail along with the final document.