



Executive Standing Committee

AGENDA

(Hybrid Meeting)

Monday, November 18, 2024

1:30 pm

809 Copper Avenue NW

<https://us06web.zoom.us/j/89521286349?pwd=VIJOVFM4RnVrdXVyanNlL0xRaEdKZz09>

Passcode: 624618

Stacy Sacco, Chair

Vaadra Chavez, Chair-Elect

AGENDA

- Call to Order**
- Roll Call** - Determination of Quorum
 - **Carl Adams**, Youth Standing Committee Chair
 - **Marvis Aragon** Bernalillo County Rep
 - **Karla Causey**, Treasurer, Finance Standing Committee Chair
 - **Vaadra Chavez**, Chair-Elect, Operations Standing Committee Chair
 - **Antoinette Holmes**, Disability Standing Committee Chair
 - **Honorable Gregg Hull**, WCCNM Chief Elected Official
 - **John Mierzwa** – Past Chair
 - **Debbie Ortiz**-, Torrance County Rep.
 - **Stacy Sacco** – Chair
 - **David Vedera** – Sandoval County Rep.
 - **Susan Yassenka** – Valencia County Rep.

Approval of Monday, November 18, 2024, Agenda

Motion

Second

Action

Tab 1 **Aspen Institute Initiative \ Collaboration Presentation**
by Rachel Snyder, City of Albuquerque Economic Development
by Mary Walker, Central New Mexico Community College

Tab 2 **Approval of Minutes: September 16, 2024**

Motion

Second

Action

ACTION ITEMS

Tab 3 **Approval of MP-306, Change 1, Data Validation Policy**

Motion

Second

Action

- Tab 4 **Approval of OP–423, Change 2, Eligible Training Provider Policy**
 Motion
 Second
 Action

INFORMATION & DISCUSSION ITEMS

- Tab 5 **WIOA Updates**

PUBLIC COMMENT/ADJOURNMENT

- Public Comments** - Anyone who wishes to address the Executive Standing Committee must register with the secretary of the WCCNM Board

- Adjournment**

NOTES

**Next Meeting: WCCNM Executive Standing Committee,
January 27, 2024, 1:30 pm**

*Anyone requiring special accommodations please notify the MRCOG office at
247-1750 seven (7) days prior to the meeting.
"Equal Opportunity Program"*

MINUTES



Executive Standing Committee

Monday, September 16, 2024

1:30 pm

Mid-Region Council of Governments
809 Copper Ave. NW, Albuquerque, N M
Hybrid

Call to Order – 1:33 pm – John Mierzwa

Member

- ✓ **Carl Adams**, Youth Standing Committee Chair
- Marvis Aragon**, Bernalillo County Rep
- ✓ **Karla Causey**, Treasurer, Finance Standing Committee Chair
- Antoinette Holmes**, Disability Standing Committee Chair
- ✓ **Honorable Gregg Hull**, CEO
- ✓ **Krista Kelley**, Chair
- ✓ **John Mierzwa**, Past -Chair
- Debbie Ortiz**, Torrance County Rep.
- ✓ **Stacy Sacco**, Chair-Elect
- ✓ **Susan Yasenka**, Valencia County Rep
- Vacant - Operations Standing Committee Chair
- Vacant – Sandoval County Rep.

Approval of Monday September 16, 2024, Agenda

Motion: Karla Causey

Second: Mayor Gregg Hull

No Discussion

Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Carl Adams				
Marvis Aragon				
Karla Causey	X			
Antoinette Holmes				
Gregg Hull	X			
Krista Kelley	X			
John Mierzwa	X			
Debbie Ortiz				

Stacy Sacco	X			
Susan Yasenka	X			

Tab 1: Approval of WCCNM Executive Standing Committee Minutes for March 18, 2024

Motion: Stacy Sacco
Second: Karla Causey
No Discussion
Action: Passed unanimously by Roll Call Vote

	Yes	No	Abstain	No Vote
Carl Adams	X			
Marvis Aragon				
Karla Causey	X			
Antoinette Holmes				
Gregg Hull	X			
Krista Kelley	X			
John Mierzwa	X			
Debbie Ortiz				
Stacy Sacco	X			
Susan Yasenka	X			

ACTION ITEMS

Tab 2	<p>Approval of Administrative Policy No. AP-210 Stevens Amendment Policy</p> <p>By: Tawnya Rowland, Program Manager</p> <ul style="list-style-type: none"> ▪ Ms. Rowland presented the AP-210 Stevens Amendment Policy. ▪ She stated there is a federal mandate that all Federally funded programs demonstrate transparency in terms of the use of the Federal Grant funds. ▪ This policy that is provided, explains the background and what we're required to do. There is specific guidance from NMDWS in terms of the language that we need to use. ▪ This side disclosure funding, disclosure statement has to be on all marketing materials. There's a list in this policy of everything that this statement needs to be attached to. So, what we're going do is follow in the footsteps of NMDWS. ▪ If approved today, we're going to add a web page on our website. Jamie Sandoval is going to be assisting Tawnya with that process. Basically will reflect everything that you see in the provided policy, attachment two in the packet.
-------	--

The Stevens Amendment is an appropriations provision that requires U.S. Department of Labor and U.S. Department of Health and Human Services grant recipients to acknowledge federal funding when publicly communicating any projects or programs. This requirement to reveal the costs financed with federal funds, promotes transparency and accountability and ensures any federally funded research and work are properly credited.

Motion: Mayor Gregg Hull

Second: Stacy Sacco

No Discussion

Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Carl Adams	X			
Marvis Aragon				
Karla Causey	X			
Antoinette Holmes				
Gregg Hull	X			
Krista Kelley	X			
John Mierzwa	X			
Debbie Ortiz				
Stacy Sacco	X			
Susan Yasenka	X			

Tab 3

Approval of H1-B Pathways to Infrastructure Jobs Grant Contract Renewal

By: Sonora Rodriguez, Program Manager

- Mr. Rodriguez presented the H1-B Pathways Infrastructure Jobs Grant Contract Renewal.
- We will be asking for this annually as it is a five-year grant.
- We've also included 2 risk assessments, financial risk assessments. We find there is no financial civic risk in this grant. Our scope of work is also included in this packet.
- She stated over this next 5 years we plan to enroll 250 participants, a staggered approach. And, again, targeting low income under employed individuals, 17 and older and at a secondary school.
- We will collaborate with Adult/Dislocated Worker using our WCOS system and a Sector Advisory Council.
- We are continuing to engage with employers and leaders in renewable broadband and transportation sectors.

Questions & Comments

Motion: Stacy Sacco
Second: Karla Causey
No Discussion
Action: Passed unanimously by Roll Call Vote.

	Yes	No	Abstain	No Vote
Carl Adams	X			
Marvis Aragon				
Karla Causey	X			
Antoinette Holmes				
Gregg Hull	X			
Krista Kelley	X			
John Mierzwa	X			
Debbie Ortiz				
Stacy Sacco	X			
Susan Yasenka	X			

INFORMATION & DISCUSSION ITEMS

Tab 4 WIOA Updates –

- **Local 4-year plan update**
 - Ms. Rowland gave an update on the Local 4-year plan. She stated the deadlines are fast approaching. Numerous emails have been sent out to Members and partners. Public Comment period is from September 15, 2024 to October 15, 2024. Please refer to the Draft of September 15, 2024. It will also go to the Full Board on October 21, 2024.
- **Performance Negotiations PY24 & 25**
 - Mr. Martinez stated our performance negotiations with the NMDWS is scheduled for the coming Friday.
 - I think what we got is all right. It's not perfect in in my mind, said Mr. Martinez.
 - He stated that in the future he'd like to suggest modifications to how this is performed. We understand what the state has agreed to on a state level. The state asks us locals to respond to what we propose. We feel like we are going in blind. But we don't know what the state has prepared until we get to the meeting.
- **USDOL CHANCES Period of Performance Request**
 - Mr. Martinez gave an update.
- **USDOL H1B update**
 - Update reported in Tab 3
- **NMDWS Monitoring, One-Stop, A&E MRCOG Financial**
 - Mr. Martinez stated that all our monitoring has been completed.
 - We will be able to close all monitoring events and move forward.

PUBLIC COMMENT/ADJOURNMENT

Public Comments – None
Adjournment – 2:14 pm

**Next Meeting: WCCNM Joint Chief Elected Official's/Executive Standing Committee,
November 18, 2024, 10:00 am**

*A more detailed account of the meeting and discussions are available for review at the MRCOG
offices at:
809 Copper NW, Albuquerque, NM 87102*

Approved November 18, 2024

Stacy Sacco, WCCNM Chair

ATTEST:

Secretary

“Equal Opportunity Program”

Workforce Connection of Central New Mexico MP-306, Change 1, Data Validation Policy

Action Requested:

On August 22, 2024, the NMDWS changed its Data Validation Policy (DWS 23-002, Change 1), which required the WCCNM to update MP-306. This AISS requests approval of the revised WCCNM MP-306, Change 1, Data Validation Policy.

Background:

The NMDWS 23-002, Change 1, Data Validation Policy received on August 22, 2024, replaces NMDWS policy guidance received on February 1, 2024. The WCCNM MP-306 Change 1 Data Validation Policy updates the NMDWS and WCCNM Data Validation Program requirements provided in track changes. The Data Validation process provides service providers the tools to help ensure the performance reporting data submitted to NMDWS and/or USDOL is valid and reliable.

The NMDWS shall conduct a validation of data submissions of each Local Workforce Development Board (LWDB) according to the U.S. Department of Labor (USDOL), Employment and Training Administration guidance (TEGL 23-19 Change 1 and Change 2). This data validation is required for federally funded employment and training programs, including the Workforce Innovation and Opportunity Act (WIOA) programs administered by the NMDWS.

Financial Impact: None

Do Pass _____

Do Not Pass _____



Monitoring and Oversight Policy NO. MP – 306, Change 1

Subject: Data Validation
Effective: PY24 – 11/18/2024

PURPOSE:

Per the New Mexico Department of Workforce Solutions (NMDWS) Data Validation Policy Issuance # DWS 23-002 Change 1 dated August 22, 2024, which was received by the WCCNM on September 5, 2024, NMDWS has changed their Data Validation Policy requirements.

The purpose of this policy is to reflect NMDWS Policy 23-002 Change 1 updates. This WCCNM policy originally replaced WCCNM Monitoring and Oversight Policy MP-305, Subject: Data Validation dated 9/25/2023, which was rescinded.

REFERENCES:

- TEGL 23-19 Change 2, including Revised Attachment I-Program-Specific Instructions, Revised Attachment II – Source Documentation for WIOA Core/Non-Core Programs
- NMDWS Workforce Guidance Letter: Policy Issuance: Data Validation Policy, DWS 23-002 Change 1, August 22, 2024
- Workforce Innovation and Opportunity Act (WIOA), July 22, 2014: §116.
- Workforce Innovation and Opportunity Act (WIOA), July 22, 2014: §503.
- WIOA Final Rules – U.S. Department of Labor (Title I): 20 CFR §677 and §678.
- Training and Employment Guidance Letter WIOA No. 7-18, Guidance for validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)
- 2 CFR 200.303 Internal Controls
- 2 CFR 200.329 Performance Monitoring and Reporting
- TEGL 39-11 Guidance on the Handling and Protection of Personally Identifiable Information (PII)
- 2 CFR 200.334 Retention Requirements for Records
- NMAC 1.21.2.122 Grant Administration Records Retention
- 2 CFR 200.328 Financial and Performance Reporting

Attachments

- NMDWS Workforce Guidance Letter: Policy Issuance: Data Validation Policy, DWS 23-002 Change 1, August 22, 2024
- TEGL 23-19 Change 2, including the following attachments:
 - TEGL 23-19 Change 2—Revised Attachment I-Program-Specific Instructions
 - TEGL 23-19 Change 2—Revised Attachment II Source Documentation for Core/Non-Core Programs



The following Data Validation Policy defines the NMDWS and WCCNM Data Validation Program roles and responsibilities. In addition, this Data Validation Policy provides guidance to the Administrative Entity; Adult, Dislocated Worker, and Youth Service Providers to ensure the performance reporting data submitted to NMDWS is valid and reliable.

BACKGROUND:

The NMDWS shall conduct a validation of data submissions of each Local Workforce Development Board (LWDB) according to the U.S. Department of Labor (USDOL), Employment and Training Administration guidance (TEGL 23-19 [Change 2](#)). This data validation is required for federally funded employment and training programs, including the Workforce Innovation and Opportunity Act (WIOA) programs administered by the NMDWS.

WIOA-funded programs included in TEGL 23-19, Change 2 are as follows (Please Note: Not all programs listed below are currently applicable to the WCCNM; however, WCCNM's partners may also benefit from this policy). See attached TEGL 23-19 Change 2 Attachment I-Program-Specific Instructions for full descriptions of the following required programs:

1. Adult, Dislocated Worker, Wagner-Peyser Act Employment Service, and Youth
 - a. Trade Adjustment Assistance (TAA)
2. Indian and Native American Program (INAP)
3. Job Corps
 - a. Job Corps Demonstration
4. National Farmworker Jobs Program (NFJP)
5. YouthBuild
6. Reentry Employment Opportunities (REO)
7. H-1B Skills Training Grants
8. The Senior Community Services Employment Program (SCSEP)
9. Apprenticeship Grants ([Office of Apprenticeship](#)-Managed)
10. Jobs for Veterans State Grants (JVSG)
11. National Dislocated Worker Grants (DWG)

Data Validation is a series of internal controls or quality assurance techniques established to verify the accuracy, validity, and reliability of data. Establishing a data validation framework will ensure that all program data is consistent and accurately reflects the performance of each core program. NMDWS Workforce Guidance Letter: DWS 23-002, [Change 1](#). Data Validation Policy defines the NMDWS data validation requirements, validation framework, and LWDB data validation requirements.

Data Validation activities and compliance are separate and distinct from other WCCNM Monitoring activities and compliance as defined in WCCNM *Monitoring and Resolution Policy No. MP-304, Change 2*.



STATE RESPONSIBILITIES

NMDWS shall conduct data validation of each Local Workforce Development Board meeting the following requirements:

State Data Validation Sample Selection:

- NMDWS shall conduct Data validation no less than annually.
- ~~A sample of records from each of the most recently certified four (4) quarters are validated.~~ [A sample of records from the most recently certified PIRL. Each PIRL contains 10 quarters of participant data.](#)
- The sample selection will be sorted by LWDB and WIOA core program.
- NMDWS shall utilize a random sample methodology in which a random sample of records is derived or utilize the data validation record sampling functionality of the Workforce Connection Online System.
- The random sample is representative of the cohort of which the sample is drawn. Representative sampling is a technique being utilized to obtain insights and observations about a targeted population group.
- NMDWS has identified the targeted population groups by funding stream:
 - ✓ Adult
 - ✓ Dislocated Workers
 - ✓ Youth Program
 - ✓ Wagner-Peyser
 - ✓ Trade Adjustment Assistance
 - ✓ National Dislocated Worker Grants
 - ✓ [Jobs for Veterans State Grants](#)
 - ✓ [Apprenticeship Grants as Administered by the Office of Apprenticeship \(OA\)](#)
- For Adult, Dislocated Worker, Youth, National Dislocated Worker Grants, Trade Adjustment Assistance, [Apprenticeship Grants as administered by the Office of Apprenticeship \(OA\)](#), and Jobs for Veterans State Grants, 5% of each funding stream will be drawn for data validation, not to exceed thirty (30) records per target population group and not less than 1 record.
- For Wagner-Peyser, 5% of the target population group will be drawn for data validation, not to exceed 150 records and no less than 1 record.
- Data Validation Samples must include both active and exited participants.
- [NMDWS](#) Data Validation Samples may be customized or weighted to specific service, education, or performance areas ([see NMDWS Policy 23-002 Change 1 attached](#)):
- [NMDWS Customized Data Validation Templates may be developed and implemented which identify specific Participant Individual Record Layout \(PIRL\) data elements in any combination which is included on every record in each data validation sample.](#)



- The CHANCES and H-1B grants were awarded to the WCCNM directly and as such are not included in the NMDWS's Data Validation Report as targeted population groups by funding streams.

State Data Validation Report:

When the NMDWS completes a data validation sample, the Workforce Connection Online System (WCOS) will generate a State Data Validation Report.

- The NMDWS Data Validation Report will be provided to the WCCNM Board Chair and/or Workforce Administrator upon completion and approval of the NMDWS Compliance Manager.
- Each report will identify pass/fail rates of the data validation element.
- The NMDWS Data Validation Report shall comply with federal record retention requirements or state record retention requirements if the state record retention requirements are more stringent. Data validation records must be retained for the period specified by Federal or State guidance, whichever is longer. This may 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, error rates, and corrective action efforts made after data validation reviews.

The NMDWS Compliance Manager will review each State Data Validation Report.

- Repeated or egregious data validation failures which result in disallowed cost or program monitor findings may increase the LWDB's overall LWDB risk level as determined by the Compliance Manager.
- Consistent successful data validations may result in a decrease in the LWDB's risk level as determined by the Compliance Manager.
- NMDWS shall conduct a regular assessment of the effectiveness of the data validation policy/process (recommended annually) and enact revisions to that policy/process as needed.

State Training and Technical Assistance:

NMDWS staff shall provide data validation guidance, technical assistance or training to local workforce development boards and program partners as needed, it is recommended no less than annually.

NMDWS WIOA staff are responsible for ensuring LWDBs' adherence to their local Data Validation policies during routine oversight, they are not mandated to verify this compliance when the State is actively conducting its own Data Validation procedures. This distinction suggests that these two monitoring activities occur separately, with the State's Data Validation process being distinct from regular programmatic monitoring in terms of its focus on LWDBs' compliance with their local Data Validation policies. Individual title programs will direct state staff in data validation activities.



WCCNM BOARD REQUIREMENTS

The WCCNM Board with the assistance of the Administrative Entity; Adult, Dislocated Worker, Youth, CHANCES and H-1B grant Service Providers are responsible for the following:

- The WCCNM Board Chair and/or Workforce Administrator are the individuals authorized by NMDWS to receive the State Data Validation Reports and are responsible for ensuring appropriate staff receive all NMDWS communications regarding data validation reviews in a timely manner.
- The Administrative Entity and Service Provider Managers are responsible for ensuring appropriate staff receive data validation training annually, which includes feedback from prior data validation reviews.

