



**NC DEPARTMENT**  
**of COMMERCE**  
**WORKFORCE SOLUTIONS**

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

**State of North Carolina**

**Program Year 2021**

**Submitted December 1, 2022**

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NC DEPARTMENT  
of COMMERCE  
WORKFORCE SOLUTIONS

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SECRETARY

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ASSISTANT SECRETARY

December 1, 2022

Ms. Renata Adjibodou, Acting Regional Administrator  
United States Department of Labor

Dear Ms. Adjibodou:

We are pleased to present this Workforce Innovation and Opportunity Act (WIOA) Annual Statewide Performance Report Narrative to the U.S. Department of Labor for Program Year 2021. This report represents the dedicated efforts of numerous professionals in the North Carolina Department of Commerce's Division of Workforce Solutions and our workforce development system partners.

During the 2021 program year, we continued to deal with the lingering effects of the COVID-19 pandemic and an exceptionally tight labor market. We are proud of how our team has responded with innovation, creativity, resilience and diligence. In this time of economic change and disruption, North Carolina has focused on helping both jobseekers and employers adapt and succeed.

Our state has made a strong workforce a top priority in our strategic economic development plan, called "[\*First in Talent\*](#)," which was released in 2021. North Carolina's tremendous success in attracting jobs and investment during the pandemic underscores the need for an enhanced alignment between economic and workforce development, and we are making progress toward that end. On March 30, 2022, the NCWorks Commission, our state workforce board, made important recommendations to our local elected officials regarding alignment, in accordance with WIOA. This has created opportunities for our agency to partner with and assist local leaders in strengthening the workforce system. Meanwhile, we have also placed an intentional focus on Diversity, Equity and Inclusion (DEI) in all our activities, and the *First in Talent* plan supports such a focus, as well.

Alongside our many partners, we feel privileged to serve our state, and to play a leading role in helping North Carolinians get jobs and training, so that employers can meet their talent needs.

With gratitude for the Department of Labor's collaboration and assistance to North Carolina this year, we are glad to have this opportunity to report on how our workforce professionals are making a difference for our jobseekers, employers and communities.

Sincerely,

Chet Mottershead  
Assistant Secretary of Commerce, Division of Workforce Solutions

## **I. Progress in achieving state goals/vision**

### ***State's Strategic Vision and Goals in the Unified Plan***

North Carolina established a WIOA State Steering Council to coordinate and align policy among the agencies overseeing WIOA programs. This body collaborated on the submission of the 2020 Unified State Plan and continues its efforts on many of the items mentioned below, including sector strategies and system performance. The policy approval structure adopted in PY 2020, giving the NCWorks Commission a more strategic role in policy development for Title I and Title III programs, enabled growth and successes for initiatives in support of the Governor's NC Job Ready vision. A major focus of PY 2021 has been a system-wide goal to promote access, alignment, integration and modernization. Toward this goal, the NCWorks Commission conducted a study to identify the best options to align the state's economic development and workforce board systems. As a result, the Commission issued a memorandum, which included guiding principles for alignment. The state provided a suggested timeline for chief local elected officials to complete their due diligence in consideration of this alignment. The Division of Workforce Solutions began a series of facilitated Chief Local Elected Officials workshops on their roles and responsibilities in WIOA and local workforce development.

### ***Sector Strategies***

The North Carolina Sector Strategy Council, made up of key system leaders representing workforce development, education, and economic development systems, as well as the NC Chamber, has furthered the strategic vision for employer leadership as the driver of successful career outcomes. This continues to be a key principle of Governor Cooper's workforce development initiative, "NC Job Ready." The Council compiled an annual report for PY 2021 that highlighted the strategies, structure and successes of 21 local and regional sector partnerships. Among those are priority healthcare and advanced manufacturing industry sectors. The report also included recommendations for policies and best practices that would enable sustainable growth. Those recommendations were presented to the NCWorks Commission's Employer Leadership committee for consideration as part of their strategic plan goals, which include the acknowledgement and support of sector partnerships. This team's progress is detailed below, in Section X of this annual report.

### ***Career Pathways***

The NCWorks Commission continues to support, promote and recognize NCWorks Certified Career Pathways, which are led at the local area level. The NCWorks Commission's Skills and Education Attainment committee is currently leading a research project that is funded by an NC Office of State Budget & Management evaluation grant. The project will be conducted by researchers at NC State University to review the NCWorks Certified Career Pathways. This project will describe 1. NCWorks Certified Career Pathways (CCP) in North Carolina, 2. The job seekers that participate in CCPs by sector, region, and demographics, 3. outcomes (credentials and others) of CCP participants and alignment with high-valued credentials, and 4. labor market availability in regions with the most extensive participation by industry sector. The study will provide implications for practice, policy, and designs for future research that could provide causal evidence of the impact of CCPs based on the data quality and availability in North Carolina. The project will also explore data available at the state and national levels that could be combined to develop further understanding of the impact of career pathways.

## ***Business Engagement***

The Division of Workforce Solutions Business Services Unit's goal to support and drive employer-led services resulted in further avenues that foster the alignment of economic and workforce development. The adoption of the \$1-million NC Job Ready Workforce Investment Grant policy in 2021 resulted in workforce training and support of 15 local economic development projects over the year. The strengthening collaboration and exchange of knowledge and expertise between economic and workforce developers included the use of workforce investment training dollars in conjunction with their economic development recruitment, expansion and retention projects.

A focus on system performance and consistent customer service is one of the strategic goals of the NCWorks Commission's Employer Leadership and Engagement committee. DWS Business Services facilitated meetings of local area board staff and state workforce agency staff to draft a Business Services framework, an implementation plan, a Business Services Representative job description template, and an outline for employer engagement training. The extensive input from local staff help capture a more aligned and coordinated plan forward. These draft documents are intended to be adopted at a future workforce staff meeting and approved by the NCWorks Commission's committee.

The tight labor market has been a challenge for all employers. The Business Services Unit produced a brief but comprehensive workforce solutions guide, partnering with the Division of Employment Security to distribute the document to 186,000 employers paying into the unemployment insurance system. Respondents to the guide were directed to local area staff, further encouraging and supporting local employer engagement and making employers aware of WIOA and One-Stop programs and services. On-The-Job Trainings, Incumbent Worker trainings and joining an industry sector partnership were some of the results of those engagements.

A Salesforce software platform was put in place to capture activities toward WIOA's Effectiveness in Serving Employers Data Elements. In its first year, with four local areas and two state programs as pilot users, our Employer Penetration Rate increased by 28% with the additional data. The NCWorks Commission anticipates leveraging the employer activity and data analyses to guide and measure their Employer Leadership and Engagement strategic goals. Additional emphasis will be placed on capturing Work-Based Learning activities and sector partnership activities that contribute to the NC Department of Commerce's *First In Talent* strategic plan.

## ***Work-based Learning activities***

North Carolina continues a targeted effort to increase the number of work-based learning opportunities with employers across the state. The Division of Workforce Solutions allocated resources to supplement the salary of a permanent business services representative position at each of the local areas again this year. This funding can also be used toward operations that support proactive employer engagement, including awareness of and contracts for work-based learning activities. Local area workforce development boards reported serving employers in the following work-based learning categories during PY 2021: 117 employers for Incumbent Worker Training, 226 On-the-Job Training, 119 Internships/ Job Shadowing, 8 Apprenticeship Training, 22 Work Experience and 3 Other Work-Based Learning Activities. All of North Carolina's workforce development boards reported serving employers in one or more work-based learning activity. The largest number of employer services was in the Work Experience category (45%), followed by On-the-Job Training (19.1%), Other Work-Based Learning efforts (11.8%), Internships/ Job Shadowing (10.08%), Incumbent Worker Training (9.9%), and Apprenticeship Training (4.1%). The NCWorks Commission's committee is considering state-level performance measures to continue to increase these numbers.

## II. Waivers

North Carolina did not have any approved waivers in place for Program Year 2021.

## III. Performance System

### *Progress on Federal Primary Indicators of Performance*

The table below gives an overview of the performance results for North Carolina’s Title I and III programs for Program Year (PY) 2021, with the state achieving at or above 90% of its negotiated goals for each of the primary indicators of performance, with many over 100% of goal achievement.

