



NC DEPARTMENT
of COMMERCE
WORKFORCE SOLUTIONS

Workforce Innovation and Opportunity Act (WIOA) Annual Statewide Performance Report Narrative

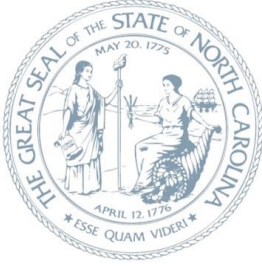
State of North Carolina

Program Year 2019

Submitted December 1, 2020

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ROY COOPER
Governor

ANTHONY M. COPELAND
Secretary

December 1, 2020

Ms. Lenita Jacobs-Simmons, Regional Administrator
Employment and Training Administration, U.S. Department of Labor

Dear Ms. Jacobs-Simmons:

We are pleased to present this Workforce Innovation and Opportunity Act (WIOA) Annual Statewide Performance Report Narrative to the U.S. Department of Labor for Program Year 2019. This report is a testament to the dedicated efforts of numerous professionals in the North Carolina Department of Commerce's Division of Workforce Solutions and our partners in the workforce development system, which, in our state, we call "NCWorks."

As you know, the latter part of this program year has been dominated by the COVID-19 pandemic and the economic disruption that it caused. Our staff have risen to unprecedented challenges this year with innovation, compassion and collaboration. Perhaps more than anything, they have demonstrated flexibility, as they learned new ways of serving our customers and working together. Some of them even temporarily assumed new responsibilities to support our colleagues at the Division of Employment Security, which had been inundated by unemployment insurance claims and customer questions.

Through all this upheaval, the staff of the Division of Workforce Solutions have continued to focus on the important role that employment and training services can and must play in pandemic response and recovery. Our agency continues to be a key partner in Governor Roy Cooper's "NC Job Ready" workforce initiative, which has taken on new meaning as many of our fellow citizens have become dislocated workers and need new credentials and skills so that they can pursue careers that are currently in demand. At the same time, we continue to assist our state's businesses with finding talented workers in a challenging environment and supporting training that is relevant to evolving industry needs. We feel privileged to serve our state and to play our part in rebuilding our economy. In this effort, we are fortunate to enjoy strong relationships with North Carolina's 23 local workforce development boards and other partners from the worlds of education, workforce development and economic development.

We appreciate the Department of Labor's partnership and assistance to North Carolina this year, and we are glad to have this opportunity to report on how our agency is making a difference for our jobseekers, employers and communities.

Sincerely,

Jessica Englert
Assistant Secretary of Commerce, Division of Workforce Solutions

I. Progress in achieving state goals/vision

State's Strategic Vision and Goals in the Unified Plan

North Carolina established a WIOA State Steering Council to coordinate and align policy among the agencies overseeing WIOA programs. This body continued to meet since the submission of the 2016 Unified State Plan, and worked together on the 2020 Unified Plan, which was successfully submitted. The group continues its efforts on many of the items mentioned below, including sector strategies and system performance. A new policy approval structure has been implemented to give the NCWorks Commission a more strategic role in policy development for Title I and Title III programs.

Sector Strategies

A key principle of Governor Cooper's workforce development initiative—NC Job Ready—is employer leadership, recognizing that employer-led workforce development programs have the best career outcomes. In line with the Governor's vision, one of the Division of Workforce Solutions' strategic goals is *Employer Leadership*. To further this vision, a cross-agency leadership team representing key workforce development, education, and economic development systems came together to clarify a state vision and strategy for building sustainable partnerships with business and industry across North Carolina's regions. The team—named the North Carolina Sector Strategy Council—is made up of key system leaders who share a commitment to working collaboratively to promote economic competitiveness and income mobility in North Carolina. This team's progress is detailed below, in Section X of this annual report.

Career Pathways

The NCWorks Commission, the board that oversees North Carolina's workforce development system, continues to support, promote and recognize NCWorks Certified Career Pathways, which are led at the local area level.

Business Engagement

In line with Governor Cooper's NC Job Ready workforce development initiative, the Division of Workforce Solutions Business Services Unit's priority has been to foster the alignment of economic and workforce development, using WIOA's Effectiveness in Serving Employers Data Elements as guides. Efforts to align employer engagement activities happening across the state to U.S. Department of Labor Employer Services performance measure data elements was a major focus area in preparation for formalization of the Effectiveness in Serving Employers performance measure at the conclusion of the pilot phase.

Division of Workforce Solutions Business Services has hosted cross-training workshops for state economic developers to learn about and receive practical content for including workforce investment training dollars into their economic development recruitment, expansion and retention projects. A special emphasis has been on layoff aversion strategies as part of the holistic business engagement process, making the process more transformational rather than transactional. An additional emphasis is strengthening relationships with partner agencies to build a stronger network of services and solutions to meet the needs of industry. In the latter part of PY19, strategic initiatives for more proactive outreach and engagement with manufacturing employers across the state allowed us to respond quickly to the impacts of COVID-19, as temporary closures and layoffs increased.

Increasing our employer penetration rate is a priority, and we have developed new reporting methods that accommodate employer-facing services not previously recorded. We anticipate further improvement as the Division of Workforce Solutions launches the pilot phase of using Salesforce as our platform for recording and reporting engagement activity and data analysis.

Work-based Learning activities

North Carolina is focusing on increasing the number of, and improving the quality of, work-based learning opportunities for individuals across the state. As part of a National Governors Association Policy Academy, North Carolina has established an interagency team that collected information on current work-based learning activities, developed an online tool (the “Work-Based Learning Navigator”) that helps people connect to work-based learning opportunities offered by businesses, and held a statewide summit to encourage more businesses to participate in work-based learning.

North Carolina continues a targeted effort to increase the number of work-based learning opportunities with employers across the state. DWS allocated resources for a permanent business services representative position on each local area workforce board. A portion of this staff person’s role is to proactively engage with businesses, provide valuable information and services, and encourage work-based learning as an option to increase the knowledge, skills and abilities of available talent. Workforce development boards reported serving 1,413 employers in the following work-based learning categories: Incumbent Worker Training, On-the-Job Training, Internships/ Job Shadowing, Apprenticeship Training, Work Experience and Other Work-Based Learning Activities. All 23 of North Carolina’s workforce development boards reported serving employers in one or more work-based learning activity. The largest number of employer services was in the Work Experience category (46%), followed by On-the-Job Training (15.07%), Other Work-Based Learning efforts (14.23%), Incumbent Worker Training (13.80%), Internships/ Job Shadowing (9.27%) and Apprenticeship Training (1.84%).

II. Waivers

North Carolina received a U.S. DOL waiver of the required collection and reporting of performance-related data of all students participating in training programs listed on the state’s Eligible Training Provider List (ETPL). The waiver was approved for PY2018- PY2019 (July 1, 2018 – June 30, 2020), and an extension was granted through June 30, 2021.

III. Performance System

Progress on Federal Primary Indicators of Performance

The table below gives an overview of the performance results for North Carolina’s Title I and III programs for Program Year (PY) 2019, with the state achieving over 100% of its negotiated goals for each of the primary indicators of performance. Measurable Skill Gains and Youth Median Earnings continue to be “baselined,” without goals set for performance comparison.

PY 2019 Levels of Performance

| Title/Program | | Measure | Negotiated Value | Actual Performance | Percentage of Goal Achieved |
|------------------|--------------------------|------------------------|------------------|--------------------|-----------------------------|
| Title I | Adult | Employment Q2 | 72.0% | 80.2% | 111.39% |
| | | Employment Q4 | 71.0% | 79.1% | 111.41% |
| | | Median Earnings | \$5,000 | \$6,150 | 123.00% |
| | | Credential Rate | 53.0% | 60.3% | 113.77% |
| | | Measurable Skill Gains | | 60.4% | |
| | Dislocated Worker | Employment Q2 | 77.0% | 73.6% | 95.58% |
| | | Employment Q4 | 74.5% | 76.9% | 103.22% |
| | | Median Earnings | \$6,500 | \$7,046 | 108.40% |
| | | Credential Rate | 60.0% | 60.5% | 100.83% |
| | | Measurable Skill Gains | | 65.6% | |
| | Youth | Employment Q2 | 73.0% | 74.3% | 101.78% |
| | | Employment Q4 | 72.0% | 73.3% | 101.81% |
| | | Median Earnings | | \$3,124 | |
| | | Credential Rate | 53.0% | 54.1% | 102.08% |
| | | Measurable Skill Gains | | 43.2% | |
| Title III | Wagner-Peyser | Employment Q2 | 72.0% | 72.7% | 100.97% |
| | | Employment Q4 | 71.0% | 72.5% | 102.11% |
| | | Median Earnings | \$5,000 | \$5,126 | 102.52% |

North Carolina has made a concerted effort over the past few years to educate staff from around the state, and at all organizational levels, about the primary indicators of performance. This training has included information on what the measures are, the cohorts of individuals involved, and how the measures are calculated, including the data sources. Significant focus has been placed on specific areas of our case management system where data entry impacts the accuracy of a measure. Going forward this training will expand to include the variables that impact such measures, regardless of whether they be participant, geographic, or economic characteristics.

Even with the state’s success in achieving performance beyond our negotiated goals, North Carolina recognizes the need to continue to increase our actual performance levels across all indicators, especially the Measurable Skill Gains measure. With PY 2020 being the first year of a negotiated goal for this measure, we have made a significant effort to better educate staff on the key aspects of this indicator. Our ongoing staff training has stressed the importance of TEGL 10-16 Change 1, but we have also created new state-issued guidance including Data Entry instructions and a one-page Desk Aid (*see Appendix A*). We acknowledge that there is further work to be done with our workforce boards, both in providing participants the support services needed to complete their training, as well as the need for more consistent and timelier follow-up, particularly as it relates to Training-related Employment, something we noted in USDOL’s provided QRA reports. We have mandated 2nd Quarter follow-up for all programs to ensure we are gathering that information as much as possible.

We are also paying close attention to our median earnings figures for all programs, recognizing that increasing wages for participants is a key aspect of long-term economic stability. The North Carolina Department of Commerce Labor and Economic Analysis Division assists us in keeping track of earning projections information and updated unemployment data. Prior to COVID-19, our state's economy was doing well, with a forecast for an overall increase in the number of jobs in the state moving from PY 2019 into PY 2020 and an unemployment rate of 4.1% for January 2020. However, with the effects of the pandemic on business operations, unemployment increased precipitously, rising to as high as 12.9% in April 2020. While our state has recovered a number of jobs, our outlook remains unknown with unemployment hovering around 8% to end PY 2019. There is also a concern that the majority of these recovered jobs may fall into the lower end of the pay scale. This implies workers will be able to find employment, but that the jobs found may not be at a high enough pay level to promote economic self-sufficiency. Further, according to NC GS 96-14.3, North Carolina is currently paying unemployment benefits for a period of 12 weeks, based on the most recent seasonally adjusted unemployment rate of 7.0%. Individuals who have been unemployed for 13 consecutive weeks, for any reason, are considered long-term unemployed in North Carolina, therefore making them eligible for the Dislocated Worker program. Workforce boards are increasingly using this category of eligibility to serve individuals who may previously have been served under the Adult program. The potential effect of doing so is a lowering of the skills and qualifications of those seeking employment and a commensurate decrease in the median wages earned for the Dislocated Worker program.

Workforce Development Board Negotiated Measures

Workforce Development Board-level performance indicators covering both WIOA Title I and Title III for PY 2019 were negotiated prior to PY 2018. A chart providing both program years' goals is attached in ***Appendix B***.

Local Workforce Board Measures

As per the Workforce Innovation and Opportunity Act (WIOA) section 116 and NC General Statute 143B-438.10, the NCWorks Commission is responsible for developing performance accountability measures for local workforce development boards. The NCWorks Commission developed these measures in consultation with the local workforce development board directors and chairs to complement the WIOA federal primary indicators of performance for adult and youth training and employment. Local Workforce Development Boards and the NCWorks Commission work together to collect performance data in three main areas: Outreach & Engagement, Skills Gap, and Process measures. The resultant nine measures for local board performance reveal trends in outreach and engagement with individuals and businesses, training for adults and youth, and career center and career pathway certifications. New targets that were approved by the commission in February 2018 are now effective as of July 1, 2018.

Common Exit Policy

The U.S. Department of Labor requires that an individual's WIOA exit date be the date on which the last service, funded by the program or partner program, is received by the individual. When an individual has not received a documented WIOA or partner-funded service for 90 days, the case management system will "soft exit" the individual based on entries completed. North Carolina utilizes a common exit model whereby a participant is not exited (and therefore remains active in all programs) until such time as they have not received *any* service within the past 90 days from any program, be it Title I, Title III, or Trade Adjustment Assistance. Individuals who are participating in more than one program will have a single

common exit date, following 90 days of inactivity across *all* program enrollments. Follow-up and support services do not qualify as activities that extend the exit date.

IV. Effectiveness in Serving Employers performance indicator pilot

As part of the Effectiveness in Serving Employers performance indicator pilot, North Carolina has chosen to submit data for the Employer Penetration Rate and the Repeat Business Customer Rate. For PY 2019, employer service data was combined from the Title I and III programs along with data from Title IV Vocational Rehabilitation. When compared to the number of business establishments in the state during the second quarter of calendar year 2020 (using BLS data for the last quarter of the reporting period as given in the indicator specifications), the North Carolina workforce system served just under eleven percent (10.8%) of the state’s business establishments. When considering the Repeat Business Customer Rate since the start of performance under WIOA, just under forty percent (39.7%) of those businesses that were served by the system during PY 2019 had been served previously.

| Employer Measure | NC Workforce System PY 2019 |
|-------------------------------|--|
| Employer Penetration Rate | 10.8% |
| Repeat Business Customer Rate | 39.7% |

During PY 2019, North Carolina included additional efforts aimed at gaining a stronger and more accurate understanding of employers receiving services. These areas included, but were not limited to: supplemental reporting, employer services provided through non-WIOA funded programs considered essential to workforce efforts, and implementing service codes aligned with all eight DOL Effectiveness in Serving Employer categories. Details for each of these areas are below:

Supplemental Reporting

Work-Based Learning reporting was implemented to track the number of employers participating in six various areas of work-based learning efforts: Incumbent Worker Training, On-the-Job Training, Internships/Job Shadowing, Apprenticeship Training, Work Experience and Other Work-Based Learning Activities. Please reference the Work-Based Learning section of this report for details regarding this effort. All 23 of North Carolina’s Workforce Development Boards (WDBs) reported serving employers in one or more work-based learning activity, and a total of 1,413 employers were served.

Unduplicated Employer reporting was implemented to track the number of those employers receiving services aligned with TEGL 10-16, Change 1, but which were not, due to various reasons, being tracked in a manner that enabled them to be included in current standard processes. The majority (20 of 23) of North Carolina’s WDBs reported serving some employers that fell into this category of not being tracked/reported through standard processes, for a total of 2,030 employers.

Employer Services Provided by Non-WIOA-funded Programs Considered Essential

Two specific programs considered key to employer services, yet not captured in the standard reporting process, as a result of not being funded directly from WIOA are: Work Opportunity Tax Credit (WOTC) and Customized Training. The Division of Workforce Solutions administers the WOTC program, while the NC Community College System administers the Customized Training program. The WOTC program

served 3,301 employers through issuance of a determination based on completed review of IRS 8850 and ETA 9061 forms. Customized Training, as provided through the NC Community College System, supports those eligible employers who are experiencing job growth, investing in new technologies, and enhancing the productivity of their existing workforce. In Fiscal Year 2019-2020, the 58 community colleges provided training to 827 companies. Eligible companies include those in Manufacturing, Warehousing and Distribution, Information Technology, Business Support Services, and National Headquarters. Within those 827 companies, 32,909 employees were trained in the areas of safety, leadership development, continuous improvement, technical skills, and OEM training.

Aligning Service Codes with All 8 DOL Effectiveness in Serving Employer Categories

During PY 2019, five service codes were added to the standard tracking/reporting structure to support capturing services aligned with all eight DOL Effectiveness in Serving Employer categories. The five service codes added include: Accessing Untapped Labor Pools, Provided Publicly Funded Training Assistance (not including IWT), Engaged in Strategic Planning/Economic Development, Rapid Response & Business Downsizing Assistance, and Planning a Layoff Response. These service codes were made available starting October 2019 and support the ability to report across all eight DOL categories, as well as ensuring that employers served populate correctly in the Employer Penetration and Repeat Business Customer indicators.

Data Validation

Conducting Data Validation Reviews

Data validation will be conducted by four units within the Division of Workforce Solutions (DWS): the Performance Unit, the Accountability Unit, the Trade Adjustment Assistance team, and IT staff:

- **Performance unit and Accountability unit:** For Title I and Title III validation, validation items will be split between the Performance and Accountability staffs, with the division of PIRL elements coinciding with the distinctions between the required elements of TEGs 07-18 and 23-19.
 - **Performance:** The Performance unit will cover all PIRL elements noted in TEG 07-18.
 - **Accountability:** The Accountability unit will cover the remaining required WIOA Title I and Title III elements noted in TEG 23-19 that are not otherwise covered under TEG 07-18.
- **TAA:** TAA will complete validation for its cases using the required validation elements noted in TEG 23-19.
- **IT Staff:** For all programs, IT staff will cover the required wage-matching PIRL elements.
- Please see Attachment 1 (*here, Appendix C*) for the exact breakdown of PIRL elements covered by each unit.

Sample Creation

On October 1st (or first business day thereafter) of each program year, the Director of Performance will determine the necessary sample sizes to sufficiently cover each program: Title I – Adult, Title I – Dislocated Worker, Title I – Youth, Title III – Wagner-Peyser, and Trade Adjustment Assistance (TAA). To ensure sufficient representation, each Workforce Development Board’s (WDB’s) year-end participant count for each program, from the prior program year, will be used to generate a sample size. The sample size will be based on a 95% Confidence Level and a 5% Confidence Interval. A sample size calculator (available at: <https://surveysystem.com/sscalc.htm>) will be used to generate the final sample size values. In the rare instance that the total number of cases for a program being validated is less than the calculated sample size, all cases will be reviewed.

Timeframe

- **Performance Unit**

- Data validation by Performance staff will be completed from the second quarter to the fourth quarter of each program year with all validation reviews to be concluded no later than May 31st of each program year to ensure sufficient time for corrective actions to be issued and completed. On October 1st (or first business day thereafter) of each program year, the Director of Performance will randomly assign all 23 WDBs to a validation quarter (Q2, Q3, Q4) of the current program year. This will determine the order in which WDBs are validated each program year and will change year to year.
- **All Other Units**
 - Data validation will be conducted within each program year from October 1st through February 1st.

Validation Process and Worksheet Creation

NCWorks, DWS' case management system, will be used to sample the pool of available active and exited cases for WIOA Title I – Adult, WIOA Title I – Dislocated Worker, WIOA Title I – Youth, WIOA Title III – Wagner-Peyser, and TAA. NCWorks will generate the necessary number of worksheets and will cover only the PIRL elements being validated by the respective units of DWS as noted above (see Attachment 1 for the breakdown of elements covered by DWS unit).