Service Provider Requirements:

Service providers are responsible for developing and implementing internal Quality Assurance/Quality Control (QA/QC) procedures to ensure the following:

- Collection of source documentation required for data validation, as indicated in TEGL 23-19 Change 2, ~~Attachment I-Program Specific Instructions; Attachment II-Data Validation Source Documentation DOL only Data Element Validation for WIOA core/Non-Core Programs. Please also reference 'Attachment I-Program Specific Instructions' for any core partner/program source documentation variations imposed by State Policy.~~

~~Conflicts in Source Documentation Data:~~

~~If the data reported in the PIRL file conflict with source documentation for a given data element, the data element fails.~~

~~If multiple sources are listed for the same data element and sources conflict, the most reliable source is used to determine if the element passes or fails. For example, for Education Status at Participation, copies of records from an education institution are more reliable than participant self attestation.~~

~~The data provided by the most reliable source available must match the data provided for the PIRL file for a given data element. Non-matching data for a given data element results in fails.~~

- All WIOA funded and WCCNM grant programs must collect source documentation in compliance with TEGL 23-19, Change 2 including Attachment I and II.

- Conflicts in Source Documentation Data:

- ✓ If the data reported in the PIRL file conflict with source documentation for a given data element, the data element fails.

- ✓ If multiple sources are listed for the same data element and sources conflict, the most reliable source (other than self-attestation) is used to determine if the element passes or fails.

Formatted: No bullets or numbering



- Service Providers must collect source documentation when it is available and practical. Self-attestation or case notes may be used for many of the data elements as noted in TEGL 23-19, Change 2, Attachment II. To meet the needs of migrant and seasonal farmworkers and their dependents, program procedures should incorporate the use of self-attestation or case notes to meet their customers' needs and increase access to program services. For the definitions of self-attestation and case notes refer to Attachment II.
- Service providers must consider the impacts on equity and accessibility when developing their source documentation procedures. While the collection of source documentation for data validation will often take place at the same time as the determination of an individual's program eligibility, these actions serve different purposes.

Eligibility determination only needs to confirm that an individual meets the requirements of a program before becoming a participant in the program. Where self-attestation is listed as an option for source documentation in TEGL 23-19, Change 2, Attachment II, the lack of source documentation beyond self-attestation must not delay or prevent enrollment and receipt of services in a program.

- To avoid a disparate impact on services to populations who often face barriers to employment, WCCNM may not restrict the use of self-attestation in policies when specifically permitted, as per TEGL 23-19, Change 2.
- Service providers must ensure participant data and source documentation is complete, valid, and reliable by performing routine QA/QC Data Validation random sampling of participant files. ~~See below for RECOMMENDED LWDB DATA VALIDATION SAMPLE SELECTION.~~
- The Service Provider QA/QC Data Validation sampling activities are separate from the State Data Validation Report the WCCNM Board Chair and/or Workforce Administrator will receive from NMDWS at least once per year. Routine QA/QC Data Validation sampling is intended to ensure the WCCNM does not receive any State Data Validation Report with failed data validation results.
- WCCNM's Service Providers must maintain separate QA/QC Data Validation reports documenting the participant sample, sample outcomes, and the corrective action taken to meet compliance, if needed. Data validation records must be retained for a minimum of three years.
- Service Providers shall submit their QA/QC Data Validation Report during the 4th Quarter of each Program Year to the Workforce Administrator and Administrative Program Managers. The Administrative Entity will report service provider QA/QC Data Validation outcomes to the WCCNM Operations Standing Committee on an annual basis.



- Service providers must ensure safeguards are in place to protect personally identifiable information and other sensitive information found on the source documents collected for data validation, as instructed in TEGL 39-11.
- Service providers must ensure all source documents are uploaded in WCOS so that NMDWS staff can verify and validate appropriate source documentation has been obtained for all participant files selected for WCCNM's State Data Validation Report.
- Service providers must ensure that any failed data validation results identified in the State Data Validation Report are corrected within 45-days of WCCNM Board Chair/Workforce Administrator receipt of the report from NMDWS. During this process, the Service Providers will also ensure their program adheres to the allowable source documentation as defined in TEGL 23-19 Change 2, Attachment II.

Although the CHANCES (Reentry Employment Opportunity) and H-1B grants were awarded to the WCCNM directly and are not included in the NMDWS targeted population groups by funding stream, CHANCES and H-1B grant service providers must include Data Validation procedures in their routine QA/QC procedures and ensure that source documents are being obtained as applicable for each participant. See TEGL 23-19 Change 2, Attachment I and II for additional information and requirements for these grants.

CHANCES and H-1B grant monitors will verify program Data Validation compliance and assess outcomes during annual monitoring activities, or more often if needed as determined by the WCCNM Operations Standing Committee.

Currently, NMDWS does not require the LWDBs to submit back to NMDWS their corrected State Data Validation Reports. However, the administrative support staff and service providers shall maintain records of WCCNM data validation activity and retain such records as set forth in WIOA, Federal, State and LWDB record retention requirements. ~~Data Validation records shall be retained for the period identified in Federal or State guidance, whichever is longer.~~ Per 2 CFR 200.334 and NMAC 1.21.2.122 Grant Administration and Data Validation records must be retained for a period three (3) years from the date the file is closed.

The WCCNM Administrative staff will perform at least an annual assessment of the effectiveness of the WCCNM Data Validation policy and Service Provider Procedures and enact revisions to the data validation policy/procedures as required. The WCCNM Operations Standing Committee shall receive all data validation assessments and related reports for review and committee discussion. Should any data validation assessments indicate repeated or egregious data validation failures, the WCCNM Operations Standing Committee will require corrective action including the implementation of a Continuous Quality Improvement (CQI) plan to mitigate the deficiency.



Service Providers shall submit their Data Validation Report at least once per program year during the 4th Quarter of the PY to the WCCNM Workforce Administrator and Program Managers.

RECOMMENDED LWDB DATA VALIDATION SAMPLE SELECTION

Per the DWS Policy Issuance 23-002 Change 1 (see attached), it is recommended that the data validation sample is taken from the Workforce Connection Online System (WCOS), although not required. Upon request, the WCCNM may request data validation samples from WCOS sample selection functionality.

If desired, the service provider may request data validation samples derived from WCOS for Service Provider use in their QA/QC data validation activities, the Workforce Administrator or designated WCCNM representative must initiate the request. The data validation sample request should be specific to the time period (program year quarter(s)), program, sample size and sample type (active participants and exited participants). The NMDWS Compliance Manager will respond to the WCOS Data Validation Sample request in a timely fashion and advise the WCCNM Workforce Administrator or designated representative when the requested samples have been drawn.

~~If the WCCNM Service Providers wish to utilize a different sample selection methodology for their QA/QC data validation activities, prior to implementation, the proposed methodology as documented in the Service Provider's Procedure Manual should be forwarded to the WCCNM Workforce Administrator, who will then submit the methodology request for approval to the NMDWS Compliance Manager. Utilizing methods other than the Workforce Connection Online System data validation functionality are allowable but must meet the sample methodology criteria set forth in federal guidance TEGL 23-19 Change 2. The WCCNM Workforce Administrator will advise the Service Provider with the determination after receipt of reply from the NMDWS Compliance Manager. Upon NMDWS approval the Service Provider may implement the approved sample methodology.~~

If the service providers would like to utilize the NMDWS sample selection methodology to perform their QA/QC Data Validation procedures, they must request the sample by contacting the WCCNM Workforce Administrator, who will in turn forward the request to the NMDWS Compliance Manager. Only NMDWS can pull the sample that is part of the WCOS functionality.

APPLICABILITY:

WCCNM AE/FA Support Staff and Service Providers

INQUIRIES:

WIOA Program Manager 505-724-3658

Commented [JS1]: This Change 2 ONLY changed the attachments in the TEGL 23-19 updating the data validation requirements core and non core DOL programs. This sentence was added into to confirm that we can choose our own sample methodology but it does need to follow the updated changes in Attachment I and Attachment II of TEGL 23-19, change 2.

Commented [JS2R1]: The changes mentioned in Attachment I and II are not major, and are program specific, but I think it would be smart to leave this change in. For example, some validation requirements were updated/clarified for National Farmworker Job Programs and National Dislocated Worker Grants.



This Policy has been approved by the Workforce Connection of Central New Mexico Board and replaces any policy previously in effect.

Stacy Sacco, Board Chair

_____ Date



STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
Policies & Procedures

Policy Issuance: Data Validation Policy

Policy Issuance # DWS 23-002 Change 1
Responsible Department: NMDWS State
Administrative Entity
Origination Date: February 1, 2024
Effective Date: August 22, 2024

CONTENTS

I. Policy Statement	VII. Roles & Responsibility
II. Purpose of Policy	VIII. References
III. Policy Scope	IX. Review and Revision History
IV. Definitions	X. Appendices, Forms, and Related Materials
V. Policy & Procedures	XI. Adoption
VI. Compliance	

I. Policy Statement

The U.S. Department of Labor (USDOL, Employment and Training Administration (ETA)), requires States to conduct validation of data submissions for federally funded employment and training programs, including the Workforce Innovation and Opportunity Act (WIOA) programs.

Data validation is a series of internal controls or quality assurance techniques established to verify the accuracy, validity, and reliability of data. Establishing a data validation framework will ensure that all program data is consistent and accurately reflects the performance of each core program.

The State of New Mexico Department of Workforce Solutions Data Validation policy is in accordance with USDOL federal guidance (CFR, TEGL). State Data Validation Reports are the official data validation of record for WIOA Core Programs and the TAA program in relation to each local workforce development board.

This policy requires each LWDB to establish a local data validation policy and meet related local data validation requirements.

The LWDB is expected to correct deficiencies/errors identified in the State Data Validation Report.

II. Purpose of Policy

The purpose of issuing a data validation policy and guidance is to provide a structured framework for the State and local workforce development boards (LWDB) regarding the Workforce Innovation and Opportunity Act (WIOA) core partners and programs. This policy aims to ensure that the data submitted for performance reporting is both valid and reliable.

III. Policy Scope

This policy applies to all Local Workforce Development Boards.

IV. Definitions

N/A



STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
Policies & Procedures

Policy Issuance: Data Validation Policy

Policy Issuance # DWS 23-002 Change 1
Responsible Department: NMDWS State
Administrative Entity
Origination Date: February 1, 2024
Effective Date: August 22, 2024

V. Policy & Procedures

A. Data Validation

Data validation helps ensure the accuracy of the quarterly and annual statewide performance reports, safeguards data integrity, and promotes the timely resolution of data errors, anomalies and inaccuracies.

As such, the State has established this policy which defines State data validation requirements. The outcomes of completed data validation samples are captured in State Data Validation Reports.

State data validation framework is defined by identified roles and responsibilities of the State as detailed below:

1. Data Validation Requirements:

State shall conduct data validation of each Local Workforce Development Board meeting the following requirements:

- a. Data validation is conducted no less than annually.
- b. A sample of records from the most recently certified PIRL. Each PIRL contains 10 quarters of participant data.
- c. A sample of records from WIOA Title I (Adult, Dislocated Worker, and Youth), Title III (Wagner-Peyser), Trade Adjustment Assistance (TAA), National Dislocated Worker Grants, and Jobs for Veterans State Grants are validated for each local workforce development board in accordance with federal guidance TEGL 23-19 Change 2.
- d. Utilize a random sample methodology in which a random sample of records is derived or utilize the data validation record sampling functionality of the Workforce Connection Online System. Data validation sample specifications are defined in *Section B. Data Validation Sample Selection* section of this policy.
- e. Data quality is achieved by processing an entire file of participant records to check the accuracy of the state calculations used to generate the USDOL quarterly and annual performance reports submitted through the Workforce Integrated Performance System. In addition, the state conducts quarterly queries of the MIS database to report and correct errors or missing data found in participant records to ensure all applicable records are reported on accurately in quarterly and annual performance reports.



STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
Policies & Procedures

Policy Issuance: Data Validation Policy

Policy Issuance # DWS 23-002 Change 1
Responsible Department: NMDWS State
Administrative Entity
Origination Date: February 1, 2024
Effective Date: August 22, 2024

2. State Data Validation Report:

- a. When a data validation sample is completed, the Workforce Connection Online System will generate a State Data Validation Report.
- b. Each report will identify pass/fail rates of the data validation element.
- c. State Data Validation Report will be provided to each local workforce development board(s) upon completion and approval of the Department of Workforce Solutions Compliance Manager.
- d. The LWDB is expected to correct deficiencies/errors identified in the State Data Validation Report 45 days from the date which the board has received the report.
- e. State Data Validation Report shall comply with federal record retention requirements or state record retention requirements if the state record retention requirements are more stringent. Data validation records must be retained for the period specified by Federal or State guidance, whichever is longer. This may 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, error rates, and corrective action efforts made after data validation reviews.

3. Assessment:

- a. Department of Workforce Solutions Compliance Manager will review each State Data Validation Report(s).
- b. Repeated or egregious data validation failures which result in disallowed cost or program monitor findings may increase the local workforce development board(s) overall lwdb risk level as determined by the Compliance Manager.
- c. Consistent successful data validations may result in a decrease in the local workforce development board(s) risk level as determined by the Compliance Manager.
- d. Regular assessment of the effectiveness of the data validation policy/process (recommended annually) and enact revisions to that policy/process as needed.

4. Training and Guidance:

- a. State staff shall provide data validation guidance, technical assistance or training to local workforce development boards and program partners as needed; it is recommended no less than annually.



STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
Policies & Procedures

Policy Issuance: Data Validation Policy

Policy Issuance # DWS 23-002 Change 1
Responsible Department: NMDWS State
Administrative Entity
Origination Date: February 1, 2024
Effective Date: August 22, 2024

5. State Staff:

- a. State WIOA staff are responsible for ensuring LWDBs' adherence to their local Data Validation policies during routine oversight, they are not mandated to verify this compliance when the State is actively conducting its own Data Validation procedures. This distinction suggests that these two monitoring activities occur separately, with the State's Data Validation process being distinct from regular programmatic monitoring in terms of its focus on LWDBs' compliance with their local Data Validation policies. Individual title programs will direct state staff in data validation activities.

B. DATA VALIDATION SAMPLE SELECTION

The State will query the Workforce Connection Online system for participant activity across the NMDWS administered core programs resulting in a random sample. The sample selection will be sorted by Local Workforce Development Board and WIOA core program.

1. Utilize a random sample methodology in which a random sample of records is derived or utilize the data validation record sampling functionality of the Workforce Connection Online System
 - a. Random sample is representative of the cohort of which the sample is drawn. Representative sampling is a technique being utilized to obtain insights and observations about a targeted population group.
 - b. NMDWS has identified the targeted population groups by funding stream:
 - i. Adult
 - ii. Dislocated Workers
 - iii. Youth Program
 - iv. Wagner-Peyser
 - v. Trade Adjustment Assistance
 - vi. National Dislocated Worker Grants
 - vii. Jobs for Veterans State Grants
 - viii. Apprenticeship Grants as administered by the Office of Apprenticeship (OA)
 - ix.
2. Data Validation Sample Parameters for each target population group:



STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
Policies & Procedures

Policy Issuance: Data Validation Policy

Policy Issuance # DWS 23-002 Change 1
Responsible Department: NMDWS State
Administrative Entity
Origination Date: February 1, 2024
Effective Date: August 22, 2024

- a. Minimum/maximum limits on the number of records based on the target population group.
 - i. For Adult, Dislocated Worker, Youth, National Dislocated Worker Grants, Trade Adjustment Assistance, Apprenticeship Grants as administered by the Office of Apprenticeship (OA) and Jobs for Veterans State Grants, 5% of each funding stream will be drawn for data validation, not to exceed 30 record per target population group and not less than 1 record.
 - ii. For Wagner-Peyser, 5% of the target population group will be drawn for data validation, not to exceed 150 records and no less than 1 record.
- b. Data Validation Samples must include both active and exited participants.
- c. Data Validation Samples may be customized:
 - i. Sample may be weighted to specific service, education or performance areas:
 - Participant Received Training Services
 - Participated in Postsecondary Education during Program Participation
 - Enrolled in Secondary Education
 - Participant Received a Recognized Credential
 - Enrolled During Program Participation in an Education or Training Program leading to a Recognized Postsecondary Credential or Employment
 - Received a Measurable Skill Gain
 - Employed in 2nd Quarter after Exit Quarter
 - Employed in 4th Quarter after Exit Quarter
 - ii. Customized Data Validation Templates may be developed and implemented which identify specific Participant Individual Record Layout (PIRL) data elements in any combination which is included on every record in each data validation sample.

C. SOURCE DOCUMENTATION

The WIOA core programs are required to adhere to allowable source documentation for available Participant Individual Record Layout (PIRL) data elements. *Attachment II-Source Documentation for WIOA Core/Non-Core Programs* lists the allowable source documentation, which local workforce development boards, providers



STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
Policies & Procedures

Policy Issuance: Data Validation Policy

Policy Issuance # DWS 23-002 Change 1
Responsible Department: NMDWS State
Administrative Entity
Origination Date: February 1, 2024
Effective Date: August 22, 2024

and program staff may utilize. (NOTE: *Attachment II-Source Documentation for WIOA Core/Non-Core Programs* is required by USDOL, some State level core partner/program source documentation may vary from *Attachment II*, please reference '*Attachment I-Program Specific Instructions*' for any core partner/program source documentation variations imposed by State policy).

1. LWDBs, core partners and programs may also:
 - a. Maintain supporting source documentation for program-specific data elements that are not included in this guidance.
 - b. Conduct source document/data validation for additional data elements; and/or
 - c. Require additional source documentation in their policy/procedures.
2. Conflicts in Source Documentation Data:
 - a. If the data reported in the PIRL file conflict with source documentation for a given data element, the data element 'fails'.
 - b. If multiple sources are listed for the same data element and the sources conflict, the most reliable source is used to determine if the element passes or fails. For example, for Education Status at Participation, copies of records from an educational institution are a more reliable source than participant self-attestation.
 - i. The data provided by the most reliable source available must match the data provided for the PIRL file for a given data element. Non-matching data for a given data element results in 'fails'.

Refer to *Attachment I-Program Specific Instructions* for program specific information regarding data validation policies or source documentation specific to individual WIOA Core Partners or programs.

