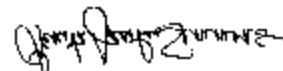


U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION WIA/WTSR
	CORRESPONDENCE SYMBOL OYS
	DATE June 12, 2000

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 14-99

TO : ALL STATE WORKFORCE LIAISONS
 ALL STATE EMPLOYMENT SECURITY AGENCIES
 ALL STATE WORKER ADJUSTMENT LIAISONS
 ALL ONE-STOP CAREER CENTER SYSTEM LEADS

FROM : LENITA JACOBS-SIMMONS
 Deputy Assistant Secretary



SUBJECT : Instructions for Preparation of the
 WIA Transition Summer Report

1. **Purpose.** To transmit to States instructions for the Workforce Investment Act (WIA) of 1998 Transition Summer Report (WTSR).

2. **References.**

(a) Training and Employment Guidance Letter (TEGL) No. 10-97, Change 1, (July 24, 1998), Instructions for Preparation of the JTPA Summary Program Report (JSPR);

(b) TEGL No. 14-98, (March 26, 1999), Program Guidance for the Calendar Year 1999 Summer Youth Employment and Training Program;

(c) TEGL No. 10-97, Change 2, (May 21, 1999), Instructions for Preparation of the JTPA Summary Program Report (JSPR); and

(d) TEGL No. 3-99, (January 31, 2000), Program Guidance For Implementation of Comprehensive Youth Services Under the Workforce Investment Act During the Summer of 2000.

3. **Background.** The Workforce Investment Act (WIA) of 1998 substantially reforms youth programming, emphasizing more comprehensive services to youth, with summer youth employment representing one of ten required program elements that comprise a local workforce investment area's (local area's) year-round youth

RESCISSIONS None	EXPIRATION DATE December 31, 2000
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services strategy. Summer 2000 represents the first summer youth programming that will be conducted under WIA for all State and local areas, and the first year since 1964 that a stand-alone summer program is not authorized or funded. Since the summer jobs program has played a prominent role in communities across the country, the transition from the Job Training Partnership Act (JTPA) to WIA has generated significant interest. Therefore, it is critical for the Department to collect data and report on summer youth employment opportunities for this summer. Furthermore, collection of data from this summer will provide an opportunity to learn from and inform the system and administration regarding the transition from JTPA to WIA as it relates to summer activities.

In the past, the Department maintained a separate, Internet-based reporting system for the JTPA summer youth program. This system was called the JTPA Summary Program Report (JSPR) and expired on December 31, 1999 since JTPA authority will expire on July 1, 2000. The Department's proposed WIA management and information system is designed to capture and report data by program year rather than by calendar year, beginning on July 1, 2000.

The WTSR is designed to capture data on summer youth employment opportunities during the Summer 2000 transition from JTPA Title II-B to WIA. The WTSR will provide a snapshot of the entire summer of 2000 based on the calendar year. The WTSR uses the same format and contains some of the same data elements as the previous JSPR. The requested information is being kept to the absolute minimum needed to perform the Department's oversight role. The WTSR reduces the burden for States and local areas by eliminating close to half of the data elements on the JSPR and only requiring one report in October, for the period ending September 30th, after the summer youth employment opportunities have been completed.

4. **OMB Reporting Burden.** Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents' obligation to reply to these reporting requirements is required to obtain or retain benefits (PL 102-367). Burden hours for this collection of information are estimated to average 1 hour including time for reviewing the information. Send comments regarding this burden estimate or any other aspect of this data collection, including suggestions for reducing the burden hours, to the U.S. Department of Labor, Office of Youth Services, 200 Constitution Avenue, N.W., Room N4469,

Washington, D.C. 20210 (Paperwork Reduction Project 1205-0411, expiring 11-30-00); Attention: Mr. Haskel Lowery.

5. **Reporting Requirements.** The WTSR will be submitted only once, after the summer youth employment opportunities have been completed. The State will electronically submit the WTSR via the Internet. Once the data is submitted, the National Office and Regional Office will have the ability to view the WTSR simultaneously. This data will be due according to the following schedule:

	<u>Data as of</u>	<u>Due to RO/NO</u>
End of PY 2000 Quarter 1	Sept 30	Oct 31

In compliance with the Paperwork Reduction Act of 1995, ETA requests that States transmit data electronically via the Internet. The web address and specific instructions will be transmitted directly to each State's primary/data contact.

6. **Action Required.** State Liaisons are requested to distribute the attached WTSR instructions to all offices within the State which need such information to implement the WTSR reporting requirements.

7. **Inquiries.** Questions concerning this TEGL should be directed to the appropriate ETA Regional Office. Questions or problems concerning the submission of data electronically should be directed to Robert Horstman at (202) 219-5651 or via e-mail at RHorstman@doleta.gov.

8. **Attachment.** WIA Transition Summer Report (WTSR) Format Instructions and Form