Instructions for State Quality Service Plan (SQSP) Submittal
to the WIOA State Plan Portal

States that choose to include the UI program in their Combined State Plan must submit their State Plans via the online WIOA State Plan Portal at https://rsa.ed.gov/login.cfm?mod=fom&usp=Y#skipnav. SQSP documents must be cut and pasted into the Portal. However, the Portal has limitations, and not all approved SQSP documents can be incorporated. Below are specific instructions for including SQSP documents into the Portal:

1. **Transmittal Letter**: The Portal does not support Adobe Portable Document Format (PDF); therefore, states including UI in a Combined State Plan must include the unsigned Microsoft Word version of the transmittal letter into the Portal. States must add a note at the end of the section in the Portal indicating that the signed copy of the transmittal letter is maintained with the state agency and the Regional Office (RO).

2. **SQSP Narrative, Corrective Action Plans (CAPs), and Integrity Action Plan (IAP)**: The CAP and Quarterly Reporting Workbook documents are Excel documents with multiple rows in a single column, which is not supported by the Portal. Therefore, states including UI in a Combined Plan must use the Microsoft Word version of the CAP, IAP, and Narrative forms. States are to cut and paste the Microsoft Word version of the CAP, IAP, and Narrative into the Portal.

3. **Budget Worksheets/Forms:** The Portal does not support Adobe PDF; therefore, states including UI in a Combined Plan must add a note at the end of the section that includes information from the standard form (SF) 424, including: a) the title, b) description, c) funding total, d) project start and end date, and e) the name of the authorizing representative. The note must also include a statement that the signed copy of the SF 424 and other appropriate budget-related forms are maintained with the state agency and the RO.

4. **Organization Chart:** These charts must be converted to Microsoft Word, and cut and pasted into the Portal. If the state cannot convert the chart into Microsoft Word format, the state must add a note at the end of this section in the Portal that the Organization Chart is maintained with the state agency and the RO.

5. **SQSP Signature Page:** The Portal does not support Adobe PDF format; therefore, states including UI in a Combined Plan must include the unsigned version of the Signature Page. The approving official's name must be typed on the form that is submitted into the Portal. States must include a note at the end of this section in the portal that the signed copy of the "SQSP Signature Page" is maintained with the state agency and the RO.

    Note: All approved/signed SQSP documents must also reside in the RO.