D. LOCAL WORKFORCE DEVELOPMENT BOARD REQUIREMENTS

1. The local workforce development board(s) are responsible for the following:
 - a. LWDB Data Validation Policy:

Establish a LWDB Data Validation Policy which meets the minimum requirements of the State Data Validation Policy.

 - i. LWDB Data Validation Policy meets the following criteria:



STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
Policies & Procedures

Policy Issuance: Data Validation Policy

Policy Issuance # DWS 23-002 Change 1
Responsible Department: NMDWS State
Administrative Entity
Origination Date: February 1, 2024
Effective Date: August 22, 2024

- Data validation is conducted no less than annually.
- A sample of records from the most recently certified PIRL. Each PIRL contains 10 quarters of participant data.
- A sample of records from WIOA Title I (Adult, Dislocated Worker, and Youth), Title III (Wagner-Peyser), Trade Adjustment Assistance (TAA), National Dislocated Worker Grants, and Jobs for Veterans State Grants are validated for each local workforce development board in accordance with federal guidance TEGL 23-19 Change 2.
- Utilize a random sample methodology in which a random sample of records is derived or utilize the data validation record sampling functionality of the Workforce Connection Online System. Data validation sample specifications are defined in *Section B. Data Validation Sample Selection* section of this policy.

2. Record of Local Data Validation Activity:

Each local workforce development board shall maintain records of local data validation activity and retain such records as set forth in WIOA, Federal, State and LWDB record retention requirements. Data validation record shall be retained for the period identified in Federal or State guidance, whichever is longer.

3. Assessment:

- a. LWDB will analyze data validation results contained in the State Data Validation Report from the NMDWS Compliance Manager.
- b. Failed data validation elements identified in the State Data Validation Report are to be addressed by the LWDB 45 days from the receipt of the report.
- c. Regular assessment of the effectiveness of the LWDB data validation policy/process (recommended at least annually) and enact revisions to the LWDB data validation policy/process as needed.

4. Training and Guidance:

Provide regular data validation training and technical assistance or training for appropriate board program/provider staff (recommended at least annually);

E. RECOMMENDED LWDB DATA VALIDATION SAMPLE SELECTION



STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
Policies & Procedures

Policy Issuance: Data Validation Policy

Policy Issuance # DWS 23-002 Change 1
Responsible Department: NMDWS State
Administrative Entity
Origination Date: February 1, 2024
Effective Date: August 22, 2024

1. Workforce Connection Online System Data Validation Samples:

Upon request a LWDB may request data validation samples from the Workforce Connection Online system sample selection functionality.

To request data validation samples derived from the Workforce Connection Online System for use in LWDB data validation activities, the Administrative Executive or designated representative for each board must initiate the request. The data validation sample request should be specific to time period (program year quarter(s)), program (Adult, Dislocated Worker, Youth, Dislocated Worker Grants, JVSG, TAA or Wagner-Peyser), sample size and sample type (active participants, exited participants or both active and exited participants).

The NMDWS Compliance Manager will respond to the WCOS Data Validation Sample request in a timely fashion and advise the Administrative Executive or designated representative when the requested samples have been drawn.

2. Other Data Sample Methodology:

If a LWDB wishes to utilize a separate sample selection methodology for data validation, the proposed methodology should be forwarded to the NMDWS Compliance Manager prior to implementation. Utilizing methods other than the Workforce Connection Online System data validation functionality are allowable, but must meet the sample methodology criteria set forth in federal guidance TEGl 23-19 Change 2. The approved method should be stated in the LWDB Data Validation policy.

VI. Compliance

- A. The local boards are required to establish written data validation policies and procedures which adhere to this guidance within 90 days of the issuance of this guidance and forward to the local workforce development board data validation policy to the NMDWS Compliance Manager upon completion.

VII. Roles and Responsibility

The NMDWS State Administrative Entity is responsible for this policy. Local Workforce Development Boards are responsible for implementing this policy in their regions.

VIII. References

Workforce Innovation and Opportunity Act (WIOA), July 22, 2014: §116.

Workforce Innovation and Opportunity Act (WIOA), July 22, 2014: §503.

WIOA Final Rules – U.S. Department of Labor (Title I): 20 CFR §677, §677 and §678.



STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
Policies & Procedures

Policy Issuance: Data Validation Policy

Policy Issuance # DWS 23-002 Change 1
Responsible Department: NMDWS State
Administrative Entity
Origination Date: February 1, 2024
Effective Date: August 22, 2024

Training and Employment Guidance Letter WIOA No. 7-18, *Guidance for validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)*

Training and Employment Guidance Letter WIOA No. 23-19 (including Change 1 and Change 2), *Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs*

2 CFR 200.303 Internal Controls

2 CFR 200.329 Performance Monitoring and Reporting

IX. Review and Revision History

Created: February 1, 2024

August 22, 2024, Revision (Change 1)

X. Appendices, Forms or Related Material

Attachment I-Program Specific Instructions

Attachment II-Source Documentation for WIOA Core/Non-Core Programs

XI. Adoptions

This policy is hereby adopted on this 22nd day of August, 2024.



NMDWS Deputy Cabinet Secretary



STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
Policies & Procedures

Policy Issuance: Data Validation Policy

Policy Issuance # DWS 23-002 Change 1
Responsible Department: NMDWS State
Administrative Entity
Origination Date: February 1, 2024
Effective Date: August 22, 2024

Program-Specific Instructions

1. **Adult, Dislocated Worker, Wagner-Peyser Act Employment Service, and Youth.** Adult, Dislocated Worker, Wagner-Peyser Act Employment Service, and Youth programs are required to follow all data validation policies and procedures set forth in this guidance. This also includes validating all elements indicated by “X” (Required for Data Element Validation) with supporting documentation outlined in Attachment II, by program. States and outlying areas must summarize their data validation methodology, policies, and procedures in their annual narrative performance reports.
- 1.a. **Trade Adjustment Assistance (TAA).** TAA Programs are required to follow all data validation policies and procedures set forth in this guidance. This also includes validating all elements indicated by “X” (Required for Data Element Validation) with supporting documentation outlined in Attachment II, by program. Section 239(j)(3) of the Trade Act of 1974, as amended, requires states to ensure that the data reported to DOL is valid and reliable, consistent with guidelines issued by DOL. In addition, section 239(i) requires states to establish control measures designed to ensure the accuracy and verifiability of reported data. Therefore, states are advised that additional review of state validation methodologies will be conducted by the Office of Trade Adjustment Assistance. For participants served by separate agent and liable states under 20 CFR 618.824, the state that collects the data must maintain the source documentation.
2. **Indian and Native American Program (INAP).** INAP grant recipients are encouraged to fully implement the data validation framework outlined in section 4.b of TEGL 23-19, Change 1. DOL recommends grant recipients administer quarterly reviews of their performance outcomes to compare them against expected outcomes, to ensure timely data entry, and to ensure reported outcomes are accurately reflected with supporting documentation. Additionally, grant recipients should work to develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a quarterly basis to ensure the required source documentation reflects the outcomes reported. Grant recipients should implement policies that align with the goals of this TEGL, where possible, to ensure adequate documentation is collected, and maintained. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings by identifying and correcting potential issues prior to reporting. The case management system for the INAP program is consistent with and supports the data validation framework outlined in section 4.b of TEGL 23-19, Change 1.
3. **Job Corps.** Job Corps employs a source documentation validation process through its case management system. In its policy guidance, Job Corps establishes specific source documents required for all student-related data entry and publishes a Program Instruction Notice when changes are made to any measure definition and related documentation requirement. Job Corps’ data portals list out all required documents in drop-down menus, and all the contractors are required to select the correct and specific documents in support of entering students’ data during application, enrollment, center training, and post-separation placement phases. In the data entry portals, Job Corps uses edit check functions to protect data integrity; outliers or errors in data

entry are red flagged or rejected until corrected. In addition, Job Corps conducts routine data integrity audits to identify deviations and errors in documentation for student information and takes contractual and administrative actions to mitigate the damages and correct mistakes. The Job Corps' Data Center extracts, processes, and sends the Participant Individual Record Layout (PIRL) data to the Workforce Integrated Performance System (WIPS) following another quality review.

- 3.a. Job Corps Demonstration.** Job Corps Demonstration grant recipients engage in data validation activities on a quarterly basis to ensure data accuracy and correct errors so that data properly and accurately reflects the program participants, services, and outcomes. Before developing and uploading the Demonstration grant recipients' PIRL report in WIPS, Job Corps also conducts a quarterly quality review of their data for consistency and missing data.
- 4. National Farmworker Jobs Program (NFJP).** NFJP grant recipients are required to develop and implement data validation policies and procedures using the data validation framework outlined in section 4.b of TEGL 23-19, Change 1. At a minimum, DOL recommends that grant recipients run periodic reviews of their performance outcomes to compare them against expected outcomes, ensure that timely data entry is being done, and to ensure reported outcomes are accurately reflected with supporting documentation. Additionally, grant recipients should work to develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a quarterly basis to ensure the required source documentation reflects the outcomes reported. Please note the Federal sources listed in this TEGL are the generic, federally recommended source documentation. It is possible that an acceptable source document is not captured on the data validation source document list. Where that might be the case, NFJP grant recipients should submit requests to use other sources of eligibility documentation to their Federal Project Officer. Grant recipients should implement policies that align with the goals of this TEGL, where possible, to ensure adequate documentation is collected, and maintained.

Grant recipients are encouraged to collect source documentation when it is available and practical. Self-attestation or case notes may be used for many of data elements as noted in this TEGL's Attachment II. To meet the needs of migrant and seasonal farmworkers and their dependents, grant recipients' policies and procedures should incorporate the use of self-attestation or case notes to meet their customers' needs and increase access to program services. For the definitions of self-attestation and case notes refer to Attachment II.

Though NFJP grantees are required to request participants' SSNs, participants cannot be denied services if they choose to not disclose their SSN. Grantees should refer to TEGL 14-18, *Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)*, Attachment 7 on using Supplemental Wage Records.

Additionally, grant recipients are encouraged to incorporate the use of self-certification in their NFJP applications. Per 20 CFR 685.110, self-certification means an eligible MSFW's signed attestation that the information they submit to demonstrate eligibility for the NFJP is true and accurate. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings by identifying and correcting potential issues prior to reporting.

5. **YouthBuild.** YouthBuild grant recipients are encouraged to fully implement the data validation framework outlined in section 4.b of TEGL 23-19, Change 1. DOL recommends grant recipients administer quarterly reviews of their performance outcomes to compare them against expected outcomes, ensure that timely data entry is being done, and to ensure reported outcomes are accurately reflected with supporting documentation. Additionally, grant recipients should work to develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a monthly or quarterly basis to ensure the required source documentation contained in this TEGL's Attachment II are provided for each participant file to which the data elements pertain. Grant recipients should implement policies that align with the goals of this TEGL, where possible, to ensure adequate documentation is collected and maintained. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings. The case management system for the YouthBuild program is consistent with and supports the data validation framework outlined in section 4.b of TEGL 23-19, Change 1.

6. **Reentry Employment Opportunities (REO).** REO grant recipients are encouraged to fully implement the data validation framework outlined in section 4.b of TEGL 23-19, Change 1. DOL recommends grant recipients administer periodic reviews of their performance outcomes to compare against expected outcomes and ensure that timely data entry is being done and to ensure reported outcomes are accurately reflected with supporting documentation. Additionally, grant recipients should work to develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a quarterly basis to ensure the required source documentation reflects the outcomes reported. Grant recipients should implement policies that align with the goals of this TEGL, where possible, to ensure adequate documentation is provided. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings. The case management systems for the REO program are consistent with and support the data validation framework outlined in section 4.b of TEGL 23-19, Change 1.

To meet the needs of individuals who are incarcerated or otherwise justice involved, grant recipients' policies and procedures should incorporate the use of self-attestation or case notes to meet their customers' needs and increase access to program services. For the definitions of self-attestation and case notes refer to Attachment II.

7. **H-1B Skills Training Grants.** H-1B grant recipients are encouraged to fully implement the data validation framework outlined in section 4.b of TEGL 23-19, Change 1 and use the supporting documentation indicated in Attachment II to validate H-1B-specific data elements in consultation with their assigned Federal Project Officer. DOL recommends that grant recipients conduct periodic reviews of their performance outcomes to compare them against expected outcomes, and to ensure reported outcomes are accurately reflected with supporting documentation and timely data entry. Additionally, grant recipients should work to develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a quarterly basis to ensure the required source documentation reflects the outcomes reported. Grant recipients should implement policies that align with the goals of this TEGL to ensure adequate documentation is collected and maintained. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings by identifying and correcting potential issues prior to reporting.

8. **The Senior Community Services Employment Program (SCSEP).** SCSEP grant recipients have been and continue to be required to use the application incorporated into the SCSEP data collection system to validate data elements that relate to the performance measures, eligibility and essential program requirements. The SCSEP data validation application currently provides online validation worksheets, scoring, and reports for each grant recipient. For PY 2021, this application contains 46 data elements, 30 in the eligibility sample and 16 in the performance sample. In PY 2022, there will be 17 data elements in the performance sample due to the reinstatement of a data element that was inadvertently deleted in the PY 2020 data validation. SCSEP grant recipients are required to continue using this data validation application. SCSEP grant recipients must also continue to apply the source documentation requirements in Section IV of the latest SCSEP Data Validation Handbook instead of the Source Documentation Validation document attached to this TEGl (Attachment II). Section II of the SCSEP Data Validation Handbook contains a detailed explanation of the sampling procedure employed by the application.
9. **Apprenticeship Grants (OA-Managed).** Apprenticeship grant recipients are required to fully implement the data validation framework outlined in section 4.b of TEGl 23-19, Change 1. At a minimum, DOL recommends that grant recipients conduct quarterly reviews of their performance outcomes to compare them against expected outcomes, to ensure data entry is timely, and to ensure reported activities and outcomes are accurately reflected with appropriate source documentation. Additionally, grant recipients should develop a policy for periodic monitoring of source documentation. This may include random file selections on a quarterly or more frequent basis to ensure the required source documentation reflects the activities and outcomes reported. Grant recipients should implement policies and procedures that align with the goals of this TEGl to ensure adequate documentation is collected and maintained. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings by identifying and correcting potential issues prior to reporting.
10. **Jobs for Veterans State Grants (JVSG).** JVSG grant recipients are encouraged to implement the data validation framework outlined in section 4.b of TEGl 23-19, Change 1. A participant's self-attestation of eligibility is sufficient to receive Disabled Veterans' Outreach Program services. Establishing quarterly data reviews can help with identifying and correcting errors to improve performance reporting, as well as ensuring the data accurately reflects the program participants, services, and outcomes.
11. **National Dislocated Worker Grants (DWG).** DWG grant recipients are encouraged to fully implement the data validation policies and procedures set forth in section 4.b of TEGl 23-19, Change 1. Grant recipients should implement a data validation policy; DOL recommends aligning the data validation policy with the policy established for the WIOA core programs. Establishing quarterly data reviews is a promising practice for identifying and correcting errors to improve performance reporting, as well as ensuring the data accurately reflects the program participants, services, and outcomes.

The Common Reporting Information System (CRIS) provides DOL grantees a mechanism for verifying employment-based performance outcomes by conducting wage matching using Social Security Numbers (SSN). DWG recipients that use CRIS for employment-based outcomes must

report participant SSNs in the Participant Individual Record Layout (PIRL) data element 2700. To receive outcomes from CRIS, non-state DWG grant recipients must report participant SSNs.

State DWG recipients may collect participant SSNs to capture the employment-based outcomes, however, participant SSNs must not be included in files submitted to ETA in PIRL data element 2700 files.

DWG participants are not required to provide an SSN to receive services. All grantees may use supplemental data for employment-based outcomes if a participant does not provide an SSN.

Source Documentation for Core/Non-Core Programs DOL-only Data Element Validation

Source Documentation Validation Instructions

The data element source documentation table lists the data elements that grantees are either required or encouraged to validate as part of the data validation framework discussed in Attachment I (please refer to Attachment I for program-specific guidance). The table displays the PIRL data element numbers, data element names, definitions/instructions, program specific requirements, and source documentation needed to perform data element validation on each data element. All grantees reporting performance data in accordance with section 116(d) of WIOA must use the same data element definitions in the PIRL. All programs required to conduct data validation, as outlined in Attachment I, must use the source documentation in Attachment II.

A. Understanding the Source Documentation Attachment layout/columns

1. Columns for “Data Element Number,” “Data Element Name,” and “Data Element Definitions/ Instructions” are not to be cited as the latest PIRL data elements. When seeking current PIRL related information, please visit [ETA’s performance website](#) for current reporting requirements.
2. An “X” in the column represents the data elements applicable to a particular program for validation.
3. The “Source Documentation” column lists acceptable source documentation by each element. Programs may choose any of the acceptable source documentation from the list. Grantees may be more restrictive and authorize a smaller subset of allowable source documentation in their grantee policy. Grantees choosing to establish more restrictive source documentation policies should carefully consider the impacts (direct or indirect) those restrictions may have on providing equitable and accessible services to populations with barriers that can make obtaining certain source documents difficult.
4. The “Program Specific Parameters” column lists any special conditions or notes a program office may require. Source documentation requirements in this column, if any, will supplement or supersede those listed in the Source Documentation column as these requirements may limit acceptable source documentation.

B. Types of Source Documentation

For most data elements, the validation guidelines provide multiple forms of acceptable source documentation. If multiple sources conflict, the most authoritative source should be used to determine if the data element is valid and accurate.

The general categories of source documentation types include:

1. **Case Notes:** Case notes refer to either paper or electronic statements by the case manager that identify, at a minimum, the following: (a) a participant's status for a specific data element, (b) the date on which the information was obtained, and (c) the name of the case manager who obtained the information.
2. **Cross-Match:** A cross-match requires grantees to identify detailed evidence that confirms the data element in a secondary database. Grantees must also confirm supporting information such as dates of participation and services rendered. Grantees must have data sharing agreements in place as appropriate.
3. **Electronic Records which may include:**
 - **Participant Source Documents:** Participant source documents maintained in the grantee’s management information system (MIS) or other official record keeping system.
 - **Grantee participant service record:** Grantee participant information generated and maintained by the grantee regarding the specific services received by a participant. The information may be generated and maintained through the grantee’s MIS or other official recordkeeping system.
4. **Self-Attestation:** Self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. DOL broadly interprets what is considered an electronic/digital signature. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. Grantees must retain documentation of the self-attestation.