Each worksheet will detail one case, with the corresponding PIRL element values, columns for Pass, Fail, and Comments. Staff will evaluate each PIRL element value against the participant's file to see if case file documentation supports it and either Pass or Fail the reported value by checking the appropriate column. Each PIRL element listed in Attachment 1 has a list of the supported documentation acceptable for that element. Only the documents listed as approved documentation for that PIRL element may be used in support. Any elements marked Fail must be accompanied by a supportive explanation in the Comments column, detailing why the value failed and what corrective action must be undertaken to correct the issue.

At the conclusion of the validation process, an electronic copy of the Pass/Fail record sheets must be returned to the head of each respective unit (noted below) that is completing the validation, to ensure proper records retention:

- Performance: Director of Performance
- Accountability: Accountability Manager
- TAA: Workforce Programs Supervisor and State Trade Adjustment Assistance Coordinator
- IT: Information Technology Director

Monitoring

The Accountability Unit will integrate data validation into the Unit's annual oversight Guide and participant reviews. The Unit will document the results in the WDBs Oversight Summary Report. Any documented deficiencies will be recorded with a date required for rectification consistent with the current monitoring correction timelines.

The Accountability Unit will also conduct quarterly desk reviews. The Division of Workforce Solutions will provide official results of the random reviews to the local workforce development boards throughout the year. Workforce development boards will receive feedback on the outcomes of the reviews and that feedback will indicate required corrective actions. The Accountability Unit will determine the required completion date for corrections based on the process needed for correction.

Data Integrity

On a quarterly basis, U.S. DOL will provide the Division of Workforce Solutions with feedback on its submitted performance reports to aid in data integrity efforts and support data accuracy. The analysis will include, but is not limited to, a review of the data submitted, anomalies and outliers, and other potential

data quality issues, which may indicate reporting inaccuracies. DWS will make use of these feedback reports to conduct quarterly data integrity reviews looking for data errors, missing data, out-of-range variances in values reported, and other anomalies.

Correcting Missing or Erroneous Data

Each unit will provide a summary to the workforce development boards outlining areas that failed during the data validation process. All data validation related reports, desk reviews, or annual reviews will provide required corrective actions with an indicated due date based on the process needed for correction. WDBs must take appropriate actions to correct missing or erroneous data found during data validation. Such actions may include:

- Working with the workforce development boards' superuser and potentially an assigned Regional Analyst to make data corrections
- Providing additional training or technical assistance to staff to address data errors
- Collecting missing documentation to provide necessary verification

Failure to comply with identified corrective actions by the identified completion date may cause:

- One year after the initial identification:
 - Mandatory on-site facilitated training by Division of Workforce Solutions staff on the required reporting for data elements.
- Two years of high or repeated error rates:
 - Issue of a monitoring "Finding"; and
 - Formal notification to the workforce development board chair/chief elected official (CEO) of failure to comply.

Records Retention

All data validation records and documentation will be maintained in accordance with Federal records retention requirements, as given in 2 CFR 200.333:

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.

This would include:

- copies of worksheets on data elements or records reviewed;
- frozen quarterly wage records for wage record matching used for reporting outcomes;
- trends in common data accuracy issues and error rates; and
- corrective action efforts made after data validation reviews.

Each respective unit will retain the records associated with its portion of the data validation process with retention overseen by the unit leaders noted below:

- Performance: Director of Performance
- Accountability: Accountability Manager
- TAA: Workforce Programs Supervisor and State Trade Adjustment Assistance Coordinator
- IT: Information Technology Director

Process Assessment

The Director of Performance and Accountability Manager will meet during the first quarter of each program year to assess the effectiveness of current data validation procedures and determine whether

revisions to the policy and process are necessary. Any updates or changes will be released as a formal update to this policy.

Training

During the first quarter of each program year, data validation staff will review, and receive training on, the data validation process to ensure uniform application of all policies and procedures. In addition, the Division of Workforce Solutions will provide annual training for local office staff on data validation. Beyond the annual training provided by the Division of Workforce Solutions, workforce development boards are expected to provide additional staff training, on at least an annual basis, on the importance of accurate data entry and allowable source documentation as given in Policy Statement 04-2020, Change 2 (<https://www.nccommerce.com/documents/workforce-policy-ps-04-2020-change-2-workforce-innovation-and-opportunity-act-and-wagner>).

Workforce Development Boards / Local Area

Each workforce development board is required to conduct data validation at least once annually for the Title I – Adult, Title I – Dislocated Worker, Title I – Youth, and Title III – Wagner-Peyser programs as a part of its ongoing monitoring efforts. Attachment 1 to this policy, itself a modified version of Attachment II of TEGL 23-19, is the complete list of PIRL elements that need to be validated. (Note that the Eligibility Reference Guide provided in PS 04-2020, Change 2 has been updated to be in agreement with TEGL 23-19, Attachment II.) Workforce development boards should note that the Youth and Wagner-Peyser programs may have different elements required compared to Adult and Dislocated Worker, and attention should be paid to ensure each program is validated according to its respective list of required elements.

For the most up to date guidance on PIRL elements and their definitions, please refer to USDOL’s website: <https://www.dol.gov/agencies/eta/performance/reporting>. All records must be retained as outlined in the Records Retention section of this policy. This would include retention of a list of validated records, pass/fail worksheets, and documentation associated with any corrective actions taken.

References

- 2 CFR 200.333 “Retention Requirements for Records”
- TEGL 23-19 “Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs” (and included attachments). Issued: June 18, 2020.
- TEGL 07-18 “Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)” (and included attachments). Issued: December 19, 2018.

Attachments

- Attachment 1 – Modified version of TEGL 23-19 Attachment II to show required PIRL validation elements by program and their alignment with DWS Oversight Units (*Appendix C*)

V. Current or Planned Evaluation and Research Projects

Employer Needs Survey

Under direction from the NCWorks Commission, the NC Commerce Labor and Economic Analysis Division (LEAD) uses relevant data to inform strategies that enable North Carolina’s workforce and businesses to compete in a global economy. The 2020 Employer Needs Survey was an update to reports

published in 2014, 2016 and 2018, which have collectively been used to track the needs of employers over time, and to ensure that our workforce strategies meet those needs. The 2020 survey was completed before the COVID-19 pandemic. Labor market conditions have changed dramatically since that time, but the survey results offer a snapshot of the tight labor market conditions faced by employers just a few months before the pandemic as well as other more long-term challenges for the workforce development system.

In the 2020 survey, 84% of North Carolina employers reported that they had tried to fill positions in the preceding 12 months, and of those, 56% reported that they experienced difficulty in hiring new workers.

The findings in the report support the key elements of the Governor’s NC Job Ready Initiative and his priorities for workforce development: skills and education attainment, employer leadership and local innovation.

A copy of the full report may be found at: <https://www.nccommerce.com/documents/2020-employer-needs-survey>.

VI. Customer Satisfaction

State’s approach to customer satisfaction

The multi-year NCWorks Customer Satisfaction Survey was an initiative to solicit feedback from individuals and businesses registered with NCWorks, in an effort to improve overall services offered, as well as to increase customer satisfaction. Results and feedback from the survey are used to determine and promote continuous quality improvement initiatives and make overall improvements to the one-stop system.

Survey Methodology

Two independent online customer satisfaction surveys were developed using a robust online survey platform, to obtain feedback from individuals and businesses that utilized one or more services (Online, Career Center, and Telephone) provided by NCWorks. The Initial Customer Experience Satisfaction Survey (ICISS) was developed to assess the initial customer experience of job seekers throughout the state of North Carolina. The Business Customer Satisfaction Survey (BCSS) was developed to assess business customers’ needs and their satisfaction with the services received.

Sample questions on the survey included, ‘*In what ways have you used NCWorks services?*’, ‘*Tell us the reason(s) for your most recent website visit to NCWorks Online*’, ‘*How easy was it to use the automated phone system?*’ and ‘*Based on your experience, how likely are you to recommend calling the NCWorks Career Center to others?*’. Online survey data collection included feedback from over 30,000 job seekers and 10,000 business customers across all 23 local area workforce development boards.

Results

Job Seeker Survey Results.

- The top three reasons for using NCWorks included: job search, obtaining information on unemployment benefits, and job application.
- NCWorks Online: Job seekers identified specific areas of improvement: (a) increase access to NCWorks staff, resources and community outreach; (b) improve NCWorks online navigation; (c) improve NCWorks website; and (d) increase number and variety of jobs available.

- NCWorks Career Center: Job seekers identified specific areas of improvement: (a) improve NCWorks online navigation and center equipment; (b) increase access to staff, follow-up services and resources; and (c) reduce customer wait-time and improve customer service.
- NCWorks Telephone: Job seekers identified specific areas of improvement: (a) update telephone and online service; (b) improve wait-time and follow-up; and (c) improve customer service.

Business Survey Results

- NCWorks Online: Business customers identified specific areas of improvement: (a) increase access to qualified applicants; (b) improve NCWorks website and online navigation; and (c) improve customer service.
- NCWorks Career Center: Business customers identified specific areas of improvement: (a) improve NCWorks online and customer service; and (b) need for training, education and outreach.
- NCWorks Staff: Business customers identified specific areas of improvement: (a) update NCWorks online and employer account assistance; (b) increase opportunity for employer-employee engagement; and (c) improve customer service.

Indicators from the survey showed jobseekers had a high satisfaction level with services they received from NCWorks staff while using telephone services, and that staff were knowledgeable about the services provided. Efforts are being made to build off these areas where the customer satisfaction rate was high to enhance the overall customer experience.

Continuous improvement processes for incorporating the customer satisfaction feedback

As part of the state’s Career Center certification process, local workforce area and center management are required to monitor survey outcomes by accessing an online dashboard of results. Centers are asked to meet with their staff periodically to discuss the results and any customer feedback received.

Based on the results of the survey, the Division of Workforce Solutions has developed a strategic plan that puts customer focus as a top priority, as well as taking a comprehensive review of the NCWorks.gov technology platform.

VII. Wagner-Peyser

Reemployment Programs

The federally funded Reemployment Services and Eligibility Assessment (RESEA) and Employability Assessment Interview (EAI) programs are an integral part of North Carolina’s Integrated Service Delivery System to enhance and expand the capacity of the workforce system to improve reemployment service delivery to unemployment insurance (UI) claimants. The RESEA and EAI program are statewide initiatives. Ninety (90) percent of first-pay claimants who are ranked most likely to exhaust are referred to RESEA for services, while the remaining ten (10) percent are referred to the EAI program.

RESEA

The intent of the RESEA program is to provide unemployment insurance (UI) claimants with an entry to a wide array of available resources that support reemployment. RESEA programs are designed to be an integral part of the state’s strategies for delivering reemployment services. The target populations for

RESEA services include individuals who are identified as most likely to exhaust their UI benefits and transitioning veterans receiving Unemployment Compensation for Ex-Servicemembers (UCX).

EAI

EAI provides concentrated reemployment services to claimants receiving UI benefits. The EAI program is mandatory for persons receiving UI benefits and is a part of the NCWorks Career Center's daily Integrated Services Delivery format. EAI claimants must be scheduled within four (4) weeks of their first payment of UI benefits for program services. For the period of July 1, 2019 through June 30, 2020, 6,553 claimants were provided EAI services.

For both RESEA and EAI, key milestones for the year include:

- Providing virtual services, so that jobseekers can be served remotely and securely.
- Ongoing program enhancement within NCWorks Online to streamline Career Center staff program processes and procedures, such as promotion and development of email/text appointment reminders to improve RESEA show-rates;
- Evaluating the profiling model used to select participants;
- Revising call-in letters to stress the importance and value of attending the reemployment service program;
- Providing translated call-in letters and other related documentation to help claimants with limited English proficiency to understand program requirements and benefits; and
- Making reminder phone calls/emails when possible to reinforce the positive value of the service and to remind the customer of the appointment.

North Carolina Department of Commerce Reentry Initiative

The Reentry Initiative promotes "Equitable Hiring," or second chance hiring, to employers, individuals with criminal records, and the community through engagement, education, and partnerships. The program ensures job seekers with criminal records are provided assistance with overcoming the barriers to employment that having a criminal record causes. Reentry staff provide technical assistance and training to NCWorks Career Center staff who provide direct services to individuals with criminal records, promote hiring incentives to employers, participate in outreach efforts, and coordinate efforts with community partners.

North Carolina House Bill 770 became effective October 1, 2019, stating an Occupational Licensure Board shall not automatically deny licensure due to an applicant's criminal history or due to a determination that a conviction is for a crime of moral turpitude. Executive Order 158 also mandates the removal of criminal history questions from state government employment applications effective November 1, 2020. Additional legislation has made obtaining an expungement more accessible in North Carolina.

Federal Bonding Program

The Federal Bonding Program is an incentive for employers who hire "at risk" workers, including those with a history of criminal conviction or arrest, a history of substance abuse, those receiving TANF (Temporary Assistance to Needy Families); those with poor credit; those who are economically disadvantaged or with little or no work history; or have been dishonorably discharged from the military. The hiring business is eligible for financial protection of \$5,000 for six months after hiring an eligible individual. DWS promotes this program to employers and as a result has continued to increase the

utilization of the Federal Bonding Program over the past several years, doubling the number of bonds issued from 2018 to 2019. The division has a plan in place to continue to increase bonds issued in the upcoming year.

Older Worker Program

The program ensures older workers are provided with resources to assist them in seeking employment.

Equal Opportunity, Americans with Disabilities Act, Limited English Proficiency

DWS is responsible for ensuring Career Center and partner agency facilities have the capacity to provide a full range of employment and training services that are accessible to persons with disabilities, those with limited English proficiency, and other special populations.

VIII. National Dislocated Worker Grants (NDWG)

North Carolina's COVID-19 Disaster Recovery, Hurricane Florence, Sector Partnership, and Reemployment and System Integration National Dislocated Worker Grants were in operation during Program Year 2019.

National Dislocated Worker Grant participants are often co-enrolled in the WIOA Dislocated Worker program in order to provide additional supportive services not offered through NDWG programs. National Dislocated Worker Grants have minimal impact on North Carolina's established performance measures.

North Carolina's Rapid Response unit works closely with local area staff to coordinate state rapid response activities with services offered through National Dislocated Worker Grants.

COVID-19 Disaster Recovery Dislocated Worker Grant

The ***COVID-19 Disaster Recovery Dislocated Worker Grant*** was awarded by the U.S. Department of Labor in the approved amount of \$6 million. The Disaster Recovery DWG funds will provide disaster-relief employment, as well as employment and training services to minimize the employment and economic impact caused by the COVID-19 Public Health Emergency. The funds provided opportunities to participants who became temporarily or permanently unemployed as a result of the COVID-19 pandemic or long term unemployed. The funds may also provide supportive services to participants receiving either disaster-relief employment or employment and training services.

Humanitarian assistance employment included contact tracing positions to prevent the spread of the COVID-19 virus in the community; and non-contact thermal screener positions in public buildings to screen both employees and visitors. Humanitarian efforts also include delivering medicine, food, or other supplies to older individuals and individuals with underlying health conditions. Disaster-relief cleanup employment include cleaning schools and sanitizing public facilities such as parks, recreational centers or government building. Workers were limited to working for up to 12 months or 2,080 hours.

Employment and training services activities include career and training services. The training should be designed to ensure participants can obtain unsubsidized, sustainable employment following their participation in the grant. The training activities included: occupational training, entrepreneurial training, and work-based learning.

Hurricane Florence National Dislocated Worker Grant

The Hurricane Florence National Dislocated Worker Grant was awarded by the U.S. Department of Labor in the amount of up to \$18.5 million to provide employment opportunities to long-term unemployed and to participants who became unemployed as a result of the disaster. Employment opportunities were in the public or non-profit sectors and provided services related to disaster clean-up, debris removal, and office or administrative work related to the disaster.

The project involved hiring outreach workers for humanitarian efforts; warehouse workers for food banks and food distribution; office assistants to support the American Red Cross; clerical assistants to support county health departments and NCWorks Career Centers. Workers were limited to working for up to 12 months or 2,080 hours. More than 500 participants were served by this program.

The NCWorks Mobile Career Center, a mobile unit that provides Career Center services to customers and includes services to help survivors of natural disasters, was dispatched to hurricane-impacted counties to assist with the recruitment of grant participants who may not have had access to NCWorks Career Centers. The Mobile NCWorks Career Center also provided a safe environment in which to facilitate workshops.

Sector Partnership National Dislocated Worker Grant

The Sector Partnership National Dislocated Worker Grant (SP NDWG) was awarded in the amount of \$5,250,000 to support the State's existing efforts to meet employer needs and equip the workforce through NCWorks Certified Career Pathways. Certified Career Pathways are in high-demand occupations and help individuals become work ready in a shorter time period as they seek to reduce duplication of educational and work experience attainment. Employers benefited from participation in Certified Career Pathways by being able to create a pipeline of talent to meet their short- and long-term needs. Certified Career Pathways also benefited the educational and workforce development institutions that serve dislocated workers by providing a guided, sector strategy approach – with a regional focus – to provide classroom and work-based learning opportunities.

The SP NDWG provided funding to local and regional partners to ensure the certification of career pathways. Funds were used to provide assessments, career counseling and compensation for work-based learning opportunities. Additionally, administrative funds were used to provide resources for local and regional teams to administer the programs. The SP NDWG provided North Carolina another tool to incentivize the certification of career pathways statewide, further ensuring that dislocated workers navigating the pathways received the same level of high-quality career and educational opportunities anywhere in North Carolina. More than 500 participants were served by this program.

Reemployment and System Integration National Dislocated Worker Grant

The Reemployment and System Integration National Dislocated Worker Grant was awarded in the amount of \$834,230. Following a modification submitted by DWS during PY 2017 and approved by the U.S. Department of Labor during PY 2018, the Reemployment and System Integration grant was designed to streamline the provision of Labor Market Information (LMI) for the benefit of both customers (dislocated workers) and the NCWorks Career Center staff who assist them. DWS partnered with the Labor & Economic Analysis Division (LEAD) to obtain and import the relevant data.

The grant supported the purchasing of equipment, including touch-screen kiosks and printers, which present the user with simple, easy-to-read results. This equipment was installed at various NCWorks Career Centers across the state after the end of PY 2017. New formatting of the LMI data allowed a

faster display of career pathways that focus on high-growth, high-demand occupations, which can lead to reemployment. This also allowed staff to focus on transferable skills and real-time LMI so that they could assist customers in developing realistic, practical career paths.

IX. Rapid Response

During Program Year 2019, the state's Business Services Section responded to a total of 339 Worker Adjustment and Retraining Notifications (WARN) from across the state, which covered 26,047 employees. The majority of employees impacted worked in Mecklenburg County (20%) followed by Wake (15%), Guilford (12%), and Durham (5%).

There was a significant influx of notices received during the latter part of PY 19. In fact, between March 1 and June 30, a total of 287 notices were received impacting 20,133 employees. The increased volume of notices during this period was due to COVID-19. Over half of the worker dislocations during the year were attributed to temporary layoffs, with significant layoffs occurring in the accommodations and food service industry (42%) followed by manufacturing (21%), and retail trade (5%).