**PY 2021 Levels of Performance**

Title/Program		Measure	Negotiated Value	Actual Performance	Percentage of Goal Achieved
Title I	Adult	Employment Q2	78.0%	78.1%	100.13%
		Employment Q4	75.0%	76.4%	101.87%
		Median Earnings	\$5,600	\$7,287	130.13%
		Credential Rate	56.0%	64.7%	115.54%
		Measurable Skill Gains	47.0%	60.5%	128.72%
	Dislocated Worker	Employment Q2	75.0%	71.5%	95.33%
		Employment Q4	73.0%	71.0%	97.26%
		Median Earnings	\$6,800	\$8,089	118.96%
		Credential Rate	59.0%	66.1%	112.03%
		Measurable Skill Gains	51.0%	68.3%	133.92%
	Youth	Employment Q2	71.5%	75.7%	105.87%
		Employment Q4	73.0%	73.0%	100.00%
		Median Earnings	\$2,900	\$3,826	131.93%
		Credential Rate	53.0%	52.7%	99.43%
		Measurable Skill Gains	47.0%	53.4%	113.62%
Title III	Wagner-Peyser	Employment Q2	72.0%	64.6%	89.72%
		Employment Q4	72.0%	66.1%	91.81%
		Median Earnings	\$4,900	\$6,484	132.33%

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

will expand to include the variables that impact such measures, regardless of whether they be participant, geographic, or economic characteristics.

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

We are also paying close attention to our median earnings figures for all programs, recognizing that increasing wages for participants is a key aspect of long-term economic stability. The North Carolina Department of Commerce Labor and Economic Analysis Division assists us in keeping track of earning projections information and updated unemployment data. PY 2021 has seen a continued improvement in our unemployment rate, ending the year at 3.7%. We also reached and ultimately exceeded pre-pandemic levels of employment during PY 2021. North Carolina has recently benefited from economic development efforts to bring in large employers such as Toyota and Vinfast, and we look forward, in the coming program years, to continued efforts to improve the employment outlook for the citizens of North Carolina.

### ***Workforce Development Board Negotiated Measures***

Workforce Development Board-level performance indicators covering both WIOA Title I and Title III for PY 2021 were negotiated prior to the start of program year 2020. A chart providing those goals is attached in *Appendix B*.

### ***Local Workforce Board Measures***

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

### ***Common Exit Policy***

The U.S. Department of Labor requires that an individual's WIOA exit date be the date on which the last service, funded by the program or partner program, is received by the individual. When an individual has not received a documented WIOA or partner-funded service for 90 days, the case management system

will “soft exit” the individual based on entries completed. North Carolina utilizes a common exit model whereby a participant is not exited (and therefore remains active in all programs) until such time as they have not received *any* service within the past 90 days from any program, be it Title I, Title III, or Trade Adjustment Assistance. Individuals who are participating in more than one program will have a single common exit date, following 90 days of inactivity across *all* program enrollments. Follow-up and support services do not qualify as activities that extend the exit date.

#### **IV. Effectiveness in Serving Employers performance indicator pilot**

For the past five years, North Carolina has chosen to submit data for the Employer Penetration Rate and the Repeat Business Customer Rate as its pilot performance measures for Effectiveness in Serving Employers. Employer service data was combined from the Title I and III programs along with data from Title IV Vocational Rehabilitation in past years. In PY 2021, we were also able to include data for a portion of apprenticeships activity (implemented by our community college system), as well as employer engagement for economic and strategy development, agriculture and veteran services, and employers being certified for Work Opportunity Tax Credits. When compared to the number of business establishments in the state (using BLS data for the last quarter of the reporting period as given in the indicator specifications), the North Carolina workforce system served just under 10.7 percent of the state’s business establishments. When considering the Repeat Business Customer Rate since the start of performance under WIOA, 32.4 percent of those businesses that were served by the system during PY 2021 had been served in the previous three program years.

<b>Employer Measure</b>	<b>NC Workforce System PY 2021</b>
Employer Penetration Rate	10.7%
Repeat Business Customer Rate	32.4%

During PY 2021, North Carolina included additional efforts aimed at gaining a stronger and more accurate understanding of employers receiving services. These areas included, but were not limited to: supplemental reporting, employer services provided through non-WIOA-funded programs considered essential to workforce efforts and implementing service codes aligned with all eight U.S. Department of Labor Effectiveness in Serving Employer categories. Details for each of these areas are below:

##### ***Supplemental Reporting***

Work-Based Learning reporting was implemented to track the number of employers participating in six various areas of work-based learning efforts: Incumbent Worker Training, On-the-Job Training, Internships/Job Shadowing, Apprenticeship Training, Work Experience and Other Work-Based Learning Activities. Please reference the Work-Based Learning section of this report for details regarding this effort. All of North Carolina’s local area workforce development boards reported serving employers in one or more work-based learning activity, and a sum total of 1,181 employers were served across these 6 Work-Based Learning categories.

Unduplicated Employer reporting was implemented to track the number of those employers receiving services aligned with TEGL 10-16, Change 2, but which were not, due to various reasons, being tracked



in a manner that enabled them to be included in current standard processes. 17 of the 23 local area workforce development boards reported serving some employers that fell into this category of not being tracked/reported through standard processes, for a total of 2,121 employers.

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

PY 2021 is the first year North Carolina has included employers served by Work Opportunity Tax Credit (WOTC) within the Effectiveness in Serving Employers/ Employer Penetration Rate. While the number of employers served has been included in the employer penetration count, it is worth noting the WOTC Program increased the number of certifications by 49.4% between PY 2020 (67,615) and PY 2021 (100,994). This increase in certifications resulted in a 57.4% increase of maximum potential tax credit between PY 2020 (\$167,201,400) and PY 2021 (\$263,195,800).

***Data Validation***

*Note: the following passage is taken from a soon to be published update to an Operational Guidance notice issued by the Division of Workforce Solutions (OG 16-2021, Change 2).*

**Conducting Data Validation Reviews**

Data Validation will be conducted by four Units within the Division of Workforce Solutions (DWS): the Performance Unit, the Regional Analysts, the Trade Adjustment Assistance (TAA) team, and Information Technology (IT) staff:

- **Performance Unit:** The Performance unit will oversee all Title I and Title III validation. This will include all Participant Individual Record Layout (PIRL) elements noted in TEGLS 07-18 and 23-19.
- **Regional Analysts:** The Regional Analysts will assist in the annual data validation process by being included in the pool of validators and by offering their expertise in case management practices for policy and training revisions.
- **TAA:** TAA will complete validation for its cases using the required validation elements noted in TEGL 23-19.
- **IT Staff:** For all programs, IT staff will cover the required wage matching PIRL elements.
- Please see Attachment 2 for the exact breakdown of PIRL elements covered by each Unit.

**Sample Creation**

Each Workforce Development Board (WDB) will have a sample of 6 cases covering each program: Title I – Adult, Title I – Dislocated Worker, Title I – Youth, and Title III – Wagner-Peyser. This will yield a typical case count of 24 cases per WDB per program year. However, in the rare instance that the total number of cases for a program being validated are less than 6, all cases for that program will be reviewed and the total case count for a particular WDB may fall below 24 for that program year.

<b>Sample Size for Each Workforce Development Board</b>		
<b>WIOA Program</b>		<b>Sample Size</b>
Title I	Adult	6
Title I	Dislocated Worker	6
Title I	Youth	6

Sample Size for Each Workforce Development Board		
WIOA Program		Sample Size
Title III	Wagner-Peyser	6
Total Cases per Workforce Development Board		24

Management overseeing the Trade Adjustment Assistance (TAA) program will determine a sample size based on their program's total case count and provide this figure to the Performance Unit by December 1<sup>st</sup> each program year for a case sample to be generated.

### **Timeframe**

- **Performance Unit and Regional Analysts**
  - Data Validation by Performance staff and the Regional Analysts will be completed from the third quarter to the fourth quarter of each program year with all validation reviews to be concluded no later than May 31 of each program year to ensure sufficient time for corrective actions to be issued and completed. On December 1 (or first business day thereafter) of each program year, the Director of Performance will randomly assign all 22 Local Area WDBs (or portions thereof based on case count) to a data validation assessor. As a result of the random assignment, Local Area WDBs are likely to be validated in a different order and by a different data validation assessor each program year.
- **TAA and IT Staff**
  - Data Validation will be conducted within each program year from January 2 through May 31.

### **Validation Process and Worksheet Creation**

NCWorks Online (NCWorks), DWS' Case Management System, will be used to sample the pool of available active and exited cases for WIOA Title I – Adult, WIOA Title I – Dislocated Worker, WIOA Title I – Youth, WIOA Title III – Wagner-Peyser, and TAA. NCWorks will generate the necessary number of worksheets and will cover only the PIRL elements being validated by the respective Units of DWS as noted above (see Attachment 2 [*here, Appendix C*] for the breakdown of elements covered by DWS Units).

Each worksheet will detail one case, with the corresponding PIRL element values, and included columns for the Reported Value, the Audit Outcome, the Document used for validation, and any Comments. Staff will evaluate each PIRL element value against the participant's file to see if case file documentation supports it and mark the reported value as either Pass, Fail, or Unable to Validate by choosing the corresponding value in the drop-down within the Audit Outcome column. Each PIRL element listed in Attachment 2 (*here, Appendix C*) has a list of the supported documentation acceptable for that element. Only the documents listed as approved documentation for that PIRL element may be used in support. Any elements marked Fail or Unable to Validate must be accompanied by a supportive explanation in the Comments column, detailing why the value failed or was not able to be validated and what corrective action must be undertaken to correct the issue.

