ATTACHMENT A

ETA 563 Electronic Reporting Procedures and Formats

1. Purpose of Electronic Reporting. States are
encouraged to submit ETA 563 reports in electronic format
on 3-1/2" floppy disks. There are several reasons for
reporting in this way.

> a. Accuracy. By the time ETA 563 reports
> reach the OTAA National Office, they have been
> through several levels of data entry and
> review. It is inevitable that errors will
> occur every time data are transcribed and
> reentered by hand.
>
> b. Efficiency. Money and staff time are both
> wasted when reports are transcribed and
> reentered by hand.
>
> c. Compliance. Electronic reporting helps
> greatly in complying with the Paperwork
> Reduction Act. OTAA has already received
> positive feedback from the Office of Management
> and Budget (OMB) because of the reductions in
> paperwork achieved through electronic
> reporting.

2. Support for Electronic Reporting. Many States
already have equipment and software in place, and trained
staff or contractors available to collect and report Form
ETA 563 data electronically. Other States do not.
Administrative funds available under the NAFTA-TAA
program are available to help States develop and deploy
electronic data gathering and reporting systems. Field
Memorandum No.
1-95, Change 2 describes this assistance and application
procedures in detail.

3. Future of Electronic Reporting. Potentially,
electronic reports can be filed over the Internet rather
than by mailing a floppy disk. At this time, however,
very few States have full Internet access.

4. Electronic Reporting Formats. Form ETA 563 reports
may be submitted in any of five formats. There are three
ASCII text formats, one for spreadsheets in Lotus 1-2-3
.WK1 format, and one for .DBF database files.
Implementation details for each of these formats are
provided on the attached pages. Reports for the regular
TAA program and those for the NAFTA-TAA program should be
submitted in separate files on the same disk. File names
should reflect the contents of the file. Reports must be
submitted on 3-1/2", IBM-compatible floppy disks.
Magnetic tape and 5-1/4" floppy disks cannot be used.

5. <u>Due Date</u>. Electronic reports are due at the same time, and should be sent to the same address, as reports submitted on paper.

ETA 563 Reporting Format 1 - ASCII Text, Fixed Field

Reporting format 1 describes 80-character records with eight-character
fields for the data items, but not the heading items; each report requires
6 records. This format may be most suitable for States which are
retrieving data from mainframe computers, since mainframes often use 80-
character records by default. Since this format is a fixed-field format,
data items must be zero-filled to the left, that is, padded with enough
zeroes on the left until the item exactly fills the space allotted for it.

Data Positions

The first fifteen characters of each of the six 80-character records
needed to report the data for one petition are the same. The sixteen
character is the record number.

```
 1 -  2  FIPS State code
 3 -  4  Report month
 5 -  6  Last two digits of report year
 7 -  7  T = TAA, N = NAFTA
 8 - 13  Petition number
14 - 14  Report type (1 = Initial, 2 = Continuing)
15 - 15  Amended code (0 = regular submission, 1 = amended report)
16 - 16  Record number (1, 2, 3, 4, 5, or 6)
```

The last 64 characters are different for each record. They should be
filled as follows, with reference to sections of Form ETA 563:

Record Number 1 Section A, Line 100	Record Number 2 Section A, Line 110	Record Number 3 Section B, Line 200
17 - 24 Column 1	17 - 24 Column 2	17 - 24 Column 8
25 - 32 Column 2	25 - 32 Column 3	25 - 32 Column 9
33 - 40 Column 3	33 - 40 Column 4	33 - 40 Column 10
41 - 48 Column 4	41 - 48 Column 5	41 - 48 Column 11
49 - 56 Column 5	49 - 56 Column 6	49 - 56 Column 12
57 - 64 Column 6	57 - 80 All zeroes	57 - 64 Column 13
65 - 72 Column 7		65 - 72 Column 14
73 - 80 All zeroes		73 - 80 Column 15