The Rapid Response team engages with businesses to develop a comprehensive plan of action to ensure employees have a successful transition into new employment based upon sector strategies and career pathways. This is a proactive process with services conveniently provided onsite at the business location and may include customized job seeking skills workshops, hiring events, targeted job fairs, health insurance information and financial resources. The NCWorks Mobile Unit is often dispatched to help businesses transition their workforce. In fact, the Mobile Unit was dispatched over 106 times during the program year to assist with business closures, hiring events, and job fairs. The Mobile Unit also attended events for youth, homeless veterans, and people with disabilities. The mobile unit was dispatched to Ocracoke Island for nearly a month to help survivors of Hurricane Dorian.

Layoff Aversion Strategies, Business Edge

Business Edge, North Carolina's layoff aversion strategy

Business Edge heightened its purpose and its ability to penetrate companies and identify the challenges of those companies in distress. Various solutions were provided as a result of establishing key partnerships and proactively developing target businesses.

Outlined below are key outcomes:

- Business Edge increased involvement with North Carolina State University's Industry Expansion Solutions (IES) to provide solutions to client businesses during the COVID-19 economic crisis. IES was integral in providing guidance to manufacturing companies that wanted to explore pivoting production to personal protection equipment (PPE).
- Increased use of Lexis Nexis for risk analysis of companies under consideration.
- Development of a Business Engagement Report (BER) which includes businesses at risk and those filing WARN's to fuel manufacturing industry outreach to assess employer recall and needs during COVID-19 economic crisis.
- Manufacturing Industry Engagement project in partnership with all 23 Workforce Development Boards (WDBs) to establish contact with stakeholder decision makers of 2,200 companies to assess economic impact and needs resulting from COVID-19 economic crisis.

- Employer penetration for PY 2019 was 1,061 companies, all of whom received, at minimum, initial assessments for Business Edge. Fourteen of these companies became formal Business Edge projects.
- Based on the total number of employees at the 14 companies we assisted during PY 2019, there was a potential savings of **\$8,690,500** to the Unemployment Insurance Trust fund.
- **955 jobs** were saved as a result of engaging manufacturers in Business Edge from the onset of the pandemic through the end of PY 2019.

X. Progress in sector strategies and pathways

Sector Strategies

The North Carolina State Sector Strategy Council, in conjunction with the Governor's Office and the NCWorks Commission, continues to develop a state vision and strategy for building sustainable partnerships with business and industry across North Carolina's regions. The team is made up of key system leaders who share a commitment to working collaboratively to promote economic competitiveness and income mobility in North Carolina.

The NC State Sector Strategy Council's vision is to *grow good jobs and promote economic mobility for all North Carolinians by collaborating across education, workforce development and economic development programs to efficiently and effectively meet the needs of driving industry sectors (directing support and resources to target/priority sectors) in North Carolina's regional economies.*

In order to achieve that vision, the Council identified the following goals to deepen and strengthen partnerships with business and industry across North Carolina's regions:

- Focus on priority industry and business needs by letting them set the agenda and drive the conversation, rather than marketing individual agency programs or organizations.
- Incentivize regional collaboration through shared cross-agency goals and solutions
- Develop short- and long-term goals to include strengthened regional networks, new jobs, capital investments, additional supportive policies and resources.

While sector partnerships are regional, in Council identified several specific ways that the state can create the right conditions to foster and support the development of strong partnerships with industry at a regional level. During PY19, the council identified the following strategies that the state team can undertake to support the expansion of regional sector partnerships:

- **Formalize the position and resources for a state sector strategies coordinator.** This role, housed at the Division of Workforce Solutions, facilitates discussions and support among state council members as well as technical support for regional sector partnership networks.
- **Provide training and technical assistance.** The state fosters adoption of the sector partnership model by providing interested regions with training and support to aid teams in launching their own partnerships. This will have the added benefit of building internal capacity for supporting additional growth.
- **Create a state-wide learning network.** As regional partnerships have begun to launch, the state is launching a platform to connect regions and create a learning network. This network will help expand capacity by serving as a best practice exchange and place for interested regions to gain an understanding on the strategy.
- **Expand the council.** Expand the state sector strategy council membership to include other state organizations. This will aid in building a cross-agency network and enhance the ability to align

policy and resources. Agencies that have expressed interest and commitment to the sector partnership model include:

- University of North Carolina System
- NC Chamber of Commerce
- my Future NC

At the end of PY19, the Division of Workforce Solutions created a full-time sector strategy coordinator. That person serves as the primary point of contact and works closely with all members of the multi-agency council. The coordinator position also serves as the primary educator and advocator for the sector partnership strategy. The council is now developing a comprehensive action plan with next steps to implement during the last half of the program year.

Results to date:

The council supported efforts to launch three sector partnerships during PY19. One region, comprised of four counties in the West (Burke, McDowell, Rutherford and Polk), successfully launched an advanced manufacturing partnership in November 2019 and continues to successfully collaborate despite the COVID-19 pandemic. Successes include facilitating a manufacturing employer collaborative to share best practices during COVID-19, launching a cross-employer tour for manufacturers to learn from each other, and kicking off a marketing initiative to promote manufacturing jobs that provide a living wage and opportunity for advancement.

The Council is currently supporting the launch of two additional teams. The Cape Fear regional team received comprehensive technical assistance and is currently scheduled to launch a manufacturing partnership in December 2020. The Eastern Carolina regional team received additional training and exposure to the sector strategy model. Their intent is to confirm a target industry sector and then determine next steps with a goal of launching sometime in the Spring of 2021.

XI. Governor's Reserve

In line with one of Governor Cooper's NC Job Ready key elements, skills and education attainment, the Division of Workforce Solutions partnered with local area workforce development boards and community colleges on the Finish Line Grants initiative to help North Carolina's community college students address financial hardships that could otherwise prevent degree completion. As of October 31, 2020, the program has awarded over 5,000 grants and distributed \$3,123,294.08 in funds. Based on the continued success of this initiative, the Division of Workforce Solutions is continuing the program in PY20. The program continues to generate national interest, including investment from the Lumina Foundation to support development of a grant management tool, as well as inquiries from other states as to the mechanics, administration, and results of the program.

The Division of Workforce Solutions is also partnering with the North Carolina Department of Military and Veterans Affairs (DMVA) to implement initiatives resulting in improved services to veterans and those employers supporting veterans. As part of the North Carolina for Military Employment (NC4ME) initiative, DWS conducts ten NC4ME Hiring Events across the state throughout the year. These entail veteran job seeker resume and interview preparation, job seeker skill set matching with employer needs, and on-site interviews during the hiring event. A supporting effort of this initiative is formal training for employer Human Resources Directors on interpreting/cross-walking service member skills into civilian parlance, and on the benefits of hiring veterans. DWS also partners with DMVA to publish the annual North Carolina Veterans Resource Guide as an all-encompassing reference for veterans and employers.

The Division of Workforce Solutions is also continuing its partnership with the Communities in Schools of North Carolina organization for the Career and College Readiness Initiative. This initiative focuses on eight communities, one in each of the state's Prosperity Zones, with two different models to help students in middle and high school prepare for both graduation and for a career. The high school model focuses on helping students achieve high outcomes in graduation and employment rates, resulting in increased college access and completion. In addition, College and Career Specialists are trained to prepare students to achieve academic, career and life successes. In addition to the high school model, the program supports six middle schools offering the AVID (Advancement Via Individual Determination) system, which is dedicated to close the achievement gap while equipping students with the skills necessary to succeed academically and socially.

XII. Promising practices/lessons learned/success stories

Examples of success are found in the recipients of the 2020 Governor's NCWorks Awards of Distinction, which recognize outstanding accomplishments and contributions related to workforce development.

NCWorks Awards were presented to the following recipients:

- **Stephanie Preacher of Raleigh: Outstanding Adult.** With help from a local NCWorks Career Center in Raleigh, Preacher demonstrated perseverance and dedication after being laid off from her job. She explored her options for a new, more sustainable career, completed Certified Nursing Assistant (CNA) training, and began working for a home health agency. She later returned to NCWorks to secure support for more advanced training to prepare for the next phase of her career path. Preacher successfully completed the CNA II program at Wake Technical Community College in December 2019. She quickly obtained a CNA position with UNC Hospital in Chapel Hill and began working full-time in January 2020. In September, Preacher began working as a COVID-19 screener for the N.C. Department of Revenue. Preacher's strong work ethic, faith, ability to stay the course, and willingness to tap into available resources helped her reach her career goals and create a stable home for her children.
- **David Meads of Hertford: Outstanding Young Adult.** After enrolling in the NCWorks NextGen youth services program of the Northeastern Workforce Development Board, Meads received career guidance and identified welding as a promising occupation. He completed his high school equivalency diploma and received support for welding classes at the College of the Albemarle. Meads earned a certificate in Welding Technology and completed a welding work experience opportunity, created with help from NCWorks, at Hoffer Flow Controls in Elizabeth City. Because of the work he has put into honing his skills and his genuine interest in the field, Hoffer Flow Controls offered Meads a position through the On-the-Job Training (OJT) program. He started OJT in May, which will lead to permanent, full-time employment and provide him with the financial stability needed to become a self-sufficient member of the workforce.
- **Yadira Paz-Martinez of Clinton: Outstanding Teen.** Paz-Martinez comes from a farmworker family and enrolled in the National Farmworker Jobs Program in 2019. She is a senior at Union High School in Rose Hill and takes college classes through a partnership between her high school and Sampson Community College. While dedicated to her academics, Paz-Martinez is also involved in various school and community activities, including the Student Government Association, Key Club, Beta Club, Rotary Youth Leadership, and the Migrant Education program. She volunteers at a local nursing home, serves as an interpreter for the community and school system, tutors part-time at Union Intermediate School for students of migrant farm workers, and helps math students at Sampson Community College. Paz-Martinez is on track to

graduate in 2021 with both a high school diploma and an associate's degree. She aspires to attend a state university and obtain undergraduate degrees in Political Science and Economics.

- **Earl Wright of Charlotte: Wayne Daves Award for Outstanding Achievement in Workforce Development.** Wright serves as an outreach career advisor at the NCWorks Career Center in Charlotte. He is known for his passion for helping others and his innate ability to listen to customers and discover their challenges, needs and wishes, so that he can identify potential solutions for each one. In 2018, Charlotte Works (the workforce development board for Mecklenburg County) partnered with Mecklenburg County's Community Resource Center (CRC) to better serve individuals with barriers to employment. Wright was deployed to meet those individuals where they are and provide coaching, rapid employment, and access to training scholarships. In two years, Wright's contributions have resulted in placing 589 individuals with employment, with salaries ranging between \$28,000-\$64,000 per year. His latest endeavor is providing job coaching to people impacted by COVID-19 through Freedom Communities, a nonprofit that provides access to affordable housing, employment, and education for underserved populations.
- **CB's Auto Tire and Service of Elizabeth City: Outstanding Employer.** CB's Auto Tire and Service, owned and operated by Calvin L. Boone, Jr., is a small business making a big impact on the local workforce and the community. CB's Auto has partnered with NCWorks on multiple workforce initiatives, including Incumbent Worker Grants, NCWorks NextGen Work Experience opportunities, and On-the-Job Training. When he discovered that there were no formal short-term auto mechanic trainings offered in the region, Boone developed his own training class that he conducts. He and his employees are active in the community, volunteering at many workforce board events. Boone serves on the Perquimans County Career and Technical Education Advisory Board. CB's Auto currently provides Work Experience training to NextGen participants, including one young person with disabilities.
- **Code Guilford: Community Coding Workforce Initiative of Guilford County: Outstanding Innovative Partnership.** A partnership focused on building the local workforce for the information technology field, Code Guilford created a unique educational opportunity to introduce youth and adults to computer science and related careers. The partners, including GuilfordWorks (the Guilford County Workforce Development Board), Welfare Reform Liaison Project, Inc., Guilford Technical Community College and Guilford County Schools, held a four-day camp in 2019 as a pilot program. Participants in the camp learned the basics of coding, app development, and design in an interactive, creative format, based on the "Everyone Can Code" curriculum developed by Apple, Inc. The program served 120 participants, including groups of elementary school students, middle school students, high school students, and adults. The success of the pilot led partners to plan to expand from four days to a four-week boot camp. Delayed by the COVID-19 pandemic, this camp is currently scheduled for the summer of 2021.

Measurable Skill Gains Guidance

October 2020

Purpose

To provide guidelines for the Measurable Skill Gain (MSG) Performance Indicator, as it relates to Federal definitions, documentation requirements, and reporting procedures for participants of WIOA Title I programs who are enrolled in education or training at any point during their program participation.

References

- TEGL 10-16, Change 1 - Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs;
- TEGL 23-19 – Guidance for Validating Required Performance Data Submitted by Workforce Programs;
- TEGL 7-18 Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA);
- Public Law P.L. 113-128; 20 CFR parts §651, §652, §677, §680, and §681

Background

Section 116 of WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of States and Local Areas in achieving positive outcomes for individuals served by the workforce development system's six core programs:

- Adult, Dislocated Worker, and Youth Programs, authorized under WIOA Title I and administered by the U.S. Department of Labor (USDOL);
- Adult Education and Family Literacy Act Program, authorized under WIOA Title II and administered by the U.S. Department of Education (ED);
- Employment Service Program authorized under the Wagner-Peyser Act, as amended by WIOA Title III and administered by USDOL; and
- Vocational Rehabilitation (VR) Program authorized under Title I of the Rehabilitation Act of 1973, as amended by WIOA Title IV and administered by ED.

WIOA provides an historic opportunity to align performance definitions, streamline performance indicators and ensure comparable data collection and reporting across all six of these programs, while also implementing program specific requirements. The six WIOA performance indicators are:

- Employment Rate – 2nd Quarter After Exit
- Employment Rate – 4th Quarter After Exit
- Median Earning – 2nd Quarter After Exit
- Credential Attainment
- **Measurable Skill Gains**
- Effectiveness in Serving Employers

This document addresses the requirements for the Measurable Skill Gains performance indicator for WIOA Title I Programs.

Guidance

A. Defining Measurable Skill Gains

The Measurable Skill Gains indicator is the percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

Depending on the type of education or training program in which a participant is enrolled, progress is defined as one of the following five types of Measurable Skill Gains.

1. **Educational Functioning Level (EFL):** Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level. Programs may measure EFL gains in one of the following ways:
 - (1) **Pre-Test and Post-Test:** Results from state approved tests (e.g., CASAS or TABE) of the same version that show an increase of at least one EFL; OR
 - (2) **Enrollment in Postsecondary Education or Training:** Participants who exit a program below the postsecondary level and enroll in postsecondary education or training during the program year as determined through data match, survey documentation, or case notes. Note: A program below the postsecondary level applies to participants enrolled in a basic education program.

2. **Secondary School Diploma/Recognized Equivalent:** Documented attainment of a secondary school diploma or its recognized equivalent by obtaining certification of achieving passing scores on all parts of a State-recognized high school equivalency test. For the NC Community College System, a High School Equivalency Diploma is issued upon completion of one of these three assessments:
 - a. GED Testing Service – <https://ged.com/>
 - b. ETS HiSET – <https://hiset.ets.org/>
 - c. Test Assessing Secondary Completion – <https://tasctest.com/>

Accepted documentation includes:

- Copy of credential
 - Copy of school record
 - Follow-up survey from program participants
 - Case notes documenting information obtained from education or training provider
3. **Transcript/Report Card:** Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards as follows:
 - a. Must show grades of D or higher and/or be considered passing
 - b. The semester must have occurred within the current program year

- c. The document must reflect that the participant is in good academic standing: nothing to indicate that the participant dropped out of school or was removed from the institution on academic/conduct grounds

(1) **Secondary Education** - Documented through receipt of a secondary transcript or report card for one semester showing that the participant is achieving the State unit's policies for academic standards (noted above). Secondary transcript is specific to youth attending high school.

(2) **Postsecondary Education** - Transcript demonstrates a sufficient number of credit hours – which is at least 12 hours per semester (or equivalent) or, for part-time students, a total of at least 12 hours over the course of two completed semesters (or equivalent) during a 12 month period that show a participant is achieving the State unit's academic standards (or the equivalent for their credit hour programs).

Note: If a postsecondary student completed 6 hours in the spring semester and 6 more hours in the fall semester and those semesters crossed two program years, they would not count as a skill gain in the first program year but they would count as a skill gain in the second program year. In other words, the Measurable Skill Gain occurs at the end of the 12 hours of accrued academic credit if coursework is split across two program years.

4. **Training Milestone/Progress Report:** Satisfactory or better progress report towards established milestones from an employer or training provider who is providing training. Progress reports must document substantive skill development that the participant has achieved.

(1) Acceptable documentation includes:

- a. Documentation of a skill gained (or completed steps) through OJT or Registered Apprenticeship. Completed steps may be a mid-point evaluation, final evaluation, or exam results as required by Registered Apprenticeship program.
- b. Contract and/or evaluation from employer or training provider documenting a skill gain, or training reports on milestones completed as the individual masters the required job skills. Increases in pay resulting from newly acquired skills or increased performance also can be used to document progress if provided as an evaluation from employer.
- c. Progress report from employer documenting a skill gain that the participant has achieved.

5. **Skills Progression:** Successful passage of an exam that is required for a particular occupation or, progress in attaining technical or occupations skills as evidenced by trade-related benchmarks, such as a knowledge-based exams.

(1) Acceptable documentation includes:

- a. Results of knowledge-based exam or certification of completion, including a component exam of a Registered Apprenticeship program

- b. Documentation demonstrating progress in attaining technical or occupational skills
- c. Documentation from training provider or employer such as a satisfactory attainment of an element on an industry or occupational competency-based assessment
- d. Copy of credential that is required for a particular occupation and only is earned after the passage of an exam. Examples include: Class A Commercial Driver’s License, Certified Nursing Assistance License, or CompTIA A+ Certification

B. Measuring Performance

The Measurable Skill Gains indicator calculates the number of participants who attain at least one type of gain during each period of participation within a given program year by dividing the total number in the numerator by the total number in the denominator to produce the percentage of successful MSG attainment by the local area.

$$\text{MSG \% Achieved} = \frac{A}{B}$$

A Numerator Inclusion: The numerator is the number of program participants defined above who achieved at least one type of gain. A participant may have achieved more than one type of gain in a reporting period; however, only one gain per participant in a reporting period may be used to calculate success on the Measurable Skill Gains indicator. Note, however, that all Measurable Skill Gains should still be recorded regardless.

B Denominator Inclusion: Participants who, during any point in the program year, are in an education or training program that leads to a recognized postsecondary credential or employment are included in the denominator. This number includes participants who do not exit the program and continue to receive services beyond the end of the program year, as well as those who have exited the program by the end of the program year.

Note: Data for the denominator in this calculation is drawn from *PIRL 1811: Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment*.

| Participants Included in Measurable Skill Gains Denominator | |
|---|---|
| Title I Adult and Dislocated Worker | Title I Youth |
| <ul style="list-style-type: none"> • All participants who are in a Title I Adult- or Dislocated Worker-funded training program • Training programs for a secondary school program equivalent • Work-based training | <ul style="list-style-type: none"> • All ISY (in school youth) are included • OSY (out of school youth) in the following are included: <ul style="list-style-type: none"> ◆ Occupational skills training ◆ Secondary education or above 9th grade ◆ Postsecondary education ◆ Title II-funded adult education at or above the 9th grade level ◆ YouthBuild program participants ◆ Job Corps participants |

Denominator Inclusion based on Service/Activity Codes

Title I – Adult and Dislocated Worker:

All participants who are in a Title I Adult or Dislocated Worker-funded training program are included in the Measurable Skill Gains indicator (which includes funding a training program for a secondary school program equivalent). This includes all participants in work-based training.