At the conclusion of the validation process, an electronic copy of the Pass or Fail record sheets must be returned to the head of each respective Unit (noted below) responsible for completing the validation, to ensure proper records retention:

- Performance: Director of Performance
- TAA: Trade Unit Manager and State Trade Adjustment Assistance Coordinator
- IT: Information Technology Director

### **Monitoring**

The Accountability Unit will integrate Data Validation into the Unit’s annual oversight Guide and participant reviews. The Unit will document the results in the Local Area WDB Oversight Summary Report. Any documented deficiencies will be recorded with a date required for rectification consistent with the current monitoring correction timelines.

The Accountability Unit will also conduct quarterly desk reviews. DWS will provide official results of the random reviews to the Local Area WDBs throughout the year. The Local Area WDBs will receive feedback on the outcomes of the reviews and that feedback will indicate required corrective actions. The Accountability Unit will determine the required completion date for corrections based on the process needed for correction.

### **Data Integrity**

On a quarterly basis, Department of Labor (DOL) will provide DWS with feedback on its submitted performance reports to aid in data integrity efforts and support data accuracy. The analysis will include, but is not limited to, a review of the data submitted, anomalies and outliers, and other potential data quality issues, which may indicate reporting inaccuracies. DWS will make use of these feedback reports to conduct quarterly data integrity reviews to identify data errors, missing data, out-of-range variances in values reported, and other anomalies.

### **Correcting Missing or Erroneous Data**

Each Unit will provide a summary to the Local Area WDBs outlining areas that Failed or were marked Unable to Validate during the data validation process. All Data Validation related reports, desk reviews, or annual reviews will provide required corrective actions with an indicated due date based on the process needed for correction. Local Area WDBs must take appropriate actions to correct missing or erroneous data found during Data Validation. Such actions may include:

- working with the Local Area WDB’s superuser and potentially the Local Area WDB’s assigned Regional Analyst to make data corrections;
- providing additional training or technical assistance to staff to address data errors; and
- collecting missing documentation to provide necessary verification.

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

- One year after the initial identification:
  - Mandatory on-site facilitated training by DWS staff on the required reporting for data elements.
- Two years of high or repeated error rates:
  - Issue of a monitoring "Finding"; and
  - Formal notification to the Local Area WDB Chair or Chief Local Elected Officer (CLEO) of failure to comply.

### **Records Retention**

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

*Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of*

*submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.*

This would include:

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

Each respective Unit will retain the records associated with its portion of the Data Validation process with retention overseen by the Unit leaders noted below:

- Performance: Director of Performance
- TAA: Trade Unit Manager and State Trade Adjustment Assistance Coordinator
- IT: Information Technology Director

### **Process Assessment**

The Director of Performance and Accountability Manager will meet during the first quarter of each program year to assess the effectiveness of current data validation procedures and determine whether revisions to the policy and process are necessary. Any updates or changes will be released as a formal update to this Operational Guidance (OG).

### **Training**

During the second quarter of each program year, Data Validation staff will review, and receive training on the Data Validation process to ensure uniform application of all policies and procedures. In addition, DWS will provide annual Data Validation training for local office staff. Beyond the annual training provided by DWS, Local Area WDBs are expected to provide additional staff training, on at least an annual basis, on the importance of accurate data entry and allowable source documentation as given in WIOA and Wagner-Peyser Employment Act Participant Eligibility.

### **Local Area WDB/Local Area**

Each Local Area WDB is required to conduct Data Validation at least once annually for the Title I – Adult, Title I – Dislocated Worker, Title I – Youth, and Title III – Wagner-Peyser programs as a part of its ongoing monitoring efforts. Attachment 2 (*here, Appendix C*) to this OG, is a modified version of Attachment II of TEGL 23-19 Change 1, which is the complete list of PIRL elements that need to be validated. (Note that the WIOA and Wagner-Peyser Employment Act Participant Eligibility Reference Guide provided as Operational Guidance by the DWS has been updated to be in agreement with TEGL 23-19 Change 1, Attachment II.) Local Area WDBs should be aware that the Youth and Wagner-Peyser programs may have different elements required compared to the Adult and Dislocated Worker programs and attention should be paid to ensure each program is validated according to its respective list of required elements.

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

### **Signed Applications and Disability Status**

Beginning January 1, 2023, there are two new requirements for how WDBs must handle WIOA Title I/Title III applications:

1. Each WDB must ensure that every Title I/Title III application is signed, either electronically or physically, and retained as a saved document within the participant's electronic case files in NCWorks.

Each application must include the Disability Information section as a standard component of a signed Title I/Title III application. Including the Disability Information section of both applications facilitates validators' ability to track the necessary disability PIRL elements for WIOA Title I/Title III programs.

### **References**

2 CFR 200.333 "Retention Requirements for Records"

TEGL 23-19, Change 1 "Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs" (and included attachments). Issued: October 25, 2022.

TEGL 07-18 "Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)" (and included attachments). Issued: December 19, 2018.

### **Attachments**

Attachment 2 – Modified version of TEGL 23-19, Change 1 Attachment II to show required PIRL validation elements by program and their alignment with DWS Oversight Units (*Appendix C*)

## **V. Current or Planned Evaluation and Research Projects**

### ***Employer Needs Survey***

The NCWorks Commission partners with the NC Commerce Labor and Economic Analysis Division (LEAD) to gather and use relevant data to inform strategies that enable North Carolina's workforce and businesses to compete in a global economy. The 2022 Employer Needs Survey was an update to reports published in 2014, 2016, 2018 and 2020, which have collectively been used to track the needs of employers over time, and to ensure that our workforce strategies meet those needs. The 2022 survey was the first such survey conducted during the COVID-19 pandemic.

LEAD also created a separate "Business Pulse Survey" of employers in 2021 to track pandemic impact over time. Immediate feedback showed hiring challenges, as expected.

Based on Employer Needs Survey results, the NCWorks Commission Employer Leadership and Engagement committee (with DWS support) embarked on two statewide, focused employer outreach initiatives. The first was a direct employer outreach campaign by local area staff to employer respondents to the Employer Needs Survey. Sharing valuable information about workforce programs and services was the goal. At the end of the three-month outreach timeframe, 17 of 23 local board staff participated, reaching 57% of the employers. The second initiative was hosting eight regional employer roundtables to gauge the awareness, regularity and effectiveness of employer services offered by local area staff and partners. As those roundtables are completed and a report shared, recommendations to improve employer services will follow.

A copy of the full 2022 Employer Needs Survey report may be found at:  
<https://files.nc.gov/nccommerce/documents/files/2022-Employer-Needs-Report-Final.pdf>.

## VI. Customer Satisfaction

### *State's approach to customer satisfaction*

The multi-year NCWorks Customer Satisfaction Survey was an initiative to solicit feedback from individuals and businesses registered with NCWorks, in an effort to improve overall services offered, as well as to increase customer satisfaction. Results and feedback from the survey were used to determine and promote continuous quality improvement initiatives and make overall improvements to the one-stop system. The NCWorks system continues to apply the feedback for data-informed decisions on how to better serve our customers: both businesses and job seekers.

### *Survey Methodology*

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

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

### *Results*

#### **Job Seeker Survey Results.**

- The top three reasons for using NCWorks included: job search, obtaining information on unemployment benefits, and job application.
- NCWorks Online: Job seekers identified specific areas of improvement: (a) increase access to NCWorks staff, resources and community outreach; (b) improve NCWorks online navigation; (c) improve NCWorks website; and (d) increase number and variety of jobs available.
- NCWorks Career Center: Job seekers identified specific areas of improvement: (a) improve NCWorks online navigation and center equipment; (b) increase access to staff, follow-up services and resources; and (c) reduce customer wait-time and improve customer service.
- NCWorks Telephone: Job seekers identified specific areas of improvement: (a) update telephone and online service; (b) improve wait-time and follow-up; and (c) improve customer service.

#### **Business Survey Results**

- NCWorks Online: Business customers identified specific areas of improvement: (a) increase access to qualified applicants; (b) improve NCWorks website and online navigation; and (c) improve customer service.
- NCWorks Career Center: Business customers identified specific areas of improvement: (a) improve NCWorks online and customer service; and (b) need for training, education and outreach. As part of the response to this feedback, local area and state staff drafted a consistency

of service framework and implementations strategy, which includes a Business Services Teams approach. Teams include board, contractor, state, One-Stop and partner staff. A training outline has also been drafted for participation by Team members to improve collaboration, customer service and reduce duplication of services.

