

**ATTACHMENT C**

**COMMON WORKFORCE INVESTMENT ACT STANDARDIZED  
RECORD DATA (WIASRD) REPORTING ERRORS**

This attachment includes typical WIA Standardized Record Data (WIASRD) submission errors that ETA has identified. Please ensure accurate and complete data submission.

- Not reporting disability status (Item 104) for many individuals: should be 1 or 2, not 0 or blank for almost everyone.
- Not reporting Hispanic (Item 105) for many individuals.
- Not reporting Recently Separated Veteran (Item 114) for many veterans.
- Incorrect reporting of high school graduates in Highest Grade Completed (Item 119). High school graduates should be reported using code '87'. Code '12' should be used only for those who completed the 12<sup>th</sup> grade but did not graduate.
- Not including Food Stamps recipients in Other Public Assistance Recipient (Item 121). The definition of this field was changed for PY 2005 to include Food Stamp recipients.
- Not reporting the Date of Actual Qualifying Dislocation (Item 125) for many dislocated workers.
- Not reporting adult characteristics for all or many individuals.
  - Homeless (Item 125).
  - Offender (Item 126).
- Incorrect reporting of Employment and Training Programs Related to Food Stamps (Item 328). This field is not used for reporting receipt of Food Stamps (which is included in Item 121). Item 328 is to be used only for those who received employment and training services funded by the Food Stamps program.
- Not reporting new service fields:
  - Core self-service and informational activities (Item 331).
  - Date of first staff-assisted core service (Item 332).
  - Workforce information services (Item 333).
  - Date completed, or withdrew from, training (Item 336).
  - Prevocational activities (Item 339).
- Not reporting the Occupational Skills Training Code (Item 342) for many recipients of occupational training. In addition, some states report using codes other than O\*Net codes. O\*Net codes were required in this field beginning with PY 2005.
- Incorrect reporting of enrolled in education (Item 343).

- Should generally be ‘yes’ if a youth was in school at either participation (Item 129) or exit (Item 670).
- Not distinguishing between “No” and “Don’t know” in training-related employment (Item 604).
  - “No” = 2; “Don’t know” = 0 or blank.
- Using code 999999.99 for zero wages in wages before registration (Items 612 to 614).
  - Code 999999.99 should only be used if the wage records for the quarter cannot be accessed because the quarter is too far back in time.
  - If the wage records for the quarter are searched but no record is found for an individual, then zero earnings should be reported.
- Not reporting wages in the quarter before registration (Item 614).
- Not reporting wages before registration (Items 612 to 614) for persons who exit after the exit cohort for average earnings or earnings change.
- Not reporting education status at exit (Item 670) for youth.
- Incorrect reporting of youth activities. Almost all youth should have at least one youth activity reported. Several states report a large number of youth without any youth activities. One state does not report any youth activities at all.
- Incorrect reporting of NEG participants.
  - Not providing records for all NEG participants. All participants enrolled in a NEG project must be reported in the WIASRD, regardless of whether or not they were coenrolled in Title 1b programs.
  - Incorrect reporting of the NEG Project ID (Items 313a to 313c). A NEG project ID must be entered for each NEG participant. This number is found in the NEG Grant Award package. If the Participant is enrolled in more than one NEG, all applicable NEG Project IDs should be entered in the participant’s record. The NEG project ID is the state postal code followed by a two-digit number. For example, a valid code for a project in Utah would be UT02.