Service codes in NCWorks Online that will place Adult and Dislocated Worker participants in the denominator include:

- 300 – Occupational Skills Training – on ETPL
- 301 – OJT Training (Not WIOA Youth)
- 302 – Entrepreneurial Training
- 304 – Customized Training
- 310 – Occupational Skills Training for Special Grants
- 314 – Registered Apprenticeship
- 328 – Occupational skills Training – Not on ETPL
- 333* – TAA – Approved Remedial Training (for those with GED/HS Diploma)
- 335* – TAA – Approved Occupational Skills Training – Approved by State
- 339* – TAA – Approved GED Training
- 222* – TAA – English as a Second Language (ESL)

* denotes TAA-only

Title I – Youth:

All In-School Youth (ISY) are included in the Measurable Skill Gains indicator since they are attending secondary or postsecondary school.

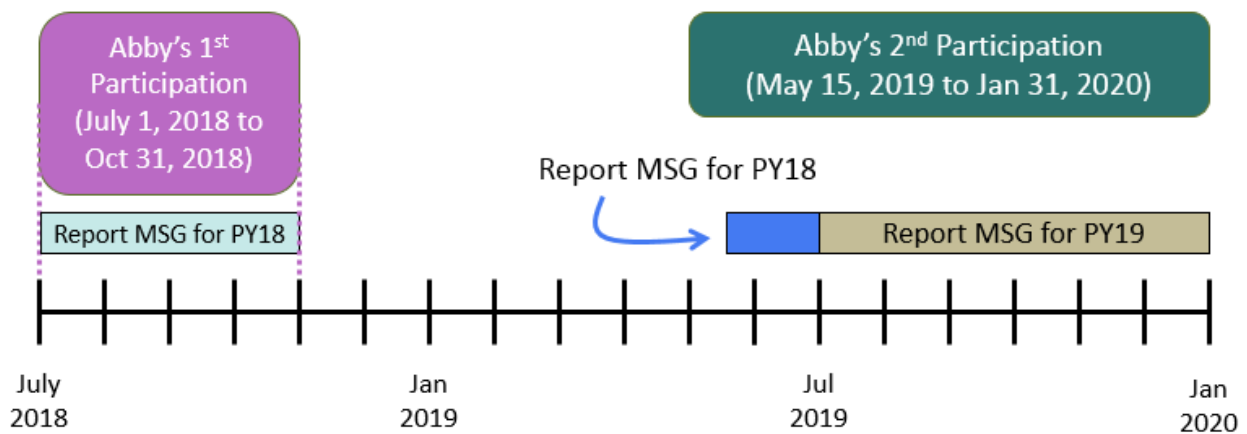
Only Out of School Youth (OSY) who are in one of the following are included in the denominator:

- 407 – Alternative Secondary School services or dropout recovery services
- 416 – Youth Occupational Skills Training - on ETPL
- 424 – NC Registered Apprenticeship Training – Youth
- 429 – Enrolled in Traditional Secondary School (H.S.)
- 430 – Youth Occupational Skills Training - Not on ETPL
- 441 – Entrepreneurial Skills Training

C. Periods of Participation

Unlike the other WIOA performance measures, **MSG is not an exit-based measure**, meaning that a participant can achieve a Measurable Skill Gain while still participating in a program. Successful Measurable Skills Gains may be keyed in NCWorks **after** the participant has exited the program as long as it is before the end of the same program year in which they exited. The MSG indicator is a year-to-year measure, meaning one MSG outcome can be achieved in each continuing program year that a participant is active.

Since this indicator is not exit-based, each unique program entry date (not exit date) triggers inclusion in the calculation. Participants are only included in the denominator one time per program year (July 1st – June 30th), regardless of how many skill gains they achieve in that program year. It is possible for a participant to be included in the denominator more than one time during a program year if they exit the program and are subsequently reenrolled in a program later in the same program year **AND** they participate in an education or training program during each enrollment. The following provides a visual example of this situation.



In this example, Abby's 1st period of participation only occurs within PY18. She exits her first period of participation in PY18 and then reenrolls later in PY18 for her second period of participation that crosses over into PY19. This second period of participation results in two inclusions in the

denominator because it crossed over from one Program Year to the next; therefore, Abby will be included in the MSG denominator two times for PY18 and one time for PY19.

Note: Programs should not delay enrollment or services to participants until a new program year even if case managers believe there is insufficient time for the participant to make any type of Measurable Skill Gain by the end of that program year.

D. Exclusions

Participants who exit for any of the following reasons are excluded from the Measurable Skill Gains indicator.

- a. **Institutionalized:** The participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant.
- b. **Health/Medical:** The participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
- c. **Deceased:** The participant is deceased.
- d. **Reserve Forces called to Active Duty:** The participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
- e. **Foster Care (for Youth participants only):** The participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the local workforce area as part of such a program or system.

Additional Resources

- 1) WorkforceGPS – Measurable Skill Gains E-Module: <https://tinyurl.com/yxeom9hz>
- 2) Interactive Timing Chart by Future Works: A visual tool for understanding the performance indicators: what are their exiting cohorts, when are they being measured, and when they are being reported. <https://tinyurl.com/y3kho422>

Appendices:

- 1) Guide to Entering MSGs in NCWorks
- 2) MSG Guidance Desk Reference
- 3) Frequently Asked Questions

| Measurable Skill Gains Desk Reference | | | | |
|--|---|---|---|---|
| MSG | Definition | Categories of MSG | Documentation Required | NCWorks Keying |
| Educational Functioning Level (EFL) | Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level. | Pre- and post tests | <ul style="list-style-type: none"> Pre- and post test results | From the Program's screen -> expand Education Functioning Level for Measurable Skills Gains -> click "Create Educational Functioning Level Record" * |
| | | Participant who exits a program below the postsecondary level (includes a basic education program) and enrolls in postsecondary education and training during the program year. | <ul style="list-style-type: none"> Postsecondary education or training enrollment determined through data match, survey documentation, or case notes | This MSG is automatically captured by the system when the case manager records the participant's enrollment in postsecondary education or training through follow-up; thorough and complete case notes are extremely important. |
| Secondary School Diploma/Recognized Equivalent | Documented attainment of a secondary school diploma or its recognized equivalent. | Secondary School Diploma | <ul style="list-style-type: none"> Copy of credential Copy of school record | From the Program's screen -> expand Credentials -> click "Create Credential" * |
| | | Certification of passing scores on all parts of a State Recognized High School Equivalency test | <ul style="list-style-type: none"> Follow-up survey from program participant Case notes documenting information obtained from education or training provider | |
| Transcript/Report Card | Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards. | Secondary School Diploma | <ul style="list-style-type: none"> Transcript that demonstrates: grades of D or higher; semester occurred within current program year; participant is in good academic standing Report Card that demonstrates: grades of D or higher; semester occurred within current program year; participant is in good academic standing | From the Program's screen -> expand Measurable Skills Gain -> click "Create Measurable Skills Gain" * |
| | | Postsecondary Education | <ul style="list-style-type: none"> Transcript that demonstrates: grades of D or higher; semester occurred within current program year; participant is in good academic standing Report Card that demonstrates: grades of D or higher; semester occurred within current program year; participant is in good academic standing | |
| Training Milestone/Progress Report | Satisfactory or better progress report towards established milestones from an employer or training provider who is providing training. | Training Milestone/Progress Report | <ul style="list-style-type: none"> Documentation of a skill gained through OJT or Registered Apprenticeship Contract and/or evaluation from employer or training provider documenting a skill gain Progress report from employer documenting skill gain (or documenting a pay increase resulting from newly acquired skills or increased performance) | From the Program's screen -> expand Measurable Skills Gain -> click "Create Measurable Skills Gain" * |
| Skill Progression | Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupations skills as evidenced by trade-related benchmarks, such as a knowledge-based exam. | Skills Progression | <ul style="list-style-type: none"> Results of knowledge-based exam or certification of completion Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment Documentation from training provider or employer Copy of credential that is required for a particular occupation and only is earned after the passage of an exam | From the Program's screen -> expand Measurable Skills Gain -> click "Create Measurable Skills Gain" * |

* For more detailed procedures please reference "Keying MSGs in NCWorks Guidance" located in the NCWorks Resource section.

Guide to Entering Measurable Skill Gains in NCWorks

Transcript/Report Card Entry

Directions

1. Start on the Programs screen with the participant's current WIOA Case expanded to show all the menu options.

2. Click on "[Create Measurable Skills Gain](#)"

3. Select your **LWDB** and **Office Location** from the drop-down menus.

4. **Skill Type:** Select the appropriate type of MSG. In this case, either Post-Secondary Transcript/ Report Card or Secondary Transcript/ Report Card.

5. **Date Skill Attained:** Enter the date the MSG occurred. The date entered should match date on transcript/report card.

6. **Type of Achievement:** Depending on which Skill Type was selected, a different list of Type of Achievements will appear. Both options are shown here at right.

7. **Verify | Scan | Upload | Link:** Attach the documentation here.

8. **Add a new Case Note:** Enter an appropriate Case Note to document the circumstances of the MSG.

9. Click the **Save** button at the bottom of the screen.

10. The system will return you to the Programs menu where the MSG submenu will reflect what you just entered.

System View

Eligibility Summary

Participation 12/20/2018

Activities / Enrollments / Services 5

Measurable Skills Gain 0

[Create Measurable Skills Gain](#)

Please enter EFL gains in the Educational Functioning Level for Measureable Skills Gain screen.

NCWorks online Fill out the information below to create/edit a skill achievement record.

General Information

User Login: JOHNDOE1
 State ID: 1234567
 User ID: 7654321
 Name: John Doe
 Program Entry Date: 12/20/2018

*LWDB:

*Office Location:

Skill Attainment Information

Fill in the following information for the skill achievement. Program: Title I - Workforce Development (WIOA)

*Skill Type:

*Date Skill Attained: Today

*Type of Achievement:

[Verify | Scan | Upload | Link](#)
 Other Applicable Documentation, (specify)

Skills Gain Achievement Type Verification

Other Applicable Documentation, (specify)

[Reset](#)

*Skill Type:

*Date Skill Attained: Today

*Type of Achievement:

None Selected
Report card/transcript for one semester and meets academic standards

*Skill Type:

*Date Skill Attained: Today

*Type of Achievement:

None Selected
Completed minimum of 12 credit hours in semester and meets academic standards
Part-time student and completed at least 12 credit hours over the course of two completed consecutive semesters and meets academic standards

Staff Information

[[Add a new Case Note](#) | [Show Filter Criteria](#)]

| ID | Create Date | Subject | Action |
|----|-------------|---------|--------|
| | | Edit | |

Signature

Create PDF
 Include Staff Signature

Applicant Signature _____
 Parent/Guardian Signature _____

[Save](#) [Cancel](#)

Measurable Skills Gain 1

[Create Measurable Skills Gain](#)

Please enter EFL gains in the Educational Functioning Level for Measureable Skills Gain screen.

Search:

| Date Achieved | Skill Type | Last Edited By | Last Edited Date | Action |
|---------------|---------------------------------------|-----------------------------|--------------------|----------------------------|
| 06/12/2019 | Post-Secondary Transcript/Report Card | Copley, Nathaniel (5407624) | 08/12/2019 2:07 PM | Edit Print |

Secondary School Diploma or Equivalent Entry

Directions

1. Start on the Programs screen with the participant's current WIOA Case expanded to show all the menu options.

2. Click on "[Create Credential](#)"

3. Select your **LWDB** and **Office Location** from the drop-down menus.

4. **Credential Received:** Select High School Diploma or Secondary/High School Equivalency

5. Click **Verify** and then indicate the document used to verify the credential.

6. Complete the scanning/upload process of the diploma.

7. **Date Credential Received:** Enter the date the diploma/equivalency was received by the participant as listed on document.

8. Click the Save button at the bottom.

9. The system will then return you to the Programs menu where the MSG submenu will reflect what you just entered.

System View

| | |
|--|------------|
| Eligibility Summary | |
| Participation | 12/20/2018 |
| Activities / Enrollments / Services | 5 |
| Measurable Skills Gain | 0 |
| Educational Functioning Level for Measurable Skills Gain | 0 |
| Training Justification | 0 |
| Credentials | 0 |

[Create Credential](#)

There are no records to display.

NCWorks online Track Credentials for WIOA

• Indicates required fields.

General Information

Program: WIOA
 Application Number: 5905263
 Name: Doe, John
 Application Date: 12/20/2018
 Program Participation Date: 12/20/2018
 Exit Date: Not Applicable
 Maximum date to record after exit: Not Applicable

* LWIA/Region:

* Office Location:

Credential Information

* Credential Received:

Other Credential:

Credential Verification: [Verify](#) | [Scan](#) | [Upload](#) | [Link](#)
 Copy of Degree or Certificate

WIOA Credential Verification

School Records
 Copy of Degree or Certificate
 Other (Specify)

* Date Credential Received: (mm/dd/yyyy)

Associate to Training/Activity record:

| ID | Program | APPID | Credential | Source/Source ID | Date Received | Staff Entered |
|-------|---------|---------|-------------------------------------|------------------|---------------|--------------------|
| 89157 | WIOA | 5905263 | Secondary / High School Equivalency | | 06/01/2019 | Coppley, Nathaniel |

Progress Report/ Training Milestone Entry

| Directions | System View | | | | | | | | | | |
|---|---|------------------------------|--------------------|--|------------------|--------|------------|--------------------|------------------------------|--------------------|--|
| <p>1. Start on the Programs screen with the participant's current WIOA Case expanded to show all the menu options.</p> <p>2. Click on "Create Measurable Skills Gain"</p> | <div style="border: 1px solid black; padding: 5px;"> <p>Eligibility Summary</p> <p>Participation 12/20/2018</p> <p>Activities / Enrollments / Services 5</p> <p>Measurable Skills Gain 0</p> <p style="text-align: center;">Create Measurable Skills Gain</p> <p style="text-align: center; color: blue; font-size: small;">Please enter EFL gains in the Educational Functioning Level for Measureable Skills Gain screen.</p> </div> | | | | | | | | | | |
| <p>3. Select your LWDB and Office Location from the drop-down menus.</p> | <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">NCWorks online</p> <p style="text-align: center; font-size: small;">Fill out the information below to create/edit a skill achievement record.</p> <p>General Information</p> <p>User Login: JOHNDOE1 State ID: 1234567 User ID: 7654321 Name: John Doe Program Entry Date: 12/20/2018</p> <p>* LWDB: <input type="text" value="Capital Area Workforce Development Board"/></p> <p>* Office Location: <input type="text" value="YOUTH - Johnston Co Industries"/></p> </div> | | | | | | | | | | |
| <p>4. Skill Type: Select the appropriate type of MSG. In this case, Training Milestone.</p> <p>5. Date Skill Attained: Enter the date the MSG occurred. The date entered should match the date on the attached documentation.</p> | <div style="border: 1px solid black; padding: 5px;"> <p>Skill Attainment Information</p> <p style="font-size: x-small;">Fill in the following information for the skill achievement. Program: Title 1 - Workforce Development (WIOA)</p> <p>* Skill Type: <input type="text" value="Training Milestone"/></p> <p>* Date Skill Attained: <input type="text" value="06/12/2019"/> <input type="button" value="Today"/></p> <p>* Type of Achievement: <input type="text" value="Achieved satisfactory or better progress report towards ar"/></p> <p style="font-size: x-small;">[Verify Scan Upload Link] <input checked="" type="checkbox"/> Other Applicable Documentation, (specify)</p> <p>Skills Gain Achievement Type Verification</p> <p><input checked="" type="radio"/> Other Applicable Documentation, (specify) <input type="text" value="OJT Progress Report"/></p> <p style="text-align: center;"><input type="button" value="Reset"/></p> </div> | | | | | | | | | | |
| <p>6. Type of Achievement: Select option from menu (shown at right).</p> <p>7. Verify Scan Upload Link: Attach the documentation here.</p> | <div style="border: 1px solid black; padding: 5px;"> <p>* Type of Achievement: <input type="text" value="None Selected"/></p> <p style="background-color: #D9E1F2; padding: 2px;">None Selected</p> <p style="font-size: x-small;">Achieved satisfactory or better progress report towards an established OJT training milestone - not previously recorded Completed 1 year of Registered Apprenticeship program and achieved satisfactory or better progress report Other training milestone</p> </div> | | | | | | | | | | |
| <p>8. Add a new Case Note: Enter an appropriate Case Note to document the circumstances of the MSG.</p> <p>9. Click the Save button at the bottom of the screen.</p> | <div style="border: 1px solid black; padding: 5px;"> <p>Staff Information</p> <p style="font-size: x-small;">[Add a new Case Note Show Filter Criteria]</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #D9E1F2;"> <th>ID</th> <th>Create Date</th> <th>Subject</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Edit</td> <td style="text-align: center;">✎</td> </tr> </tbody> </table> <p>Signature</p> <p><input type="checkbox"/> Create PDF <input type="checkbox"/> Include Staff Signature</p> <p style="font-size: x-small;">Applicant Signature _____ Parent/Guardian Signature _____</p> <p style="text-align: center;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div> | ID | Create Date | Subject | Action | | | Edit | ✎ | | |
| ID | Create Date | Subject | Action | | | | | | | | |
| | | Edit | ✎ | | | | | | | | |
| <p>10. The system will return you to the Programs menu where the MSG submenu will reflect what you just entered.</p> | <div style="border: 1px solid black; padding: 5px;"> <p>Measurable Skills Gain 1</p> <p style="text-align: center;">Create Measurable Skills Gain</p> <p style="text-align: center; color: blue; font-size: small;">Please enter EFL gains in the Educational Functioning Level for Measureable Skills Gain screen.</p> <p style="text-align: right;">Search: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #D9E1F2;"> <th>Date Achieved</th> <th>Skill Type</th> <th>Last Edited By</th> <th>Last Edited Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>06/12/2019</td> <td>Training Milestone</td> <td>Coppley, Nathaniel (5407624)</td> <td>08/12/2019 2:07 PM</td> <td style="text-align: center;">Edit Print</td> </tr> </tbody> </table> </div> | Date Achieved | Skill Type | Last Edited By | Last Edited Date | Action | 06/12/2019 | Training Milestone | Coppley, Nathaniel (5407624) | 08/12/2019 2:07 PM | Edit Print |
| Date Achieved | Skill Type | Last Edited By | Last Edited Date | Action | | | | | | | |
| 06/12/2019 | Training Milestone | Coppley, Nathaniel (5407624) | 08/12/2019 2:07 PM | Edit Print | | | | | | | |