- *NCWorks Staff: Business customers identified specific areas of improvement: (a) update NCWorks online and employer account assistance; (b) increase opportunity for employer-employee engagement; and (c) improve customer service.* The NCWorks Commission's Regional Employer Roundtables offered an opportunity for local area staff to engage employers in conversation regarding their workforce needs. PY 2021 saw fewer in-person opportunities than expected. Therefore, virtual and system-generated employer services prevailed. Implementation of the Business Services framework and Teams approach is expected to improve employer engagement and customer service in PY 2022.

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

### ***Continuous improvement processes for incorporating the customer satisfaction feedback***

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

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

## **VII. Wagner-Peyser**

### ***Reemployment Programs***

The federally funded Reemployment Services and Eligibility Assessment (RESEA) and Employability Assessment Interview (EAI) programs are an integral part of North Carolina's Integrated Service Delivery System to enhance and expand the capacity of the workforce system to improve reemployment service delivery to unemployment insurance (UI) claimants. The RESEA and EAI program are statewide initiatives. Sixty (60) percent of first-pay claimants who are ranked most likely to exhaust are referred to RESEA for services, while the remaining forty (40) percent are referred to the EAI program.

#### **RESEA**

The intent of the RESEA program is to provide unemployment insurance (UI) claimants with an entry to a wide array of available resources that support reemployment. RESEA programs are designed to be an integral part of the state's strategies for delivering reemployment services. The target populations for RESEA services include individuals who are identified as most likely to exhaust their UI benefits and transitioning veterans receiving Unemployment Compensation for Ex-Servicemembers (UCX).

## EAI

EAI provides concentrated reemployment services to claimants receiving UI benefits. The EAI program is mandatory for persons receiving UI benefits and is a part of the NCWorks Career Center's daily Integrated Services Delivery format. EAI claimants must be scheduled within four (4) weeks of their first payment of UI benefits for program services. For the period of July 1, 2021 through June 30, 2022, 17,940 claimants were provided EAI services.

For both RESEA and EAI, continuing efforts and activities for the year include:

- Providing virtual services, so that jobseekers can be served remotely and securely;
- Ongoing program enhancement within NCWorks Online to streamline Career Center staff program processes and procedures, such as promotion and email/text appointment reminders to improve RESEA show-rates;
- Evaluating the profiling model used to select participants;
- Revising call-in letters to stress the importance and value of attending the reemployment service program;
- Making reminder phone calls/emails when possible to reinforce the positive value of the service and to remind the customer of the appointment.
- NC has selected Actus Policy Research to conduct the required RESEA evaluation. The length of the evaluation is projected for three years. Actus Policy Research has completed a draft Evaluation Report for DWS and the Division of Employment Security (DES) to review.

### ***North Carolina Department of Commerce Reentry Initiative***

The Reentry Initiative promotes "Equitable Hiring," or "second chance" hiring, to employers, individuals with criminal records, and the community through engagement, education, and partnerships. The program ensures job seekers with criminal records receive assistance with overcoming the barriers to employment that having a criminal record can cause. Staff at NCWorks Career Centers have been trained to provide direct services to individuals with criminal records, promote hiring incentives to employers, participate in outreach efforts, and coordinate efforts with community partners.

### ***Federal Bonding Program***

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

### ***Older Worker Program***

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



### ***Equal Opportunity, Americans with Disabilities Act, Limited English Proficiency***

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

## **VIII. National Dislocated Worker Grants (NDWG)**

North Carolina's COVID-19 Disaster Recovery and QVC Fire Employment Recovery National Emergency Grants were in operation during Program Year 2021.

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

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

### ***COVID-19 Disaster Recovery Dislocated Worker Grant***

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

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

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

### ***QVC Fire Employment Recovery National Dislocated Worker Grant***

The QVC Fire Employment Recovery National Dislocated Worker Grant was awarded by the U.S. Department of Labor in the initial amount of \$1,333,333 based on the conditionally awarded amount of \$4,000,000. The funds were provided after an employment disaster that occurred on December 18, 2021. The QVC Rocky Mount, Inc. ("QVC") Distribution Center, which is an operating brand within the Qurate

Retail Group (“QRG”), suffered a tragic fire, resulting in the closure of the site (distribution center) located in Rocky Mount, NC.

Career and Training Services are provided to help dislocated workers make informed decisions based on local and regional economic demand to achieve reemployment and education goals. This includes initial assessments, individual employment plans, labor market information, and referral for employment opportunities. Outreach and employment activities and events are also provided. Training services include On-the-Job Training (OJT), classroom training, occupational skills training, work experience, and customized training that prepares participants for current in-demand jobs. Supportive Services are also provided to address any unknown barriers that may prevent individuals from participating in employment and training services when supportive services cannot be obtained through other programs.

Efforts and strategies were developed immediately after the tragic fire and resulting mass dislocation. Approaches to respond to the needs of the dislocated workers included Job Fairs and Employment Events held with local partner agencies.

## **IX. Rapid Response**

During Program Year 2021, the state’s Business Services Section responded to a total of 19 Worker Adjustment and Retraining Notifications (WARN) from across the state, which covered 2,018 employees. The majority of the employees impacted worked in Pitt County (24%) followed by Guilford (20%), Alamance (10%), and Wake (8%).

Of the 2,018 employees covered by WARN during PY 2021, the manufacturing industry represented a significant source of layoffs, with 781 employees impacted or 39% of total employee separations; followed by transportation and warehousing industry, with 237 employees or 12% of the total.

The Rapid Response team engages with businesses to develop a comprehensive plan of action to ensure employees have a successful transition into new employment based upon sector strategies and career pathways. This is a proactive process with services conveniently provided onsite at the business location or held virtually and may include customized job seeking skills workshops, hiring events, targeted job fairs, health insurance information, and financial resources. The NCWorks Mobile Unit was dispatched 62 times statewide to cover events to assist with business closures, targeted hiring events, and job fairs.

### ***Layoff Aversion Strategies, Business Edge***

#### **Business Edge, North Carolina’s layoff aversion strategy**

Business Edge continued to partner with North Carolina State University Industry Expansion Solutions and their outreach staff to inform employers about the Business Edge program and services that can enhance production, process and workforce challenges. Throughout PY 2021, companies reached out to the DWS office as well as the NC Department of Commerce to ask for assistance. Some of the discussions resulted in revisions to employer hiring strategies, onboarding policies and targeted recruitment strategies.

## X. Progress in sector strategies and pathways

### *Sector Strategies*

The North Carolina State Sector Strategy Council, in conjunction with the Governor's Office and the NCWorks Commission, committed to encouraging and supporting the development and growth of regional sector partnerships. The Council completed an analysis of the infrastructure, the economic drivers, and the indicators of growth of specific industry sector partnerships throughout the state. In the report, the Council identified five common principles and five key capabilities of a successful industry sector partnership. From these, a framework was developed beginning with a Discovery stage through Building a Foundation and Moving to Action. After a self-assessment exercise, the role of the state Council was defined, and analyses of employment and employer activity data was used to identify key economic drivers in each of the eight prosperity zones. Key indicators of current regional industry sector discussions helped define various stages of the partnerships, as shown below:

- **Active** means the sector partnership has a clear neutral facilitator, sector members playing leadership roles, includes critical and engaged support partners, operates under a shared, long-term strategic plan, road map, etc., at least one effective, employer-validated career pathway in support of a target industry cluster, identified priorities and is able to demonstrate recent (within the past six months) or current activities, services or products that are a direct outcome of the partnership; and has common agreed-upon dashboard of success indicators.
- **Emerging** means the sector partnership has at least an interim independent facilitator, has engaged at least one private sector champion to help drive the launch and implementation of a sector partnership; and includes critical support partners.
- **Exploring** means a convener is determining whether the partnership really makes sense for their community, considering or preparing for actions needed to launch a partnership; and working to identify partners who would be involved.

In 2021, there were eight Active partnerships, 3 Emerging partnerships and 2 regions Exploring the potential for industry sector partnerships.

Also in the report were Best Practices and Recommendations that were presented to the NCWorks Commission's Employer Leadership & Engagement committee for discussion and consideration.

### *Career Pathways*

The NCWorks Commission Skills and Education Attainment Committee is leading a research project that is funded by an Office of State Budget & Management evaluation grant. The project will be conducted by researchers at NC State University to review the NCWorks Certified Career Pathways.

Scope of Work: This project will describe:

- NCWorks Certified Career Pathways (CCP) in North Carolina
- The job seekers that participate in CCPs by sector, region, and demographics
- Outcomes (credentials and others) of CCP participants and alignment with high-valued credentials
- Labor market availability in regions with the most extensive participation by industry sector

The study will provide implications for practice, policy, and designs for future research that could provide causal evidence of the impact of CCPs based on the data quality and availability in North Carolina. The

project will also explore data available at the state and national levels that could be combined to develop further understanding of the impact of career pathways.

