

**ALABAMA WORKFORCE DEVELOPMENT SYSTEM**

**Department of Commerce  
Workforce Development  
Division 401 Adams Avenue  
Post Office Box 304103  
Montgomery, Alabama 36130**

**Data Validation Policy**

GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY2022-04

1. Purpose. This directive transmits the State's policy for conducting Data Validation. These are new guidelines for the verification of data for WIOA and all other federally funded grants.
2. Discussion. The Data Validation Policy is required by USDOL to conduct quality assurance and to verify the accuracy, validity, and the reliability of the data. Data validation ensures that all program data consistently and accurately reflects the performance of each participant. The purpose is to verify that performance data reported by the Department of Commerce is valid, accurate, reliable, and comparable across programs; to identify anomalies in the data and resolve issues that may cause inaccurate reporting; to identify source documentation that is required for data elements; and ultimately, to improve program performance accountability.
3. Action. It is the responsibility of the local workforce development areas to review the attached policy. These guidelines will also be posted on the website, [www.wioa-alabama.org](http://www.wioa-alabama.org), under the Governor's Workforce Innovation Directives. This directive supersedes the previous guidance found at GWID 2021-07.
4. Contact. Any questions regarding the Data Validation Policy should be addressed to Kevin Mohajerin, at 334.242.5184 or by email at [kevin.mohajerin@commerce.alabama.gov](mailto:kevin.mohajerin@commerce.alabama.gov).

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## WIOA Data Validation Policy

### Overview

The Department of Labor has set forth requirements in which States are mandated to ensure all participant data is consistent and accurately reflects the performance of each core performance measure. This guidance is for the purpose of validating WIOA and other grant funded data. Data Validation is the process of ensuring the accuracy of reported data (which corresponds to quarterly/annual performance calculations as well as Eligibility elements) through electronic or physical review of participant records and their supporting documentation. Validation is followed by Data Reconciliation which is the process of correcting errors found in validation and developing policies and procedures to prevent similar errors from occurring. WDD has placed the responsibilities of data validation with the State Reporting Section.

### What is Data Validation?

Data Validation is a routine statistical process used to check for data quality and to improve performance accountability. Validation helps to ensure accuracy, safeguards data integrity, and promotes timely resolution of data inaccuracies.

### Applicable Programs

- o WIOA Title I Adult
- o WIOA Title I Dislocated Worker
- o WIOA Title I Youth
- o National Dislocated Worker Grants
- o Apprenticeship Grants
- o Other federally funded grants

### Regarding Restricted Data Elements

Certain records are protected by the Federal government to prevent the dissemination of Personally Identifiable Information (such as SSNs) or access-restricted to authorized government staff (such as all wage records). Accordingly, the State Reporting Section is responsible for ensuring that such Restricted Data Elements are validated and reconciled by staff with authorized access as follows:

- All Validation procedures must be performed by trained members of the State Reporting Section or the Program Integrity Section.
- All Reconciliation procedures must be performed by trained members of the State Reporting Section.
- Validation and Reconciliation of access-restricted data elements (such as all wage records) must be completed by an authorized member of the State Reporting Section. The supporting documentation for such procedures must be stored in a manner following State and Federal guidelines for the retention of wage records.

## Data Validation Procedures

### How to Prepare

Data Validation is not monitoring, but rather a process of finding anomalies within participant records which may affect performance calculations. The Data Validation process is conducted virtually through Alabama Works!

If for any reason an on-site review is needed, Career Centers will on average receive a three-day "window" or heads-up regarding an upcoming review to retrieve and gather all necessary participant records/documents. State Reporting will notify the selected Career Center as to the participant records\* chosen for Validation.

*\* Any reference made to records/files is applicable to both hardcopy and electronic documents*

### Validation Process

- Partial data validation must be conducted at least once a quarter. The Quarterly Validation Analysis (QVA) must include the WDD Core Elements for Data Validation alongside a selection of the DOL Required Elements for Data Validation. The State Reporting Section is responsible for developing the QVA report to be approved by WDD management and filed for use in the comprehensive annual review described below. The report will document observations, policy recommendations, results of reconciliation, and problematic elements recorded.
- Comprehensive data validation must be completed within 60 days of the end of a program year (usually by August 1<sup>st</sup>). The Annual Validation Analysis (AVA) must validate the elements noted as problematic in the three previous QVA Analysis reports of that program year in addition to the WDD Core Elements for Data Validation and any DOL Required Elements for Data Validation that have not been sufficiently reviewed in the QVA. The State Reporting Section is responsible for developing the AVA report to be approved by WDD management and then submitted to DOL alongside the annual performance report.
- State Reporting may conduct additional validation reviews if administrative reports indicate a pattern of low performance or unusual errors, missing data, out-of-range values, and/or anomalies in their data.
- The State Reporting Section will schedule and coordinate these reviews as described below.

The State Reporting Section will extract a sample of randomly selected participants records found in Alabama Works! which were used in the most recent Performance calculations from random or target Career Centers within Local Areas/Regions. This will be accomplished by the following methods:

- **Virtually** - WDD staff will review participant documentation utilizing scanned documents found in Alabama Works!
- **On-Site** - WDD staff may review participant records and corresponding documentation at selected Career Centers. Staff must ensure requested participant records are available prior to the visit.

