



**Clinton, Essex, Franklin and Hamilton Counties
OneWorkSource Center
E-signature Policy
Approved November 13th, 2020**

In compliance with the NYS [Electronic Signatures and Records Act](#) (ESRA 9-NYCRR 540.7), the North Country Workforce Development Board (NCWDB) provides that "signatures" made via electronic means are legally binding just as hand-written signatures.

Acceptable forms of signatures used for WIOA-related documents at the OneWorkSource Centers in Clinton, Essex, Franklin and Hamilton counties include but not be limited to:

- Scanned and e-mailed signatures;
- Signatures via phone photo that is emailed;
- Mailed signatures;
- Other NYSDOL approved signature such as e-signatures.