Attachment II: Source Documentation DOL- only Data Element Validation

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAP)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	Youthbuild	Jobs for Veterans State Grants (JVG)	HUB	Job Corps			Apprenticeship
SECTION A - INDIVIDUAL INFORMATION																			
SECTION A.02 - EQUAL OPPORTUNITY INFORMATION																			
200	Date of Birth (WIOA)	Record the participant's date of birth.																<ul style="list-style-type: none"> • Driver's License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, Local or Tribal Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible • Cross-Match with State Agency Records • Justice System Records • Selective Service Registration • Signed Letter from a parent or guardian • Medical Records • Self-Attestation 	For H-1B grantees: Grants that serve incumbent worker participants may use documentation maintained by the employer to document "Date of Birth (WIOA)." For Job Corps: Job Corps also allows the following where the applicant's name and date of birth is identified: i) Department of Homeland Security (DHS) documents including Document I-55 Permanent Resident Card and Form I-94 Arrival/Departure Record ii) Employment records
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.	X	X	X	X	X		X	X					X	X		<ul style="list-style-type: none"> • School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) record • Self-Attestation 	
211	American Indian / Alaska Native (WIOA)	Record 1 if the participant indicates that he/she is a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.																	For DINAP One of the following: <ul style="list-style-type: none"> • Certificate of Degree of Indian Blood (CDIB) card or letter • Tribal Enrollment Card • Letter or card from BIA showing census roll number • Document from the Alaska Native Corporation which verifies that the applicant is an Alaska Native
214	Native Hawaiian / Other Pacific Islander (WIOA)	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.																	For DINAP One of the following: <ul style="list-style-type: none"> • Certified Birth Certificate showing Native Hawaiian ethnicity • OHA (Office of Hawaiian Affairs) Registry Card • Kamehameha Schools Ho'oulu Hawaiian Data Center Certification Letter which states Native Hawaiian
SECTION A.03 - VETERAN CHARACTERISTICS																			

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEG1 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HB	Job Corps			Apprenticeship
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.	X	X	X		X	X		X	X				X	X		Source documentation beyond Self-Attestation for this element is only required at the point in which a decision is made to enroll a covered person over a non-covered person and commit financial resources, which does not include staff time. (Per TEGL 10-09, Section 9.) • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • A Letter from the Veterans' Administration • NGB- 22 documenting Title 10 federal active duty service • Self-Attestation	
SECTION A.04 - EMPLOYMENT AND EDUCATION INFORMATION																			
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) received staff-assisted services provided by 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 did not receive a RESEA provided staff-assisted service. 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.	X	X	X		X		X						X	X		• Cross-Match with State UI Database • Cross-Match with State MIS Database • Referral Transmittal by RESEA or WPRS • Self-Attestation for Code Values 3 and 4 only	
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.	X	X	X		X		X					X	X			• Public Assistance Records • Refugee Assistance Records • Cross-Match with Public Assistance Database • Cross-Match with UI Database • Self-Attestation	
407	Highest School Grade Completed at Program Entry (WIOA)	Use the appropriate code to record the highest school grade completed by the participant at program entry. Record 1 – 12 for the number of school grades completed by the participant. Record 0 if no school grades were completed.								X	X			X	X	X		• Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form • Electronic Records • Case notes • Self- Attestation	For Job Corps: If school records are unavailable, Job Corps admission counselors must document attempts to obtain educational history.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)				
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HR			Job Corps	Apprenticeship		
408	Highest Educational Level Completed at Program Entry (WIOA)	Use the appropriate code to record the highest educational level completed by the participant at program entry. Record 1 if the participant attained a secondary school diploma. Record 2 if the participant attained a secondary school equivalency. Record 3 if the participant has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP). Record 4 if the participant completed one or more years of postsecondary education. Record 5 if the participant attained a postsecondary certification, license, or educational certificate (non-degree). Record 6 if the participant attained an Associate's degree. Record 7 if the participant attained a Bachelor's degree. Record 8 if the participant attained a degree beyond a Bachelor's degree. Record 0 if no educational level was completed.								X	X	X	X			X	X	X		<ul style="list-style-type: none">• Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation)• Intake Application or Enrollment Form• Electronic Records• Case notes• Self- Attestation	For Job Corps: If school records are unavailable, Job Corps admission counselors must document attempts to obtain educational history.
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.	X	X	X	X	X		X							X			X	<ul style="list-style-type: none">• Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation)• Intake Application or Enrollment Form• Electronic Records• Case notes• Self-Attestation	
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.	X	X	X		X								X					<ul style="list-style-type: none">• Verification from Employer• Rapid Response List• Notice of Layoff• Public Announcement with Follow-Up Cross-Match with UI Database• Self-Attestation	
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.							X											<ul style="list-style-type: none">• Verification from Employer• Rapid Response List• Notice of Layoff• Public Announcement with Follow-Up Cross-Match with UI Database• Self-Attestation	
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.							X						X					<ul style="list-style-type: none">• Verification from Employer• Worker List from Firm• Cross-Match• Intake Application or Enrollment Form• Case notes• Self-Attestation	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGl 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)			
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HRB			Job Corps	Apprenticeship	
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.	X																<ul style="list-style-type: none"> • Cross-Match with Public Assistance Records • Cross-Match with State MIS Database • Employment Records • Case notes • Self-Attestation 	
SECTION A.05 - PUBLIC ASSISTANCE INFORMATION																				
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.	X	X	X		X			X									<ul style="list-style-type: none"> • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records 	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
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).	X	X	X		X												<ul style="list-style-type: none"> • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records 	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
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.	X	X	X					X									<ul style="list-style-type: none"> • SSI/SSDI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI/SSDI Eligibility Verification • Cross-Match with SSA Database 	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
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.	X	X	X					X									<ul style="list-style-type: none"> • SNAP Eligibility Verification • Documentation of SNAP Benefit Receipt • Referral Transmittal from SNAP • Cross-Match 	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)				
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/ State Grants (JVOG)			HRB	Job Corps	Apprenticeship	
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.		X	X										X				<ul style="list-style-type: none"> • 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 	
SECTION A.06 - ADDITIONAL YOUTH CHARACTERISTICS																				
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.					X								X				<ul style="list-style-type: none"> • Needs Assessment • WIC Eligibility Verification • TANF Single Parent Eligibility Verification • Intake Application or Enrollment Form • Individual Service Strategy • Case notes • Self-Attestation 	
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.					X								X				See State policy on definition: <ul style="list-style-type: none"> • Intake Application or Enrollment Form • Case notes • Needs Assessment • Individual Service Strategy • Self-Attestation 	
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.	X	X	X	X	X						X	X	X		X		<ul style="list-style-type: none"> • Written Confirmation from Social Services Agency • Case notes • Foster Care Agency Referral Transmittal • Intake Application or Enrollment Form • Needs Assessment • Individual Service Strategy • Self-Attestation 	
SECTION A.07 - ADDITIONAL REPORTABLE CHARACTERISTICS																				
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: (i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; (ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; (iii) is living in an emergency or transitional shelter; (iv) is abandoned in a hospital; or (v) is awaiting foster care placement; (b) 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; (c) 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 (d) 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.	X	X	X	X	X		X	X	X					X		<ul style="list-style-type: none"> • Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case notes • Individual Service Strategy • A letter from caseworker or support provider • Self-Attestation 	For Job Corp: If the source documentation is unavailable, documented attempts to obtain such information accompanied by a completed Statement of Support form describing how the applicant is being supported in the absence of any significant income.	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)		
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HRB			Job Corps	Apprenticeship
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.	X	X	X	X	X						X			X		<ul style="list-style-type: none"> 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 Intake Application or Enrollment Form Case notes Needs Assessment Individual Service Strategy Federal Bonding Program Application Self-Attestation 	
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: (i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.); (ii) 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.); (iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or (iv) State or local income-based public assistance. (b) 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; (c) 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.); (d) Is a foster child on behalf of whom State or local government payments are made; (e) 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; (f) Is a homeless participant or a homeless child or youth or runaway youth (see Data Element #800); or (g) Is a youth living in a high-poverty area. Record 0 if the participant does not meet the criteria presented above.	X	X	X	X	X		X		X			X	X	X	<ul style="list-style-type: none"> 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 	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training For Youth Living in a High Poverty Area: Case notes documenting High Poverty Area status. For Job Corps: i) Documented phone contact with case worker attesting to family receipt of cash payments from income-based public assistance; ii) A letter from caseworker or support provider attesting to the applicant's status as Homeless or documented attempts to obtain such a letter accompanied by a completed Statement of Support form describing how the applicant is being supported in the absence of any significant income; iii) A letter or other documentation from the U.S. Department of Agriculture verifying the applicant's eligibility for free or reduce lunch, or written documentation from the last school attended by the applicant verifying the applicant's eligibility; iv) Letter from a caseworker or public agency personnel attesting to the status of the applicant as a Foster Child, or documented phone contact with a caseworker or public agency personnel attesting to the status of the applicant; v) Tax returns or W-2s	
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.	X	X	X	X	X						X		X	X	<ul style="list-style-type: none"> Assessment Test Results Applicable Records from Education Institution (transcripts, or other school documentation) Intake Application or Enrollment Form Individual Service Strategy Case notes Self-Attestation 		
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	Record 1 if the participant is, at program entry: A) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or B) 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.	X	X	X	X	X						X			X	<ul style="list-style-type: none"> Assessment Test Results Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) Case notes 	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training	
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.	X	X	X	X	X						X			X	<ul style="list-style-type: none"> Needs Assessment TANF Single Parent Eligibility Verification Intake Application or Enrollment Form Individual Service Strategy or Employment Plan Case notes Self-Attestation 	For Job Corps: <ul style="list-style-type: none"> Birth certificate indicating applicant as parent Court decree indicating child support Any official government/school form indicating dependent children AND Self-attestation on marital status 	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)			
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HB			Job Corps	Apprenticeship	
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.	X	X	X		X												<ul style="list-style-type: none"> 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 Individual Employment Plan Self-Attestation 	
808	Migrant and Seasonal Farmworker Status	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. *Note: This element is used both by the NFJP Program eligibility status type and by other programs to identify participants with this (WIOA sec. (3) defined) barrier to employment.	X	X	X		X			X									<ul style="list-style-type: none"> Cross-Match with Public Assistance Records NFJP Eligibility Documents used to determine low-income status Employer Contract/Letter Program application Cross-Match with State MIS Database Cross-Match with H-1B Records Case notes Self-Attestation 	For NFJP: Additionally, when determining dependent status use the definition of dependent at 20 CFR 685.110.
SECTION B - ONE STOP CENTER PROGRAM PARTICIPATION INFORMATION																				
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.	X	X	X	X	X		X	X	X					X	X		<ul style="list-style-type: none"> Individual Plan for Employment Electronic Records Program intake documents, such as eligibility determination documentation or program enrollment forms 	
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.	X	X	X	X	X	X	X	X	X					X	X	X	<ul style="list-style-type: none"> 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) 	For Grants funded by the National Apprenticeship Act: <ul style="list-style-type: none"> Validate only for registered apprentices who have completed. Validate for all pre-apprentices, as appropriate. Validate RA completions with a copy of the Certificate of Completion, electronic record (e.g., from the AI Demographic Portal or SAA system), email or other written transmission from the Registration Agency stating the apprentice completed (but has not yet received their Certificate of Completion). Validate for all pre-apprentices using documentation from educational or work experience provider including attendance records or a letter stating successful completion.
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.							X							X			<ul style="list-style-type: none"> Cross-Match Case notes 	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)				
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	H1B			Job Corps	Apprenticeship		
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.				X														<ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • Individual Service Strategy 	
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.	X	X	X		X		X								X			<ul style="list-style-type: none"> • Signed Incumbent Worker Training agreement • Cross-Match • Case notes 	
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.	X		X		X	X												<ul style="list-style-type: none"> • Cross-Match • Case notes • Rapid Response List • Self-Attestation 	
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, list all petition numbers in the order in which they were received delimited by a pipe character (i.e.). If there are more than three petition numbers, list the first petition and the most recent two petition numbers. Leave blank if this data element does not apply to the participant.								X										<ul style="list-style-type: none"> • Employer Worker List • Designation of Eligibility Form • Case notes 	
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.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	<ul style="list-style-type: none"> • Information from partner services • WIOA or program status/exit forms • Electronic Records • Withdrawal form with explanation • Information from institution or facility • Case notes 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)		
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	Youthbuild	Jobs for Veterans' State Grants (JVS)	HB	Job Corps			Apprenticeship	
924	TAA Application Date	Record the date on which the individual first applied for Trade Act services/benefits under the applicable certification.																	<ul style="list-style-type: none"> • Cross-Match • Designation on Eligibility form • TAA Application Form • Electronic Records 	
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.																	<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records 	

SECTION C - ONE STOP SERVICES AND ACTIVITIES

SECTION C.01 - GENERAL SERVICES OVERVIEW

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.	X	X	X		X			X									<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records 	
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.	X	X	X		X										X		<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records 	
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.	X	X	X		X			X									<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records 	
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.	X	X	X		X		X	X									<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records 	
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.	X	X	X		X							X					<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records 	
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program	Record the most recent date on which the participant was referred to the Department of Veterans Affairs Vocational Rehabilitation and Employment Program.	X	X	X		X							X					<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records 	
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.	X	X	X		X		X	X							X		<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records 	

SECTION C.02 - BASIC CAREER SERVICES

1102	Most Recent Date Received Staff-Assisted Career Guidance Services	Record the most recent date on which the participant received career guidance services with significant staff involvement. Career guidance services include the provision of information (including information on local performance and eligible training providers), materials, suggestions, or advice intended to assist the job seeker in making occupation or career decisions. Leave blank if the participant did not receive a career guidance service.	X																<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records 	
------	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---	--

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in EGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)		
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HB			Job Corps	Apprenticeship
1104	Most Recent Date Received Staff-Assisted Job Search Activities	Record the most recent date that the participant was provided job search activities with significant staff involvement, and which are designed to help the participant plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan. "Resume Assistance" - Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same. "Job Search Workshops" - An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. "Job Finding Clubs" - Have all the elements of a Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs. "Job Search Planning" - Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area. Leave blank if the participant did not receive a job search activity with significant staff involvement. Additional Note: This definition excludes participants who receive workforce information services or attend a TAP employment workshop. Those services will be collected and reported separately.	X																<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records
1105	Most Recent Date Referred to Employment	Indicate the most recent date that the participant received a referral to employment which included significant staff involvement. A referral to employment is (a) the act of bringing to the attention of an employer a job seeker or group of registered job seekers who are available for a job and (b) the record of such a referral. Leave blank if the participant did not receive a referral to employment.	X																<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records
1106	Most Recent Date Referred to Federal Training	Record the most recent date that the participant was referred to a training program supported by the Federal Government, such as WIOA-funded projects, TAA, Adult Education, Vocational Rehabilitation and Job Corps. Leave blank if the participant did not receive a referral to federal training.	X																<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records
1112	Most Recent Date Received Unemployment Insurance (UI) Claim Assistance	Indicate the most recent date a job seeker was provided meaningful assistance in filing a UI claim. Leave blank if the participant did not receive unemployment insurance claim assistance.	X																<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records
1113	Most Recent Date Referred to Other Federal/State Assistance	Record the most recent date a job seeker was referred to Other Federal/State Assistance. This may include Supplemental Nutrition Assistance Program (SNAP) benefits, Temporary Assistance for Needy Families (TANF), health insurance assistance, child support assistance, tax preparation support, and any other Federal or State assistance programs. Leave blank if the participant was not referred to Other Federal/State assistance.	X																<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records
SECTION C.03 - INDIVIDUALIZED CAREER SERVICES																			
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)(xii). Leave blank if the participant did not receive any individualized career service or this data element does not apply to the individual.	X	X	X		X					X							<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records
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).	X	X	X		X					X							<ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)		
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HRB			JOB Corps	Apprenticeship
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.	X	X	X		X	X		X				X				<ul style="list-style-type: none"> • Cross-Match • Case notes • Individual Employment Plan or Individual Service Strategy • Electronic Records 	
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.	X	X	X	X	X				X		X			X	<ul style="list-style-type: none"> • Case notes • Signed Work Experience Agreement • Electronic Records 		
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.	X	X	X	X	X			X							<ul style="list-style-type: none"> • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Case notes • Electronic Records 		
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.		X	X		X										<ul style="list-style-type: none"> • Electronic Records • Case notes • Signed Transitional Job Agreement 		
SECTION C.04 - TRAINING SERVICES																			
1300	Received Training (WIOA)	Record 1 if the participant received training services as defined by program specific guidance. Record 0 if the participant did not receive training services.	X	X	X	X	X		X	X			X		X	X	<ul style="list-style-type: none"> • Cross-Match • Vendor/Training Provider Records • Signed Training Contract • Individual Training Account • Electronic Records 		
1301	Eligible Training Provider - Name - Training Service #1 (WIOA)	Enter the name of the eligible training provider where the participant received training. Leave blank if this data element does apply to the participant.		X	X		X										<ul style="list-style-type: none"> • Vendor Training Records • Receipts • Cross-Match • Attendance Sheets or Records • Signed Training Contract • Individual Training Account 		
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.		X	X	X	X	X		X	X	X		X			<ul style="list-style-type: none"> • Individual Training Account • Vendor Training Records • Electronic Records • Attendance Sheets or Records • Case notes 		

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)				
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HRB			Job Corps	Apprenticeship		
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.		X	X	X	X	X		X			X				X	X		<ul style="list-style-type: none"> • Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1306	Occupational Skills Training Code #1	Enter the 8 digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that matches the training participant's employment goal. Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.		X	X	X	X	X		X						X		X	<ul style="list-style-type: none"> • Cross-Match • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • Individual Training Account 	Grantees funded under the National Apprenticeship Act, may also include ETA 671 or the SAA equivalent; printout from the RAPIDS AI (Apprentice Information) Demographic Portal; or page 1 of the relevant Appendix A providing the OST code	
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.		X	X	X	X	X		X						X		X	<ul style="list-style-type: none"> • Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record • Individual Training Account 		
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.		X	X	X	X	X		X						X		X	<ul style="list-style-type: none"> • Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record 		
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.		X	X	X	X			X						X		X	<ul style="list-style-type: none"> • Individual Training Account • Vendor Training Records • Electronic Record • Attendance Sheets or Records • Case notes 		
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.		X	X	X	X		X		X				X		X	X	<ul style="list-style-type: none"> • Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.	
1311	Occupational Skills Training Code #2	Enter the 8 digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that matches the training participant's employment goal. Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.		X	X		X			X					X		X	<ul style="list-style-type: none"> • Cross-Match • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • Individual Training Account 			