| Skill Progression Entry | | | | | | | | | | | | | | | |
|---|---|------------------------------|--------------------|-------------------------------------|------------------|------------------------|------------|--------------------|------------------------------|---------------------|------------|-------|--|------------------|--------------------------------|
| Directions | System View | | | | | | | | | | | | | | |
| <p>1. Start on the Programs screen with the participant's current WIOA Case expanded to show all the menu options.</p> <p>2. Click on "Create Measurable Skills Gain"</p> | <div style="border: 1px solid gray; padding: 5px;"> <p>Eligibility Summary</p> <table border="1"> <tr> <td>Participation</td> <td style="text-align: right;">12/20/2018</td> </tr> <tr> <td>Activities / Enrollments / Services</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Measurable Skills Gain</td> <td style="text-align: right;">0</td> </tr> </table> <p style="text-align: center;">Create Measurable Skills Gain</p> <p style="text-align: center; font-size: small;">Please enter EFL gains in the Educational Functioning Level for Measurable Skills Gain screen.</p> </div> | Participation | 12/20/2018 | Activities / Enrollments / Services | 5 | Measurable Skills Gain | 0 | | | | | | | | |
| Participation | 12/20/2018 | | | | | | | | | | | | | | |
| Activities / Enrollments / Services | 5 | | | | | | | | | | | | | | |
| Measurable Skills Gain | 0 | | | | | | | | | | | | | | |
| <p>3. Select your LWDB and Office Location from the drop-down menus.</p> | <div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">NCWorks online</p> <p style="text-align: center; font-size: small;">Fill out the information below to create/edit a skill achievement record.</p> <p>General Information</p> <table border="1"> <tr> <td>User Login:</td> <td>JOHNDOE1</td> </tr> <tr> <td>State ID:</td> <td>1234567</td> </tr> <tr> <td>User ID:</td> <td>7654321</td> </tr> <tr> <td>Name:</td> <td>John Doe</td> </tr> <tr> <td>Program Entry Date:</td> <td>12/20/2018</td> </tr> <tr> <td>LWDB:</td> <td>Capital Area Workforce Development Board</td> </tr> <tr> <td>Office Location:</td> <td>YOUTH - Johnston Co Industries</td> </tr> </table> </div> | User Login: | JOHNDOE1 | State ID: | 1234567 | User ID: | 7654321 | Name: | John Doe | Program Entry Date: | 12/20/2018 | LWDB: | Capital Area Workforce Development Board | Office Location: | YOUTH - Johnston Co Industries |
| User Login: | JOHNDOE1 | | | | | | | | | | | | | | |
| State ID: | 1234567 | | | | | | | | | | | | | | |
| User ID: | 7654321 | | | | | | | | | | | | | | |
| Name: | John Doe | | | | | | | | | | | | | | |
| Program Entry Date: | 12/20/2018 | | | | | | | | | | | | | | |
| LWDB: | Capital Area Workforce Development Board | | | | | | | | | | | | | | |
| Office Location: | YOUTH - Johnston Co Industries | | | | | | | | | | | | | | |
| <p>4. Skill Type: Select the appropriate type of MSG. In this case, Skills Progression.</p> <p>5. Date Skill Attained: Enter the date the MSG occurred. The date entered should match the date on the attached documentation.</p> | <div style="border: 1px solid gray; padding: 5px;"> <p>Skill Attainment Information</p> <p style="font-size: small;">Fill in the following information for the skill achievement. Program: Title I - Workforce Development (WIOA)</p> <p>*Skill Type: Skills Progression</p> <p>*Date Skill Attained: 06/12/2019 Today</p> <p>*Type of Achievement: Satisfactory progress in attaining technical or occupational</p> <p style="font-size: x-small;">[Verify Scan Upload Link] <input checked="" type="checkbox"/> Other Applicable Documentation, (specify)</p> <p>Skills Gain Achievement Type Verification</p> <p><input checked="" type="radio"/> Other Applicable Documentation, (specify) <input type="text" value="CCNA Certificate"/></p> <p style="text-align: center;">Reset</p> </div> | | | | | | | | | | | | | | |
| <p>6. Type of Achievement: Select option from menu.</p> <p>7. Verify Scan Upload Link: Attach the documentation here.</p> | <div style="border: 1px solid gray; padding: 5px;"> <p>*Type of Achievement: None Selected</p> <p>None Selected</p> <p>Successfully completed a required exam for a particular occupation</p> <p>Satisfactory progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams</p> <p>Other skills progression achievement</p> </div> | | | | | | | | | | | | | | |
| <p>8. Add a new Case Note: Enter an appropriate Case Note to document the circumstances of the MSG.</p> <p>9. Click the Save button at the bottom of the screen.</p> | <div style="border: 1px solid gray; padding: 5px;"> <p>Staff Information</p> <p style="font-size: x-small;">[Add a new Case Note Show Filter Criteria]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Create Date</th> <th>Subject</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Edit</td> <td style="text-align: center;">✎</td> </tr> </tbody> </table> <p>Signature</p> <p><input type="checkbox"/> Create PDF <input type="checkbox"/> Include Staff Signature</p> <p>Applicant Signature _____ Parent/Guardian Signature _____</p> <p style="text-align: right;">Save Cancel</p> </div> | ID | Create Date | Subject | Action | | | Edit | ✎ | | | | | | |
| ID | Create Date | Subject | Action | | | | | | | | | | | | |
| | | Edit | ✎ | | | | | | | | | | | | |
| <p>10. The system will return you to the Programs menu where the MSG submenu will reflect what you just entered.</p> | <div style="border: 1px solid gray; padding: 5px;"> <p>Measurable Skills Gain</p> <p style="font-size: small;">Create Measurable Skills Gain</p> <p style="font-size: x-small;">Please enter EFL gains in the Educational Functioning Level for Measurable Skills Gain screen.</p> <p style="text-align: right;">Search: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date Achieved</th> <th>Skill Type</th> <th>Last Edited By</th> <th>Last Edited Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>06/12/2019</td> <td>Skills Progression</td> <td>Coppley, Nathaniel (5407624)</td> <td>08/12/2019 2:07 PM</td> <td style="text-align: center;">Edit Print</td> </tr> </tbody> </table> </div> | Date Achieved | Skill Type | Last Edited By | Last Edited Date | Action | 06/12/2019 | Skills Progression | Coppley, Nathaniel (5407624) | 08/12/2019 2:07 PM | Edit Print | | | | |
| Date Achieved | Skill Type | Last Edited By | Last Edited Date | Action | | | | | | | | | | | |
| 06/12/2019 | Skills Progression | Coppley, Nathaniel (5407624) | 08/12/2019 2:07 PM | Edit Print | | | | | | | | | | | |

Educational Functional Level Entry

Directions

1. Start on the Programs screen with the participant's current WIOA Case expanded to show all the menu options.

2. Click on "[Create Educational Functioning Level Record](#)"

3. **Customer Group:** Select (or confirm) the program.

4. **LWIA/Region** and **One Stop Location:** select from the drop-down menus.

5. **Assessment Category:** Select either ABE or ESL.

6. **Type of Assessment:** Select from NRS approved list.

7. **Assessment Form/Version info:** Enter version (if applicable).

8. **Functional Area:** Select from drop down menu.

9. **Date of Pre-Test:** Enter date pre-test was taken by participant.

10. **Pre-Test Score:** Enter score achieved by participant.

* Note: once you enter the score, the **Educational Functioning Level** field tabulates automatically.

11. **Position:** verify the correct information is entered.

13. **Current Case Manager:** verify the correct information is entered.

14. **Add a new Case Note:** Enter an appropriate Case Note.

15. Click the **Save** button at the bottom of the screen.

System View

Eligibility Summary

| | |
|---|------------|
| Participation | 12/20/2018 |
| Activities / Enrollments / Services | 5 |
| Measurable Skills Gain | 0 |
| Educational Functioning Level for Measurable Skills Gain | 0 |

[Create Educational Functioning Level Record](#)

There are no records to display.

NCWorks online This page will help you gather WIOA Educational Functioning Level information. Please fill in the required fields and then click the Save button to proceed.

General Information

| | |
|---|---|
| Participant - Last 4 SSN: | John Doe (***-**-****) |
| Case ID: | 1234567 |
| * Customer Group: | Adult |
| * LWIA/Region: | Capital Area Workforce Development Board |
| One Stop Location: | NCWorks Career Center- Capital Area (Raleigh) |
| Basic Skills Deficient at Eligibility: | No |
| School Status at Participation: | Not attending school, H.S. Graduate |
| * Test Type: | Pre-Test |
| * Assessment Category: | ABE |
| * Type of Assessment: | TABE 11-12 |
| Assessment Form/Version info: | A |
| * Functional Area: | Mathematics |
| Other Functional Area: | |

Content Level

| | |
|---|------|
| L | K-1 |
| E | 2-3 |
| M | 4-6 |
| D | 6-8 |
| A | 9-12 |

Pre-Test

| | |
|---|--|
| * Date of Pre-Test: | 06/12/2019 Today |
| * Pre-Test Score: | 628 |
| * Educational Functioning Level: | Low Adult Secondary Ed/High Intermed Basic Ed (Level 5) |
| Score reflects Basic Skills deficient: | No |
| Position: | Staff |
| Current Case Manager: | <p>Group: Capital Area Workforce Development Board</p> <p>Case Manager: Ballard, Darrin</p> <p>Temporary Case Manager: Not Applicable</p> <p>Assign Case Manager</p> <p>Assign Me</p> <p>Remove Case Manager Assignment</p> |

[[Add a new Case Note](#) | [Show Filter Criteria](#)]

| ID | Create Date | Subject | Action |
|----|-------------|---------|--------|
| | | Edit | ✎ ✉ |

Save
Cancel

Educational Functional Level Entry - Continued

Directions

16. The system will return you to the Programs menu where the EFL for MSG submenu will reflect the pre-test that was just entered.

17. To enter Post-test information, click on the appropriate link in Functional Area.

18. Scroll to the bottom of the next page and click on [Create Post Assessment Record](#).

Fill in the remaining prompts for the Post Assessments screen:

19. **Assessment Form/Version info.**

20. **Post-Test Score:** Enter score achieved by participant.

* Note: once you enter the score, verify the **Educational Functioning Level** field populates correctly.

21. **Date Assessed:** Enter Date post-test was taken by participant.

22. **Position:** Verify the correct information is entered.

23. Click the **Save** button at the bottom of the screen.

24. The system will return you to the Programs menu where the EFL for MSG submenu will now reflect both the pre-test and the post-test that was just entered.

System View

1

[Create Educational Functioning Level Record](#)

Search:

| Funct Area | Pre-Test | | 1st PY Post-Test | | 2nd PY Post-Test | | 3rd PY Post-Test | |
|-----------------------------|-----------------|------------------------|------------------|------------------------|------------------|------------------------|------------------|------------------------|
| | Date (PY) | EFL (Category / Level) | Date (PY) | EFL (Category / Level) | Date (PY) | EFL (Category / Level) | Date (PY) | EFL (Category / Level) |
| Mathematics | 06/12/2019 (18) | 5 (ABE / Level 5) | | | | | | |

Post Assessments

No post test records found.

Assessments beyond Year 3 are not reportable in the federal extract file, and will not count in federal performance calculations.

[Create Post Assessment Record](#)

Post Assessments

Test Type: Post-Test

* **Assessment Category:** ABE

* **Type of Assessment:** TABE 11-12

Assessment Form/Version info:

* **Post Test Score:**

* **Educational Functioning Level:** Adult Secondary Ed/High Adult Secondary Education (Level 6)

* **Date Assessed:** [Today](#)

Participant remains Basic Skills deficient: No

* **Position:**

2

[Create Educational Functioning Level Record](#)

Search:

| Funct Area | Pre-Test | | 1st PY Post-Test | | 2nd PY Post-Test | | 3rd PY Post-Test | |
|-----------------------------|-----------------|------------------------|------------------|------------------------|------------------|------------------------|------------------|------------------------|
| | Date (PY) | EFL (Category / Level) | Date (PY) | EFL (Category / Level) | Date (PY) | EFL (Category / Level) | Date (PY) | EFL (Category / Level) |
| Mathematics | 06/12/2019 (18) | 5 (ABE / Level 5) | 06/29/2019 (18) | 6 (ABE / Level 6) | | | | |

APPENDIX B

Final PY 2018 and PY 2019 Local Area Performance Indicator Goals by Program

| WDB | Adult | | | | | | | | Dislocated Worker | | | | | | | | Youth | | | | | |
|-----------------------|---------------|-------|---------------|-------|-----------------|---------|-----------------------|-------|-------------------|-------|---------------|-------|-----------------|---------|-----------------------|-------|---------------|-------|---------------|-------|-----------------------|-------|
| | Employment Q2 | | Employment Q4 | | Median Earnings | | Credential Attainment | | Employment Q2 | | Employment Q4 | | Median Earnings | | Credential Attainment | | Employment Q2 | | Employment Q4 | | Credential Attainment | |
| | PY18 | PY19 | PY18 | PY19 | PY18 | PY19 | PY18 | PY19 | PY18 | PY19 | PY18 | PY19 | PY18 | PY19 | PY18 | PY19 | PY18 | PY19 | PY18 | PY19 | PY18 | PY19 |
| 33 - Cape Fear | 67.0% | 68.0% | 64.0% | 65.0% | \$5,000 | \$5,500 | 45.0% | 46.0% | 80.0% | 81.0% | 75.0% | 76.0% | \$5,600 | \$6,000 | 50.0% | 51.0% | 66.0% | 67.0% | 60.0% | 61.0% | 50.0% | 51.0% |
| 34 - Capital Area | 72.0% | 73.0% | 72.0% | 73.0% | \$6,461 | \$6,661 | 61.0% | 63.0% | 78.6% | 79.6% | 77.5% | 79.0% | \$7,600 | \$7,900 | 60.0% | 62.0% | 69.0% | 71.0% | 69.0% | 71.0% | 60.0% | 62.0% |
| 35 - Durham | 71.0% | 72.0% | 73.0% | 74.0% | \$5,550 | \$5,650 | 53.0% | 54.0% | 75.5% | 76.5% | 73.0% | 74.0% | \$6,200 | \$6,300 | 60.0% | 61.0% | 73.0% | 74.0% | 70.0% | 71.0% | 52.0% | 53.0% |
| 36 - Centralina | 72.0% | 73.0% | 71.0% | 72.0% | \$5,000 | \$5,100 | 59.0% | 60.0% | 81.5% | 82.5% | 80.0% | 81.0% | \$6,300 | \$6,400 | 61.0% | 62.0% | 70.0% | 71.0% | 68.0% | 69.0% | 58.0% | 59.0% |
| 37 - Charlotte | 73.0% | 75.0% | 75.0% | 76.0% | \$6,000 | \$6,200 | 60.0% | 62.0% | 76.5% | 77.5% | 74.0% | 75.0% | \$7,800 | \$8,000 | 65.0% | 67.0% | 78.0% | 79.0% | 76.0% | 77.0% | 51.5% | 53.5% |
| 39 - DavidsonWorks | 70.5% | 71.5% | 70.0% | 71.0% | \$4,800 | \$4,900 | 60.0% | 61.0% | 68.0% | 69.0% | 65.0% | 66.0% | \$5,795 | \$5,895 | 66.0% | 67.0% | 56.0% | 57.0% | 56.0% | 57.0% | 50.0% | 51.0% |
| 40 - Eastern Carolina | 67.0% | 69.0% | 68.0% | 70.0% | \$4,300 | \$4,500 | 50.0% | 52.0% | 76.0% | 78.0% | 77.0% | 79.0% | \$5,300 | \$5,600 | 59.0% | 61.0% | 66.0% | 68.0% | 70.0% | 72.0% | 46.0% | 48.0% |
| 41 - Gaston | 75.0% | 76.0% | 76.5% | 78.0% | \$5,400 | \$5,500 | 58.0% | 60.0% | 80.0% | 81.0% | 81.0% | 82.0% | \$6,500 | \$6,700 | 68.0% | 69.0% | 62.0% | 63.0% | 63.0% | 64.0% | 60.0% | 62.0% |
| 42 - Greensboro | 72.0% | 73.0% | 74.0% | 75.0% | \$4,800 | \$5,000 | 60.0% | 62.0% | 79.5% | 80.5% | 79.0% | 80.0% | \$6,800 | \$6,900 | 60.5% | 61.5% | 70.0% | 72.0% | 72.0% | 74.0% | 60.0% | 61.0% |
| 43 - Kerr-Tar | 73.0% | 74.0% | 73.0% | 74.0% | \$5,000 | \$5,100 | 60.0% | 61.0% | 75.5% | 76.5% | 75.5% | 76.5% | \$5,100 | \$5,200 | 66.5% | 67.5% | 76.0% | 77.0% | 75.0% | 76.0% | 57.0% | 58.0% |
| 44 - Lumber River | 70.0% | 71.0% | 70.0% | 71.0% | \$4,200 | \$4,300 | 63.0% | 64.0% | 74.0% | 75.0% | 75.0% | 76.0% | \$5,300 | \$5,400 | 70.0% | 71.0% | 73.0% | 74.0% | 74.0% | 75.0% | 56.0% | 57.0% |
| 47 - Piedmont Triad | 74.0% | 75.0% | 73.0% | 74.0% | \$5,000 | \$5,100 | 59.0% | 60.0% | 78.0% | 80.0% | 80.0% | 81.0% | \$5,892 | \$5,942 | 60.0% | 61.0% | 72.0% | 73.0% | 71.0% | 72.0% | 60.0% | 62.0% |
| 48 - Region C | 72.0% | 74.0% | 70.0% | 71.0% | \$4,200 | \$4,400 | 45.0% | 47.0% | 64.0% | 65.5% | 72.0% | 73.5% | \$6,680 | \$6,980 | 66.0% | 68.0% | 74.0% | 76.0% | 72.0% | 74.0% | 72.0% | 74.0% |
| 49 - High Country | 72.0% | 73.0% | 70.0% | 71.0% | \$5,000 | \$5,100 | 63.0% | 64.0% | 84.0% | 85.0% | 85.0% | 86.0% | \$5,900 | \$6,000 | 66.0% | 67.0% | 69.0% | 70.0% | 68.0% | 69.0% | 51.0% | 52.0% |
| 51 - Turning Point | 71.0% | 73.0% | 70.0% | 72.0% | \$3,700 | \$3,900 | 45.0% | 47.0% | 75.5% | 77.0% | 73.0% | 75.0% | \$5,300 | \$5,500 | 50.0% | 52.0% | 72.0% | 74.0% | 65.0% | 67.0% | 46.0% | 48.0% |
| 52 - Region Q | 72.0% | 73.0% | 72.0% | 73.0% | \$3,900 | \$4,000 | 51.0% | 52.0% | 72.0% | 73.0% | 70.0% | 71.0% | \$5,774 | \$5,874 | 60.0% | 61.0% | 73.0% | 74.0% | 73.0% | 74.0% | 53.0% | 54.0% |
| 54 - Reg Partnership | 69.0% | 70.0% | 69.0% | 70.0% | \$4,400 | \$4,500 | 59.0% | 60.0% | 78.0% | 79.0% | 79.0% | 80.0% | \$6,800 | \$6,900 | 65.0% | 66.0% | 74.0% | 75.0% | 71.0% | 72.0% | 55.0% | 56.0% |
| 55 - Southwestern | 72.0% | 73.0% | 67.0% | 68.0% | \$5,500 | \$5,600 | 67.0% | 68.0% | 75.5% | 76.5% | 73.0% | 74.0% | \$6,200 | \$6,300 | 58.0% | 59.0% | 71.0% | 72.0% | 69.0% | 70.0% | 50.0% | 51.0% |
| 56 - Western Piedmont | 73.0% | 74.0% | 73.0% | 74.0% | \$5,216 | \$5,300 | 73.0% | 74.0% | 81.0% | 82.0% | 75.0% | 76.0% | \$6,280 | \$6,300 | 63.0% | 64.0% | 71.0% | 72.0% | 70.0% | 71.0% | 60.0% | 61.0% |
| 59 - Northeastern | 71.0% | 73.0% | 69.0% | 70.0% | \$4,700 | \$4,800 | 52.0% | 53.0% | 73.0% | 75.0% | 70.5% | 72.5% | \$5,400 | \$5,600 | 56.4% | 58.4% | 52.0% | 54.0% | 50.0% | 53.0% | 60.0% | 62.0% |
| 60 - Triangle South | 69.5% | 70.5% | 73.9% | 74.5% | \$5,000 | \$5,200 | 51.0% | 51.5% | 81.0% | 81.7% | 82.9% | 83.0% | \$6,680 | \$6,980 | 58.0% | 58.5% | 64.5% | 65.0% | 62.0% | 62.5% | 49.0% | 49.5% |
| 61 - Mountain Area | 74.0% | 76.0% | 74.5% | 75.5% | \$5,200 | \$5,400 | 54.0% | 56.0% | 83.0% | 84.5% | 84.5% | 86.0% | \$6,800 | \$7,100 | 64.0% | 66.0% | 73.0% | 75.0% | 71.0% | 74.0% | 74.0% | 76.0% |
| 62 - Cumberland | 70.0% | 71.0% | 68.0% | 69.0% | \$4,300 | \$4,400 | 45.0% | 46.0% | 61.0% | 62.0% | 63.0% | 64.0% | \$6,700 | \$6,800 | 50.0% | 51.0% | 63.0% | 64.0% | 66.0% | 67.0% | 57.0% | 58.0% |