### Range of Participant Elements in Data Validation

Some performance data is based on Exit dates which inherently causes a delay when records will be sampled for Validation review.

Most of the records in the Validation process will be considered as "old" (not within current program year). Example: An ITA record for a 2-year college curriculum is exited 12/18/2019, thus Eligibility data elements would be for records in which services possibly started before 12/18/2017. The State Reporting Section must remain cognizant of cohort date ranges when developing recommendations or policy based on data validation results.

### Role of the State Reporting Section

The Section is responsible for

- Providing the list of WIOA Core Elements of Performance which must be included in the annual performance narrative report. These elements should include core performance elements as well as elements WDD management want to track in a program year.
- Updating the DOL Required Elements for Data Validation list and all data validation policies based on ETA/DOL guidance, best practices, and research results.
- Scheduling the agenda of QVAs to ensure that every DOL Required Element for Data Validation is analyzed before the subsequent AVA begins.
- Creating policy and procedures for Data Validation processes.
- Developing Sampling Worksheets, Reconciliation Worksheets, and ultimately the Validation Analysis Reports.
- Training both Section Staff and Program Integrity Staff (and as appropriate, local area monitoring staff or other staff determined suitable and necessary for validation procedure) in data validation techniques.
- Training Section Staff in data reconciliation techniques
- Maintaining data validation documentation for a period of three (3) years of the AVA date per the Records Retention Policy.

### Sampling Methodology and Process

AlabamaWorks! will randomly select records used in performance calculations. The number of participant records selected will be in direct correlation with the number of participants within each calculation as well as each funding stream. At a minimum at least two Local Areas/Regions must be included in the sample as well as at least 5% of the total number of participants within the given performance denominator across all funding streams.

Note: In those rare cases when participant records have been destroyed (tornado/fire); the affected Center will be removed from the sampling process. In all other cases i.e., (misplaced records, records

altered and/or destroyed by a disgruntled employee, etc.); the Career Center is responsible to restore participant files and documentation.

### Conducting the Data Validation Review

Data elements to be reviewed are based on elements and corresponding definitions as outlined in the ETA issued DOL-Only Participant Individual Record Layout (PIRL). USDOL has listed required data elements that are to be validated and the type of corresponding source documentation requirements as found in TEG 23-19 and noted in the attachment to this policy. The following are the only types of allowable Source of Documentation:

- Cross-Match: Requires validators to find *detailed supporting* evidence in a database.
- Self-Attestation: Statement stating his/her status on a signed and dated form (participant statement) for a specific data element.
- Case Notes: Case Manager identifying the status of a data element and the date obtained.
- Electronic Records: Records created, stored, or transferred via an electronic process and maintained in the State's management information system.

*\*Data Validation and Data Reconciliation are two distinct processes. Data Validation is a systems quality check that is mandated by DOL and State policy in order to provide a record of element accuracy within the system. Data Reconciliation is a systems accuracy process that is mandated by State of Alabama policy that uses the results of a QVA or AVA report to correct erroneous element information (the Reconciliation process is discussed in depth later in this document).*

Validators use Validation Worksheets developed by the State Reporting Section to process data validation every quarter. Each worksheet contains a participant and a list of required elements for validation for that QVA or AVA period. The Validators check the reported value from the worksheets against the system value and supporting documentation and then list each element as a Pass or Fail.

Pass or Fail: Utilizing the four Source Documentation outlined above, the Data Element is either Passed or Failed based on the supporting file documentation.

- Pass if the source documentation **Matches** the validation worksheet. Fail if data on the worksheet does not match the data in the source documentation or if no source documentation is found.
- Pass if the data on the validation worksheet is **Supported** by data in the source documentation.

Regardless of the Pass/Fail status of a particular element, the validator **does not** alter records during Data Validation (this is handled during Data Reconciliation, described later in this document). This is to ensure that the QVA or AVA accurately reflects unresolved element concerns and reports only on current system accuracy.

Validators will use the Comments section of the Validation Worksheets to make note of data observations or concerns that they are noticing through the validation process. These observations could include details about recurring errors, highlights of which career centers are consistently failing

validation elements, the magnitude of error for failing elements, or other similar observations that may be of use in the Validation Analysis Reports.

#### The Quarterly and Final Validation Analysis Reports

Validators will submit their validation worksheets and observations to the State Reporting Section for its use in creating the Validation Analysis Reports. There will be four total reports generated in a program year: three from QVA activity and one Final Report to be submitted alongside annual performance to DOL. The three quarterly reports are to be filed in the State Reporting Section and used to inform the Final Validation Report. These reports will include the results of the validation process, a list of corrections to be processed during reconciliation (see below), and any observations or policy recommendations that may arise from the review process.

#### Use of Records as Evidence

Documents collected from participants may be used in legal proceedings. ETA as well as other Federal agencies are bound by the requirements of the Federal Rule of Evidence 1003 which governs the introduction of evidence at civil and criminal trials in United States federal trial courts. Please contact the State Reporting Section for further information on Use of Records exceptions.