The first three questions are:

1. How many job seekers participated in each CCP?
2. How many job seekers completed at least one credential in the CCP, and what credential(s) did they receive?
3. Are any credentials received by job seekers non-degree and high value, and are they on the NC Workforce Credentials high-value credential list?

## **XI. Governor's Reserve**

Consistent with Governor Cooper's NC Job Ready initiative, the Division of Workforce Solutions [awarded three grants](#) totaling almost \$288,000 to support innovative youth workforce development projects in July of 2021. Three local workforce development boards have used these "Youth Initiative Grants" to expand or enhance employment and training services to eligible youth and young adults in their regions.

Also in line with one of Governor Cooper's NC Job Ready key elements, skills and education attainment, the Division of Workforce Solutions partnered with local area workforce development boards and community colleges on the Finish Line Grants initiative to help North Carolina's community college students address financial hardships that could otherwise prevent credential completion. Based on the continued success of this initiative, the Division of Workforce Solutions continued the program in PY 2021. As of June 30, 2022, the program had helped more than 5,400 individual students stay in college, with grants totaling approximately \$4.7 million.

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

The Division of Workforce Solutions is also continuing its support of local area economic development and workforce efforts by continuing to fund work-based learning and focused employer services. Additionally, the Governor's Reserve is resourcing NCWorks Commission Local Innovation Grants, Reentry-focused supportive services, major economic development project support and assisting local areas with county transfers as part of the state's workforce alignment initiative.

## **XII. Promising practices/lessons learned/success stories**

In 2021, DWS Information Technology staff continued their tradition of innovation to support the goals of the U.S. Department of Labor HIRE Vets program. North Carolina updated the NCWorks Veterans Portal (<https://veterans.ncworks.gov>) by adding a special section devoted to highlighting North Carolina employers that have received HIRE Vets Medallion Awards. This is yet another way by which DWS has

attempted to help veteran jobseekers quickly and easily find opportunities with employers who have been specifically recognized for hiring, retaining and training veterans.

Examples of success are also found in the recipients of the 2022 Governor's NCWorks Awards of Distinction, which recognize outstanding accomplishments and contributions related to workforce development.

NCWorks Awards were presented to the following recipients:

**Tabitha Arrowood of Morganton: Outstanding Adult.** With support from a workforce training scholarship through the NCWorks Career Center in Burke County, Arrowood graduated from the Interpreter Education program at Western Piedmont Community College in 2021, as the first college graduate in her family. She remained focused on her educational goals while also working two jobs and raising two young children as a single mother. Arrowood draws upon her personal experience of growing up as the only hearing person in a household where all her other family members were deaf. Therefore, American Sign Language was her primary language at home. Upon graduating from WPCC, Arrowood obtained her state Transliterator license and worked at the college for a time, assisting deaf and hard-of-hearing students. She also served as a staff interpreter for the N.C. School for the Deaf. More recently, she has joined Purple Communications as a sign language interpreter

**Joshua Swindells of Mocksville: Outstanding Young Adult.** Born with a condition that rendered him legally blind and growing up in economic distress, Swindells has overcome numerous obstacles. In the fall of 2020, he enrolled in the high school equivalency program at Davidson-Davie Community College and in the NCWorks "NextGen" youth program through Piedmont Triad Regional Workforce Development Board. The NextGen program helped Swindells complete his high school credential and obtain a better job, as he rose to become a manager at a local grocery store. That success led Swindells to enroll as a full-time student at DDCC. In one year, he had gone from having an eighth-grade education to holding a high school diploma and becoming the first person in his family to attend college. He has excelled academically at the college and was awarded a scholarship allowing him to study abroad in France in the summer of 2022. Swindells plans to earn an associate's degree in Information Technology at DDCC and transfer to UNC-Charlotte to study Computer Science and Criminal Justice, with a goal of working in the field of cyber security.

**Levi Blanchard of Kings Mountain: Outstanding Teen.** With support from the NCWorks "NextGen" youth program through Foothills Workforce Development Board, Blanchard has completed the Adult High School program at Cleveland Community College, continued his education and obtained employment. His youth program case manager provided Blanchard with strategies, guidance and counseling that helped him graduate with his adult high school diploma in 2021. He has also participated in leadership development, soft skills training and financial literacy through the workforce program, and has begun postsecondary education, again at Cleveland Community College. NCWorks has given Blanchard the opportunity, and the support, to pursue a college degree in Business Administration without having to take on debt. His dream is to one day start his own business.

**Jalie Phifer of Durham: Wayne Daves Award for Outstanding Achievement in Workforce Development.** Phifer is a talent development program assistant at the Capital Area NCWorks Career Center in Raleigh. She is part of a team that provides virtual employment services to customers through the "Access NCWorks" contact center. Her responsibilities include providing referrals and guidance to customers, assisting customers with navigating NCWorks Online, creating profiles, registering jobseekers in NCWorks, providing overviews of NCWorks programs and services, completing initial assessments and enrollments, helping people develop resumes, providing labor market information, and assisting with scholarship and training information for in-demand jobs. Phifer also serves as the career center's Limited

English Proficiency staff person and fulfills the role of an administrative assistant for the Talent Development Department. Colleagues appreciate her thoughtful, positive demeanor, attention to detail and commitment to superior customer service -- whether customers are served in-person or not.

**Al Searles of Warsaw: Bill Ragland Private Sector Award for Outstanding Achievement in Workforce Development.** Searles, the senior director for transportation/logistics with Smithfield Hog Production, is a member of the Eastern Carolina Workforce Development Board, currently serving in his second term as board chair. He joined ECWDB in 2011 and has served in various leadership capacities, championing workforce development causes to build a talent pipeline that results in upward mobility and success for individuals and businesses. Earlier, Searles was also the chair for the region's Transportation, Distribution, and Logistics career pathways efforts, and in this role, he brought industry leaders together to address solutions for workforce challenges. He represents North Carolina on the national level as a member of the board of directors of the National Association of Workforce Boards (NAWB). His decades of workforce experience in the private sector bring an invaluable perspective to the ECWDB, the NCWorks system and the national workforce development community. Searles speaks with passion about education and training and enjoys collaborating with economic development organizations, school systems and other partners to meet the community's talent needs.

**STI – Kings Plush, Inc. of Kings Mountain: Outstanding Employer.** STI Fabrics, a local, family-owned business that manufactures and distributes one of the most in-demand performance fabrics in the home furnishings industry, is a major employer and community partner in workforce development. For several years, the company has worked with the Gaston Correctional Center's work release program to provide a variety of job opportunities for inmates. Several of these workers have joined STI as full-time employees after they reentered the community. In March 2022, STI sponsored a successful local event with the N.C. Department of Public Safety as an example of the company's commitment to the justice-involved population. Called "In Their Shoes: A Prison-to-Community Simulation," the event included participants from community colleges, resource agencies, local industries, the judicial system, community corrections, and chambers of commerce. The simulation was designed to show the public how difficult it is to navigate society upon release from jail or prison. Meanwhile, during the past year, STI has opened up opportunities for high school students to work part-time. This allows them to become knowledgeable about manufacturing and could lead to full-time positions in the future. STI also offers apprenticeships and On-the-Job Training.

**SHYAS Community Assistance Program of Salisbury: Outstanding Innovative Partnership.** S&H Youth and Adult Services (SHYAS), an outpatient mental health and substance use treatment facility specializing in addiction and trauma, has partnered with the NCWorks Career Center in Rowan County to offer an innovative partnership. The SHYAS Community Assistance Program (CAP) includes developing a "Reemployment Plan-of-Action," which helps participants who are justice-involved and/or in substance use recovery to get back into the workforce. The program is helping employers in need of staff, while also helping participants to achieve more economic security. In addition, the partners have helped raise awareness among local businesses about inclusive hiring and helped to conduct the Rowan County Second Chance Job Fair in 2021. Twelve individuals who received CAP services were matched with jobs through that event.