Record Number 4 Section C, Line 300	Record Number 5 Section D, Line 400	Record Number 6 Section D, Lines 500, 510
17 - 24 Column 16	17 - 24 Column 21	17 - 24 Line 500, Column 27
25 - 32 Column 17	25 - 32 Column 22	25 - 32 Line 500, Column 28
33 - 40 Column 18	33 - 40 Column 23	33 - 40 Line 500, Column 29
41 - 48 Column 19	41 - 48 Column 24	41 - 48 Line 510, Column 27
49 - 56 Column 20	49 - 56 Column 25	49 - 56 Line 510, Column 28
57 - 80 All zeroes	57 - 64 Column 26	57 - 64 Line 510, Column 29

65 - 80 All zeroes

ETA 563 Reporting Format 2 - ASCII Text, Fixed Field

Reporting format 2 describes 260-character records with different length
fields for the data items; each report requires only one record. Since this
format is a fixed-field format, data items must be zero-filled to the left,
that is, padded with enough zeroes on the left until the item exactly fills
the space allotted for it. Sections and line numbers refer to the Form ETA
563.

Data Positions

```
 1 -  2  Report Month
 3 -  6  Report Year (all four digits)
 7 -  8  FIPS State Code
 9 -  9  T = TAA, N = NAFTA
10 - 15  Petition Number
16 - 16  Report Type (1 = Initial, 2 = Continuing)
17 - 17  Amended Code (0 = regular submission, 1 = amended report)
```

Section A, Line 100   Section C, Line 300

```
18 - 23  Requests for Determinations     150 - 155  Applicants, New
24 - 29  Number Determined Entitled      156 - 161  Applicants, Active
30 - 35  First Payments                  162 - 167  Job Referrals
36 - 41  Weeks Paid                      168 - 173  Obtained Job
42 - 50  Amount Paid                     174 - 179  Title III Participants
51 - 56  Final Payments (Exhaustions)
57 - 62  Final Payments (Elig Expired)
```

Section A, Line 110   Section D, Line 400

```
63 - 68  Number Determined Entitled      180 - 185  Entered Training (Occup)
69 - 74  First Payments                  186 - 191  Entered Training (Remed)
75 - 80  Weeks Paid                      192 - 197  Entered Training (OJT)
81 - 89  Amount Paid                     198 - 203  In Training
90 - 95  Final Payments (Exhaustions)    204 - 209  Completed Training
                                         210 - 215  Obtained Job After
                                                       Training
```


Section B, Line 200   Section D, Line 500 - Recipients

```
 96 - 101  EB Work Test Disqual.         216 - 221  Training Related Cost
102 - 107  Training Disqual.             222 - 227  Job Search Allowance
108 - 113  Training Waivers Issued       228 - 233  Relocation Allowances
114 - 119  Training Waivers Revoked
120 - 125  Overpayments (Total Number)   Section D, Line 510 - Amount Paid
126 - 134  Overpayments (Total Amount)
135 - 140  Overpayments (Fraud Number)   234 - 242  Training Related Cost
141 - 149  Overpayments (Fraud Amount)   243 - 251  Job Search Allowance
                                         252 - 260  Relocation Allowance
```

There are 44 fields in each 260 character record.

ETA 563 Reporting Format 3 - ASCII Text, Comma-Delimited

Reporting format 3 describes records with different length fields for the data items; each report requires only one record. The data items are separated by commas; this format is called comma-delimited. The data items should NOT be zero-filled. Each record must contain data items in the order listed below. Sections and line numbers refer to the Form ETA 563.

