

Attachment

WIA TRANSITION SUMMER REPORT (WTSR) FORMAT INSTRUCTIONS

WIA Title I and JTPA Title II-B

1. **Purpose.** The WIA Transition Summer Report (WTSR)(ETA 9082) displays participant enrollment information, financial and cost information, and data on the characteristics of individuals who participated in the JTPA Title II-B grant program and the summer employment opportunities component of WIA.

2. **General Instructions.** The State will electronically submit, via the Internet, the WTSR for WIA Title I summer employment opportunities and for JTPA Title II-B summer youth program. Once the data is submitted, the National Office and Regional Office will have the ability to view the WTSR simultaneously. Additional instructions for electronically reporting the data will be provided at a later date. 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

3. **Facsimile of Form.** See the form attached to the end of this document. These data items will appear differently on the Internet screen.

4. **Instructions for Completing the WIA Transition Summer Report (WTSR) for WIA Title I and JTPA Title II-B.**

A. State's Name and Address

Enter the name and address of the recipient State.

B. Type of Grant

Designate the source of funding for the grant for which data is being provided on this WTSR, i.e., WIA Title I or JTPA Title II-B. For those areas operating under both JTPA Title II-B and WIA Title I, check both boxes.

C. State's Grant Number

Enter the recipient State's grant number which corresponds to the Type of Grant in Item B above. For those areas operating under both JTPA Title II-B and WIA Title I, check both boxes. The grant number was assigned by the Employment and Training Administration (ETA) in a separate issuance.

D. Report Period

Enter in "From" the beginning date of the designated JTPA Title II-B report year or WIA report year if not operating under JTPA, i.e., April 1. Enter in "To" the ending date of the report period, as specified in Item 2, above, i.e., September 30.

E. Signature and Title (at bottom of the page)

The authorized official of the Governor signs here and enters his/her title.

F. Date Signed

Enter the date the report is signed by the authorized official.

G. Telephone Number

Enter the area code and telephone number of the authorized official.

SECTION I - STATEWIDE PARTICIPANT SUMMARY

Line 1. Total Participants

Enter the total number of youth who participated in the JTPA Title II-B grant program and/or the summer employment opportunities component of WIA through the end of the report period (September 30, 2000).

"Participant", for reporting purposes, means an individual who has been determined to be eligible to participate in and who is receiving services under either or both of the two specified programs. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving services.

Line 2. Total Participants in Academic-Basic Educational Skills Enrichment

Enter the number of JTPA Title II-B participants who were enrolled in academic basic educational skills enrichment activities. This includes participants who have such activities linked with work experience or as a stand-alone activity. This entry may not exceed the entry for Line 1.

This reporting item applies only to JTPA Title II-B participants (both those who terminate as JTPA participants and those who transition into WIA Title I participants on July 1). Those participants who register as WIA Title I participants and are never enrolled in JTPA Title II-B are not included in this line.

The definition of Academic-Basic Educational Skills enrichment means "the enhancement of the traditional educational skills of reading, mathematics, and writing attained through classroom or project-based learning methods."

NOTE: For the number of youth in line 2, show the percentage of youth who maintained and youth who gained academic-basic educational skills of reading, mathematics, and/or writing during the summer reporting period. The results should be reported in the "Remarks" section. For example: Line 2: Maintained Skills - 78%, Gained Skills - 12%.

Although ETA is not recommending any particular testing protocol, pre and post testing is encouraged when assessing skill gain of youth. Service providers are encouraged to select assessment instruments that have been identified as appropriate tools for measuring basic educational skills attained in the academic enrichment component of the summer program.

Line 3. Total Number of JTPA Participants Terminated on or Before June 30, 2000

Enter the total number of JTPA participants that terminated on or before June 30, 2000; i.e., those participants who do not transition into WIA Title I.

SECTION II - PARTICIPANT CHARACTERISTICS SUMMARY

Gender

- Line 4. Male
 Line 5. Female

Distribute the participants by line according to gender. The sum of Lines 4 and 5 should equal Total Participants (Line 1).