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

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

## Guide to Entering Measurable Skill Gains in NCWorks

### Transcript/Report Card Entry

Directions	System View										
<p>1. Start on the Programs screen with the participant's current WIOA Case expanded to show all the menu options.</p> <p>2. Click on "<a href="#">Create Measurable Skills Gain</a>"</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Eligibility Summary</b></p> <p><b>Participation</b> <span style="float: right;">12/20/2018</span></p> <p><b>Activities / Enrollments / Services</b> <span style="float: right;">5</span></p> <p><b>Measurable Skills Gain</b> <span style="float: right;">0</span></p> <p style="text-align: center;"><a href="#">Create Measurable Skills Gain</a></p> <p style="text-align: center; font-size: small;">Please enter EFL gains in the Educational Functioning Level for Measureable Skills Gain screen.</p> </div>										
<p>3. Select your <b>LWDB</b> and <b>Office Location</b> from the drop-down menus.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;"><b>NCWorks online</b> <span style="float: right; font-size: small;">Fill out the information below to create/edit a skill achievement record.</span></p> <p><b>General Information</b></p> <p>User Login: JOHNDOE1</p> <p>State ID: 1234567</p> <p>User ID: 7654321</p> <p>Name: John Doe</p> <p>Program Entry Date: 12/20/2018</p> <p>*LWDB: <input type="text" value="Capital Area Workforce Development Board"/></p> <p>*Office Location: <input type="text" value="YOUTH - Johnston Co Industries"/></p> </div>										
<p>4. <b>Skill Type:</b> Select the appropriate type of MSG. In this case, either Post-Secondary Transcript/ Report Card or Secondary Transcript/ Report Card.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Skill Attainment Information</b></p> <p style="font-size: x-small;">Fill in the following information for the skill achievement. <span style="float: right;">Program: Title I - Workforce Development (WIOA)</span></p> <p>* Skill Type: <input type="text" value="Post-Secondary Transcript/Report Card"/></p> <p>* Date Skill Attained: <input type="text" value="06/12/2019"/> <span style="font-size: x-small;">Today</span></p> <p>* Type of Achievement: <input type="text" value="Completed minimum of 12 credit hours in semester and n"/></p> <p style="text-align: center; font-size: x-small;"> <a href="#">Verify</a>   <a href="#">Scan</a>   <a href="#">Upload</a>   <a href="#">Link</a>  <input checked="" type="checkbox"/> Other Applicable Documentation, (specify)                 </p> <p><b>Skills Gain Achievement Type Verification</b></p> <p><input checked="" type="radio"/> Other Applicable Documentation, (specify)</p> <p><input type="text" value="Transcript"/></p> <p style="text-align: center;"><input type="button" value="Reset"/></p> </div>										
<p>5. <b>Date Skill Attained:</b> Enter the date the MSG occurred. The date entered should match date on transcript/report card.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>* Skill Type: <input type="text" value="Secondary Transcript/Report Card"/></p> <p>* Date Skill Attained: <input type="text" value=""/> <span style="font-size: x-small;">Today</span></p> <p>* Type of Achievement: <input type="text" value="None Selected"/></p> <p style="font-size: x-small; margin-left: 20px;">None Selected Report card/transcript for one semester and meets academic standards</p> </div>										
<p>6. <b>Type of Achievement:</b> Depending on which Skill Type was selected, a different list of Type of Acheivements will appear. Both options are shown here at right.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>* Skill Type: <input type="text" value="Post-Secondary Transcript/Report Card"/></p> <p>* Date Skill Attained: <input type="text" value=""/> <span style="font-size: x-small;">Today</span></p> <p>* Type of Achievement: <input type="text" value="None Selected"/></p> <p style="font-size: x-small; margin-left: 20px;">None Selected Completed minimum of 12 credit hours in semester and meets academic standards Part-time student and completed at least 12 credit hours over the course of two completed consecutive semesters and meets academic standards</p> </div>										
<p>7. <b>Verify   Scan   Upload   Link:</b> Attach the documentation here.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Staff Information</b></p> <p style="font-size: x-small;">[ <a href="#">Add a new Case Note</a>   <a href="#">Show Filter Criteria</a> ]</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #2E5496; color: white;"> <th>ID</th> <th>Create Date</th> <th>Subject</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">Edit <span style="float: right;">✎</span></td> </tr> </tbody> </table> <p><b>Signature</b></p> <p><input type="checkbox"/> Create PDF</p> <p><input type="checkbox"/> Include Staff Signature</p> <p style="font-size: x-small;">Applicant Signature _____</p> <p style="font-size: x-small;">Parent/Guardian Signature _____</p> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>	ID	Create Date	Subject	Action				Edit <span style="float: right;">✎</span>		
ID	Create Date	Subject	Action								
			Edit <span style="float: right;">✎</span>								
<p>8. <b>Add a new Case Note:</b> Enter an appropriate Case Note to document the circumstances of the MSG.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Measurable Skills Gain</b> <span style="float: right;">1</span></p> <p style="font-size: x-small;">Create Measurable Skills Gain</p> <p style="font-size: x-small;">Please enter EFL gains in the Educational Functioning Level for Measureable Skills Gain screen.</p> <p style="text-align: right; font-size: x-small;">Search: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #2E5496; color: white;"> <th>Date Achieved</th> <th>Skill Type</th> <th>Last Edited By</th> <th>Last Edited Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>06/12/2019</td> <td>Post-Secondary Transcript/Report Card</td> <td>Coppley, Nathaniel (5407624)</td> <td>08/12/2019 2:07 PM</td> <td style="text-align: center;"><a href="#">Edit Print</a></td> </tr> </tbody> </table> </div>	Date Achieved	Skill Type	Last Edited By	Last Edited Date	Action	06/12/2019	Post-Secondary Transcript/Report Card	Coppley, Nathaniel (5407624)	08/12/2019 2:07 PM	<a href="#">Edit Print</a>
Date Achieved	Skill Type	Last Edited By	Last Edited Date	Action							
06/12/2019	Post-Secondary Transcript/Report Card	Coppley, Nathaniel (5407624)	08/12/2019 2:07 PM	<a href="#">Edit Print</a>							
<p>9. Click the <b>Save</b> button at the bottom of the screen.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>										
<p>10. The system will return you to the Programs menu where the MSG submenu will reflect what you just entered.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="font-size: x-small;">Measurable Skills Gain</p> <p style="font-size: x-small;">Create Measurable Skills Gain</p> <p style="font-size: x-small;">Please enter EFL gains in the Educational Functioning Level for Measureable Skills Gain screen.</p> <p style="text-align: right; font-size: x-small;">Search: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #2E5496; color: white;"> <th>Date Achieved</th> <th>Skill Type</th> <th>Last Edited By</th> <th>Last Edited Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>06/12/2019</td> <td>Post-Secondary Transcript/Report Card</td> <td>Coppley, Nathaniel (5407624)</td> <td>08/12/2019 2:07 PM</td> <td style="text-align: center;"><a href="#">Edit Print</a></td> </tr> </tbody> </table> </div>	Date Achieved	Skill Type	Last Edited By	Last Edited Date	Action	06/12/2019	Post-Secondary Transcript/Report Card	Coppley, Nathaniel (5407624)	08/12/2019 2:07 PM	<a href="#">Edit Print</a>
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06/12/2019	Post-Secondary Transcript/Report Card	Coppley, Nathaniel (5407624)	08/12/2019 2:07 PM	<a href="#">Edit Print</a>							



## Secondary School Diploma or Equivalent Entry

### Directions

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

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

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

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

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

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

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

8. Click the Save button at the bottom.

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

### System View

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

[Create Credential](#)

There are no records to display.

**NCWorks online**      Track Credentials for WIOA

• Indicates required fields.

**General Information**

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

\* LWIA/Region:

\* Office Location:

**Credential Information**

\* Credential Received:

Other Credential:

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

**WIOA Credential Verification**

School Records  
 Copy of Degree or Certificate  
 Other (Specify)

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

Associate to Training/Activity record:

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

## Progress Report/ Training Milestone Entry

### Directions

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

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

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

4. **Skill Type:** Select the appropriate type of MSG. In this case, Training Milestone.

5. **Date Skill Attained:** Enter the date the MSG occurred. The date entered should match the date on the attached documentation.

6. **Type of Achievement:** Select option from menu (shown at right).