APPENDIX C

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|----------------------|---------------------|--|--|---|------------|---------|------------|-----|---|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Accountability (TAA) | 200 | Date of Birth (WIOA) | Record the participant's date of birth. | | R | R | R | R | One of the following: - Drivers License - Baptismal Record - Birth Certificate - DD-214 - Report of Transfer or Discharge Paper - Federal, State or Local Identification Card - Passport - Hospital Record of Birth - Public Assistance/Social Service Records - School Records or ID Cards - Work Permit |
| Accountability | 202 | Individual with a Disability (WIOA) | Record 1 if the participant indicates that he/she has any "disability", as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. Record 0 if the participant indicates that he/she does not have a disability that meets the definition. Record 9 if the participant did not self-identify. | R | R | R | R | | One of the following: - Self-Attestation - School 504 Records Provided by Student - Assessment Test Results |
| Accountability (TAA) | 301 | Eligible Veteran Status | Record 1 if the participant is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. Record 2 if the participant served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. Record 3 if the participant is: (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C. 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. Record 0 if the participant does not meet any one of the conditions described above. Leave "blank" if the data is not available. | R | R | R | | R | One of the following: - DD-214 - A Letter from the Veterans' Administration - Cross-Match with Department of Defense Records - Cross-Match with Veterans Service Database |
| Accountability | 401 | UC Eligible Status | Record 1 if the participant is a person who (a) filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred based on participation in the Reemployment Services and Eligibility Assessment (RESEA) program. Record 2 if the participant is a person who (a) filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system. Record 3 if the participant is a person who meets condition 2 (a) described above, but was not referred to service through the state's WPRS system or the RESEA program. Record 4 if the participant meets condition 2(a), but has exhausted all UC benefit rights for which he/she has been determined eligible, including extended supplemental benefit rights. Record 5 if the participant is claimant who is exempt from normal work search requirements according state law, and does not have to perform work search activities. Record 0 if the participant was neither a UC Claimant nor an Exhaustee. Leave blank if this data element does not apply to the participant. | R | R | R | | | One of the following: - Cross-Match to State UI Database - Cross-Match to State MIS Database - Referral Transmittal by RESEA or WPRS - Self-Attestation for Code Values 3 and 4 only. |
| Accountability | 402 | Long-Term Unemployed at Program Entry (WIOA) | Record 1 if the participant, at program entry, has been unemployed for 27 or more consecutive weeks. Record 0 if the participant does not meet the condition described above. | R | R | R | | | One of the following: - Self-Attestation - Public Assistance Records - Refugee Assistance Records - Cross-Match with Public Assistance Database - Cross-Match to State UI Database |
| Accountability | 409 | School Status at Program Entry (WIOA) | Record 1 if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. Record 2 if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time, or is between school terms and is enrolled to return to school. Record 3 if the participant, at program entry, has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and is enrolled to return to school. Record 4 if the participant, at program entry, is not within the age of compulsory school attendance; and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the participant, at program entry, is not attending any school and has either graduated from secondary school or has attained a secondary school equivalency. Record 6 if the participant, at program entry, is within the age of compulsory school attendance, but is not attending school and has not received a secondary school diploma or its recognized equivalent. | R | R | R | R | | One of the following: - Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) - Self-Attestation - Copy of Educational Institution Enrollment Record - Signed Intake Application or Enrollment Form - Electronic Records - Cross-Match with Postsecondary Education Database |
| Accountability | 410 | Date of Actual Dislocation | Record the participant's date of actual dislocation from employment. This date is the last day of employment at the dislocation job. Leave blank if there is no dislocation job (e.g., displaced homemaker) or this data element does not apply to the participant. | R | R | R | | | One of the following: - Verification from Employer - Rapid Response List - Notice of Layoff - Public Announcement with Follow-Up Cross-Match with UI Database - Self-Attestation |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation | |
|--------------------|---------------------|---|--|---|------------|---------|------------|-----|---------------------------|---|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | | |
| TAA | 411 | Most Recent Date of Qualifying Separation | Record the participant's most recent date of separation from trade-impacted employment that qualifies the participant to receive benefits and/or services under the Trade Act. Leave blank if there is no qualifying separation date or the separation date is the same as the Date of Actual Dislocation or this data element does not apply to the participant. | | | | | | R | One of the following: - Verification from Employer - Rapid Response List - Notice of Layoff - Public Announcement with Follow-Up Cross-Match with UI Database - Self-Attestation |
| TAA | 412 | Tenure with Employer at Separation | Record the total number of months that the participant was employed with the employer of record as of the participant's most recent qualifying date of separation. Employment of at least one day but less than one month should be recorded as "1". Leave blank if this data element does not apply to the participant. | | | | | | R | One of the following: - Verification from Employer - Worker List from Firm - Self-Attestation - Cross-Match with State MIS Database - Signed Intake Application or Enrollment Form - Case Notes (Note: Self-Attestation only in cases when other allowable source documentation is not available due to records retention timelines expiring.) |
| Accountability | 413 | Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10 | Record 1 if the participant is a seasonal farmworker, meaning an individual who is employed, or was employed in the past 12 months, in farmwork (as described at 20 CFR 651.10) of a seasonal or other temporary nature and is not required to be absent overnight from his/her permanent place of residence. Non-migrant individuals who are full-time students are excluded. Labor is performed on a seasonal basis where, ordinarily, the employment pertains to, or is of the kind exclusively performed at certain seasons, or periods of the year and which, from its nature, may not be continuous or carried on throughout the year. A worker, who moves from one seasonal activity to another, while employed in farm work, is employed on a seasonal basis even though he/she may continue to be employed during a major portion of the year. A worker is employed on other temporary basis where he/she is employed for a limited time only or his/her performance is contemplated for a particular piece of work, usually of short duration. Generally, employment which is contemplated to continue indefinitely is not temporary. Record 2 if the participant is a migrant farmworker, meaning a seasonal farmworker (as defined above) who travels to the job site so that the farmworker is not reasonably able to return to his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded. Record 0 if the participant does not meet the condition described above. Leave blank if this data element does not apply to the individual. | R | | | | | | One of the following: - Self-Attestation - Cross-Match with Public Assistance Records - Case Notes - Cross-Match with State MIS Database - Cross-Match with H-1B Records |
| Accountability | 600 | Temporary Assistance to Needy Families (TANF) | Record 1 if the participant is listed on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program. Record 0 if the participant does not meet the condition described above. Leave blank if this data element does not apply to the participant. | R | R | R | | | | One of the following: - TANF Eligibility Verification - TANF Period of Benefit Receipt Verification - Referral Transmittal from TANF - Cross-Match with TANF Public Assistance Records |
| Accountability | 601 | Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA) | Record 1 if the participant, at program entry, is within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether receiving these benefits at program entry. Record 0 if the participant does not meet the condition described above. Record 9 if the data element does not apply to the participant (i.e., the participant has never received TANF, or if the participant has already exhausted lifetime TANF eligibility). | R | R | R | | | | One of the following: - TANF Eligibility Verification - TANF Period of Benefit Receipt Verification - Referral Transmittal from TANF - Cross-Match with TANF Public Assistance Records |
| Accountability | 602 | Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI) | Record 1 if the participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program. Record 2 if the participant is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program. Record 3 if the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program. Record 4 if the participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket Holder issued by the Social Security Administration. Record 5 if the participant is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket holder issued by the Social Security Administration. Record 6 if the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program and is a Ticket to Work Program Ticket holder issued by the Social Security Administration. Record 0 if the participant does not meet any of the conditions described above. | R | R | R | | | | One of the following: - SSI/SSDI Receipt of Benefits Verification - Referral Transmittal from SSA - SSI/SSDI Eligibility Verification - Cross-Match with SSA Database |
| Accountability | 603 | Supplemental Nutrition Assistance Program (SNAP) | Record 1 if the participant is receiving assistance through the Supplemental Nutrition Assistance Program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.) Record 0 if the participant does not meet the above criteria. | R | R | R | | | | One of the following: - SNAP Eligibility Verification - Copy of Authorization to Receive Food Stamps - Documentation of Food Stamp Benefit Receipt - Referral Transmittal from SNAP - Cross-Match with SNAP Public Assistance Records |
| Accountability | 604 | Other Public Assistance Recipient | Record 1 if the participant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), or Refugee Cash Assistance (RCA). Do not include foster child payments. Record 0 if the participant does not meet the above criteria. Leave blank if this data element does not apply to the participant. | | R | R | | | | One of the following: - Copy of Authorization to Receive Cash Public Assistance - Copy of Public Assistance Check - Medical Card Showing Cash Grant Status - Public Assistance Eligibility Verification - Cross-Match with Refugee Assistance Records - Cross-Match with Public Assistance Records - Cross-Match with State MIS Database |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|--------------------|---------------------|--|---|---|------------|---------|------------|-----|---|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Accountability | 701 | Pregnant or Parenting Youth | Record 1 if the participant is a youth who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18. Record 0 if the participant does not meet the conditions described above. Leave blank if the data is not available. | | | | R | | One of the following: - Self-Attestation - Case Notes - Needs Assessment - WIC Eligibility Verification - TANF Single Parent Eligibility Verification - Signed Intake Application or Enrollment Form - Signed Individual Service Strategy |
| Accountability | 702 | Youth Who Needs Additional Assistance | Record 1 if the participant is an out-of-school youth who requires additional assistance to enter or complete an educational program, or to secure and hold employment or an in-school youth who requires additional assistance to complete an educational program or to secure or hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan. Record 0 if the participant does not meet the conditions described above. Leave blank if this data element does not apply to the participant. | | | | R | | One of the following (see state policy on definition): - Signed Individual Service Strategy - Self-Attestation - Signed Intake Application or Enrollment Form - Case Notes - Needs Assessment |
| Accountability | 704 | Foster Care Youth Status at Program Entry (WIOA) | Record 1 if the participant, at program entry, is a person aged 24 or under who is currently in foster care or has aged out of the foster care system. Record 0 if the participant does not meet the conditions described above. | R | R | R | R | | One of the following: - Written Confirmation from Social Services Agency - Case Notes - Self-Attestation - Foster Care Agency Referral Transmittal - Signed Intake Application or Enrollment Form - Needs Assessment - Signed Individual Service Strategy |
| Accountability | 800 | Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA) | Record 1 if the participant, at program entry:(a) Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement; Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground; is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include a participant imprisoned or detained under an Act of Congress or State law. A participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless. Record 0 if the participant does not meet the conditions described above. Note: WIOA youth who meet the definition of homeless as defined in WIOA section 681.210(c)(5) and 681.220(d)(4) are reported in this data element. | R | R | R | R | | One of the following: - Self-Attestation - Signed Intake Application or Enrollment Form - Written Statement or Referral Transmittal from a Shelter or Social Service Agency - Needs Assessment - Case Notes - Signed Individual Service Strategy - A letter from caseworker or support provider |
| Accountability | 801 | Ex-Offender Status at Program Entry (WIOA) | Record 1 if the participant, at program entry, is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. Record 0 if the participant does not meet any one of the conditions described above. Record 9 if the participant did not disclose. | R | R | R | R | | One of the following: - Documentation from the Juvenile or Adult Criminal Justice System - Written Statement or Referral Document from a Court or Probation Officer - Referral Transmittal from a Reintegration Agency - Signed Intake Application or Enrollment Form - Case Notes - Needs Assessment - Self-Attestation - Signed Individual Service Strategy - Federal Bonding Program Application |
| Accountability | 802 | Low Income Status at Program Entry (WIOA) | Record 1 if the participant, at program entry, is a person who:(a) Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received: Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.); Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.); Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or State or local income-based public assistance. Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level; is an individual who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.); is a foster child on behalf of whom State or local government payments are made; is an participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement; is a homeless participant or a homeless child or youth or runaway youth (see Data Element #800); or is a youth living in a high-poverty area. Record 0 if the participant does not meet the criteria presented above. | R | R | R | R | | One of the following: - Award Letter From Veteran's Administration - Bank Statements - Pay Stubs - Compensation Award Letter - Court Award Letter - Pension Statement - Employer Statement/Contact - Family or Business Financial Records - Housing Authority Verification - Quarterly Estimated Tax for Self-Employed Persons - Social Security Benefits - UI Claim Documents - Copy of Authorization to Receive Cash Public Assistance - Copy of Public Assistance Check - Public Assistance Eligibility Verification - Cross-Match with Refugee Assistance Records - Cross-Match with Public Assistance Records - Cross-Match with UI Wage Records - Self-Attestation |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|--------------------|---------------------|--|--|---|------------|---------|------------|-----|---|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Accountability | 803 | English Language Learner at Program Entry(WIOA) | Record 1 if the participant, at program entry, is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language. Record 0 if the participant does not meet the conditions described above. | R | R | R | R | | One of the following: - Case notes - Assessment Test Results - Applicable Records from Education Institution (transcripts, or other school documentation) - Self-Attestation - Signed Intake Application or Enrollment Form - Signed Individual Service Strategy |
| Accountability | 804 | Basic Skills Deficient/Low Levels of Literacy at Program Entry | Record 1 if the participant is, at program entry: a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or a youth or adult, who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society. Record 0 if the participant does not meet the conditions described above. | R | R | R | R | | One of the following: - Case notes - Assessment Test Results - Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) |
| Accountability | 806 | Single Parent at Program Entry(WIOA) | Record 1 if the participant, at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women). Record 0 if the participant does not meet the condition described above. Record 9 if the participant did not self-identify. | R | R | R | R | | One of the following: - Self-Attestation - TANF Single Parent Eligibility Verification - Case Notes - Needs Assessment - TANF Single Parent Eligibility Verification - Signed Intake Application or Enrollment Form - Signed Individual Service Strategy or Employment Plan |
| Accountability | 807 | Displaced Homemaker at Program Entry(WIOA) | Record 1 if the participant, at program entry, has been providing unpaid services to family members in the home and who:(A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Record 0 if the participant does not meet the conditions described above. | R | R | R | | | One of the following: - Self-Attestation - Signed Intake Application or Enrollment Form - Cross-Match with Public Assistance Records - Copy of Spouse's Layoff Notice - Copy of Spouse's Death Record - Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) - Copy of Divorce Records - Copy of Applicable Court Records - Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) - Needs Assessment - Signed Individual Employment Plan |
| Accountability | 808 | Eligible Migrant and Seasonal Farmworker Status(WIOA sec. 167) | Record 1 if the participant, at program entry, is a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and(ii) faces multiple barriers to economic self-sufficiency. Record 2 if the participant, at program entry, is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day. Record 3 if the participant is a migrant farmworker or seasonal farmworker (as defined above) aged 14-24. Record 4 if the participant is an adult program participant and a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above. Record 5 if the participant is a youth program participant and a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above. | R | R | R | | | One of the following: - Self-Attestation - Case Notes - Cross-Match with Public Assistance Records - NFJP Eligibility Documents - Cross-Match with State MIS - Cross-Match with H-1B Records |
| Performance | 900 | Date of Program Entry (WIOA) | Record the date on which an individual became a participant as referenced in 20 CFR 677.150 satisfying applicable programmatic requirements for the provision of services. Leave blank if this data element does not apply. | R | R | R | R | | One of the following: - Individual Plan for Employment - Electronic Records - Program intake documents, such as eligibility determination documentation or program enrollment forms. |
| Performance (TAA) | 901 | Date of Program Exit (WIOA) | Record the last date the participant received services that are not self-service, information-only, or follow up services. Record this last date of receipt of services only if there are no future services, that are not self-service, information-only, or follow up services, planned from the program. For Titles I, II and III, record the last date of funded service(s). For Vocational Rehabilitation programs, record the date when the participant's record of service is closed pursuant to 34 CFR 361.43 or 361.56. Leave blank if this data element does not apply to the participant | R | R | R | R | R | One of the following: - A copy of the letter sent to the individual indicating that the case was closed - WIOA status/exit forms - Electronic Records - Attendance records - Review of service records identifying the last qualifying service (and lack of a planned gap) |
| TAA | 902 | Date of First Case Management and Employment Service | Record the date on which the participant begins receiving his/her first case management and employment service funded by a program following a determination of eligibility to participate in the program. | | | | | R | One of the following: - Electronic Records - Case notes |
| Accountability | 906 | Date of First WIOA Youth Service | Record the date on which the participant began receiving his/her first WIOA youth service (i.e. 1 of the 14 youth program elements in WIOA §129(c)(2)). Leave blank if the participant did not receive services funded by the WIOA Youth program. | | | | R | | One of the following: - Signed Intake Application or Enrollment Form with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service - Case Notes with Cross-Match to State MIS Database - Signed Individual Service Strategy with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service - Eligibility Determination Documentation or Program Enrollment Forms with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|----------------------|---------------------|--|---|--|------------|---------|------------|-----|--|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Accountability | 907 | Recipient of Incumbent Worker Training | Record 1 if the participant received Incumbent Worker training services under WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i).Record 2 if the participant received Incumbent Worker training services by Local Formula funds under WIOA section 134(d)(4).Record 3 if the participant received Incumbent Worker training services under both Statewide funds (Governor's Reserve and/or Rapid Response) WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i) and Local Formula funds under WIOA section 134(d)(4).Record 4 if the participant received Incumbent Worker training services under H1B.Record 5 if the participant received incumbent Worker training services under a National Dislocated Worker Grant (DWG) (WIOA section 170).Record 6 if the participant received Incumbent Worker training services under a National Farmworker Job Program (NFJP)(WIOA section 167).Record 0 if the participant did not receive services under the condition described above, or received services by a local area with statewide funds passed down from the state to the local area. | | R | R | | | One of the following: - Signed IWT Contract - Electronic Records |
| Accountability (TAA) | 908 | Rapid Response | Record 1 if the participant participated in rapid response activities authorized at WIOA section 134(a)(2)(A)(i)(I).Record 0 if the participant did not receive services under the condition described above.Record 9 if grantee is unable to track enrollment in the program. Leave blank if this data element does not apply to the participant. | R | | R | | R | One of the following: - Cross-Match to State MIS Database - Case Notes - Self-Attestation - Rapid Response List - Cross-Match to Rapid Response Records |
| TAA | 915 | TAA Petition Number | Record the petition number (and full alphabetical suffix, if applicable) of the certification which applies to the participant's group. If there is more than one petition number, create multiple records in the PIRL for each occurrence.Leave blank if this data element does not apply to the participant. | | | | | R | One of the following: - Employer Worker List - Designation of Eligibility Form |
| Performance (TAA) | 923 | Other Reasons for Exit (WIOA) | Record 01 if the participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant.Record 02 if the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.Record 03 if the participant is deceased.Record 04 if the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.Record 05 if the participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only).Record 06 if the participant, who was determine to be eligible, is later determined not to have met eligibility criteria. NOTE: This circumstance applies only to the VR program, in which participant eligibility is routinely revisited during the participation period. For titles I, II, and III program eligibility is determined at the time an individual becomes a participant.Record 07 if the participant is a criminal offender in a correctional institution under section 225 of WIOA.Record 00 if the participant meets none of the above conditions. | R | R | R | R | R | One of the following: - File documentation with notes from program staff - Information from partner services - WIOA status/exit forms - Electronic Records - Withdrawal form with explanation - Information from institution or facility |
| TAA | 924 | TAA Application Date | Record the date on which the individual first applied for Trade Act services/benefits under the applicable certification. | | | | | R | One of the following: - Electronic Records - Designation on Eligibility form - TAA Application Form |
| TAA | 925 | Date of First TAA Benefit or Service | Record the date of the first Trade funded benefit or service received after the participant was determined eligible to participate. | | | | | R | One of the following: - Case Notes - Electronic Records |
| Accountability | 1001 | Date of First Basic Career Service(Staff-Assisted) | Record the first date the participant received any staff-assisted basic services (includes any career service under WIOA section 134(c)(2)(A)(i)-(xi) that is not provided via self-service or information-only services and activities)".Leave blank if the participant did not receive a staff-assisted basic career service. | R | R | R | | | One of the following: - Case Notes - Cross-Match with State MIS Database - Electronic Records |
| Accountability | 1002 | Most Recent Date Received Basic Career Services(Self-Service/Information-Only) | Record the most recent date a job seeker accessed self-services/information-only services or activities during the reporting period, either a physical location or remotely via the use of electronic technologies. Self-Service does not uniformly apply to all virtually accessed services; For example, virtual accessed services that provide a level of support above independent job or information seeking on the part of a reportable individual/participant would not qualify as self-service. Information-only activities or services may be either self-service or staff assisted.Leave blank if the reportable individual/participant did not access a self- service/information-only basic career service. | R | R | R | | | One of the following: - Electronic Records - Case Notes |
| Accountability | 1003 | Most Recent Date Received Basic Career Services(Staff-Assisted) | Record the most recent date on which the participant received any basic career service (includes any career service under WIOA Section 134(c)(2)(A)(i)-(xi) that is not provided via self-service or information services and activities).Leave blank if the participant did not receive a basic career service with significant staff involvement. | R | R | R | | | One of the following: - Case Notes - Electronic Records |
| Accountability | 1004 | Date of Most Recent Career Service (WIOA) | Record the date on which career services (both basic and individualized) were last received (excluding self-services, information services or activities, or follow-up services).Leave blank if the participant did not receive career services. | R | R | R | | | One of the following: - Case Notes - Electronic Records |
| Accountability | 1005 | Most Recent Date Received Staff-Assisted Services (DVOP specialist) | Record the most recent date on which the participant received any career service provided by a DVOP specialist.Leave blank if the participant did not receive a service with significant staff involvement or this data element does not apply to the participant. | R | R | R | | | One of the following: - Case Notes - Electronic Records |
| Accountability | 1006 | Date Referred to Department of Veterans Affairs Vocational Rehabilitation and | Record the most recent date on which the participant was referred to the Department of Veterans Affairs Vocational Rehabilitation and Employment Program. | R | R | R | | | One of the following: - Case Notes - Electronic Records |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
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| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Accountability | 1007 | Date of Most Recent Reportable Individual Contact | Record the most recent date on which the job seeker had reportable individual level contact, including provision of identifying information or enrollment, with one or more applicable programs. | R | R | R | | | One of the following: - Case Notes - Cross-Match with State MIS Database - Electronic Records |
| Accountability | 1200 | Date of First Individualized Career Service | Record the first date the participant received any individualized career service on or after the date of participation. Individualized Career Services include development of an Individual Employment Plan, Pre-Vocational Services, provision of comprehensive skills and career assessments, internships or work experiences, financial literacy services, English as Second Language Services, or any other service that comprises a significant amount of staff time with an individual participant as described in WIOA sec. 134(c)(2)(xi). Leave blank if the participant did not receive any individualized career service or this data element does not apply to the individual. | R | R | R | | | One of the following: - Case Notes - Cross-Match with State MIS Database - Electronic Records |
| Accountability | 1201 | Most Recent Date Received Individualized Career Service | Record the most recent date on which the participant received individualized career services as described in WIOA sec. 134(c)(2)(xii). | R | R | R | | | One of the following: - Case Notes - Electronic Records |
| Accountability (TAA) | 1202 | Date Individual Employment Plan Created | Record the date on which the participant's Individual Employment Plan (IEP) was created or otherwise established to identify the participant's employment goals, their appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. Leave blank if an employment plan was not created for the participant, or if the individual is not a participant. | | R | R | | R | One of the following: - Cross-Match with State MIS Database - Case Notes - Signed Individual Employment Plan or Individual Service Strategy - Electronic Records |
| Accountability | 1205 | Type of Work Experience | If the participant received work experience, record the appropriate code to indicate the type of work experience provided to the participant. Record 1 if the participant participated in summer employment or an internship during the summer months (WIOA Youth). Record 2 if the participant participated in an internship or employment opportunity during the non-summer months or if it extends beyond the summer months. Record 3 if the participant participated in a pre-apprenticeship program. Record 4 if the participant participated in job shadowing. Record 5 if the participant participated in on-the-job training (WIOA Youth). Record 6 if the participant participated in a transitional job, as defined in WIOA Section 134(d)(5). Record 7 if the participant participated in another type of work experience not covered in 1 through 5. Record 0 if the participant did not participate in a work experience. Leave blank if this data element does not apply to the participant. NOTE: Code Value 6 should only be selected when other work experience opportunities are provided that are not captured elsewhere. This code value is also for use with Adult, Dislocated Worker, and Dislocated Worker Grants programs only. NOTE: If employment opportunities not limited to summer months are part of a pre-apprenticeship program, or if on-the-job training for WIOA Youth is part of a pre-apprenticeship program, choose Code 3 for pre-apprenticeship. | | R | R | R | | One of the following: - Case Notes - Signed Work Experience Agreement - Electronic Records |
| Accountability | 1206 | Date Received Financial Literacy Services | Record the date, at any time during participation in the program, that the participant received any financial literacy services. They may include services that help with creating budgets, initiate checking and savings accounts at banks, applying for and managing loans and credit cards, learning about credit reports and credit scores, and identifies identity theft. Leave blank if this data element does not apply to the participant. | R | R | R | R | | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Case Notes - WIOA status forms noting receipt of service and type of service received - Electronic Records |
| Accountability | 1211 | Transitional Jobs | Record 1 if the participant received work experience at a transitional job as described in WIOA Section 134(d)(5). Record 0 if the participant did not receive transitional jobs training as described above. | | R | R | | | One of the following: - Electronic Records - Case Notes - Signed Transitional Job Agreement |
| Accountability | 1300 | Received Training (WIOA) | Record 1 if the participant received training services. Record 0 if the participant did not receive training services. | | R | R | R | | One of the following: - Cross-match Between Dates of Service and Vendor Training Information - Vendor Training Records - Cross-Match with State MIS Database - Case Notes - Signed Training Contract - ITA - Electronic Records |
| Accountability (TAA) | 1302 | Date Entered Training #1 (WIOA) | Record the date on which the participant's first training service actually began. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant. | | R | R | R | R | One of the following: - Cross-match between State MIS Database and Attendance Sheets or Records - Vendor Training Records with Follow-up Cross-Match to State MIS Database - Case Notes with Follow-up Cross-Match to State MIS Database - ITA |
| Performance (TAA) | 1303 | Type of Training Service#1 (WIOA) | Use the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be utilized when other codes are clearly not appropriate. Record 00 if the participant did not receive a training service. Leave blank if this data element does not apply to the participant. | | R | R | R | R | One of the following: - Copy of enrollment record - File documentation with notes from program staff - Cross-match between dates of service and vendor training information - Vendor training documentation - Electronic Records - Individual Training Account - Attendance records |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|----------------------|---------------------|--|---|---|------------|---------|------------|-----|--|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Accountability (TAA) | 1306 | Occupational Skills Training Code #1 | Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple | | R | R | R | R | One of the following: - Cross-Match to State MIS Database - Case notes - Signed Individual Employment Plan or Training Plan - Signed Training Contract - ITA |
| Accountability (TAA) | 1307 | Training Completed #1 | Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a first training service or this data element does not apply to the participant. | | R | R | R | R | One of the following: - Cross-match between State MIS Database and Attendance Sheets or Records - Vendor Training Records with Follow-up Cross-Match to State MIS Database - Case Notes with Follow-up Cross-Match to State MIS Database (Note: For TAA, Self-attestation is allowable but must be supported by documentation no later than 2 quarters following completion of training) |
| Accountability (TAA) | 1308 | Date Completed, or Withdrew from, Training#1 | Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant. | | R | R | R | R | One of the following: - Cross-match between State MIS Database and Attendance Sheets or Records - Vendor Training Records with Follow-up Cross-Match to State MIS Database - Case Notes with Follow-up Cross-Match to State MIS Database |
| Accountability | 1309 | Date Entered Training #2 | Record the date on which the participant's second training service actually began. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant. | | R | R | R | | One of the following: - Cross-match between State MIS Database and Attendance Sheets or Records - Vendor Training Records with Follow-up Cross-Match to State MIS Database - Case Notes with Follow-up Cross-Match to State MIS Database - ITA |
| Performance | 1310 | Type of Training Service#2 (WIOA) | If the participant received a second type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be instances when other codes are clearly not appropriate. Record 00 if the participant did not receive a second training service. Leave blank if this data element does not apply to the participant. | | R | R | R | | One of the following: - Copy of enrollment record - File documentation with notes from program staff - Cross-match between dates of service and vendor training information - Vendor training documentation - Electronic Records - Individual Training Account - Attendance records |