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)			
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVSG)	HRB			Job Corps	Apprenticeship	
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.		X	X	X	X			X					X		X		<ul style="list-style-type: none"> • Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record • Individual Training Account 	
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.		X	X	X	X			X	X	X	X		X		X		<ul style="list-style-type: none"> • Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record • Individual Training Account 	
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.		X	X	X	X			X	X	X	X		X		X		<ul style="list-style-type: none"> • Individual Training Account • Vendor Training Records • Electronic Record • Attendance Sheets or Records • Case notes 	
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, record the last (or most recent) training services received by the participant in this field.		X	X	X	X		X	X	X	X		X	X		X		<ul style="list-style-type: none"> • Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1316	Occupational Skills Training Code #3	Enter the 8 digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that matches the training participant's employment goal. Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.		X	X		X			X				X		X		<ul style="list-style-type: none"> • Cross-Match • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • Individual Training Account 		
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.		X	X	X	X			X	X	X				X		<ul style="list-style-type: none"> • Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Records • Individual Training Account 		
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.		X	X	X	X			X	X	X	X		X		X		<ul style="list-style-type: none"> • Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Records • Individual Training Account 	
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.		X	X		X						X					<ul style="list-style-type: none"> • Cross-Match • Case notes • Individual Training Account Approval, Allocation or Activation Records 		

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)			
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/ State Grants (JVS)	HR			JOB Corps	Apprenticeship	
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.																	<ul style="list-style-type: none"> 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 	
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.																	<ul style="list-style-type: none"> Cross-Match Case notes 	
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.																	<ul style="list-style-type: none"> Waiver Documentation in Case File Cross-Match with State UI Database Verification Form from UI or Employment Counselor 	
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 in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution during program participation, which includes if the participant was enrolled in a postsecondary education program that does not lead to a credential or degree from an accredited postsecondary education institution at any point during program participation. Leave blank if the participant was not in a postsecondary education program, as defined in program specific guidance. 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.		X	X	X	X		X		X				X		X	X	<ul style="list-style-type: none"> Data match with postsecondary data system Copy of enrollment record Case notes School records or verification of enrollment Transcript or report card 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> Data match with postsecondary data system Copy of enrollment record File documentation with notes from program staff School records Transcript or report card The source documentation TEGL 23-19, Change 1 is a clarification for DOL funded grants and not a revision of the Joint guidance.
SECTION C.05 - YOUTH PROGRAM SERVICES/ELEMENTS (Not Captured Elsewhere)																				
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.		X	X	X	X		X		X			X		X	X	X	<ul style="list-style-type: none"> Copy of enrollment record Case notes School records or verification of enrollment Transcript or report card Data match to State K-12 data system 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
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.				X									X				<ul style="list-style-type: none"> Activity sheets Sign-in sheets Attendance record Vendor contract Electronic Records Case notes Cross-Match 	
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.				X									X				<ul style="list-style-type: none"> Cross-Match Activity sheets Sign-in sheets Attendance record Vendor contract Electronic Records Case notes 	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program															Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)		
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (RESO) (Adult)	Reentry Employment Opportunities (RESO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HR	Job Corps	Apprenticeship				
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.				X							X							<ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes 	
1406*	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)	Record the first date after exit that the participant enrolled in or attended an education or training program that leads to a recognized postsecondary credential after program exit. 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.		X	X	X	X		X	X					X	X		X		<ul style="list-style-type: none"> • Case notes • School records or verification of enrollment • Transcript or report card • Cross-Match • Follow-up survey from program participants 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match with postsecondary data system The source documentation TEGL 23-19, Change 1 is a clarification for DOL funded grants and not a revision of the Joint guidance.
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.				X								X						<ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes 	
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.				X								X						<ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes 	
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.	X	X	X	X							X		X				<ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes 		
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.				X							X						<ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes 		

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)				
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HRB			Job Corps	Apprenticeship		
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.				X														<ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes 	
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.				X														<ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes 	
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.				X														<ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes 	
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.				X														<ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes 	
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.				X														<ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes 	
SECTION C.06 - OTHER RELATED ASSISTANCE AND SUPPORT SERVICES FOR NON-YOUTH CUSTOMERS																					
1500	Received Needs-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.		X	X		X								X		X	X		<ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes 	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGl 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)				
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REGO) (Adult)	Reentry Employment Opportunities (REGO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)			IRB	Job Corps	Apprenticeship	
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.						X											<ul style="list-style-type: none"> • Cross-Match • Request for allowance • Electronic Records 	
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.						X											<ul style="list-style-type: none"> • Cross-Match • Request for allowance • Electronic Records 	
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.						X											<ul style="list-style-type: none"> • Cross-Match • Request for allowance • Electronic Records 	
1535	Number of A/RTAA Payments Current Quarter	Record the number of A/RTAA payments paid to the participant in the current report quarter. "0" if this data element does not apply to the participant. Leave blank if the individual is not a TAA participant.						X											<ul style="list-style-type: none"> • Cross-Match • Request for allowance • Electronic Records 	

SECTION D - PROGRAM OUTCOMES INFORMATION

SECTION D.01 - EMPLOYMENT AND JOB RETENTION DATA

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.	X	X	X	X	X		X	X	X	X	X	X					<ul style="list-style-type: none"> • 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 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
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, 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 first quarter after the quarter of exit.	X	X	X	X	X		X	X	X	X	X					Consistent with TEGL 26-16: <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) 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HRB	Job Corps		
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.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	<ul style="list-style-type: none"> • 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 	<p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an 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 <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p>
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.	X	X	X	X	X		X	X	X	X	X	X	X	<p>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) 		
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.	X	X	X	X	X	X	X	X	X	X	X	X	X	<ul style="list-style-type: none"> • 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 	<p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an 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 <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p>	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)				
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	Youthbuild	Jobs for Veterans/State Grants (JVSG)	HRB			Job Corps	Apprenticeship		
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.					X						X							Consistent with TEGL 26-16: <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) 	
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.		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	<ul style="list-style-type: none"> 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 <p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> UI wage data match Follow-up survey from program participants Pay check stubs, tax records, W2 form Wage record match Quarterly tax payment forms, such as an 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 <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p>	
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.					X						X							Consistent with TEGL 26-16: <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) 	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)			
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HB	Job Corps			Apprenticeship		
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)	Record 1 if the participant received training services and obtained employment directly related to the training services received. Record 0 if the participant received training services and obtained employment, but the employment was not directly related to the training services received. Record 9 if the participant received training services and obtained employment, but it is unknown if the employment was directly related to the training services received. Leave blank if the participant did not receive training or has not exited or the employment information is not yet available.	X	X	X	X	X						X	X							<ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes
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.	X	X	X		X							X							<ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes
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.			X	X								X							<ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes
1612	Occupational Code of Employment 2 nd 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.	X	X	X									X							<ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes
1613	Occupational Code of Employment 4 th 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.	X	X	X									X							<ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes
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.	X	X	X		X							X							<ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes
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.	X	X	X		X							X							<ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)			
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HRB	Job Corps			Apprenticeship		
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	X	X	X		X									X				<ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes 	
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.	X	X	X		X									X				<ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes 	
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	X	X	X	X	X						X	X	X	X	X	X		<p>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) • 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) 	For H-1B grantees - ETA performs UI wage data match on behalf of grantees for "Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)" primary indicator of performance measure.

SECTION D.02 - WAGE RECORD DATA

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)		
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HRB	Job Corps			Apprenticeship	
1700	Earnings 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.	X	X	X		X									X			Consistent with TEGL 26-16: <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) • 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) 	
1701	Earnings 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.	X	X	X		X									X			Consistent with TEGL 26-16: <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) • 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) 	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)				
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HRB	JOB CORP.			Apprenticeship			
1702	Earnings 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.		X	X	X		X	X								X				Consistent with TEGL 26-16: <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) • 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) 	
1703	Earnings 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.		X	X	X		X			X			X		X	X				Consistent with TEGL 26-16: <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) • 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) 	
1704*	Earnings 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.		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • For non-state Apprenticeship grantees, ETA performs UI wage data match on behalf of grant recipients. This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)			
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HRB	JOB CORP.			Apprenticeship		
1705	Earnings 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	X	X	X		X						X							Consistent with TEGL 26-16: <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) • 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) 	
1706	Earnings 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.	X	X	X		X						X							Consistent with TEGL 26-16: <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) • 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) 	<ul style="list-style-type: none"> • For H-1B grantees- ETA performs UI wage data match on behalf of grantees. • For non-state Apprenticeship grantees, ETA performs UI wage data match on behalf of grant recipients.
SECTION D.03 - EDUCATION AND CREDENTIAL DATA																					
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.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	<ul style="list-style-type: none"> • Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)			
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HR	Job Corps			Apprenticeship		
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.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	<ul style="list-style-type: none"> • Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance. <ul style="list-style-type: none"> • For grants funded under the National Apprenticeship Act, validate month and year only.
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.		X	X	X	X			X				X		X	X	X	<ul style="list-style-type: none"> • Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider 		
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.		X	X	X	X			X				X		X	X	X	<ul style="list-style-type: none"> • Cross-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 grants funded under the National Apprenticeship Act, validate month and year only.	
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.		X	X	X	X			X				X		X	X	X	<ul style="list-style-type: none"> • Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider 		
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.		X	X	X	X			X				X		X	X	X	<ul style="list-style-type: none"> • Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider 		
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.		X	X	X	X			X				X		X	X	X	<ul style="list-style-type: none"> • 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 		

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)			
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REG) (Adult)	Reentry Employment Opportunities (REG) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HR			Job Corps	Apprenticeship	
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.		X	X	X	X		X	X	X	X						X	<ul style="list-style-type: none"> Transcript Report Card 	For Grants funded by the National Apprenticeship Act: Validate only as appropriate (e.g., for pre-apprentices, high school apprentices).
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.		X	X	X	X		X	X	X	X						X	<ul style="list-style-type: none"> Transcript Report Card 	For Grants funded by the National Apprenticeship Act: Validate only as appropriate (e.g., for pre-apprentices, high school apprentices).
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.		X	X	X	X		X	X	X	X			X	X	X	<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 a skill gain 	For Grants funded by the National Apprenticeship Act: Also include proof of wage increase. This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> OJT or Registered Apprenticeship Contract and/or evaluation from employer or training provider The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.	
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.		X	X	X	X		X	X	X	X			X	X	X	<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 a credential that is required for a particular occupation and only is earned after the passage of an exam 	For Grants funded by the National Apprenticeship Act: Also include proof of wage increase and copy of interim credential. This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> Results of knowledge-based exam or certification of completion. Documentation demonstrating progress in attaining technical or occupational skills 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 The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.	
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 either 1) leads to a recognized credential, including a secondary education program; or 2) a 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, 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.		X	X	X	X		X	X	X	X			X	X	<ul style="list-style-type: none"> Case notes School records or verification of enrollment Transcript or report card Cross-Match 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> Copy of enrollment record File documentation with notes from program staff School records Transcript or report card. Data match with postsecondary data system The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.		

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)		
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REG) (Adult)	Reentry Employment Opportunities (REG) (Youth)	Youthbuild	Jobs for Veterans' State Grants (JVS)	HR			Job Corps	Apprenticeship
1812	School Status at Exit	Record 1 if the participant has not received a secondary school diploma or its recognized equivalent and is attending any 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 has not received a secondary school diploma or its recognized equivalent and is attending an alternative secondary school or an alternative course of study approved by the local educational agency whether full or part-time. Record 3 if the participant 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 intends to return to school. Record 4 if the participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the participant is not attending any school and has either graduated from secondary school or holds an equivalency. Record 6 if the participant is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter and has not received a secondary school diploma or its recognized equivalent. Leave blank if data element does not apply to the participant.									X							<ul style="list-style-type: none"> • Cross-Match • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Records from Education Institution (GED certificate, transcripts, report card, enrollment record or other school documentation) • Signed File Documentation with Information Obtained from Education or Training Provider • Case notes • Self-Attestation 	
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 completes, during program participation, either 1) an education or training program that leads to a recognized credential, including a secondary education program; or 2) 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.		X	X	X	X					X				X	X	<ul style="list-style-type: none"> • Cross-Match • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Records from Education Institution (GED certificate, transcripts, report card, enrollment record or other school documentation) • Signed File Documentation with Information Obtained from Education or Training Provider • Case notes • Self-Attestation 	
SECTION D.04 - ADDITIONAL OUTCOME DATA																			
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.				X									X		X	<ul style="list-style-type: none"> • Cross-Match • Copy of registration record • Case notes • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • Cross-Match with other agencies • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Vendor/training provider training documentation The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
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.				X									X		X	<ul style="list-style-type: none"> • Cross-Match • Copy of registration record • Case notes • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation 	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • Cross-Match with other agencies • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Vendor/training provider training documentation The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/ State Grants (JVS)	HRB	Job Corps			Apprenticeship
SECTION E - NEW DATA ELEMENTS (Data Elements are Specific to Each Program, As Listed)																			
SECTION E.01 - DISLOCATED WORKER GRANTS																			
2001	Date of Completion of DWG Services	Record the date the participant received their last service in the DWG program.																<ul style="list-style-type: none"> • 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 	
2002	Employed at Completion of DWG Services	Record 1 if the participant is employed at completion of participation in services under a Dislocated Worker Grant (DWG). Employment is counted the quarter in which the participant stops receiving services funded through a DWG project. Record 0 if the participant does not meet the condition described above.																<ul style="list-style-type: none"> • 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 • Signed 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 	
2004	Received Services through a Disaster Recovery Dislocated Worker Grant	Record 1 if the participant received disaster relief employment only and received no other services. Record 2 if the participant received disaster relief employment and received Employment and Training services (Career and Training services). Record 3 if the participant received Employment and Training services (Career and Training services) only, and did not receive disaster relief employment. Record 0 if the participant did not receive services under a Disaster Recovery DWG.																<ul style="list-style-type: none"> • 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 • Signed 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 • State MIS • Grantee Electronic MIS Records 	
SECTION E.02 - H1B																			
2101	Underemployed Worker	Record 1 if a person is not currently connected to a full-time job commensurate with the individual's level of education, skills, or wage and/or salary earned previously, or who have obtained only episodic, short-term, or part-time employment. Record 0 if the participant does not meet any of the conditions described above. Leave blank if information is not available.														X		<ul style="list-style-type: none"> • Current Pay check stubs, tax records, W2 form • Prior Pay check stubs, tax records, W2 form • Copy of Diploma, Credential or Degree Awarded by Education Institution • Case notes • Self-Attestation 	
2103	Most Recent Date Received Assessment Services	Record the most recent date on which the participant received assessment services funded by the program. Leave blank if the participant did not receive Assessment Services.														X		<ul style="list-style-type: none"> • 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 	
2106	Most Recent Date Received Specialized Participant Services	Record the most recent date on which the participant received specialized participant services which include, but are not limited to, financial counseling, behavioral health counseling, mentoring, assistance with re-location, job coaching, networking, and job search assistance. Leave blank if the participant did not receive Specialized Participant Services.														X		<ul style="list-style-type: none"> • Activity sheets • Sign-in sheets • Attendance record • Vendor records • Electronic Records • Case notes 	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)		
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HR			Job Corps	Apprenticeship
2109	Primary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the primary type of training being provided to the participant. Leave blank if the participant did not enroll in training for Primary Type of Training Service for Training Activity #1.													X			<ul style="list-style-type: none"> • 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 	
2110	Secondary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the secondary type of training being provided to the participant, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Training Service for Training Activity #1.														X		<ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records 	
2111	Tertiary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the tertiary type of training being provided to the participant, if applicable. Leave blank if the participant is not enrolled in a Tertiary Type of Training Service for Training Activity #1.														X		<ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records 	
2112	Primary Type of Training Service for Training Activity #2	Use the appropriate code to indicate the primary type of training being provided to the participant during their second training service. Leave blank if the participant is not enrolled in a Primary Type of Training Service for Training Activity #2.														X		<ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records 	
2113	Secondary Type of Training Service for Training Activity #2	Use the appropriate code to indicate the secondary type of training being provided to the participant during their second training service, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Education/Job Training Activity #2.														X		<ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records 	
2114	Tertiary Type of Training Service for Training Activity #2	Use the appropriate code to indicate the tertiary type of training being provided to the participant during their second training service, if applicable. Record 0 if the above condition does not apply to the participant.														X		<ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records 	
2115	Primary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the primary type of training being provided to the participant during their third training service. Leave blank if the participant is not enrolled in a Primary Type of Training Service for Training Activity #3.														X		<ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records 	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)			
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HRB			Job Corps	Apprenticeship	
2116	Secondary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the secondary type of training being provided to the participant during their third training service, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Training Service for Training Activity #3.														X			<ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records 	
2117	Tertiary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the tertiary type of training being provided to the participant during their third training service, if applicable. Leave blank if the participant is not enrolled in a Tertiary Type of Training Service for Training Activity #3.														X			<ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records 	
2118	Date Entered Employment (Discretionary Grants)	Record the date of employment (when the participant first began a job). This data element captures employment outcomes for unemployed participants that found employment, and underemployed participants that entered a new position of employment. Leave blank if the participant has not received a job.														X			<ul style="list-style-type: none"> • UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an 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 	
2119	Incumbent Workers Retained Current Position	Record 1 if the participant was employed at the start of participation (incumbent worker) and retained their current position in the first quarter after program completion. Record 0 if the participant was employed at the start of participation (incumbent worker) and did not retain their current position in the first quarter after program completion. Record 9 if information on the participant's employment status in the first quarter after program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.														X			<ul style="list-style-type: none"> • UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an 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 	
2120	Incumbent Workers Advanced into a New Position with Current or New Employer in the 1st Quarter after Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities in the first quarter after training program completion. Record 0 if the participant was employed at the start of program participation (incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the first quarter after training program completion. Record 9 if information on the participant's employment status in the first quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.														X			<ul style="list-style-type: none"> • UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an 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 	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)			
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HRB			Job Corps	Apprenticeship	
2121	Incumbent Workers Retained Current Position in the 2nd Quarter after Program Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and retained their current position in the second quarter after training program completion. Record 0 if the participant was employed at the start of participation (incumbent worker) and did not retain their current position in the second quarter after training program completion. Record 9 if information on the participant's employment status in the second quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.														X			<ul style="list-style-type: none"> • UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an 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 	
2122	Incumbent Workers Advanced into a New Position with Current Employer or New Employer in the 2nd Quarter after Training Program Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities in the second quarter after training program completion. Record 0 if the participant was employed at the start of program participation (incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the second quarter after training program completion. Record 9 if information on the participant's employment status in the second quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.														X			<ul style="list-style-type: none"> • UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an 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 	
2123	Incumbent Workers Retained Current Position in the 3rd Quarter After Program Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and retained their current position in the third quarter after training program completion. Record 0 if the participant was employed at the start of participation (incumbent worker) and did not retain their current position in the third quarter after training program completion. Record 9 if information on the participant's employment status in the second quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.														X			<ul style="list-style-type: none"> • UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an 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 	
2124	Incumbent Workers Advanced into a New Position with Current or New Employer in the 3rd Quarter after Training Program Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities, in the third quarter after training program completion. Record 0 if the participant was employed at the start of program participation (incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the third quarter after training program completion. Record 9 if information on the participant's employment status in the third quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.														X			<ul style="list-style-type: none"> • UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an 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 	
2126	Entered Training-Related Employment After Training Program Completion	Record 1 if after training program completion, the employment in which the individual entered uses a substantial portion of the skills taught in the training received by the individual. This data element is training program completion based. Individuals that have not enrolled in and completed training should not be reported in this data element. Record 0 if the employment in which the individual entered does not use a substantial portion of the skills taught in the training received by the individual. Record 9 if unknown. Leave blank if the individual has not completed a training program and/or has not yet entered employment														X			<ul style="list-style-type: none"> • UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an 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 	