## Data Reconciliation Procedures

Data Reconciliation is a systems accuracy process that is mandated by WDD policy and uses the results of a QVA/AVA report to:

- Correct erroneous record information as revealed in the QVA or AVA report,
- Create observations regarding common data errors
  - To improve policy for state-wide observations, or
  - To inform intervention decisions for regional observations.
- Inform relevant managers or supervisors of continuing or alarming data integrity concerns.

Data reconciliation begins after a QVA/AVA report has been produced from validation activities. The State Reporting Section will use the list of corrections provided in the report to update data elements or request relevant supporting documentation to finalize the validation process and ensure system integrity. Reconcilers must create a system case note to make record of their reconciliation activities. Finally, a Summary of Reconciliation Activities should be recorded and filed alongside the final report.

In addition to Data Reconciliation, several other processes are utilized to ensure system data is accurate:

- Quarterly Error Identification
  - The DOL quarterly performance file report generates an 'Edit Check Error Summary' which is reconciled prior to certification of the Quarterly Performance Reports in the Workforce Integrated Performance System (WIPS) [This process is handled outside of the Data Validation/Reconciliation process]
- State Reporting Technical Assistance
  - The State Reporting Section is responsible for providing Technical Assistance to areas that are having difficulty with data requirements or that request such assistance from the State, and may include additional reviews, training, or provision of policy.
- Monitoring Activities
  - The Program Integrity Section performs state level monitoring reviews which include an assessment of supporting documentation, particularly eligibility information, which promotes systems quality.

Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
200	Date of Birth (WIOA)	Record the participant's date of birth.	X	X	X	<ul style="list-style-type: none"> <li>• Drivers License</li> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• DD-214</li> <li>• Report of Transfer or Discharge Paper</li> <li>• Federal, State, Local or Tribal Identification Card</li> <li>• Passport</li> <li>• Hospital Record of Birth</li> <li>• Public Assistance/Social Service Records</li> <li>• School Records or ID Cards</li> <li>• Work Permit</li> <li>• Family Bible</li> <li>• Cross-Match with State Agency Records</li> <li>• Justice System Records</li> <li>• Selective Service Registration</li> <li>• Signed Letter from a parent or guardian</li> <li>• Medical Records</li> <li>• Self-Attestation</li> </ul>	For H-1B grantees: Grants that serve incumbent worker participants may use documentation maintained by the employer to document "Date of Birth (WIOA)."
202	Individual with a Disability	<p>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.</p> <p>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.</p>	X	X	X	<ul style="list-style-type: none"> <li>• School 504 Records Provided by Student</li> <li>• Assessment Test Results</li> <li>• School Individualized Education Program (IEP) record</li> <li>• Self-Attestation</li> </ul>	
301	Eligible Veteran Status	<p>Record 1 if the participant is a person who served in the active U.S. military, navy, 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.</p> <p>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.</p> <p>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.</p> <p>Record 0 if the participant does not meet any one of the conditions described above. Leave "blank" if the data is not available.</p>	X	X		<ul style="list-style-type: none"> <li>• DD-214</li> <li>• Cross-Match with Department of Defense Records</li> <li>• Cross-Match with Veterans Service Database</li> <li>• A Letter from the Veterans' Administration</li> <li>• NGB- 22 documenting Title 10 federal active duty service</li> <li>• Self-Attestation</li> </ul>	



Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
401	UC Eligible Status	<p>Record 1 if the participant is a person who (a) filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred based on participation in the Reemployment Services and Eligibility Assessment (RESEA) program.</p> <p>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.</p> <p>Record 3 if the participant is a person who meets condition 2 (a) described above, but was not referred to service through the state's WPRS system or the RESEA program.</p> <p>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.</p> <p>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.</p> <p>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.</p>	X	X		<ul style="list-style-type: none"> <li>• Cross-Match to State UI Database</li> <li>• Cross-Match to State MIS Database</li> <li>• Referral Transmittal by RESEA or WPRS</li> <li>• Self-Attestation for Code Values 3 and 4 only</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Public Assistance Records</li> <li>• Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Database</li> <li>• Cross-Match with UI Database</li> <li>• Self-Attestation</li> </ul>	
409	School Status at Program Entry (WIOA)	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	X	X	X	<p>Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation)</p> <ul style="list-style-type: none"> <li>• Intake Application or Enrollment Form</li> <li>• Electronic Records</li> <li>• Case notes</li> <li>• Self-Attestation</li> </ul>	

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			<ul style="list-style-type: none"> <li>• Verification from Employer</li> <li>• Rapid Response List</li> <li>• Notice of Layoff</li> <li>• Public Announcement with Follow-Up Cross-Match with UI Database</li> <li>• Self-Attestation</li> </ul>	
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Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
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		<ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>	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		<ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>	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		<ul style="list-style-type: none"> <li>• SSI/SSDI Receipt of Benefits Verification</li> <li>• Referral Transmittal from SSA</li> <li>• SSI/SSDI Eligibility Verification</li> <li>• Cross-Match with SSA Database</li> </ul>	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		<ul style="list-style-type: none"> <li>• SNAP Eligibility Verification</li> <li>• Documentation of SNAP Benefit Receipt</li> <li>• Referral Transmittal from SNAP</li> <li>• Cross-Match</li> </ul>	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
		Record 1 if the participant is a person who is receiving or has received cash assistance or other support				<ul style="list-style-type: none"> <li>• Copy of Authorization to Receive Cash Public Assistance</li> </ul>	

