

**WORKER ADJUSTMENT ANNUAL SUBSTATE AREA REPORT (WASAR)
FORMAT INSTRUCTIONS**

1. Purpose. The WASAR (ETA 9046) displays Program Year selected data separately for each JTPA Title III Substate Area (SSA). This information will be used to determine local levels of participants and the availability and expenditures of available program funds during the program year. (Data captured on this report is conceptually related to PY information reported for participants/terminations in Section III of the WFFR.)

2. General Instructions. Annually, the Governor will submit for the State a Title III WASAR listing participants and the availability and expenditures of Title III funds by SSA. States may determine whether the report is submitted on the WASAR form or as a computer printout, with data, including signature and title, date signed and telephone number, arrayed as indicated on the sample format.

If revisions are made to these data, after initial submittal, revised copies of the report should be submitted to DOL as soon as possible according to the required reporting procedures. (Submittal of a revised WFFR for a quarter ending 6/30 reflecting changes in availability, expenditures or participants usually will require submittal of a revised WASAR(s) for the same Program Year.)

SPECIAL NOTE: For WASAR purposes, Title III shall refer to SSA programs operated with funds allocated by the Governor under Sections 301(c)(1)(E), 301(c)(2) and 302(d) of the Act.

On the WASAR, exclude availability/expenditure data for:

Secretary's National Reserve - Section 302(a)(2)
Governor's Reserve - Section 302(c)(1)(A-D)
Training Services for the Disadvantaged - Sections 202, 252,
262

The reporting period begins on the starting date of each JTPA Program Year, as specified in Section 161 of the Act. Reports are due in the National and Regional Offices no later than 45 days after the end of each Program Year.

Two copies of the WASAR are to be provided to:

U.S. Department of Labor, ETA
ATTN: TSVR -- Room S-5306
200 Constitution Avenue, N.W.
Washington, D.C., 20210

At the same time, an additional copy of the WASAR is to be provided to the appropriate Regional Administrator for Employment and Training in the DOL Regional Office that includes the State in which the JTPA recipient is located. Data submitted on this report will be entered into the DOL/ETA data system by Regional Office staff.

3. Facsimile of Form. See the following page.

4. Instructions for Completing the WASAR.

a. State Name and Address

Enter the name and address of the designated State recipient.

b. Report Period

Enter in "From" the beginning date of the designated JTPA Program Year and enter in "To" the ending date of that Program Year.

c. Signature and Title (at bottom of form)

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

d. Date Signed

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

e. Telephone Number

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

COLUMN HEADINGS AND INSTRUCTIONS

Column (A) - ETA Code

Enter, by line, the 5-digit identification code for EACH SSA, as assigned by the Employment and Training Administration (ETA).

Column (B) - SSA Name

Enter the name, as provided to ETA, for EACH SSA, (as space permits) for additional identification.

Column (C) - SSA Participants

Enter the total number of participants in the SSA who are or

were receiving employment, training or services (except postprogram services and follow-up services) funded under Title III through the end of the reporting period, including both those on board at the beginning of the designated program year and those who have entered during the program year. If individuals receive concurrent employment, training and/or services funded under more than one sub-title/program, they are to be considered participants in both sub-titles/programs.

"Participant" means an individual who has been determined to be eligible to participate in and who is receiving services (except postprogram services and follow-up services) under a program authorized by Title III of the JTPA. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the participant began receiving subsidized employment, training or other services provided under this Act.

Participants who have transferred from one title to another, or between programs of the same title, should be recorded as terminations from the title of initial participation and included as participants in the title or program into which they have transferred, unless they are to be considered concurrent participants in both titles or programs.

Column (D) - SSA Availability

Enter the total amount of all Federal funds available in EACH SSA for Title III activities during this Program Year. Include (i) funds allocated for this Program Year; (ii) unexpended funds, at the end of the prior program year, carried-in from any prior program year; and (iii) any reallocation/reallotment that increased or decreased the amount of Title III funds available for expenditure through the end of the program year.

NOTE: For reporting purposes, Title III funds include monies allocated to the SSA by the Governor. (Refer to the definition in the Special Note in the General Instructions, above.)

Column (E) - SSA Expenditures

Enter for EACH SSA the total accrued expenditures during the Program Year of all Title III funds available (see above), as entered in Column (D) for that SSA.

NOTE: Entries will be rounded to the nearest whole dollar. Negative entries are not acceptable. The entry in Column (E) must not exceed the entry in Column (D) for that SSA.