| Accountability | 1311 | Occupational Skills Training Code #2 | Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training. | | R | R | | | One of the following: - Cross-Match to State MIS Database - Case notes - Signed Individual Employment Plan or Training Plan - Signed Training Contract - ITA |
| Accountability | 1312 | Training Completed #2 | Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a second training service or this data element does not apply to the participant. | | R | R | R | | One of the following: - Cross-match between State MIS Database and Attendance Sheets or Records - Vendor Training Records with Follow-up Cross-Match to State MIS Database - Case Notes with Follow-up Cross-Match to State MIS Database |
| Accountability | 1313 | Date Completed, or Withdrew from, Training#2 | Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant. | | R | R | R | | One of the following: - Cross-match between State MIS Database and Attendance Sheets or Records - Vendor Training Records with Follow-up Cross-Match to State MIS Database - Case Notes with Follow-up Cross-Match to State MIS Database |
| Accountability | 1314 | Date Entered Training #3 | Record the date on which the participant's third training service actually began. If the participant received more than 3 training services, record the date on which the participant actually began the last (or most recent) training service. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant. | | R | R | R | | One of the following: - Cross-match between State MIS Database and Attendance Sheets or Records - Vendor Training Records with Follow-up Cross-Match to State MIS Database - Case Notes with Follow-up Cross-Match to State MIS Database - ITA |
| Performance | 1315 | Type of Training Service#3 (WIOA) | If the participant received a third type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be utilized when other codes are clearly not appropriate. Record 00 if the participant did not receive a third service. Leave blank if this data element does not apply to the participant. Additional Note: If the participant receives more than three training services, | | R | R | R | | One of the following: - Copy of enrollment record - File documentation with notes from program staff - Cross-match between dates of service and vendor training information - Vendor training documentation - Electronic Records - Individual Training Account - Attendance records |
| Accountability | 1316 | Occupational Skills Training Code #3 | Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known or if this data element does not apply to the participant. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training. If the participant received more than 3 training services use the | | R | R | | | One of the following: - Cross-Match to State MIS Database - Case notes - Signed Individual Employment Plan or Training Plan - Signed Training Contract - ITA |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|--------------------|---------------------|--|---|--|------------|---------|------------|-----|---|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Accountability | 1317 | Training Completed #3 | Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a third training service or this data element does not apply to the participant. | | R | R | | | One of the following: - Cross-match between State MIS Database and Attendance Sheets or Records - Vendor Training Records with Follow-up Cross-Match to State MIS Database - Case Notes with Follow-up Cross-Match to State MIS Database |
| Accountability | 1318 | Date Completed, or Withdrew from, Training#3 | Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant. | | R | R | | | One of the following: - Cross-match between State MIS Database and Attendance Sheets or Records - Vendor Training Records with Follow-up Cross-Match to State MIS Database - Case Notes with Follow-up Cross-Match to State MIS Database |
| Accountability | 1319 | Established Individual Training Account (ITA) | Record 1 if any of the individual's services were purchased utilizing an Individual Training Account funded by WIOA Title I. This information can be updated anytime during participation. Record 0 if the individual does not meet the condition described above. Leave blank if this data element does not apply to the participant. | | R | R | | | One of the following: - Cross-Match with State MIS Database - Case notes - ITA Approval, Allocation or Activation Records |
| TAA | 1321 | Waiver from Training Requirement | Use the appropriate code to indicate the reason for which a waiver from the training requirements was issued to the participant. Record 0 if the participant did not receive a training waiver. Leave blank if this data element does not apply to the participant. | | | | | R | One of the following: - Waiver Documentation in Case File (that includes initial approval and renewals at 30 day intervals) - Cross-Match with State UI Records of TRA Checks - Verification Form from UI or Employment Counselor |
| TAA | 1322 | Date of Most Recent Case Management and Reemployment Service | Record the date on which the participant received his or her most recent Case Management and Reemployment Service. Leave blank if this does not apply to the participant. | | | | | R | One of the following: - Cross-Match with State MIS Database - Case notes |
| TAA | 1323 | Date Waiver From Training Requirement Issued | Record the date on which the participant received his or her most recent waiver from training. Leave blank if this does not apply to the participant. | | | | | R | One of the following: - Waiver Documentation in Case File - Cross-Match with State UI Database - Verification Form from UI or Employment Counselor |
| Performance | 1332 | Participated in Postsecondary Education During Program Participation(WIOA) | Record 1 if the participant was in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation. Record 0 if the participant was not a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution during program participation. Leave blank if this does not apply to the participant. Note: This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator. This element is a subset of PIRL 1811. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program. | | R | R | R | | One of the following: - Data match with postsecondary data system - Copy of enrollment record - File documentation with notes from program staff - School records - Transcript or report card |
| Performance | 1401 | Enrolled in Secondary Education Program (WIOA) | Record 1 if the participant was enrolled in a Secondary Education Program at or above the 9th Grade level. A Secondary Education program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential. Examples may include adult high school credit programs and programs designed to prepare participants to pass recognized high school equivalency exams such as the GED, HiSET, or TASC. Programs of study designed to teach English proficiency skills or literacy skills below the 9th grade equivalent are not considered Secondary Education Programs. States may use this coding value if the participant was either already enrolled in education or training at the time of application to the program OR became enrolled in an education or training program at or above the 9th Grade level at any point while participating in the program. Record 0 if the participant was not enrolled in a secondary education program at or above the 9th grade level. | | R | R | R | | One of the following: - Copy of enrollment record - File documentation with notes from program staff - School records - Transcript or report card - Data match to State K-12 data system |
| Accountability | 1402 | Most Recent Date Received Educational Achievement Services | Record the most recent date on which the participant received an educational achievement service. Educational achievement services include, but are not limited to tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. Leave blank if the participant did not receive educational achievement services or this data element does not apply to the individual. | | | | | R | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Electronic Records - WIOA status forms noting receipt of service and type of service received |
| Accountability | 1403 | Most Recent Date Received Alternative Secondary School Services | Record the most recent date on which the participant received alternative secondary school services, or dropout recovery services, as appropriate. Leave blank if the participant did not receive alternative secondary school services or dropout recovery services. | | | | | R | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Electronic Records - WIOA status forms noting receipt of service and type of service received |
| Accountability | 1405 | Most Recent Date Received Work Experience Opportunities | Record the most recent date on which the youth participant received work experience opportunities that have as a component academic and occupational education. Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences include: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. Leave blank if the participant did not receive work experience opportunities or this data element does not apply to the participant. | | | | | R | One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Cross-Match with State MIS Database - Case Notes - Logs or Status Forms Noting Receipt of Service and Combination of Services Received |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|--------------------|---------------------|--|--|--|------------|---------|------------|-----|--|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Performance | 1406 | Date Enrolled in Post Exit Education or Training Program/Leading to a Recognized Postsecondary Credential (WIOA) | Record the date the participant is enrolled in an education or training program that leads to a recognized postsecondary credential after program exit. Leave blank if this data element does not apply to the participant. NOTE: This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per Sec 116(b)(2)(A)(iii). This data element applies to the Credential Rate indicator. | | R | R | R | | One of the following: - Copy of enrollment record - File documentation with notes from program staff - School records - Transcript or report card. - Data match with postsecondary data system |
| Accountability | 1407 | Most Recent Date Received Education Offered Concurrently with Workforce Preparation | Record the most recent date on which the participant received education offered concurrently with and in in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. Leave blank if the participant did not receive education offered concurrently with workforce preparation. | | | | R | | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Electronic Records - WIOA status forms noting receipt of service and type of service received |
| Accountability | 1408 | Most Recent Date Received Leadership Development Opportunities | Record the most recent date on which the participant received services that include, but are not limited to, opportunities that may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate. Leave blank if the participant did not receive a leadership development service or this data element does not apply to the participant. | | | | R | | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Electronic Records - WIOA status forms noting receipt of service and type of service received |
| Accountability | 1409 | Most Recent Date Received Supportive Services | Record the most recent date on which the participant received a supportive service (WIOA section 134(d)(2)) which include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the participant to participate in programs which provide career and training services as defined in WIOA sec. 134(c)(2) and 134(c)(3). Support services for youth participants include: (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) needs-related payments; (f) assistance with educational testing; (g) reasonable accommodations for youth with disabilities; (h) referrals to healthcare; (i) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear; (j) assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (k) payments and fees for employment and training-related applications, tests, and certifications. Leave blank if the participant did not receive supportive services or this data element does not apply to the participant. | | R | R | R | | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Electronic Records, case notes - WIOA status forms noting receipt of service and type of service received |
| Accountability | 1410 | Most Recent Date Received Adult Mentoring Services | Record the most recent date on which the participant received adult mentoring services. Adult mentoring services may last for at least twelve (12) months and may occur both during and after program participation. Leave blank if the participant did not receive adult mentoring services or this data element does not apply to the participant. | | | | R | | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Electronic Records - WIOA status forms noting receipt of service and type of service received |
| Accountability | 1411 | Most Recent Date Received Comprehensive Guidance/Counseling Services | Record the most recent date on which the participant received comprehensive guidance and counseling services, which may include drug and alcohol abuse counseling. Leave blank if the participant did not receive comprehensive guidance/counseling services or this data element does not apply to the participant. | | | | R | | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Electronic Records, case notes - WIOA status forms noting receipt of service and type of service received |
| Accountability | 1412 | Most Recent Date Received Youth Follow-up Services | Record the most recent date on which the youth participant received follow-up services after exiting the program. Follow-up services for youth participants are described as: (a) Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. (b) Follow-up services for youth may also include the following program elements: (1) Supportive services; (2) Adult mentoring; (3) Financial literacy education; (4) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and (5) Activities that help youth prepare for and transition to postsecondary education and training. (c) All youth participants must be offered the opportunity to receive follow-up services that align with their Individual Service Strategies. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted. Leave blank if the participant did not receive follow-up services or if this data element does not apply to the participant. | | | | R | | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Electronic Records, case notes - WIOA status forms noting receipt of service and type of service received |
| Accountability | 1413 | Most Recent Date Youth Received Entrepreneurial Skills Training | Record the most recent date on which the participant participated in entrepreneurial skills training. Leave blank if the participant did not participate in entrepreneurial skills training. | | | | R | | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Electronic Records - WIOA status forms noting receipt of service and type of service received |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|--------------------|---------------------|---|--|---|------------|---------|------------|-----|--|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Accountability | 1414 | Most Recent Date Youth Received Services that provide labor market information and employment information | Record the most recent date on which the participant participated in services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. Leave blank if the participant did not participate in these services. | | | | R | | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - State MIS, case notes - WIOA status forms noting receipt of service and type of service received |
| Accountability | 1415 | Most Recent Date Youth Received Postsecondary transition and preparatory activities | Record the most recent date on which a youth participant received activities that helped them to prepare for and transition to postsecondary education and training. Leave blank if the participant did not participate in activities that helped them to prepare for and transition to postsecondary education and training. | | | | R | | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Electronic Records, case notes - WIOA status forms noting receipt of service and type of service received |
| Accountability | 1500 | ReceivedNeeds-Related Payments | Record 1 if the participant received needs related payments (WIOA section 134(d)(3)) for the purpose of enabling the participant to participate in approved training funded under WIOA Title IB. Record 0 if the participant did not receive any needs-related payments as described above. Leave blank if this data element does not apply to the participant. | | R | R | | | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Electronic Records, case notes - WIOA status forms noting receipt of service and type of service received |
| TAA | 1511 | Date Received First Basic TRA payment | Record the date on which the participant received their first Basic TRA payment. Leave blank if the participant did not receive a Basic TRA Payment, or if the individual is not a TAA participant. | | | | | R | One of the following: - State UI records of Basic TRA checks issued - Request for allowance - Electronic Records |
| TAA | 1526 | Date Received First Completion TRA Payment | Record the date on which the participant received their first Completion TRA payment. Leave blank if the participant did not receive a Remedial/Prerequisite TRA Payment, or if the individual is not a TAA participant. | | | | | R | One of the following: - State UI records of Basic TRA checks issued - Request for allowance - Electronic Records |
| TAA | 1534 | Date Received First A/RTAA Payment | Record the date on which the participant received their first Alternative/Reemployment Trade Adjustment Assistance (A/RTAA) payment. Leave blank if the individual is not a TAA participant. | | | | | R | One of the following: - Cross-match with State UI Database of Basic TRA checks Issued - Request for Allowance - Electronic Records |
| Accountability | 1535.28 | ReceivedNeeds-Related Payments | Record 1 if the participant received needs related payments (WIOA section 134(d)(3)) for the purpose of enabling the participant to participate in approved training funded under WIOA Title IB. Record 0 if the participant did not receive any needs-related payments as described above. Leave blank if this data element does not apply to the participant. | | R | R | | | One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Electronic Records, case notes - WIOA status forms noting receipt of service and type of service received |
| Performance | 1600 | Employed in 1st Quarter After Exit Quarter (WIOA) | Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available. | R | R | R | R | | One of the following: - UI wage data match/administrative wage match, such as the National Directory of New Hires - Follow-up survey from program participants - Pay check stubs, tax records, W2 form - Quarterly tax payment forms, such as a IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor |
| Accountability | 1601 | Type of Employment Match 1st Quarter After Exit Quarter (WIOA) | Use the appropriate code to identify the method used in determining the participant's employment status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If the participant is not found in wage records, grant recipients may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the first quarter after the quarter of exit. | R | R | R | | | One of the following (consistent with TEGL 26-16): - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|--------------------|---------------------|--|--|---|------------|---------|------------|-----|--|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Performance (TAA) | 1602 | Employed in 2nd Quarter After Exit Quarter (WIOA) | Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military).Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military.Record 0 if the participant was not employed in the second quarter after the quarter of exit.Record 9 if the participant has exited but employment information is not yet available. | R | R | R | R | R | One of the following: - UI wage data match/administrative wage match, such as the National Directory of New Hires - Follow-up survey from program participants - Pay check stubs, tax records, W2 form - Quarterly tax payment forms, such as a IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor |
| Accountability | 1603 | Type of Employment Match 2nd Quarter After Exit Quarter (WIOA) | Use the appropriate code to identify the method used in determining the participant's employment status in the second quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the second quarter after the exit quarter. If the participant is not found in wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest.Record 0 if the participant was not employed in the second quarter after the quarter of exit. | R | R | R | | | One of the following (consistent with TEGL 26-16): - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) |
| Performance | 1604 | Employed in 3rd Quarter After Exit Quarter (WIOA) | Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military).Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military.Record 0 if the participant was not employed in the third quarter after the quarter of exit.Record 9 if the participant has exited but employment information is not yet available. | R | R | R | R | | One of the following: - UI wage data match/administrative wage match, such as the National Directory of New Hires - Follow-up survey from program participants - Pay check stubs, tax records, W2 form - Quarterly tax payment forms, such as a IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor |
| Accountability | 1605 | Type of Employment Match 3rd Quarter After Exit Quarter(WIOA) | Use the appropriate code to identify the method used in determining the participant's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If the participant is not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest.Record 0 if the participant was not employed in the third quarter after the quarter of exit. | R | R | R | | | One of the following (consistent with TEGL 26-16): - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) |
| Performance (TAA) | 1606 | Employed in 4th Quarter After Exit Quarter (WIOA) | Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military).Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military.Record 0 if the participant was not employed in the fourth quarter after the quarter of exit.Record 9 if the participant has exited but employment information is not yet available. | R | R | R | R | R | One of the following: - UI wage data match/administrative wage match such as the National Directory of New Hires - Follow-up survey from program participants - Pay check stubs, tax records, W2 form - Quarterly tax payment forms, such as a IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor |
| Accountability | 1607 | Type of Employment Match 4th Quarter After Exit Quarter(WIOA) | Use the appropriate code to identify the method used in determining the participant's employment status in the fourth quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If the participant is not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest.Record 0 if the participant was not employed in the fourth quarter after the quarter of exit. | R | R | R | | | One of the following (consistent with TEGL 26-16): - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|--------------------|---------------------|---|---|---|------------|---------|------------|-----|---|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Accountability | 1608 | Employment Related to Training(2nd Quarter After Exit) (WIOA) | Record 1 if the participant received training services and obtained employment directed related to the training services received. Record 0 if the participant received training services and did not obtain employment directly related to the training services received. Leave blank if the data is not available. | R | R | R | | | One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases, - Other out of state federal wage record systems, - Case notes |
| Accountability | 1610 | Occupational Code (if available) | Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system. This information can be based on any job held after exit from the program. Leave blank if occupational code is not available or not known, or the data element does not apply. Additional Notes: This information can be based on any job held after exit and only applies to adults, dislocated workers and youth who entered employment in the quarter after the exit quarter. If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual had multiple jobs, use the occupational code for the most recent job held. | R | R | R | | | One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases, - Other out of state federal wage record systems, - Case notes |
| Accountability | 1611 | Entered Non-Traditional Employment | Record 1 if the participant's employment is in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work. Non-traditional employment can be based on either local or national data, and both males and females can be in non-traditional employment. This information can be based on any job held after exit and only applies to adults, dislocated workers and youth who entered employment in the second quarter after the exit quarter. Record 0 if the participant does not meet the condition described above. Record 9 if not known. | | R | R | | | One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases, - Other out of state federal wage record systems, - Case notes |
| Accountability | 1612 | Occupational Code of Employment 2nd Quarter After Exit Quarter (if available) | Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system. | R | R | R | | | One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases, - Other out of state federal wage record systems, - Case notes |
| Accountability | 1613 | Occupational Code of Employment 4th Quarter After Exit Quarter (if available) | Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system. | R | R | R | | | One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases, - Other out of state federal wage record systems, - Case notes |
| Accountability | 1614 | Industry Code of Employment 1st Quarter After Exit Quarter | Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if Wages 1st Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available. | R | R | R | | | One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases, - Other out of state federal wage record systems, - Case notes |
| Accountability | 1615 | Industry Code of Employment 2nd Quarter After Exit Quarter | Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if Wages 2nd Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available. | R | R | R | | | One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases, - Other out of state federal wage record systems, - Case notes |
| Accountability | 1616 | Industry Code of Employment 3rd Quarter After Exit Quarter | Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if Wages 3rd Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available. | R | R | R | | | One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases, - Other out of state federal wage record systems, - Case notes |
| Accountability | 1617 | Industry Code of Employment 4th Quarter After Exit Quarter | Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if Wages 4th Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available. | R | R | R | | | One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases, - Other out of state federal wage record systems, - Case notes |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|--------------------|---------------------|---|--|---|------------|---------|------------|-----|--|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Accountability | 1618 | Retention with the same employer in the 2nd Quarter and the 4th Quarter(WIOA) | Record 1 if the participant's employer in the second quarter also matches the employer in the fourth quarter. Record 0 if the participant is not employed in the second or fourth quarters after exit, or the employer in the second quarter does not match the employer in the fourth quarter | R | R | R | R | | <p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) |
| IT | 1700 | Wages 3rd Quarter Prior to Participation Quarter | Record total earnings from wage records for the third quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant. | R | R | R | | | <p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) |
| IT | 1701 | Wages 2nd Quarter Prior to Participation Quarter | Record total earnings from wage records for the second quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant. | R | R | R | | | <p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) |
| IT | 1702 | Wages 1st Quarter Prior to Participation Quarter | Record total earnings from wage records for the first quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant. | R | R | R | | R | <p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) |
| IT | 1703 | Wages 1st Quarter After Exit Quarter(WIOA) | Record total earnings for the first quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant. | R | R | R | | | <p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|--------------------|---------------------|--|---|---|------------|---------|------------|-----|---|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| IT | 1704 | Wages 2nd Quarter After Exit Quarter(WIOA) | Record total earnings for the second quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant. | R | R | R | R | R | One of the following: - UI wage data match/administrative wage match such as the National Directory of New Hires - Follow-up survey from program participants - Pay check stubs, tax records, W2 form - Quarterly tax payment forms, such as a IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor |
| IT | 1705 | Wages 3rd Quarter After Exit Quarter(WIOA) | Record total earnings for the third quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant | R | R | R | | | One of the following (consistent with TEGL 26-16): - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative - Databases (such as TANF, SNAP or other public assistance programs) |
| IT | 1706 | Wages 4th Quarter After Exit Quarter(WIOA) | Record total earnings for the fourth quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant. | R | R | R | | | One of the following (consistent with TEGL 26-16): - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) |
| Performance (TAA) | 1800 | Type of Recognized Credential (WIOA) | Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all programs. | | R | R | R | R | One of the following: - Data match - Copy of credential - Copy of school record - Follow-up survey from program participants - Case notes documenting information obtained from education or training provider |
| Performance (TAA) | 1801 | Date Attained Recognized Credential (WIOA) | Record the date on which the participant attained a recognized credential. Leave blank if the participant did not attain a degree or certificate. | | R | R | R | R | One of the following: - Data match - Copy of credential - Copy of school record - Follow-up survey from program participants - Case notes documenting information obtained from education or training provider **For RSA-911 purposes, documentation is required for credentials earned after program participation begins. |
| Accountability | 1802 | Type of Recognized Credential #2 (WIOA) | Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all DOL programs. | | R | R | R | | One of the following: - Cross-Match with Postsecondary Education Database - Copy of Diploma, Credential or Degree Awarded by Education Institution - Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) - Signed Follow-up Survey Response from Program Participant - Signed File Documentation with Information Obtained from Education or Training Provider |
| Accountability | 1803 | Date Attained Recognized Credential #2(WIOA) | Record the date on which the participant attained a second recognized credential. Leave blank if the participant did not attain a second recognized credential, or if this data element does not apply. | | R | R | R | | One of the following: - Cross-Match with Postsecondary Education Database Copy of Diploma, Credential or Degree Awarded by Education Institution - Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) - Signed Follow-up Survey Response from Program Participant - Signed File Documentation with Information Obtained from Education or Training Provider |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|--------------------|---------------------|--|---|---|------------|---------|------------|-----|--|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Accountability | 1804 | Type of Recognized Credential #3 (WIOA) | Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all DOL programs. | | R | R | R | | One of the following: - Cross-Match with Postsecondary Education Database - Copy of Diploma, Credential or Degree Awarded by Education Institution - Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) - Signed Follow-up Survey Response from Program Participant - Signed File Documentation with Information Obtained from Education or Training Provider |
| Accountability | 1805 | Date Attained Recognized Credential #3(WIOA) | Record the date on which the participant attained a third recognized credential. Leave blank if the participant did not attain a third recognized credential, or if this data element does not apply. | | R | R | R | | One of the following: - Cross-Match with Postsecondary Education Database - Copy of Diploma, Credential or Degree Awarded by Education Institution - Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) - Signed Follow-up Survey Response from Program Participant - Signed File Documentation with Information Obtained from Education or Training Provider |
| Performance | 1806 | Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL)(WIOA) | Record the most recent date the participant who received instruction below the postsecondary education level achieved at least one EFL. EFL gain may be documented in one of three ways: 1) by comparing a participant's initial EFL as measured by a pre-test with the participant's EFL as measured by a participant's post-test; or 2) for States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or 3) States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year. Leave blank if this data element does not apply to the participant. | | R | R | R | | One of the following: - Pre- and post-test results measuring EFL gain - Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units - Postsecondary education or training enrollment determined through data match, survey documentation, or program notes |
| Performance | 1807 | Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA) | Record the most recent date of the participant's transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed semesters during the same 12 month period, that shows a participant is meeting the State unit's academic standards. Leave blank if this data element does not apply to the participant. | | R | R | R | | One of the following: - Transcript - Report Card |
| Performance | 1808 | Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA) | Record the most recent date of the participant's transcript or report card for secondary education for one semester showing that the participant is meeting the State unit's academic standards. Leave blank if this data element does not apply to the participant. | | R | R | R | | One of the following: - Transcript - Report Card |
| Performance | 1809 | Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA) | Record the most recent date that the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.). Leave blank if this data element does not apply to the participant. | | R | R | R | | One of the following: - Documentation of a skill gained through OJT or Registered Apprenticeship - Contract and/or evaluation from employer or training provider documenting a skill gain - Progress report from employer documenting a skill gain |
| Performance | 1810 | Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA) | Record the most recent date the participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams. Leave blank if this data element does not apply to the participant. | | R | R | R | | One of the following: - Results of knowledge-based exam or certification of completion - Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment - Documentation from training provider or employer - Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam |
| Performance | 1811 | Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA) | Record the date the participant was enrolled during program participation in an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be the date of Program Entry. This includes, but is not limited to, participation in Job Corps or YouthBuild or Adult Education or secondary education programs. Leave blank if the data element does not apply to the participant. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment. | | R | R | R | | One of the following: - Copy of enrollment record - File documentation with notes from program staff - School records - Transcript or report card - Data match with postsecondary data system |
| Accountability | 1813 | Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA) | Record the date the participant complete, during program participation, an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be after the date of Program Entry. This includes, but is not limited to, participation in Job Corps, Youthbuild, a Registered Apprenticeship program, Adult Education or secondary education programs. Leave blank if the data element does not apply to the participant. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment. | | R | R | R | | One of the following: - Cross-Match with Secondary or Postsecondary Education Database - Copy of Diploma, Credential or Degree Awarded by Education Institution - Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) - Signed Follow-up Survey Response from Program Participant - Signed File Documentation with Information Obtained from Education or Training Provider |