604	Other Public Assistance Recipient	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			<ul style="list-style-type: none"> <li>• Copy of Public Assistance Check</li> <li>• Medical Card Showing Cash Grant Status</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Needs Assessment</li> <li>• WIC Eligibility Verification</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Intake Application or Enrollment Form</li> <li>• Individual Service Strategy</li> <li>• Case notes or Self - Attestation</li> </ul>	

Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes	
			Adults	Dislocated Workers	Youth			
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	<p>See state policy on definition:</p> <ul style="list-style-type: none"> <li>• Intake Application or Enrollment Form</li> <li>• Case notes</li> <li>• Needs Assessment</li> <li>• Individual Service Strategy (ISS)</li> <li>• Self-Attestation</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Written Confirmation from Social Services Agency</li> <li>• Case notes</li> <li>• Foster Care Agency Referral Transmittal</li> <li>• Intake Application or Enrollment Form</li> <li>• Needs Assessment</li> </ul> <ul style="list-style-type: none"> <li>• Individual Service Strategy</li> <li>• Self-Attestation</li> </ul>	
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; Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground; Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include a participant imprisoned or detained under an Act of Congress or State law. A participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.	X	X	X		<ul style="list-style-type: none"> <li>• Intake Application or Enrollment Form</li> <li>• Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>• Needs Assessment</li> <li>• Case notes</li> <li>• Individual Service Strategy</li> <li>• A letter from caseworker or support provider</li> <li>• Self-Attestation</li> </ul>	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.

		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.				
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	<ul style="list-style-type: none"> <li>• Documentation from the Juvenile or Adult Criminal Justice System</li> <li>• Written Statement or Referral Document from a Court or Probation Officer</li> <li>• Referral Transmittal from a Reintegration Agency</li> <li>• Intake Application or Enrollment Form</li> <li>• Case notes</li> <li>• Needs Assessment</li> <li>• Individual Service Strategy</li> <li>• Federal Bonding Program Application</li> <li>• Self-Attestation</li> </ul>

Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
802	Low Income Status at Program Entry (WIOA)	Record 1 if the participant, at program entry, is a person who: 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.); 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.); (ii) 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; 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; 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	<ul style="list-style-type: none"> <li>• Award Letter From Veteran's Administration</li> <li>• Bank Statements</li> <li>• Pay Stubs</li> <li>• Compensation Award Letter</li> <li>• Court Award Letter</li> <li>• Pension Statement</li> <li>• Employer Statement/Contact</li> <li>• Family or Business Financial Records</li> <li>• Housing Authority Verification</li> <li>• Quarterly Estimated Tax for Self-Employed Persons</li> <li>• Social Security Benefits</li> <li>• UI Claim Documents</li> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Cross-Match with UI Wage Records</li> <li>• Self-Attestation</li> </ul>	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.
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	<ul style="list-style-type: none"> <li>• Assessment Test Results</li> <li>Applicable Records from Education Institution (transcripts, or other school documentation)</li> <li>• Intake Application or Enrollment Form</li> <li>• Individual Service Strategy</li> <li>• Case notes</li> <li>• Self-Attestation</li> </ul>	
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	Record 1 if the participant is, at program entry:	X	X	X	<ul style="list-style-type: none"> <li>• Assessment Test Results</li> </ul>	For WIOA Adult/DW/WP/DWG require only if participant has

806	Single Parent at Program Entry	Record 1 if the participant, at program entry, is single, separated, divorced or a widowed individual	X	X	X	<ul style="list-style-type: none"> <li>Needs Assessment</li> </ul>	
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		<ul style="list-style-type: none"> <li>Intake Application or Enrollment Form</li> <li>Cross-Match with Public Assistance Records</li> <li>Copy of Spouse's Layoff Notice</li> <li>Copy of Spouse's Death Record</li> <li>Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment)</li> <li>Copy of Divorce Records</li> <li>Copy of Applicable Court Records</li> <li>Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned)</li> <li>Needs Assessment</li> <li>Individual Employment Plan</li> <li>Self-Attestation</li> </ul>	

Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adult	Dislocated Workers	Youth		
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.	X	X		<ul style="list-style-type: none"> <li>Cross-Match with Public Assistance Records</li> <li>NFJP Eligibility Documents used to determine low-income status</li> <li>Employer Contract/Letter</li> <li>Program application</li> <li>Cross-Match with State MIS Database</li> <li>Cross-Match with H-1B Records</li> <li>Case notes</li> <li>Self-Attestation</li> </ul>	
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	<ul style="list-style-type: none"> <li>Individual Plan for Employment</li> <li>Electronic Records</li> </ul> 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/Individual Training Account (ITA) 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	<ul style="list-style-type: none"> <li>A copy of the letter sent to the individual indicating that the case was closed</li> <li>WIOA status/exit forms</li> <li>Electronic Records</li> <li>Attendance records</li> </ul> Review of service records identifying the last qualifying service (and lack of a planned gap)	

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"> <li>• Cross-Match</li> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• Case notes</li> <li>• Individual Service Strategy</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Signed Incumbent Worker Training agreement</li> <li>• Cross-Match</li> <li>• Case notes</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Case notes</li> <li>• Rapid Response List</li> <li>• Self-Attestation</li> </ul>	

Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		



Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
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		<ul style="list-style-type: none"> <li>Case notes</li> <li>Cross-Match</li> <li>Electronic Records</li> </ul>	
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		<ul style="list-style-type: none"> <li>Case notes</li> <li>Cross-Match</li> <li>Electronic Records</li> </ul>	
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		<ul style="list-style-type: none"> <li>Case notes</li> <li>Cross-Match</li> <li>Electronic Records</li> </ul>	
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		<ul style="list-style-type: none"> <li>Cross-Match</li> <li>Case notes</li> <li>Individual Employment Plan or Individual Service Strategy</li> <li>Electronic Records</li> </ul>	
1205	Type of Work Experience	<p>If the participant received work experience, record the appropriate code to indicate the type of work experience provided to the participant.</p> <p>Record 1 if the participant participated in summer employment or an internship during the summer months (WIOA Youth).</p> <p>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.</p> <p>Record 3 if the participant participated in a pre-apprenticeship program. Record 4 if the participant participated in job shadowing.</p> <p>Record 5 if the participant participated in on-the-job training (WIOA Youth).</p> <p>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.</p> <p>Leave blank if this data element does not apply to the participant.</p> <p><b>NOTE:</b> 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.</p> <p><b>NOTE:</b> 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.</p>	X	X	X	<ul style="list-style-type: none"> <li>Case notes</li> <li>Signed Work Experience Agreement</li> <li>Electronic Records</li> </ul>	
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	<ul style="list-style-type: none"> <li>Activity sheets</li> <li>Sign-in sheets</li> <li>Attendance record</li> <li>Vendor contract</li> <li>Case notes</li> <li>Electronic Records</li> </ul>	
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		<ul style="list-style-type: none"> <li>Electronic Records</li> <li>Case notes</li> <li>Signed Transitional Job Agreement</li> </ul>	
<b>Data</b>							



Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dedicated Workers	Youth		
1300	Received Training (WIOA)	Record 1 if the participant received training services. Record 0 if the participant did not receive training services.	X	X	X	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Vendor/Training Provider Records</li> <li>• Signed Training Contract</li> <li>• Individual Training Account (Individual Training Account (ITA)</li> <li>• Electronic Records</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Vendor Training Records</li> <li>• Receipts</li> <li>• Cross-Match</li> <li>• Attendance Sheets or Records</li> <li>• Signed Training Contract</li> <li>• Individual Training Account (Individual Training Account (ITA)</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Individual Training Account (Individual Training Account (ITA)</li> <li>• Vendor Training Records</li> <li>• Electronic Records</li> <li>• Attendance Sheets or Records</li> <li>• Case notes</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• Case notes</li> <li>• Cross-Match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account (Individual Training Account (ITA)</li> <li>• Attendance records</li> </ul>	
1306	Occupational Skills Training Code #1	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training.	X	X	X	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• Individual Training Account (Individual Training Account (ITA)</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Vendor Training Records</li> <li>• Attendance Sheets or Records</li> <li>• Case notes</li> <li>• Electronic Record</li> <li>• Individual Training Account (Individual Training Account (ITA)</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Vendor Training Records</li> <li>• Attendance Sheets or Records</li> <li>• Case notes</li> <li>• Electronic Record</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Individual Training Account (Individual Training Account (ITA)</li> <li>• Vendor Training Records</li> <li>• Electronic Record</li> <li>• Attendance Sheets or Records</li> <li>• Case notes</li> </ul>	

Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
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	<ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• Case notes</li> <li>• Cross-Match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account (Individual Training Account (ITA)</li> <li>• Attendance records</li> </ul>	
1311	Occupational Skills Training Code #2	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training.	X	X		<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• Individual Training Account (Individual Training Account (ITA)</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Vendor Training Records</li> <li>• Attendance Sheets or Records</li> <li>• Case notes</li> <li>• Electronic Record</li> <li>• Individual Training Account (Individual Training Account (ITA)</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Vendor Training Records</li> <li>• Attendance Sheets or Records</li> <li>• Case notes</li> <li>• Electronic Record</li> <li>• Individual Training Account (Individual Training Account (ITA)</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Individual Training Account (ITA)</li> <li>• Vendor Training Records</li> <li>• Electronic Record</li> <li>• Attendance Sheets or Records</li> <li>• Case notes</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• Case notes</li> <li>• Cross-Match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account (Individual Training Account (ITA)</li> <li>• Attendance records</li> </ul>	