SECTION E.03 - National Farmworker Jobs Program

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in EGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)				
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (REG) (Adult)	Reentry Employment Opportunities (REG) (Youth)	Youthbuild	Jobs for Veterans/State Grants (JVS/G)	HR			Job Corps	Apprenticeship		
2212	Housing Services	Record 1 if the participant received temporary housing services as described in 20 CFR 685.360 Record 2 if the participant received permanent housing services as described in 20 CFR 685.360 Record 3 if the participant received both temporary housing services as described in 20 CFR 685.360 and permanent housing services as described in 20 CFR 685.360. Record 0 if the participant did not receive any housing services.							X											<ul style="list-style-type: none"> Program application Receipt of Services Housing Services Contract Case notes 	
2232	Family status for NFJP Housing Services (WIOA Sec. 167)	Record 1 if the individual is an eligible MSFW and the individual does not reside with a Family and receives NFJP funded permanent or temporary housing services. Record 2 if the individual is an eligible MSFW and the individual resides with a Family and receives NFJP funded permanent housing services or temporary housing services. Record 3 if the individual is not an eligible MSFW and the individual does not reside with a Family and receives NFJP funded permanent housing services. Record 4 if the individual is not an eligible MSFW and the individual resides with a Family and receives NFJP funded permanent housing services.							X											<ul style="list-style-type: none"> Program application Receipt of Services Housing Services Contract Case notes 	
3008	Family Unit Size	Record the number of individuals (including the participant) that live with the individual and are a part of the individual's family, as defined by 20 CFR 685.110.							X											<ul style="list-style-type: none"> Program application Receipt of Services Housing Services Contract Case notes 	
SECTION E.04 - INDIAN AND NATIVE AMERICAN PROGRAM (INA)																					
2302	Tribal Affiliation	Record the participant's tribal affiliation. Leave blank if the tribal affiliation code is unknown.							X											<ul style="list-style-type: none"> Certificate of Degree of Indian Blood (CDIB) card or letter Tribal Enrollment Card Letter or card from BIA showing census roll number Document from the Alaska Native Corporation which verifies that the applicant is an Alaska Native 	
2303	Public Assistance Recipient	Record 1 if the participant receives general assistance (GA) from their state or local government; Record 2 if the participant receives Temporary Assistance to Needy Families (TANF); Record 3 if the participant receives Supplemental Security Income (SSI-SSA Title XVI). Record 4 if the participant receives Social Security Disability Insurance (SSDI). Record 5 if the participant receives Food Stamps (Food Stamp Act of 1977). Record 6 if the participant receives Foster Child Payments. Record 7 if the participant receives benefits from Tribal Work Experience Programs (TWEPP). Record 8 if the participant receives benefits from the USDA Commodity Program. Record 0 if the participant does not meet the conditions described above. Record all that apply if the participant is receiving more than one type of public assistance.							X											<ul style="list-style-type: none"> Public Assistance Verification from applicable Social Service Agency Written Confirmation from Social Services Agency Authorization/Documentation to Receive Food Stamps or SNAP Letter or Email from Social Worker/Case Worker Benefit Receipt Verification from applicable Social Service Agency Self-Attestation 	
SECTION E.05 - REENTRY EMPLOYMENT OPPORTUNITIES (ADULT)																					
2400	In Work Release Program	Record 1 if the participant was in a work-release program at the time enrollment. Record 0 if the participant does not meet the condition described above.										X								<ul style="list-style-type: none"> Direct Referral from Justice System Verification from Justice System Case notes Self-Attestation 	
2401	Employment Status at Incarceration	Record 1 if the participant was working in unsubsidized employment upon incarceration (not including Registered Apprenticeship or the Individual Training Account). Record 2 if the participant was in a Registered Apprenticeship upon incarceration. Record 3 if the participant was in the military upon incarceration. Record 9 if employment participant prior to incarceration is unknown. Record 0 if the participant was not employed upon incarceration.											X							<ul style="list-style-type: none"> Case notes 	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)										
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Centers (REC) (Adult)	Reentry Employment Opportunities (REC) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HRB			JOB Corps	Apprenticeship								
2413	Incarcerated at Program Entry (WIOA)	Record 1 if the participant, at program entry, was a criminal offender in a correctional institution at program entry. Record 0 if this data element does not apply to the participant.													X	X										<ul style="list-style-type: none"> • Direct Referral from Justice System • Verification from Justice System • Parole or Probation Officer • Case notes • Self-Attestation 	
2414	Date Released from Incarceration (WIOA)	Record the date the participant was released from a correctional institution. Leave blank if participant remains in a correctional institution at program exit.													X	X										<ul style="list-style-type: none"> • Direct Referral from Justice System • Verification from Justice System • Justice system records • Parole Officer • Case notes • Self-Attestation 	
2415	Date of Anticipated Release From Incarceration	Record the date that the participant is anticipated to be released from a correctional institution. Leave blank if this data element does not apply to the participant.													X											<ul style="list-style-type: none"> • Direct Referral from Justice System • Verification from Justice System • Case notes • Self-Attestation 	
2416	Post-Release Status	Record 1 if the participant's post-release status is parole. Record 2 if the participant's post-release status is probation. Record 3 if the participant's post-release status is out on bail. Record 4 if the participant's post-release status is without conditions Leave blank if this data element does not apply to the participant. [i.e., if the person has yet to be released from incarceration, per 2415]													X											<ul style="list-style-type: none"> • Direct Referral from Justice System • Verification from Justice System • Justice system records • Parole or Probation Officer • Case notes • Self-Attestation 	
2417	Most Recent Type of Offense	Record 1 if the participant was convicted of a property crime. Record 2 if the participant was convicted of a drug crime. Record 3 if the participant was convicted of a public order crime. Record 4 if the participant was convicted of another type of crime. Record 9 if the type of crime cannot be determined or if the information is not available.													X											<ul style="list-style-type: none"> • Direct Referral from Justice System • Verification from Justice System • Justice system records • Parole or Probation Officer • Case notes • Self-Attestation 	
2422	Housing Status at Six Months After Program Entry	Record the appropriate housing status for the participant at six months after program entry as indicated in code values 1 through 9.													X											<ul style="list-style-type: none"> • Case notes 	
2423	Housing Status at Enrollment	Record the appropriate housing status for the participant at enrollment as indicated in code values 1 through 9.													X											<ul style="list-style-type: none"> • Case notes 	
2424	Alcohol/Drug Abuse Six Months After Enrollment	Record 1 if the participant abused alcohol and/or drugs at six months after enrollment. Record 0 if the above conditions do not apply to the participant.													X											<ul style="list-style-type: none"> • Case notes • Self-Attestation 	
2433	Re-arrested within 12 months of Release for a New Crime	Record 1 if the participant was re-arrested within 12 months of release for a new crime. Record 0 if the participant does not meet the condition described above.													X											<ul style="list-style-type: none"> • Probation or Parole Officer • Justice system records • Verification from Justice System • Case notes • Self-Attestation 	
2434	Re-arrested for a previous crime	Record 1 if the participant was re-arrested for a previous crime. Record 0 if the above condition does not apply to the participant. Record 9 if this information is not available.													X											<ul style="list-style-type: none"> • Probation or Parole Officer • Justice system records • Verification from Justice System • Case notes • Self-Attestation 	
2435	Re-incarcerated for a revocation of the parole or probation order for violations of terms of sentence	Record 1 if the participant was re-incarcerated for revocation of parole. Record 2 if the participant was re-incarcerated for revocation of probation order for violations of terms of sentence. Record 3 if the participant was re-incarcerated for other violations of the terms and conditions of their sentence. Record 0 if the above conditions do not apply to the participant.													X											<ul style="list-style-type: none"> • Probation or Parole Officer • Justice system records • Verification from Justice System • Case notes • Self-Attestation 	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program											Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)								
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild			Jobs for Veterans' State Grants (JVS)	HB	Job Corps	Apprenticeship				
2436	Not Re-arrested	Record 1 if the participant was not re-arrested. Record 0 if the above condition does not apply to the participant.												X								<ul style="list-style-type: none"> • Probation or Parole Officer • Justice system records • Verification from Justice System • Case notes • Self-Attestation 	
2437	Date arrested for new/previous crime	Record the date that the participant was arrested for a new or previous crime. Leave blank if the above condition does not apply to the participant.												X								<ul style="list-style-type: none"> • Probation or Parole Officer • Justice system records • Verification from Justice System • Case notes • Self-Attestation 	
2438	Convicted for new/previous crime	Record 1 if the participant was convicted of a new crime. Record 2 if the participant was convicted of a previous crime. Record 0 if the above condition does not apply to the participant. Record 9 if this information is not available.												X								<ul style="list-style-type: none"> • Probation or Parole Officer • Justice system records • Verification from Justice System • Case notes • Self-Attestation 	
SECTION E.06 - REENTRY EMPLOYMENT OPPORTUNITIES (YOUTH)																							
2500	Secondary school enrollment status at arrest	Record 1 if the participant was a secondary school student at the time of their arrest. Record 2 if the participant was a secondary school graduate at the time of their arrest. Record 3 if the participant was a secondary school dropout at the time of their arrest. Record 0 if the participant does not meet the conditions described above.													X							<ul style="list-style-type: none"> • Case notes • Self-Attestation 	
2502	Youth Offender status at enrollment	Record 1 if the participant is currently in, returning from, or has been in a juvenile correctional facility. Record 2 if the participant is currently in, returning from, or has been in a juvenile detention facility. Record 3 if the participant is currently on, leaving, or has been on juvenile probation. Record 4 if the participant is currently in, leaving, or has been in juvenile alternative sentencing or diversion. Record 5 if the participant is currently in, returning from, or has been in an adult prison. Record 6 if the participant is currently in, returning from, or has been in an adult jail. Record 7 if the participant is currently on, leaving, or has been on adult probation. Record 8 if the participant is currently in, leaving, or has been in adult sentence or diversion. Record 0 if the at-risk participant is not an offender.																				<ul style="list-style-type: none"> • Direct Referral from Juvenile Justice System or Adult Criminal Justice System • Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation 	For REO grantees: In the event that the justice system cannot provide this information because of confidentiality requirements, grantees may use a self-attestation from the enrollee, or if the enrollee is a minor, a self-attestation letter from a parent or guardian.
2505	Date verified Selective Service registration	Enter date verified Selective Service Registration Leave blank for participants who are not required to sign up for selective service.													X	X						<ul style="list-style-type: none"> • Verification from Selective Service Administration 	
2510	Completed diversion without out-of-home placement	Record 1 if diversion was completed without out-of-home placement. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive diversion services.													X							<ul style="list-style-type: none"> • Parole or probation officer • Verification from the Justice System • Case notes • Self-Attestation 	
2511	Records expunged	Record 1 if the participant's record was expunged. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive expungement legal services.													X							<ul style="list-style-type: none"> • Parole or probation officer • Verification from the Justice System • Case notes • Self-Attestation 	
2512	Records sealed	Record 1 if the participant's record was sealed. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive sealing of records assistance.													X							<ul style="list-style-type: none"> • Parole or probation officer • Verification from the Justice System • Case notes • Self-Attestation 	
2516	Date of postsecondary education or training placement	Record the date of participant's placement into postsecondary education or training. Leave blank if the participant was not placed into postsecondary education or training.															X					<ul style="list-style-type: none"> • Copy of School or Training Provider Enrollment Record • Case notes 	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program															Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)					
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HB	JOB CORP.	Apprenticeship							
2523	Date entered degree or certificate program	Record the date on which the participant entered the degree or certificate program. Leave blank if the participant did not enter into a degree or certificate program.											X									<ul style="list-style-type: none"> • Copy of School or Training Provider Enrollment Record • Case notes 		
2525	Date arrested for new crime after enrollment	Record date on which participant was arrested for new crime after enrollment. Leave blank if this data element does not apply to the participant.																					<ul style="list-style-type: none"> • Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation 	
2526	Convicted for new crime committed after enrollment	Record date on which participant was convicted for new crime after enrollment. Leave blank if this data element does not apply to the participant.																					<ul style="list-style-type: none"> • Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation 	
2527	Type of crime	Record 1 if participant was arrested/convicted for a violent felony. Record 2 if participant was arrested/convicted for a non-violent felony. Record 3 if participant was arrested/convicted for a misdemeanor.																					<ul style="list-style-type: none"> • Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation 	
2528	Reached 12-month point since release from correctional facility or placement on probation	Record 1 if participant has reached 12-month point since release from correctional facility or placement on probation. Record 0 if the participant does not meet this condition.																					<ul style="list-style-type: none"> • Case notes • Case records showing date released from correctional facility or placed on probation 	
2529	Convicted for new crime committed within 12 months of release from correctional facility or placement on probation	Record 1 if participant was convicted for new crime committed within 12 months of release from correctional facility or placement on probation. Record 0 if the participant does not meet this condition.																					<ul style="list-style-type: none"> • Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation 	
2530	Incarcerated for new crime committed after enrollment	Record 1 if the participant was incarcerated for a new crime committed after enrollment. Record 0 if the participant does not meet this condition.																					<ul style="list-style-type: none"> • Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation 	
2542	Arrested for new crime in follow-up period	Record 1 if participant was arrested for a new crime in follow-up period. Record 0 if participant was not arrested for a new crime in follow-up period.																					<ul style="list-style-type: none"> • Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation 	
2543	Date arrested for new crime in follow-up period	Record the date on which the participant was arrested for new crime in follow-up period. Leave blank if this data element does not apply to the participant.																					<ul style="list-style-type: none"> • Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation 	
2544	Convicted for new crime committed in follow-up period	Record the date on which the participant was convicted for new crime in follow-up period. Leave blank if this data element does not apply to the participant.																					<ul style="list-style-type: none"> • Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation 	
2545	Incarcerated for new crime committed in follow-up period	Record 1 if participant was incarcerated for new crime committed in follow-up period. Record 0 if the participant does not meet this condition.																					<ul style="list-style-type: none"> • Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation 	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)																				
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVSG)	HB	Job Corps			Apprenticeship																			
2546	Housing Status at follow-up	Record 1 if participant resides in stable housing at follow-up. Record 2 if participant resides in temporary housing at follow-up. Record 3 if participant is homeless at follow-up.															X											<ul style="list-style-type: none"> Case notes 										
SECTION E.07 - YOUTHBUILD																																						
2607	Migrant Youth	Record 1 if the participant is the youth and is a migrant worker or is a member of a migrant family. Record 0 if the participant does not meet the conditions described above.																												X				<ul style="list-style-type: none"> Cross-Match with Public Assistance Records NFJP Eligibility Documents Cross-Match with State MIS Database Cross-Match with H-1B Record Signed Employer statement or letter on business letterhead Wage records/family wage records Work permits Self-Attestation Case notes 				
2608	Offender	Record 1 if the participant has been convicted of a crime by the juvenile justice system. Record 2 if the participant has been convicted of a crime by the adult correctional system. Record 0 if the participant does not meet the conditions described above.																													X				<ul style="list-style-type: none"> Court documentation Resident of a detention facility, group home, or restricted state-run facility Letter of parole/probation officer Police or Justice Department records Self-Attestation 			
2609	Secondary School Drop-Out	Record 1 if the participant is a youth and has dropped out of secondary school. Record 0 if the participant does not meet the condition described above.																														X				<ul style="list-style-type: none"> Letter/document from the school stating the youth has dropped out School attendance record Self-Attestation 		
2610	Child of Incarcerated Parent or Legal Guardian	Record 1 if either of the youth's parents or legal guardian is incarcerated at the time of the youth's enrollment into the YouthBuild program, or if at least one parent has been previously incarcerated. Record 0 if the participant does not meet the condition described above.																														X				<ul style="list-style-type: none"> Court records Self-Attestation 		
SECTION E.08 - MISCELLANEOUS DATA ELEMENTS AND USER DEFINED FIELDS																																						
2700	Social Security Number	Record the Social Security Number (SSN) assigned to the participant. NOTE: THE SSN MUST NOT BE INCLUDED UNLESS SPECIFIED UNDER PROGRAM OR FUNDING STREAM REPORTING REQUIREMENTS.																															X	X			<ul style="list-style-type: none"> SSN Card Other Federal or State ID with SSN 	For YouthBuild and, DINAP documents may also include: <ul style="list-style-type: none"> Self-Attestation Intake Application Enrollment Form
SECTION E.10 - REGISTERED APPRENTICESHIP																																						
2900	RAPIDS Number	Record the RAPIDS number for the participant who is a registered apprentice (Registered Apprenticeship Partners Information Data System). Leave blank if this data element does not apply. Note: There are no RAPIDS numbers for pre-apprentices.																																X			<ul style="list-style-type: none"> Cross-Match Note: Data validation is not required for State Apprenticeship Agency (SAA) States that do not use RAPIDS because registered apprentices will not have a RAPIDS Number. Grantees reporting from SAA states that do not use RAPIDS may use the unique identifier for this data element or they may use a corresponding number meeting the AN 12 data type and field length requirements for this data element. 	
2902	Date Enrolled in Pre-Apprenticeship	Record the date the participant started the pre-apprenticeship program. Leave blank if this data element does not apply.																																	X		<ul style="list-style-type: none"> Vendor/Training Provider Records Signed Training Contract Electronic Records Attendance Sheets or Records Case notes 	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in EGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)				
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HB			Job Corps	Apprenticeship		
2904	In Pre-Apprenticeship Program with an Articulated Agreement	Record 1 if the participant is in a pre-apprenticeship program where a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA) or other formal agreement exists between the pre-apprenticeship program and the Registered Apprenticeship Program. Record 2 if no formal agreement exists between the pre-apprenticeship program and an apprenticeship program. Leave blank if this data element does not apply.																	X	<ul style="list-style-type: none"> Memorandum of understanding (MOU) or similar agreement Letter from Employer or Union Vendor/Training Provider Records Electronic Records Attendance Sheets or Records Case notes Documentation from Union website 	
2905	Date Completed Pre-Apprenticeship	Record the date the participant completed the pre-apprenticeship program. Leave blank if this data element does not apply.																	X	<ul style="list-style-type: none"> Vendor/Training Provider Records Signed letter from an administrator or program manager of the quality pre-apprenticeship program Completion certificate or similar document indicating completion For grants funded under the National Apprenticeship Act, validate month and year only. 	
2908	Date Started Apprenticeship	Record the date the participant started the apprenticeship program. Leave blank if this data element does not apply.																X	X	<ul style="list-style-type: none"> Davis-Bacon Certificate Documentation from RAPIDS AI (Apprentice Information) Demographic Portal ETA Form 671 Section II (Apprenticeship Agreement) or the SAA equivalent with email or similar confirmation from a USDOL Office of Apprenticeship representative or a representative from the State Apprenticeship Agency (e.g., State Director or ATR (Apprenticeship Training Representative)) Documentation from SAA's information management system 	
2909	Expected Completion Date: Apprenticeship	Record the expected completion date of the apprenticeship program, whether or not the participant is expected to complete the program during their participation. Leave blank if this data element does not apply.																X	X	<ul style="list-style-type: none"> Appendix A from the program's Standards of Apprenticeship documenting length of time for the RAP (for Time-Based RAPs) or approximate length of time for competency-based or hybrid programs Documentation from RAPIDS AI (Apprentice Information) Demographic Portal identifying the individual and their expected completion date ETA Form 671 Section II (Apprenticeship Agreement) or the SAA equivalent (Cross match) Other electronic record from RAPIDS or an SAA's information management system containing this information 	
2910	Type of Apprenticeship Program	Record 1 if the apprenticeship program is a Time-Based program. Record 2 if the apprenticeship program is a Competency-Based program. Record 3 if the apprenticeship program is a Hybrid program. Leave blank if this data element does not apply.																	X	<ul style="list-style-type: none"> Cover page of Appendix A from the program's Standards of Apprenticeship documenting length of time for the RAP (for Time-Based RAPs) or approximate length of time for competency-based or hybrid programs. Davis-Bacon Certificate identifying the individual and type of program; Printout from RAPIDS AI (Apprentice Information) Demographic Portal; ETA Form 671 Section II (Apprenticeship Agreement) or the SAA Equivalent Documentation from SAA's information management system Cross-match 	
2911	Date Completed Apprenticeship	Record the date the participant completed the apprenticeship program. Leave blank if this data element does not apply.																X	X	<ul style="list-style-type: none"> Certificate of Completion issued by the Registration Agency Davis-Bacon Certificate Printout from RAPIDS AI (Apprentice Information) Demographic Portal Other electronic record from RAPIDS or SAA equivalent For grants funded under the National Apprenticeship Act, validate month and year only. 	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in EGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program															Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)			
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HRB	JOB Corps	Apprenticeship					
2912	Type of Related Instruction Provider	Record 1 if the provider of Related Instruction (RI) or Related Technical Instruction (RTI) is a Joint Apprenticeship Training Committee. Record 2 if the provider of RI is a Community College. Record 3 if the provider of RI is a Vocational or Technical School. Record 4 if the provider of RI is a 4-year educational institution. Record 5 if the provider of RI is an entity other than those previously noted. Leave blank if this data element does not apply.																		X	<ul style="list-style-type: none"> The name of the entity should clarify whether it is a JATC, Voc/Tech School, Community College, 4-year educational institution, or something else Employer Agreement Printout from RAPIDS AI (Apprentice Information) Demographic Portal A Davis-Bacon Certification may be utilized if the sponsor is also the RI provider Invoice or other financial document from the RI provider Course schedule or [pages from] a catalogue for the entity A printout or screen shot from the website Cross-match 	
2917	Exit Wage	Record the hourly wage received on the Date of Exit. Leave blank if this data element does not apply.																		X	<ul style="list-style-type: none"> Electronic record (printout/screen shot) from the RAPIDS AI (Apprentice Information) Demographic Portal 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) Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) ETA will conduct UI wage match for non-state grantees 	
2918	Wage at Entry into Apprenticeship	Record the hourly wage received on the date of entry into the apprenticeship program. Leave blank if this data element does not apply.																		X	<ul style="list-style-type: none"> ETA Form 671 or SAA equivalent Electronic record from RAPIDS (e.g., RAPIDS AI (Apprentice Information) Demographic Portal screen shot) or SAA equivalent 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 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) Cross match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) 	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