Age

- Line 6. 14 - 15 Years
 Line 7. 16 - 18 Years
 Line 8. 19 - 21 Years

Distribute the participants by line according to age (based on date of birth) at the time of registration (entry into the program). The sum of Lines 6 thru 8 should equal Total Participants (Line 1).

Race/Ethnic Group

- Line 9. American Indian or Alaskan Native
 Line 10. Asian
 Line 11. Black or African American
 Line 12. Hispanic or Latino
 Line 13. Native Hawaiian or Other Pacific Islander
 Line 14. White

Distribute the participants by line according to the Race/Ethnic Groups listed above. The sum of Lines 9 thru 14 should equal Total Participants (Line 1).

NOTE: The Race/Ethnic category listed above reflects OMB's Standards for the Classification of Federal Data on Race and Ethnicity (October 30, 1997, Vol.62, No.210, Pgs. 58782-58790).

School Status

- Line 15. In-School Youth

Enter the total number of participants who are currently enrolled in and are attending any school or are between school terms and intend to return to school. For JTPA participants who are grandfathered into WIA, the JTPA in-school youth definition applies.

JTPA in-school youth means a youth who has not yet attained a high-school diploma and is attending school full time. For WIA participants who register July 1 or after (not grandfathered into WIA), in-school youth are those who do not meet the definition of WIA out-of-school youth.

Line 16. Out-of-School Youth

Enter the total number of participants who are not enrolled in or attending any school or are not between school terms or do not intend to return to school. For JTPA participants who are grandfathered into WIA, the JTPA out-of-school definition applies. For JTPA an out-of-school youth is a youth who does not meet the definition of an in-school youth above. For WIA participants who register July 1 or after (not grandfathered into WIA), the WIA out-of-school definition applies. Under WIA an "out-of-school youth" means an eligible youth who is a school dropout; or an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed. A youth's dropout status is determined at the time of registration. Therefore, a youth who is out-of-school at the time of registration and subsequently placed in an alternative school, may be considered an out-of-school youth (based on proposed final regulations). However, a youth who is enrolled in an alternative school at the time of registration, is not considered a school dropout.

Note: The sum of lines 15 and 16 should equal Total Participants (Line 1).

Line 17. Total Number of Youth for Whom Additional Services are Planned

Enter the total number of participants from lines 15 and 16 whose individual service strategy plans include further services (including follow-up services) following completion of summer employment opportunities.

Line 18. Total Expenditures (including 15% Governor's Reserve Funds Used for Summer Employment Opportunities)

Enter the total dollar amount of Federal youth funds expended for allowable program activities on JTPA Title II B and/or summer employment opportunities under WIA through the end of the reporting period. This total should include any expenditures from the 15% Governor's Reserve Funds that were used for summer employment opportunities.

Line 18a. Total Expenditures from 15% Governor's Reserve Fund

If the 15% Governor's Reserve Funds were used for summer employment opportunities, of the amount on LINE 18 enter the total dollar amount that was expended for summer employment opportunities's from the 15% Governor's Reserve Fund. If there were no expenditures from the 15% Governor's Reserve Fund used for summer employment opportunities, enter zero.

Line 18b. Total Expenditures for In-School Participants

Of the amount on LINE 18, enter the total dollar amount of Federal youth funds and 15% Governor's Reserve Fund (if applicable) expended on in-school participants.

Line 18c. Total Expenditures for Out-of-School Participants

Of the amount on LINE 18, enter the total dollar amount of Federal youth funds and 15% Governor's Reserve Fund (if applicable) expended on out-of-school participants.

Note: The sum of lines 18b and 18c should equal Total Expenditures (LINE 18).

Line 19. Average Cost Per Participant Enter the total dollar amount of Federal youth funds and 15% Governor's Reserve Fund (if applicable) expended, divided by the total number of participants.

NOTE: PLEASE USE WHOLE DOLLAR AMOUNTS ONLY; NO CENTS.