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

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

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

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

### System View

**Eligibility Summary**

**Participation** 12/20/2018

**Activities / Enrollments / Services** 5

**Measurable Skills Gain** 0

[Create Measurable Skills Gain](#)

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

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

**General Information**

User Login: JOHNDOE1

State ID: 1234567

User ID: 7654321

Name: John Doe

Program Entry Date: 12/20/2018

\* LWDB:

\* Office Location:

**Skill Attainment Information**

Fill in the following information for the skill achievement. Program: Title 1 - Workforce Development (WIOA)

\* Skill Type:

\* Date Skill Attained:

\* Type of Achievement:

[ Verify | Scan | Upload | Link ]

Other Applicable Documentation, (specify)

**Skills Gain Achievement Type Verification**

Other Applicable Documentation, (specify)

\* Type of Achievement:

None Selected

Achieved satisfactory or better progress report towards an established OJT training milestone - not previously recorded

Completed 1 year of Registered Apprenticeship program and achieved satisfactory or better progress report

Other training milestone

**Staff Information**

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

ID	Create Date	Subject	Action
		Edit	<input type="button" value="Edit"/>

**Signature**

Create PDF

Include Staff Signature

Applicant Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**Measurable Skills Gain** 1

[Create Measurable Skills Gain](#)

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

Search:

Date Achieved	Skill Type	Last Edited By	Last Edited Date	Action
06/12/2019	Training Milestone	Coppley, Nathaniel (5407624)	08/12/2019 2:07 PM	<a href="#">Edit</a> <a href="#">Print</a>

Skill Progression Entry																																							
Directions	System View																																						
<p>1. Start on the Programs screen with the participant's current WIOA Case expanded to show all the menu options.</p> <p>2. Click on "<a href="#">Create Measurable Skills Gain</a>"</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Eligibility Summary</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Participation</td> <td style="text-align: right;">12/20/2018</td> </tr> <tr> <td>Activities / Enrollments / Services</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Measurable Skills Gain</td> <td style="text-align: right;">0</td> </tr> </table> <p style="text-align: center;"><a href="#">Create Measurable Skills Gain</a></p> <p style="font-size: small; text-align: center;">Please enter EFL gains in the Educational Functioning Level for Measurable Skills Gain screen.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold;">Fill out the information below to create/edit a skill achievement record.</p> <p style="font-size: small; text-align: center;">NCWorks online</p> <p><b>General Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>User Login:</td> <td>JOHNDOE1</td> </tr> <tr> <td>State ID:</td> <td>1234567</td> </tr> <tr> <td>User ID:</td> <td>7654321</td> </tr> <tr> <td>Name:</td> <td>John Doe</td> </tr> <tr> <td>Program Entry Date:</td> <td>12/20/2018</td> </tr> <tr> <td>LWDB:</td> <td>Capital Area Workforce Development Board</td> </tr> <tr> <td>Office Location:</td> <td>YOUTH - Johnston Co Industries</td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Skill Attainment Information</b></p> <p style="font-size: x-small;">Fill in the following information for the skill achievement. Program: Title I - Workforce Development (WIOA)</p> <p>*Skill Type: Skills Progression</p> <p>*Date Skill Attained: 06/12/2019 Today</p> <p>*Type of Achievement: Satisfactory progress in attaining technical or occupational</p> <p style="font-size: x-small;">[ Verify   Scan   Upload   Link ]</p> <p style="font-size: x-small;"><input checked="" type="checkbox"/> Other Applicable Documentation, (specify)</p> <p><b>Skills Gain Achievement Type Verification</b></p> <p style="font-size: x-small;"><input checked="" type="radio"/> Other Applicable Documentation, (specify)</p> <p>CCNA Certificate</p> <p style="text-align: center; border: 1px solid #000; border-radius: 50%; padding: 2px 10px;">Reset</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>*Type of Achievement: None Selected</p> <p style="font-size: x-small;">None Selected</p> <p>Successfully completed a required exam for a particular occupation</p> <p>Satisfactory progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams</p> <p>Other skills progression achievement</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Staff Information</b></p> <p style="font-size: x-small;">[ Add a new Case Note   Show Filter Criteria ]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Create Date</th> <th>Subject</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Edit</td> <td></td> </tr> </tbody> </table> <p><b>Signature</b></p> <p><input type="checkbox"/> Create PDF</p> <p><input type="checkbox"/> Include Staff Signature</p> <p>Applicant Signature _____</p> <p>Parent/Guardian Signature _____</p> <p style="text-align: right;">Save Cancel</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Measurable Skills Gain</b></p> <p style="font-size: x-small;">Create Measurable Skills Gain</p> <p style="font-size: x-small;">Please enter EFL gains in the Educational Functioning Level for Measurable Skills Gain screen.</p> <p style="text-align: right;">Search: _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date Achieved</th> <th>Skill Type</th> <th>Last Edited By</th> <th>Last Edited Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>06/12/2019</td> <td>Skills Progression</td> <td>Coppley, Nathaniel (5407624)</td> <td>08/12/2019 2:07 PM</td> <td><a href="#">Edit</a> <a href="#">Print</a></td> </tr> </tbody> </table> </div>	Participation	12/20/2018	Activities / Enrollments / Services	5	Measurable Skills Gain	0	User Login:	JOHNDOE1	State ID:	1234567	User ID:	7654321	Name:	John Doe	Program Entry Date:	12/20/2018	LWDB:	Capital Area Workforce Development Board	Office Location:	YOUTH - Johnston Co Industries	ID	Create Date	Subject	Action			Edit		Date Achieved	Skill Type	Last Edited By	Last Edited Date	Action	06/12/2019	Skills Progression	Coppley, Nathaniel (5407624)	08/12/2019 2:07 PM	<a href="#">Edit</a> <a href="#">Print</a>
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## Educational Functional Level Entry

### Directions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### System View

**Eligibility Summary**

<b>Participation</b>	12/20/2018
<b>Activities / Enrollments / Services</b>	5
<b>Measurable Skills Gain</b>	0
<b>Educational Functioning Level for Measurable Skills Gain</b>	0

[Create Educational Functioning Level Record](#)

There are no records to display.

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

#### General Information

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

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

#### Pre-Test

<b>* Date of Pre-Test:</b>	06/12/2019 <span style="font-size: small;">Today</span>
<b>* Pre-Test Score:</b>	628
<b>* Educational Functioning Level:</b>	Low Adult Secondary Ed/High Intermed Basic Ed (Level 5)
<b>Score reflects Basic Skills deficient:</b>	No
<b>Position:</b>	Staff
<b>Current Case Manager:</b>	Group: Capital Area Workforce Development Board Case Manager: Ballard, Darrin Temporary Case Manager: Not Applicable <a href="#">Assign Case Manager</a>  <a href="#">Assign Me</a> <a href="#">Remove Case Manager Assignment</a>

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

ID	Create Date	Subject	Action
		Edit	✎ ✉

Save
Cancel

# Educational Functional Level Entry - Continued

## Directions

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

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

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

Fill in the remaining prompts for the Post Assessments screen:

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

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

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

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

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

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

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

## System View

1

[Create Educational Functioning Level Record](#)

Search:

Funct Area	Pre-Test		1st PY Post-Test		2nd PY Post-Test		3rd PY Post-Test	
	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)
<a href="#">Mathematics</a>	06/12/2019 (18)	5 (ABE / Level 5)						

### Post Assessments

No post test records found.

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

[Create Post Assessment Record](#)

### Post Assessments

**Test Type:** Post-Test

\* **Assessment Category:** ABE

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

**Assessment Form/Version info:**

\* **Post Test Score:**

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

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

**Participant remains Basic Skills deficient:** No

\* **Position:**

2

[Create Educational Functioning Level Record](#)

Search:

Funct Area	Pre-Test		1st PY Post-Test		2nd PY Post-Test		3rd PY Post-Test	
	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)	Date (PY)	EFL (Category / Level)
<a href="#">Mathematics</a>	06/12/2019 (18)	5 (ABE / Level 5)	06/29/2019 (18)	6 (ABE / Level 6)				

## APPENDIX A (PART 3)

### Measurable Skill Gains Guidance

October 2020

#### Purpose

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

#### References

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

#### Background

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

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

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

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

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

## **Guidance**

### **A. Defining Measurable Skill Gains**

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

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

1. **Educational Functioning Level (EFL):** Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level. Programs may measure EFL gains in one of the following ways:
  - (1) **Pre-Test and Post-Test:** Results from state approved tests (e.g., CASAS or TABE) of the same version that show an increase of at least one EFL; OR
  - (2) **Enrollment in Postsecondary Education or Training:** Participants who exit a program below the postsecondary level and enroll in postsecondary education or training during the program year as determined through data match, survey documentation, or case notes. Note: A program below the postsecondary level applies to participants enrolled in a basic education program.
  