1316	Occupational Skills Training Code #3	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known or if this data element does not apply to the participant. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training. If the participant received more than 3 training services, use the occupational skills training code for the last (or most recent) training service.	X	X			<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• Individual Training Account (Individual Training Account (ITA))</li> </ul>	
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Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adult	Dedicated Workers	Youth		
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Vendor Training Records</li> <li>• Attendance Sheets or Records</li> <li>• Case notes</li> <li>• Electronic Records</li> <li>• Individual Training Account (Individual Training Account (ITA))</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Vendor Training Records</li> <li>• Attendance Sheets or Records</li> <li>• Case notes</li> <li>• Electronic Records</li> <li>• Individual Training Account (Individual Training Account (ITA))</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Case notes</li> <li>• Individual Training Account (Individual Training Account (ITA) Approval, Allocation or Activation Records)</li> </ul>	
1332*	Participated in Postsecondary Education During Program Participation (WIOA)	Record 1 if the participant was in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation Record 0 if the participant was not a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution during program participation Leave blank if this does not apply to the participant Note: This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator. This element is a subset of PIRL 1811. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.	X	X	X	<ul style="list-style-type: none"> <li>• Data match with postsecondary data system</li> <li>• Copy of enrollment record</li> <li>• Case notes</li> <li>• School records</li> <li>• Transcript or report card</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• Case notes</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Data match to State K-12 data system</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• Case notes</li> <li>• Cross-Match</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> </ul>	

Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• Case notes</li> </ul>	
1406*	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)	Record the date the participant is enrolled in an education or training program that leads to a recognized postsecondary credential after program exit. Leave blank if this data element does not apply to the participant. NOTE: This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per Sec 116(b)(2)(A)(iii). This data element applies to the Credential Rate indicator.	X	X	X	<ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• Case notes</li> <li>• School records</li> <li>• Transcript or report card.</li> <li>• Cross-Match</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• Case notes</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• Case notes</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• Case notes</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• Case notes</li> </ul>	

Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
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"> <li>• Cross-Match</li> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• Case notes</li> </ul>	
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"> <li>• Cross-Match</li> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• Case notes</li> </ul>	

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"> <li>• Cross-Match</li> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• Case notes</li> </ul>	
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"> <li>• Cross-Match</li> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• Case notes</li> </ul>	
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"> <li>• Cross-Match</li> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• Case notes</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• Case notes</li> </ul>	

Data Element No.	Data Element Name	Data Element Definitions/Instructions	Source Documentation (at least one of the following)			Notes
			Adults	Subsidized Workers	Youth	
1535	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		<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Request for allowance</li> <li>• Electronic Records</li> </ul>
1600*	Employed in 1st Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the millIndividual Training Account (ITA)ry). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the millIndividual Training Account (ITA)ry. 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	<ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>
						<ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records</li> </ul>

1601*	Type of Employment Match 1st Quarter After Exit Quarter	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	<p>Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</p> <p>Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</p> <ul style="list-style-type: none"> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements</li> </ul> <p>(minimum of two per TEGL 26-16)</p> <ul style="list-style-type: none"> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul> <p>A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</p> <p>Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</p> <ul style="list-style-type: none"> <li>• Cross-Match with Partner Program Administrative Databases</li> </ul>	
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Data Element No.	Data Element Name	Data Element Definitions/Instructions	Source Documentation (at least one of the following)			Notes
			Adults	Dislocated Workers	Youth	
1602*	Employed in 2nd Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the millIndividual Training Account (ITA)ry). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the millIndividual Training Account (ITA)ry. 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	<ul style="list-style-type: none"> <li>UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>Follow-up survey from program participants</li> <li>Pay check stubs, tax records, W2 form</li> <li>Quarterly tax payment forms, such as a IRS form 941</li> <li>Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>Self-employment worksheets signed and attested to by program participants</li> <li>Detailed case notes verified by employer and signed by the counselor</li> </ul>
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	<p>Consistent with TEGL 26-16: Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) Federal Government Employment Records (such as millIndividual Training Account (ITA)ry 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)</p> <ul style="list-style-type: none"> <li>State New Hires Registry</li> <li>Signed Follow-up Survey Response from Program Participants</li> <li>Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> </ul> <p> <ul style="list-style-type: none"> <li>Railroad Retirement System</li> <li>Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul> </p>
1604	Employed in 3rd Quarter After Exit Quarter	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the millIndividual Training Account (ITA)ry). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the millIndividual Training Account (ITA)ry. 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	<ul style="list-style-type: none"> <li>UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>Follow-up survey from program participants</li> <li>Pay check stubs, tax records, W2 form</li> <li>Quarterly tax payment forms, such as a IRS form 941</li> <li>Document from employer on company letterhead attesting to an individual's</li> </ul>



Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
						<p>employment status and earnings</p> <ul style="list-style-type: none"> <li>Self-employment worksheets signed and attested to by program participants</li> <li>Detailed case notes verified by employer and signed by the counselor</li> </ul>	
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)	<p>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.</p> <p>Record 0 if the participant was not employed in the third quarter after the quarter of exit.</p>	X	X	X	<p>Consistent with TEGL 26-16:</p> <p>Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</p> <p>Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</p> <p>Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</p> <ul style="list-style-type: none"> <li>State New Hires Registry</li> <li>Signed Follow-up Survey Response from Program Participants</li> </ul> <p>Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</p> <p>Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</p> <ul style="list-style-type: none"> <li>Railroad Retirement System</li> <li>Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul> <p>A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</p> <p>Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</p> <p>Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</p>	
1606*	Employed in 4th Quarter After Exit Quarter (WIOA)	<p>Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the millIndividual Training Account (ITA)ry).</p> <p>Record 2 if the participant is in a Registered Apprenticeship.</p> <p>Record 3 if the participant is in the millIndividual Training Account (ITA)ry.</p> <p>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.</p>	X	X	X	<p>UI wage data match/administrative wage match such as the National Directory of New Hires</p> <ul style="list-style-type: none"> <li>Follow-up survey from program participants</li> <li>Pay check stubs, tax records, W2 form</li> <li>Quarterly tax payment forms, such as a IRS form 941</li> </ul> <p>Document from employer on company letterhead attesting to an individual's employment status and earnings</p> <ul style="list-style-type: none"> <li>Self-employment worksheets signed and attested to by program participants</li> <li>Detailed Case notes verified by employer and signed by the counselor</li> </ul>	

Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
1607	Type of Employment Match 4th Quarter After Exit Quarter	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 the wage records, grantees may then use supplemental data sources. If the participant is found in Record 0 if the participant was not employed in the fourth quarter after the quarter of exit.	X	X	X	<p>Consistent with TEGL 26-16:</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records</li> </ul> <p>Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</p> <p>Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</p> <ul style="list-style-type: none"> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> </ul> <p>Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</p> <p>Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</p> <ul style="list-style-type: none"> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul> <p>A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</p> <p>Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</p> <p>Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</p>	
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)	Record 1 if the participant received training services and obtained employment directed related to the training services received. Record 0 if the participant received training services and did not obtain employment directly related to the training services received. Leave blank if the data is not available.	X	X	X	<ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> </ul> <p>Record sharing and/or automated record matching with other federal employment and administrative databases</p> <ul style="list-style-type: none"> <li>• Other out of state federal wage record systems</li> <li>• Case notes</li> </ul>	
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		<ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> </ul> <p>Record sharing and/or automated record matching with other federal employment and administrative databases</p> <ul style="list-style-type: none"> <li>• Other out of state federal wage record systems</li> <li>• Case notes</li> </ul>	

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			<ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> </ul> Record sharing and/or automated record matching with other federal employment and administrative databases <ul style="list-style-type: none"> <li>• Other out of state federal wage record systems</li> <li>• Case notes</li> </ul>	
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Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adult	Dislocated Workers	Youth		
1612	Occupational Code of Employment 2 <sup>nd</sup> 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		<ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> </ul> Record sharing and/or automated record matching with other federal employment and administrative databases <ul style="list-style-type: none"> <li>• Other out of state federal wage record systems</li> <li>• Case notes</li> </ul>	
1613	Occupational Code of Employment 4 <sup>th</sup> 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		<ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> </ul> Record sharing and/or automated record matching with other federal employment and administrative databases <ul style="list-style-type: none"> <li>• Other out of state federal wage record systems</li> <li>• Case notes</li> </ul>	
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		<ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> </ul> Record sharing and/or automated record matching with other federal employment and administrative databases <ul style="list-style-type: none"> <li>• Other out of state federal wage record systems</li> <li>• Case notes</li> </ul>	
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		<ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> </ul> Record sharing and/or automated record matching with other federal employment and administrative databases <ul style="list-style-type: none"> <li>• Other out of state federal wage record systems</li> <li>• Case notes</li> </ul>	
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		<ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> </ul> Record sharing and/or automated record matching with other federal employment and administrative databases <ul style="list-style-type: none"> <li>• Other out of state federal wage record systems</li> <li>• Case notes</li> </ul>	

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	<ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> </ul> Record sharing and/or automated record matching with other federal employment and administrative databases <ul style="list-style-type: none"> <li>• Other out of state federal wage record systems</li> <li>• Case notes</li> </ul>
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Data Element No.	Data Element Name	Data Element Definitions/Instructions	Source Documentation (at least one of the following)			Notes	
			Adults	Dedicated Workers	Youth		
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	<p>Consistent with TEGL 26-16: Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</p> <ul style="list-style-type: none"> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> </ul> <p>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</p> <ul style="list-style-type: none"> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul> <p>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)</p>	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.
						<p>Consistent with TEGL 26-16: Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</p> <p>Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</p> <p>Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</p> <ul style="list-style-type: none"> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> </ul>	

1700	Wages 3rd Quarter Prior to Participation Quarter	Record total earnings from wage records for the third quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	X	X			<p>Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</p> <p>Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</p> <ul style="list-style-type: none"> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul> <p>Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</p> <p>Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</p> <p>Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</p>	
Data Element No.	Data Element Name	Data Element Definitions/Instructions	Adults	Dislocated Workers	Youth	Source Documentation (at least one of the following)	Notes	
1701	Wages 2nd Quarter Prior to Participation Quarter	Record total earnings from wage records for the second quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	X	X		<p>Consistent with TEGL 26-16:</p> <p>Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</p> <p>Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</p> <p>Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</p> <ul style="list-style-type: none"> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> </ul> <p>Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</p> <p>Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</p> <ul style="list-style-type: none"> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment System</li> </ul> <p>Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</p> <p>Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</p> <p>Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</p>		

1702	Wages 1st Quarter Prior to Participation Quarter	Record total earnings from wage records for the first quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	X	X	<p>Consistent with TEGL 26-16:</p> <p>Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</p> <p>Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</p> <p>Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</p> <ul style="list-style-type: none"> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> </ul> <p>Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</p> <p>Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</p> <ul style="list-style-type: none"> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul> <p>Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</p> <p>Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</p> <p>Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</p>	
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Data Element No.	Data Element Name	Data Element Definitions/Instructions	Adults	Dislocated Workers	Youth	Source Documentation (at least one of the following)	Notes
1703	Wages 1st Quarter After Exit Quarter (WIOA)	Record total earnings for the first quarter after the quarter of exit. Record 999999.99 if data is are not yet available for this item. Leave blank if data element does not apply to the participant.	X	X		<p>Consistent with TEGL 26-16:</p> <p>Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</p> <p>Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</p> <p>Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</p> <ul style="list-style-type: none"> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> </ul> <p>Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</p> <p>Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</p>	

