

U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION WIA/WTSR
	CORRESPONDENCE SYMBOL OYO
	DATE August 22, 2000

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 14-99, CHANGE 1

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

FROM : LENITA JACOBS-SIMMONS
 Deputy Assistant Secretary



SUBJECT : Instructions for the Preparation of the WIA Transition
 Summer Report

1. Purpose. To revise and provide clarification to the 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 WTSR is designed to capture data on summer youth employment opportunities during the Summer 2000 transition from JTPA Title II-B to WIA Title I-B. A number of line items in the current instructions for the WTSR have been revised to provide clarification.

RESCISSIONS None	EXPIRATION DATE November 30, 2000
----------------------------	---

4. Revisions.

Item 2 - General Instructions. These instructions have been modified to provide more explanation of the reporting process and to define the roles of States and Regional Offices in this process.

Item D - Report Period. Current instructions require the beginning and ending date of the reporting period to be entered. However, local programs will have different periods of operation for summer employment activities, regardless of whether they operate JTPA II-B or the WIA Title I-B summer employment opportunities component or both. The one parameter for local programs is that no summer employment activity would have started before April 1, 2000 and all summer employment activities will be complete by September 30, 2000. Therefore, the WTSR reporting period for all States is April 1, 2000 - September 30, 2000. This reporting period will be automatically generated for each report and does not need to be entered by local programs or the State.

Lines 9 -14 - Race/Ethnic Group. Current instructions require that the sum of the Race/Ethnic Group categories (lines 9-14) should equal the Total Participants (Line 1). This precludes participants from indicating more than one Race/Ethnic Group. The instructions have been modified to allow more than one Race/Ethnic Group to be selected.

Line 17 - Total Number of Youth for Whom Additional Services are Planned. Current instructions require that all participants in summer employment opportunities who have any additional services planned at the completion of the summer activities be included in this total. The instructions have been modified to focus on youth for whom follow-up services are the only additional services planned beyond completion of summer employment opportunities.

Line 18 - Total Expenditures (including 15% Governor's Reserve Funds Used for Summer Employment Opportunities). Clarification is provided to better explain what expenditures should be included in this line item.

Line 18a - Total Expenditures from 15% Governor's Reserve Fund. Clarification has been added to show that this is a stand-alone, non-additive information item.

5. Reporting Requirements. See attachment A for the revised reporting requirements.

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 Shakil Khandoker at (202) 219-6149 or via e-mail at Skhandoker@doleta.gov.

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