Data Item Numbers

 1 Report Month
 2 Report Year (all four digits)
 3 FIPS State Code
 4 T = TAA, N = NAFTA
 5 Petition Number
 6 Report Type (1 = Initial, 2 = Continuing)
 7 Amended Code (0 = regular submission, 1 = amended report)

Section A, Line 100

 8 Requests for Determinations
 9 Number Determined Entitled
10 First Payments
11 Weeks Paid
12 Amount Paid
13 Final Payments (Exhaustions)
14 Final Payments (Elig Expired)

Section A, Line 110

15 Number Determined Entitled
16 First Payments
17 Weeks Paid
18 Amount Paid
19 Final Payments (Exhaustions)

Section B, Line 200

20 EB Work Test Disqual.
21 Training Disqual.
22 Training Waivers Issued
23 Training Waivers Revoked
24 Overpayments (Total Number)
25 Overpayments (Total Amount)
26 Overpayments (Fraud Number)
27 Overpayments (Fraud Amount)

Section C, Line 300

28 Applicants, New
29 Applicants, Active
30 Job Referrals
31 Obtained Job
32 Title III Participants

Section D, Line 400

33 Entered Training (Occup)
34 Entered Training (Remed)
35 Entered Training (OJT)
36 In Training
37 Completed Training
38 Obtained Job After
         Training

Section D, Line 500 - Recipients

39 Training Related Cost
40 Job Search Allowance
41 Relocation Allowances

Section D, Line 510 - Amount Paid

42 Training Related Cost
43 Job Search Allowance
44 Relocation Allowance

ETA 563 Reporting Format 4 - Spreadsheet

Reporting format 4 describes how to use a spreadsheet to report Form ETA
563 data. Each report should occupy one row in the spreadsheet; columns A
through AR each contain one data item in the order listed below. Sections
and line numbers refer to Form ETA 563. Reports in this format must be
submitted as Lotus 1-2-3 .WK1 files. Users of other spreadsheets such as
Excel or Quattro Pro or Windows versions of Lotus 1-2-3 can save their
files as .WK1 files through the "File, Save As" menu. All formatting
(fonts, underlining, page breaks, etc.) must be removed before the file is
saved.

Spreadsheet Columns for Data Items

A   Report Month
B   Report Year (all four digits)
C   FIPS State Code
D   T = TAA, N = NAFTA
E   Petition Number
F   Report Type (1 = Initial, 2 = Continuing)
G   Amended Code (0 = regular submission, 1 = amended report)

Section A, Line 100   Section C, Line 300

H   Requests for Determinations   AB   Applicants, New
I   Number Determined Entitled   AC   Applicants, Active
J   First Payments   AD   Job Referrals
K   Weeks Paid   AE   Obtained Job
L   Amount Paid   AF   Title III Participants
M   Final Payments (Exhaustions)
N   Final Payments (Elig Expired)

Section A, Line 110   Section D, Line 400

O   Number Determined Entitled   AG   Entered Training (Occup)
P   First Payments   AH   Entered Training (Remed)
Q   Weeks Paid   AI   Entered Training (OJT)
R   Amount Paid   AJ   In Training
S   Final Payments (Exhaustions)   AK   Completed Training
                                        AL   Obtained Job After
                                                    Training

Section B, Line 200   Section D, Line 500 - Recipients

T   EB Work Test Disqual.   AM   Training Related Cost
U   Training Disqual.   AN   Job Search Allowance
V   Training Waivers Issued   AO   Relocation Allowances
W   Training Waivers Revoked
X   Overpayments (Total Number)   Section D, Line 510 - Amount Paid
Y   Overpayments (Total Amount)

Z	Overpayments (Fraud Number)	AP Training Related Cost
AA	Overpayments (Fraud Amount)	AQ Job Search Allowance
		AR Relocation Allowance

ETA 563 Reporting Format 5 - Database Format

Reporting format 5 describes how to use a database file to
report Form ETA 563 data. Each report should occupy one row in
the table; data fields must be arranged in the same order as for
spreadsheet files. The file must be saved in dBase .DBF format.
Most PC-based database management software allows the user to do
that. States using this format should refer to the Format 4
description to see how to lay out the fields in the data table.