						<ul style="list-style-type: none"> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul> 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*	Wages 2nd Quarter After Exit Quarter	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	UI wage data match/administrative wage match such as the National Directory of New Hires <ul style="list-style-type: none"> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer of New Hires</li> </ul> <ul style="list-style-type: none"> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> </ul> Document from employer on company letterhead attesting to an individual's employment status and earnings <ul style="list-style-type: none"> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
1705	Wages 3rd Quarter After Exit Quarter (WIOA)	Record total earnings for the third quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant	X	X		<p>Consistent with TEGL 26-16:</p> <ul style="list-style-type: none"> <li>Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) <ul style="list-style-type: none"> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> </ul> </li> <li>Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> </ul> <ul style="list-style-type: none"> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul> <p>Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</p> <p>Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</p> <p>Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</p>	
1706	Wages 4th Quarter After Exit Quarter	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		<ul style="list-style-type: none"> <li>Cross-Match with State and Out-of-State UI Quarterly Wage Records or with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> <li>Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) <ul style="list-style-type: none"> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> </ul> </li> <li>Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> </ul> <p>Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</p> <p>Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</p>	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.



Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> </ul> Case notes documenting information obtained from education or training provider	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> </ul> Case notes documenting information obtained from education or training provider	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>	

Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
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	<ul style="list-style-type: none"> <li>Pre- and post-test results measuring EFL gain</li> <li>Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units</li> <li>Postsecondary education or training enrollment determined through data match, survey documentation, or program notes</li> </ul>	
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	<ul style="list-style-type: none"> <li>Transcript</li> <li>Report Card</li> </ul>	
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	<ul style="list-style-type: none"> <li>Transcript</li> <li>Report Card</li> </ul>	
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	<ul style="list-style-type: none"> <li>Documentation of a skill gained through OJT or Registered Apprenticeship</li> <li>Contract and/or evaluation from employer or training provider documenting a skill gain</li> <li>Progress report from employer documenting a skill gain</li> </ul>	
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	<ul style="list-style-type: none"> <li>Results of knowledge-based exam or certification of completion</li> <li>Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment</li> <li>Documentation from training provider or employer</li> <li>Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam</li> </ul>	
1811*	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	Record the date the participant was enrolled during program participation in an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be the date of Program Entry. This includes, but is not limited to, participation in Job Corps or YouthBuild or Adult Education or secondary education programs. Leave blank if the data element does not apply to the participant. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.	X	X	X	<ul style="list-style-type: none"> <li>Copy of enrollment record</li> <li>Case notes</li> <li>School records</li> <li>Transcript or report card</li> <li>Cross-Match</li> </ul>	

Data Element No.	Data Element Name	Data Element Definitions/Instructions				Source Documentation (at least one of the following)	Notes
			Adults	Dislocated Workers	Youth		
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	Record the date the participant complete, during program participation, an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be after the date of Program Entry. This includes, but is not limited to, participation in Job Corps, YouthBuild, a Registered Apprenticeship program, Adult Education or secondary education programs. Leave blank if the data element does not apply to the participant. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.	X	X	X	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, transcripts, report card, enrollment record or other school documentation)</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> <li>• Case notes</li> <li>• Self-Attestation</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Copy of registration record</li> <li>• Case notes</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Vendor/training provider training documentation</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Cross-Match</li> <li>• Copy of registration record</li> <li>• Case notes</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Vendor/training provider training documentation</li> </ul>	

## Resources

- TEGL No. 23-19 Change 1; "Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor Workforce Programs", issued October 25<sup>th</sup>, 2022.
- TEGL No. 3-17; "WIOA Annual Performance Report Submission", issued Sept. 12, 2017
- ETA 9172; WIOA Participant Individual Record Layout (PIRL); DOL-Only Performance Accountability
- Section 116 of the Workforce Innovation and Opportunity Act (WIOA)
- <http://www.doleta.gov/wioa>
- <http://www.doleta.gov/performance>

Data Validation Policy  
GWID PY2021-07

Reviewed by:

Kivondra Rivers, State Programs/Budget Section

*Kivondra P. Rivers*

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Danny Cheek, State Workforce Board Section

*Danny Cheek*

Danny Cheek (Dec 5, 2022 14:42 CST)

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# GWID\_2022-04 WDD Data Validation Policy

Final Audit Report

2022-12-05

Created:	2022-11-30
By:	Matt Morse (matt.morse@commerce.alabama.gov)
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-  Document created by Matt Morse (matt.morse@commerce.alabama.gov)  
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-  Document emailed to kivondra.rivers@commerce.alabama.gov for signature  
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-  Signer kivondra.rivers@commerce.alabama.gov entered name at signing as Kivondra P. Rivers  
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-  Document emailed to Danny Cheek (daniel.cheek@commerce.alabama.gov) for signature  
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