**Workforce Connection of Central New Mexico
WCCNM WIOA ETPL Policy
Operational Policy No. OP-423, Change 2 (New)**

Action Requested:

The WCCNM must establish an updated WIOA Eligible Training Provider Certification System that meets the minimum requirements of New Mexico Department of Workforce Solutions (NMDWS) policy issuance #DWS-24-001 effective August 22, 2024, within 90 days of receipt and no later than November 22, 2024. NMDWS policy was received on September 5, 2024.

Background:

The NMDWS guidance received on September 5, 2024 replaces previous NMDWS guidance in its entirety. OP-423, Change 2, has been created to reflect the new NMDWS policy making the use of track changes an ineffective review option.

The revised NMDWS guidance on the ETPL policy and procedures for initial and continuing training provider eligibility are intended to:

- streamline and clarify the process for training provider applications throughout the state
- clearly define terminology and roles and responsibilities of the State & WCCNM
- clarify minimum performance standards for providers
- promote strategic relationships between local boards and interested education and training providers in the state to move beyond transactional exchanges limited to ITAs

The ETPL is designed to collect relevant data and display useful information to WIOA customers on training providers, their services and the quality of their programs. The goal is to populate the ETPL with training programs that are proven to be successful and remove those programs that fail to achieve positive results for training customers.

Financial Impact:

None

Do Pass: _____

Do not Pass: _____



Operational Policy No. OP – 423, Change 2

Subject: WIOA Eligible Training Provider Certification System (New)
Effective: PY24 - November 18, 2024

BACKGROUND:

The workforce development system, established under WIOA, emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of training services is vital to achieving these core principles. As required by WIOA Sec. 122, states, in partnership with Local Boards, must identify eligible training providers (ETPs) and programs that are qualified to receive WIOA title I-B funds to train adults, dislocated workers **and out-of-school youth ages 16 through 24***, including those with disabilities. The approved State list of eligible training providers and programs serves as an important tool for participants seeking training to identify appropriate providers and programs, and relevant information, such as cost and program outcomes. WIOA Sec. 122 (c) specifies that states must establish an application procedure for training providers and programs to maintain their eligibility and the eligibility of their programs.

****Although youth programs are not specifically mentioned in the federal guidance, the State Administrative Entity (SAE) requires youth providers and programs who both serve WIOA program participants AND confer an industry recognized certificate or license to be registered and approved on the ETP system.***

PURPOSE:

This policy reflects the new information, criteria, and procedures that have been updated with the passage of New Mexico Department of Workforce Solutions Policy Issuance #24-001 with an effective date of August 22, 2024. NMDWS Policy #24-001 aims to inform the local workforce development boards, local administrative entities and workforce system partners of changes to the Eligible Training Provider system. This policy replaces, in its entirety, the previous WCCNM Operational Policy OP-423, Change 1, Subject: WIOA Eligible Training Provider Certification System.

REFERENCE(S):

- Workforce Innovation and Opportunity Act of 2014, Sections 116, 122, and 134, effective July 1, 2015
- Workforce Innovation and Opportunity Act, final rule published August 19, 2016, 20 CFR Parts §677.230, §679.370-380, §680.400-530, §683.630
- Training and Employment Guidance Letter (TEGL) 41-14 and Change 1 for WIOA Title I Training Provider Eligibility Transition
- Department of Labor, 29 CFR Part 38, WIOA Section 188,



Implementation of the Nondiscrimination and Equal Opportunity Provisions, final rule published December 2, 2016

- NMDWS Issuance: #DWS 24-001
- TEGL 19-16 Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules
- TEGL 03-18 Eligible Training Provider (ETP) Reporting Guidance under the Workforce Innovation and Opportunity Act (WIOA)
- TEGL 08-19 Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs
- TEGL 13-16, Change 1, Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (WIOA)
- TEGL 08-19, Change 1, Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs

POLICY:

Eligible Providers of Training Services

Only providers that the State determines to be eligible, as required in WIOA sec. 122, may receive training funds under WIOA title I-B to provide training for participants enrolled in a WIOA-funded program of training services.

Eligible training providers include:

- Institutions of higher education that provide a program or programs that lead to recognized postsecondary credentials Apprenticeship programs including Industry Recognized Apprenticeship Programs (IRAPs) and Registered Apprenticeship Programs (RAP)
- Other public or private providers of training, which may include joint labor-management organizations and eligible providers of adult education and literacy activities under title II if such activities are provided in combination with occupational skills training;
- Local Boards, if they meet the conditions of WIOA sec. 107(g)(1); and
- Community Based Organizations (CBOs) or private organizations of demonstrated effectiveness that provide training under contract with the Local Board.



Eligible training providers are subject to the equal opportunity and nondiscrimination requirements contained in Section 188 of WIOA. The requirements to become an eligible provider of training services apply to all organizations providing WIOA title I-B- funded training to adults and dislocated workers, **and out-of- school youth ages 16 through 24***, with the specific exception of Registered Apprenticeship programs.

Eligible Programs of Training Services

A program of training services is defined as one or more courses or classes, or a structured regimen that leads to a recognized post-secondary credential, secondary school diploma or its equivalent, employment, or measurable skill gains toward such a credential or employment. These training services could be delivered in person, on-line, or in a blended approach.

Not all allowable types of training services are subject to the requirements of the eligible training provider provisions in WIOA title I-B. Training services *exempt* from the Section 122 eligibility requirements include:

- On-the-job training; customized training; incumbent worker training; transitional employment; or
- The circumstances described at WIOA sec. 134(c)(3)(G)(ii), where the Local Board determines that:
 - There are insufficient providers, or
 - There is a training services program with demonstrated effectiveness offered in the local area by a community-based organization or other private organization to serve individuals with barriers to employment, or
 - It would be most appropriate to award a contract to an institution of higher education or other eligible provider of training services to facilitate the training of multiple individuals in in-demand industry sectors or occupations, and such contract does not limit customer choice; or
 - When the Local Board provides training services through a pay-for-performance contract.

Providers and programs that meet eligible training provider criteria and are certified on the State ETP List are considered eligible to receive Individual Training Account funds for the provision of training services of WIOA enrolled participants.



Roles and Responsibilities

The Department of Workforce Solutions, State Administrative Entity (SAE) Responsibilities:

The state is required to develop and operate the ETPL in partnership with the WCCNM. The WCCNM accepts applications for training programs, determine if training offerings are for in-demand occupations, assist training providers that wish to be placed on the ETPL by providing information and technical assistance on the application process, and make recommendations to the State ETPL Administrator for approving or denying the providers and their programs for initial and continued eligibility.

The State ETP Administrator has final authority on approval/denial of ETPL providers, and will maintain the ETPL on the Jobs.state.nm.us site, review WCCNM's procedures for the provision of initial and continued eligibility and provide additional review of training providers and their programs.

- Establishing requirements for the Eligible Training Provider List system, to include:
 - hosting the ETPL through a web-based platform; and
 - establishing the web application and tracking system for use by training providers and local workforce development boards.
- Establishing ETPL eligibility criteria, and application and approval procedures.
- Facilitating the acquisition of performance data information for public institutions managed through a partnership with the New Mexico Department of Higher Education.
- Reviewing, monitoring and executing approval of training provider applications, for minimal eligibility criteria and performance requirements.
- Verifying the initial minimum eligibility of **out-of-state** program and training services; including review of applications or renewal; as well as the review of overall effectiveness of providers and programs to determine initial and continued eligibility based on ETP criteria.
- Notification to LWDBs when **out-of-state** programs and their providers are approved for utilization.
- Informing and supporting the appeals process for **out-of-state** training providers deemed ineligible as an Eligible Training Provider.
- Disseminating the State ETPL along with performance and cost information for each provider, for use by the public and the local workforce development boards.
- Facilitating data matches between ETP records and Unemployment Insurance wage data to assist in providing a mechanism for ETP annual performance reporting and compliance with DOL performance guidance.



- Convening WIOA Core Partners, Registered Apprenticeship and local workforce development boards as necessary to coordinate ETPL requirements.
- Establishing an appeals procedure for providers to appeal a denial of eligibility.
- Monitor LWDBs to ensure compliance with the ETPL policy and procedures and streamlined practices.
- Develop, maintain, and disseminate the ETPL, including the list of training providers and their programs of study.
- Establish a minimally burdensome mechanism for adding Registered Apprenticeship Programs (RAPs) to the list and verifying registration status at least every two years.
- Review and finalize the approval of providers and programs recommended by the LWDBs.
- Determine whether training providers submitted accurate information for the eligibility criteria and performance levels and take enforcement actions as needed if the provider intentionally submitted inaccurate information or substantially violated WIOA requirements.
- Ensure that established performance levels for initial and/or continued eligibility are met, including verifying the accuracy of the information.
- Establish procedures for removing a provider from the ETPL.
- Establish a procedure by which a provider can demonstrate that providing state-required additional performance and cost information would be unduly burdensome or costly.
- Establish initial eligibility criteria for new training providers and set minimum levels of performance for all training providers to remain eligible.
- Make decisions on training provider appeals to NM SAE, after a training provider receives an unsatisfactory appeal decision at the local level, which includes an opportunity for a hearing and a timely decision.
- Ensure training providers' applications and programs approved by LWDBs are reviewed, and those approved are placed on the ETPL in a timely manner.
- Maintain and publish a directory of ETPL Coordinators.
- Facilitate direct communication between LWDBs and institutions interested in inclusion on the New Mexico ETPL.
- Provide training and technical assistance to ETPL Coordinators. Resources and technical assistance will be provided by the state's ETPL Administrator to ETPL Coordinators and Training Providers on application processes, compliance requirements, and reporting documents

Providers and Programs Related to SAE Special Projects:

The State Eligible Training Provider Administrator may review and approve without Local Workforce Development Board review and recommendation.



Local Workforce Development Boards Responsibilities:

- Utilizing the NM Workforce Connection Online System for accepting ETP virtual applications from providers to be on the ETPL. WCCNM may authorize qualified staff members (ETPL Coordinators) to act on their behalf in making determinations for initial and/or continued eligibility of providers and their program(s).
- Reviewing training provider applications within 30 working days of the receipt of application.
- Reviewing applications to recommend approval or renewal, the overall effectiveness of providers and programs to determine initial and continued eligibility for ETPL approval prior to submission to the State for final approval.
- Notifying providers/programs of determination, if approved or denied.
- Responsible for the review and approval of program changes.
- Provide Performance training requirements to ETPs
- Review performance data upload for accuracy.
- Provide ETPL training to workforce staff, partners and board members.
- Review and approval of non-ITA programs.
- Ensure access to training services throughout the state, including rural areas, by approving programs that use technology based or remote learning.
- Conduct outreach to their local and regional employers and education and training providers to ensure that clients residing within the counties covered by the local area have an ample selection of training programs that provide credentials, certificates and/or skills that are valued by employers within target industry sectors identified in the State Plan and the Local or Regional Plan.
- Provide ITAs for training programs that support a career pathway for the client in growing, in-demand occupations, and/or target industry sectors identified in the local plan.
- Working with the State to ensure there are sufficient numbers and types of providers of training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving local area and providing services in a manner that maximizes consumer choice and leads to competitive integrated employment for individuals with disabilities.
- Monitor training providers and their programs for compliance and performance.
- Establish relationships with the ETPs in the local area to provide technical assistance, collect performance information as required by the State and determine whether the providers meet the required performance criteria.
- Recommend that the state remove ETPs that fail to meet performance standards.



- Ensure that the state's ETPL is disseminated publicly through the local one-stop system, including in formats accessible to individuals with disabilities.
- Identify in-demand occupations for the local area using relevant labor market information. WCCNM must establish, maintain, review and update annually a program of existing or emerging occupations that are determined to:
 - a. be part of a sector of the economy that has a high potential for sustained demand or growth in the local area,
 - b. target industry clusters within the local area,
 - c. supports economic growth priorities; and
 - d. address industry-specific shortages.
- WCCNM staff and/or the Service Provider must accurately assess WIOA customers' career interests and assist them in the selection of training programs that are directly linked to said interests and employment opportunities in their local area.

WCCNM may not require:

- Additional criteria and information from local providers; or set higher levels of performance than those required by the State criteria.
- Regarding Registered Apprenticeship programs (RAPs), WCCNM may not require additional criteria and information from local providers to become or remain eligible in that local area; or set higher levels of performance than those required by the State as criteria for local programs to become or remain eligible to provide services in that local area.

Training Providers

In-State Training Providers

A training provider who wishes to have a program approved will be required to submit a virtual application for approval as a provider by signing up for a provider account in NMWCOS. Most providers designate one individual representative to serve as the manager for this account. The training provider shall provide all required information and agree to the assurances in the NMWCOS ETPL module. The state's local ETPL coordinators must review and approve providers for the New Mexico ETPL if the provider meets state eligibility requirements.

Training providers are encouraged to apply at least 60 days in advance of initial program offerings to allow sufficient time for Local and State eligibility decisions. Incomplete program or provider applications, including incomplete requests for an ETP username, may not be approved.