| DWS Oversight Unit | Data Element Number | Data Element Name | Data Element Definitions / Instructions | Required Elements by Program (R = Required) | | | | | WIOA Source Documentation |
|--------------------|---------------------|--|--|---|------------|---------|------------|-----|---|
| | | | | Wagner-Peyser | WIOA Adult | WIOA DW | WIOA Youth | TAA | |
| Performance | 1900 | Youth 2nd Quarter Placement (Title I) (WIOA) | Record 1 if the participant is enrolled in occupational skills training (including advanced training). Record 2 if the participant is enrolled in postsecondary education. Record 3 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions. | | | | R | | One of the following: - Cross-match with other agencies - Copy of registration record - File documentation with notes from program staff - School records - Transcript or report card - Vendor/training provider training documentation |
| Performance | 1901 | Youth 4th Quarter Placement (Title I) (WIOA) | Record 1 if the participant is enrolled in occupational skills training (including advanced training). Record 2 if the participant is enrolled in postsecondary education. Record 3 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions. | | | | R | | One of the following: - Cross-match with other agencies - Copy of registration record - File documentation with notes from program staff - School records - Transcript or report card - Vendor/training provider training documentation |
| Accountability | 1902 | Category of Assessment#1 | Record 1 if the participant was assessed using approved tests for Adult Basic Education (ABE) Record 2 if the participant was assessed using approved tests for English-As-A-Second Language (ESL) Record 3 if the participant was assessed using approved tests for both ABE and ESL. Record 0 if the participant was not assessed. Leave blank if this data element does not apply to the participant. | | R | R | | | One of the following: - Copy of Assessment Test Results - Vendor Receipt for Testing |