Once the provider account is approved by the local ETP Coordinator, the training provider, shall submit program offerings via the virtual application module on Jobs.state.nm.us. It is the ETPL Coordinator's role to provide assistance and guidance to training providers who register or wish to register in NMWCOS.

Out-of-State Training Providers

A jobseeker may choose a training provider and program located outside the local area or the State, including an online training program, in accordance with local policies and procedures, provided the training program is on New Mexico's ETPL. Out of State training providers must register in NMWCOS and meet the same information requirements for initial and subsequent eligibility specified in this guide. The following examples are provided to show when an out-of-area or out-of-state provider and program may be appropriate:

- When there are an insufficient number of eligible providers of a program of training services to meet the local area's demand,
- When the out-of-area or out-of-state training provider is located closer than providers with similar programs within the local area (such as in rural areas), or
- When other factors are deemed appropriate by the Local Board.

Training providers outside of New Mexico must follow the same process for inclusion on New Mexico's ETPL as providers within the State. The State ETP Administrator is responsible for ensuring out-of-state providers offer quality training programs that meet local in-demand occupation requirements. WCCNM will also exercise prudence in referring a client to an out-of-state or out-of-local-area program offering where another comparable training provider or program is available within the state and/or local area.

Training Provider Initial Eligibility Criteria

Licensing Requirements

Training providers or programs may apply for initial eligibility at any time. All applications for the ETPL will be completed using the Workforce Connection Online System (WCOS). Training providers must be in compliance with State and Federal laws by having a current license, certification, registration, approval or exemption from the New Mexico Department of Higher education or an appropriate State and/or federal oversight agency prior to applying for approval on the ETPL. The ETPL application requires all entities to provide the name(s) of the organization(s) that accredit, license, register, and/or approve the entity as an educational or training provider.

Additional Eligibility Requirements

- Training providers are required to have refund policies specifying when refunds for tuition and other costs associated with the training program will be allowed. Refund



policies must be written and published so that students are aware of how to request a refund.

- Training providers must have a grievance policy which provides for due process for students to file complaints with an organization against faculty, staff, or other institution employees. Grievance policies must be written and published so that students are aware of how to file a complaint.
- Training providers must offer training programs that are related to: in-demand occupations in the state, align with industry sector strategies and career pathways, and Job driven training programs.
- Training providers must have the ability to: offer programs that lead to an industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and/or certification requirements, or employment in a specific occupation after receiving measurable technical skills.
- Training providers must assure their ability to provide training programs that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities.
- Training providers that have been suspended or debarred by any state or the federal government are not eligible to be included on the ETPL during the debarment period.

Eligibility Criteria for Provider's Programs

Once a provider is approved, the provider can submit program offerings for consideration for inclusion on the ETPL. In accordance with the state's procedures, all approved providers must submit specific detailed information pertaining to each individual program's application.

Approval of a provider's program(s) for the initial eligibility period of 12 months is based on:

1. Successful submission by the provider of the following information for each program submitted:
 - a. Information addressing the alignment of training with target industry sectors and in-demand occupations,
 - b. A description of each training program to be offered,
 - c. The purpose, duration, and objectives of the program offered by the institution,
 - d. Student costs, including tuition, and an itemized listing of all the mandatory fees, as well as well as refund and financial aid policies,
 - e. Name of the person to contact for information,



- f. Prerequisites and other requirements of the training program(s),
- g. Website link to a detailed description of the training program(s),
- h. Background check requirements for licensing and background restrictions for working in the occupation,
- i. The type of industry-recognized certificate or credential, including recognized post-secondary credentials clients receive through the program,
- j. Whether the provider has developed the training in partnership with a business (and the name of the business), and
- k. The prerequisites or skills and knowledge required for training.

2. Required performance data including information about the program performance outcomes addressing a factor related to the WIOA performance indicators (employment 2nd and 4th quarter after exit, median earnings 2nd quarter after exit, credential attainment). Please reference **DWS-24-001 Attachment II: Training Program Initial Eligibility Performance Requirement Scenarios**, which provides a matrix of different scenarios depending on the duration for which the provider/provider's program(s) has been offered to students.

Special Note: How does New Mexico identify a "factor" relating to performance for use as one of the criteria in the initial eligibility assessment if the provider has not previously collected program data on WIOA performance measures. The state has identified a variety of measures/proxy data to meet this requirement.

Any of the following may be used:

- The training institutions general retention, completion, or placement rates,
- Number of students who obtained employment,
- Number of students who obtained a credential or degree,
- An internal or outside research narrative describing how the selected training program is effective in improving students' employability or earning potential

3. WCCNM may add additional requirements for providers, except RAPs, that results in providers that are on the state ETP list that may not be eligible for inclusion on the local ETP list. If WCCNM is reviewing provider applications for inclusion on the state ETP list, it must do so using only the state's requirements and not the WCCNM's additional requirements.

During the initial eligibility assessment, WCCNM is responsible for the following:



- The ETPL Coordinator must review and recommend a training program within 30 days of the completed application date,
- Contact the provider applicant to ensure that information missing from the application is made available prior to any eligibility determination,
- Ensure training providers submit for consideration the performance and cost information for each course offering,
- Ensure training providers are in compliance with requirements for licenses, certifications, registrations, or exemptions, when applicable, from the appropriate State and/or federal oversight agency,
- Evaluate the experience and reputation of the training provider and the schedule of offerings,
- Considering other information that may be locally relevant in making a determination of eligibility (i.e., whether the training provider is in partnership with a business)

After reviewing the criteria above, the ETPL Coordinator will recommend approval or denial of the training program(s) to the state's ETPL Administrator. The local area must enter the factors on which their recommendation is based, such as local criteria including sector strategies and demand for training in the case note section of the application. NM SAE will review applications for the New Mexico ETPL within 30 days of receipt from WCCNM. The online application will then be approved by the state's ETPL Administrator, provided the requirements established in this guide have been met. The state's ETPL Administrator will follow up with the ETPL Coordinator in the event required information is missing or issues are identified. If approved by the State, each program will remain on the ETPL for only 12 months. If the program does not receive approval from the state, it does not appear on the public ETPL disseminated by NM SAE. Training providers are notified of the outcome of their request to be added to the approved provider program by email.

Continued Eligibility Criteria for Provider's Programs

Before an approved program has reached the end of the 12-month period of initial eligibility, the training provider must supply updated performance information covering the period of initial eligibility. LWDBs must review the information provided and make a determination to renew the training provider for an extended period of ETPL eligibility or remove it from the ETPL. To remain on the ETPL as an approved program, the performance must meet the requirements outlined below. If approved, the program is retained on the ETPL for 24 months from the date the training provider/offering is renewed. After 24 months, the program will be assessed again. This process is called continued eligibility.



ETPL Coordinators will find a list of programs that have received Eligibility Expiration Notifications and a list of Pending Subsequent Programs in the WCOS reports menu. These lists should be used for outreach to providers in each local area to ensure program performance data is submitted and updated in a timely manner. The state's EPTL Administrator will also monitor the list of Eligibility Expiration Notification recipients to assist the ETPL Coordinators with timely outreach.

Performance Standards

Approved providers, with the exception of RAPs, are required to submit performance reports after the 12-month initial eligibility and every 24 months for continued eligibility. The data must be student-level data, separated by training program and will apply to both WIOA and non-WIOA student populations. Training providers or programs applying for continued eligibility shall provide the following information in addition to the criteria listed under the Initial Eligibility Criteria section of this policy.

- Total number of participants enrolled in the program
- Total number of participants completing the program
- Total number of participants exiting the program
- Completion rates of participants
- The types of recognized post-secondary credentials received by program participants
- Employment Rate (2nd Quarter) – the percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program
- Employment Rate (4th Quarter) – the percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program
- Median Earnings – the median earnings of program participants who are in unsubsidized employment during the second quarter after exit; and
- Credential Attainment – the percentage of program participants who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation or within one year after exit from the program.
- A description of how the provider will ensure access to training services throughout the State, including rural areas and through the use of technology.



- A description of how the training services will be provided to individuals who are employed and/or individuals with barriers to employment.
- Information reported to State agencies on Federal and State training programs other than programs within WIOA title 1B, including partner programs, (i.e. Adult basic education and literacy, Division of Vocational Rehabilitation, etc.) that are used to provide additional information about overall effectiveness, quality and utilization of programs.

Performance data must be updated and in the correct format prior to approval for continued eligibility. It is the responsibility of ETPL Coordinators to ensure that providers are fully versed in and understand the performance standards and requirements for eligibility.

To support this effort, the NMDWS will also work to acquire performance information already in existence at other state agencies. NMDWS shall collect the required information, determine performance outcomes, and make the performance data available through the WCOS, for each training provider on the ETPL. Programs with fewer than 10 students enrolled will not be included in performance data.

New Mexico has established benchmarks for program-specific data for both initial and continued eligibility determinations. At least one of the following minimum standards must be met:

1. Program Completion Rate – 57.28% of the participants entering a program must complete the program.
2. Credential Attainment Rate – 56.0% of total participants completing a program offering a recognized postsecondary credential must earn the credential.

Modification of Approved Programs

ETPL providers must keep information current in NMWCOS to continue to receive training referrals. Failure to report changes to the program information promptly may result in the removal of the program from the ETPL. Changes required to be reported include:

- The state and WCCNM must be notified in writing of a change in price along with the reason for the change
- Notice of a change in ownership or form of control, which may include, but is not limited to:
 - the sale of the institution, the merger of two or more institutions, the division of one institution into two or more institutions, or a conversion of the institution from a for-profit institution to a non-profit or a non-profit institution to a for-profit,
- Notice of offering a program at a new location,
- Notice of deleting or suspending a program. The institution shall also detail it's teach-out plan or how the students will be advised regarding other options,



- Notice of an action or review by the institution's accrediting body concerning the institution's accreditation/authorization status, such as loss of accreditation or any sanction relative to the institution's accreditation.

Changes must be reported within 5 business days. Additionally, all training organizations should provide notice to the ETPL Coordinator of a change in the manager of the provider's account in NMWCOS.

Denial of Application and Removal of a Program

The distinction between the denial of an application and the removal of a provider and/or program is critical for location coordination and the state administration of the ETPL.

WCCNM may recommend for State removal or denial of an application, providers or programs, for a period of not less than 2 years, for the following reasons.

Denial of an initial application means the program cannot reapply for a period of six (6) months and may occur for the following reasons:

- The applicant fails to provide a complete application
- The applicant intentionally supplied inaccurate information
- Instances of suspected or actual fraud

Additionally, WCCNM in coordination with the NM SAW, must deny eligibility if an applicant fails to meet the minimum criteria for edibility as specified in the policy.

Removal of a program means the provider may reapply for approval of said program as soon as the identified violations or issues are rectified. WCCNM, in coordination with the NM SAE, may remove a previously approved program or programs for the following reasons:

- Failure of the provider to supply required data, or intentionally supplying inaccurate information.
- If the provider fails to supply the participant data required for the performance review within due dates established by this policy.
- Unwillingness to supply required and available participant data. Removals for this reason are not subject to formal appeal.
- If it is determined that the applicant intentionally supplied inaccurate information and shall deny ETPL eligibility to a provider who has substantially violated any WIOA requirements. Removal for this reason is not subject to formal appeal.
- Programs(s) are subject to removal if the provider is unwilling to provide program costs, and performance information about student completion rates, employment rates and earnings for publication on NMWCOS. Removal for this



- reason is not subject to formal appeal.
- If the provider is operating in violation of state laws and regulations. Removal for this reason is not subject to appeal.
 - If state and local required performance levels are not met, the program shall be removed.

Providers on the ETPL who are determined to have intentionally supplied inaccurate information or to have substantially violated any provision of this policy and/or WIOA and associated regulations must be removed from the ETPL. A Provider whose eligibility is terminated under these conditions must be terminated for a minimum of two (2) years and is liable to replay all training funds (adult, dislocated worker, and youth) received during the period of noncompliance.

The intentional provision of inaccurate information includes, but is not limited to:

- False claims about business partnerships,
- The provision of false information concerning the authorization or ability provide a program beyond secondary education,
- The provision of false information concerning licensure, registration, or accreditation to operate in New Mexico,
- Charging a higher rate of training costs for WIOA participants than for self-pay individuals or those whose training is paid by other payment methods; or
- Misleading or false information regarding the training provider's ability to financially operate and sustain the training programs offered.

Additionally, a training provider will be removed from the ETPL for the following:

- The training organization has been debarred from business with the Federal government,
- Lost accreditation or license to provide training,
- Reports/complaints about violations of the nondiscrimination and equal opportunity provisions agreed to in the initial ETP application.

A training provider that is removed from the list for the reasons stated above may re-apply for continued eligibility when they can demonstrate that they meet all the requirements.

If a training provider or a program of training services is removed from the list while WIOA participants are enrolled, the participants may complete the program unless the provider or program has lost state licensing, certification, or authorization to operate by the appropriate state oversight agency.



WCCNM shall inform the State in writing of their request for removal of an eligible training provider/program and include the reason(s) for removal.

WCCNM Notification to Denied or Removed Providers

WCCNM shall inform the training provider in writing; include the reason(s) for the removal; and provide information on the appeal process within 30 days of the decision.

If NM SAE denies a provider's program after a recommendation for approval from WCCNM, NM SAE must, within 30 days of the decision, inform WCCNM of the denial and the reason(s) for the denial. WCCNM must in turn inform the provider in writing and include the reason(s) for the denial as well as information on the state's appeal process.

At the point when WCCNM determines that a program will be removed from the ETPL due to not meeting minimum performance standards, WCCNM shall inform the provider and detail the reason(s) for the removal as well as information on the appeals process, if applicable, prior to the denial to confirm that the provider understands the performance requirements. WCCNM must send a copy of this notice to the NM SAE.

Programs deemed ineligible will remain on the ETPL for at least 30 calendar days before they are removed, if subject to a formal appeal. If a training provider chooses to appeal, a training program that is subject to removal shall remain on the ETPL until the appeal is concluded.

Complaints Against Providers

WCCNM will develop a process for tracking participant complaints related to ETPL training providers. At the discretion of the WCCNM Board, these records can be used in determining continued eligibility. All complaints related to the ETP must be forwarded to NM SAE.

Appeals Process

Training providers can appeal the rejection of their program for inclusion on the ETPL or the subsequent termination of eligibility. An appeal must be submitted in writing via email to the Department of Workforce Solutions, ETP Administrator within 14 days after notification of the decision to remove. The appeal must include the justification for the appeal. The training provider also has the right to request a hearing to discuss their appeal. If a hearing is requested, an appeals committee will be assembled by the State Administrative Entity. The appeals board will schedule a hearing and make a decision within 60 days of appeal. This will be a final decision and, if the removal is upheld, the program will be prohibited from reapplying for one (1) year from the date of the final decision or for two (2) years if the removal was for the submittal of false information.

NMDWS Administrator: NMETP.Administrator@dws.nm.gov



Registered Apprenticeship and the ETPL

RAPs are automatically eligible to be included on the ETPL and are exempt from state and local eligibility requirements. RAPs are not subject to the same application and performance information requirements or to a period of initial eligibility or initial eligibility procedures as other providers because they go through a detailed application and vetting procedure to become a Registered Apprenticeship program sponsor with the United States Department of Labor's Office of Apprenticeship (DOLETA/OA). If openings for new apprenticeships exist in the local area, the RA sponsor's programs will automatically be considered an in-demand training and will be included and maintained on the ETPL as a statewide in-demand occupation for as long as the openings remain unfilled.

The state will reach out to new apprenticeship programs to inform them of their automatic eligibility on the state's ETPL. RAPs that opt for inclusion on the ETPL may request the state's ETPL Administrator add them to the ETPL with the provision of only the following basic information:

- Occupations included within the Registered Apprenticeship program;
- The name and address of the Registered Apprenticeship program sponsor;
- The name and address of the Related Technical Instruction provider, and the location of instruction if different from the program sponsor's address;
- The method and length of instruction; and,
- The number of active apprentices,
- The total cost of the program,
- The appropriate NAICS and SOC codes, as currently required by the ETPL information system.

RAPs will remain on the ETPL until:

- The RAP notifies the NM SAE that it no longer wants to be included on the ETPL,
- The program is removed from the DOLETA/OA registered apprenticeship list,
- The program is determined to have intentionally supplied inaccurate information; or
- A determination is made that the RAP substantially violated any provision of WIOA Title I or associated regulations including 29 CFR Part 38

Registered Apprenticeship programs may request removal from ETPL system. An RA program whose eligibility is terminated, for a period not less than 2 years, if they intentionally supplied inaccurate information, or substantially violated any provisions of WIOA law or regulation, is liable to repay all youth, adult, and dislocated worker training for non-compliance.



*Note: Pre-apprenticeship programs do not have the same automatic ETP status under WIOA Title I-B as Registered Apprenticeship Programs.

Training Exempt from ETPL Application Requirements

Select training services are not suitable for the ETPL but may be provided using a contract between the provider and the LWDB provided the training services are chosen in a manner that emphasizes informed customer choice, performance accountability, and continuous improvement. For these select training services, participants can receive training from a program that is not on the ETPL. Training services that are exempt from the ETPL eligibility requirements include:

1. Work-based training, including on-the-job training, customized training, incumbent worker training, and transitional jobs, or
2. Training provided under the circumstances described at WIOA Section 134(c)(3)(G)(ii) and 20 CFR 680.320, where the LWDB determines that:
 - a. There is an insufficient number of ETPs in the local area to accomplish the purposes of a system of ITAs,
 - b. There is a training services program with demonstrated effectiveness offered in the local area by a community-based organization or other private organization to service individuals with barriers to employment,
 - c. It would be most appropriate to award a contract to an institution of higher education or other provider of training services to facilitate the training of multiple individuals in one or more in-demand occupation or target industry sector, and such contract does not limit customer choice; or
 - d. When the LWDB provides training services through a pay-for-performance contract.

APPLICABILITY:

Chief elected officials (CEOs), Local Workforce Development Boards (local boards), WCCNM AE/FA, WIOA Adult & Dislocated Worker & Youth Service Providers, WIOA Sub-recipients and Workforce System Partners.

INQUIRIES:

WCCNM ETPL Coordinator, Nicole Giddings:

centralregionETPL@mrcog-nm.gov 505-724-3640