2. **Secondary School Diploma/Recognized Equivalent:** Documented attainment of a secondary school diploma or its recognized equivalent by obtaining certification of achieving passing scores on all parts of a State-recognized high school equivalency test. For the NC Community College System, a High School Equivalency Diploma is issued upon completion of one of these three assessments:
  - a. GED Testing Service – <https://ged.com/>
  - b. ETS HiSET – <https://hiset.ets.org/>
  - c. Test Assessing Secondary Completion – <https://tasctest.com/>

Accepted documentation includes:

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

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

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

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

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

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

(1) Acceptable documentation includes:

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

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

(1) Acceptable documentation includes:



- a. Results of knowledge-based exam or certification of completion, including a component exam of a Registered Apprenticeship program, and component exams of HiSET or General Educational Development (GED)
- b. Documentation demonstrating progress in attaining technical or occupational skills
- c. Documentation from training provider or employer such as a satisfactory attainment of an element on an industry or occupational competency-based assessment
- d. Copy of credential that is required for a particular occupation and only is earned after the passage of an exam. Examples include: Class A Commercial Driver’s License, Certified Nursing Assistance License, or CompTIA A+ Certification

**B. Measuring Performance**

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

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

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

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

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

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

**Denominator Inclusion based on Service/Activity Codes**

**Title I – Adult and Dislocated Worker:**

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

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

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

\* denotes TAA-only

**Title I – Youth:**

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

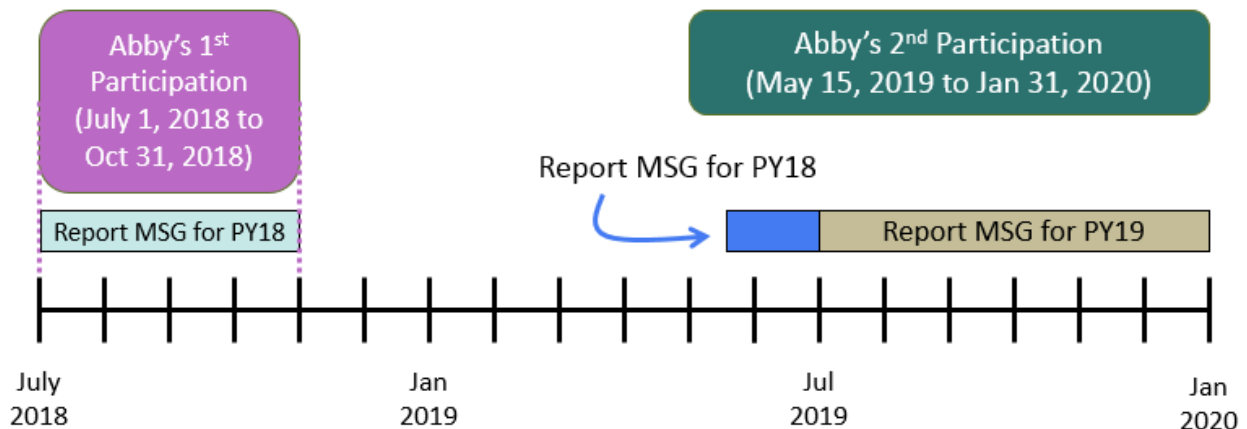
Only Out of School Youth (OSY) who are in one of the following are included in the denominator:

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

**C. Periods of Participation**

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

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



In this example, Abby's 1<sup>st</sup> period of participation only occurs within PY18. She exits her first period of participation in PY18 and then reenrolls later in PY18 for her second period of participation that

crosses over into PY19. This second period of participation results in two inclusions in the denominator because it crossed over from one Program Year to the next; therefore, Abby will be included in the MSG denominator two times for PY18 and one time for PY19.

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

#### **D. Exclusions**

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

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

#### **Additional Resources**

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

#### **Appendices:**

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

## Final PY 2021 Local Area Performance Indicator Goals by Program

WDB	Adult					Dislocated Worker					Youth					Wagner-Peyser		
	Employment Q2	Employment Q4	Median Earnings	Credential Attainment	Measurable Skill Gains	Employment Q2	Employment Q4	Median Earnings	Credential Attainment	Measurable Skill Gains	Employment Q2	Employment Q4	Median Earnings	Credential Attainment	Measurable Skill Gains	Employment Q2	Employment Q4	Median Earnings
	PY21	PY21	PY21	PY21	PY21	PY21	PY21	PY21	PY21	PY21	PY21	PY21	PY21	PY21	PY21	PY21	PY21	PY21
33 - Cape Fear	75.0%	71.5%	\$5,400	53.0%	45.5%	75.0%	75.0%	\$6,800	52.6%	48.5%	71.0%	73.0%	\$3,004	46.6%	46.0%	71.7%	71.7%	\$5,275
34 - Capital Area	78.5%	76.5%	\$6,961	65.0%	72.5%	76.0%	78.0%	\$7,700	63.6%	71.5%	73.5%	74.0%	\$3,900	62.7%	47.0%	73.7%	73.7%	\$6,350
35 - Durham	74.0%	75.5%	\$5,600	60.0%	53.5%	77.5%	73.0%	\$7,200	61.6%	51.5%	74.5%	72.0%	\$2,950	53.7%	45.5%	74.7%	74.7%	\$5,700
36 - Centralina	83.0%	78.5%	\$6,100	62.0%	54.5%	84.0%	81.0%	\$7,400	64.6%	57.5%	72.0%	71.0%	\$3,350	56.7%	53.5%	72.2%	73.7%	\$5,200
37 - Charlotte	76.0%	75.5%	\$6,550	54.0%	44.5%	78.0%	78.0%	\$8,400	53.6%	51.5%	75.5%	74.0%	\$2,800	65.7%	47.0%	73.7%	75.7%	\$6,350
39 - DavidsonWorks	84.0%	75.5%	\$6,100	68.0%	52.5%	76.0%	73.0%	\$6,800	67.6%	46.5%	65.5%	62.0%	\$2,650	53.0%	45.5%	72.7%	72.0%	\$5,350
40 - Eastern Carolina	76.0%	74.5%	\$5,600	49.0%	47.0%	81.0%	80.0%	\$6,200	53.6%	51.0%	71.5%	73.0%	\$3,150	51.7%	47.0%	71.7%	70.7%	\$4,900
41 - Gaston	83.0%	79.5%	\$6,100	60.0%	67.5%	80.0%	79.0%	\$6,900	65.6%	56.5%	66.5%	66.0%	\$3,650	53.0%	47.0%	75.2%	75.7%	\$5,550
42 - Guilford	79.0%	78.5%	\$6,100	63.0%	50.5%	81.0%	77.0%	\$7,200	63.6%	57.5%	74.5%	76.0%	\$3,250	56.7%	47.5%	74.7%	75.7%	\$5,050
43 - Kerr-Tar	81.0%	76.5%	\$4,800	63.0%	57.5%	79.0%	76.5%	\$6,000	63.6%	56.5%	75.5%	78.0%	\$3,050	60.7%	47.0%	72.0%	75.7%	\$5,150
44 - Lumber River	83.0%	82.5%	\$6,100	60.0%	51.5%	76.0%	75.0%	\$5,900	59.0%	52.5%	74.5%	76.0%	\$2,650	58.7%	47.0%	72.7%	72.7%	\$4,850
47 - Piedmont Triad	78.0%	75.5%	\$6,000	61.0%	63.5%	78.0%	80.0%	\$5,900	62.6%	63.5%	74.5%	75.0%	\$3,350	60.7%	57.5%	76.7%	75.7%	\$5,350
48 - Region C	85.0%	81.5%	\$6,600	61.0%	47.0%	74.0%	74.0%	\$6,859	68.6%	51.0%	75.5%	74.0%	\$3,450	58.7%	60.5%	72.2%	72.2%	\$4,950
49 - High Country	78.0%	75.5%	\$6,100	66.0%	47.0%	71.0%	74.0%	\$6,400	68.6%	51.0%	71.5%	75.0%	\$3,950	53.7%	47.0%	69.7%	65.7%	\$5,350
51 - Turning Point	79.0%	77.5%	\$5,600	55.0%	51.5%	79.0%	75.0%	\$6,400	53.6%	66.5%	77.5%	76.0%	\$2,350	52.7%	42.5%	74.7%	72.0%	\$4,550
52 - Rivers East	77.0%	79.0%	\$6,000	56.0%	47.0%	78.0%	72.0%	\$6,100	58.6%	51.0%	69.5%	70.5%	\$2,650	46.7%	42.5%	70.7%	70.7%	\$4,450
54 - Reg Partnership	79.0%	74.3%	\$6,400	70.0%	47.0%	80.0%	77.5%	\$7,100	66.6%	51.0%	79.0%	81.0%	\$3,400	54.4%	47.0%	73.0%	73.0%	\$5,050
55 - Southwestern	80.0%	78.5%	\$6,600	70.0%	47.0%	76.0%	73.0%	\$6,500	60.6%	46.0%	73.5%	74.0%	\$2,250	53.0%	47.0%	73.7%	72.0%	\$5,850
56 - Western Piedmont	81.0%	81.5%	\$6,300	70.0%	50.5%	84.0%	76.0%	\$6,800	65.6%	51.0%	79.5%	78.0%	\$4,350	62.7%	48.5%	73.7%	74.7%	\$5,450
59 - Northeastern	75.0%	74.5%	\$5,600	59.0%	47.0%	78.0%	69.0%	\$5,400	62.6%	55.5%	59.5%	64.0%	\$2,950	53.7%	44.5%	71.7%	69.7%	\$5,150
60 - Triangle South	77.0%	75.5%	\$5,500	51.5%	47.0%	83.7%	81.0%	\$7,280	59.6%	49.0%	71.5%	73.0%	\$3,150	51.7%	47.0%	72.7%	73.7%	\$5,050
61 - Mountain Area	79.0%	76.0%	\$6,300	60.0%	47.0%	83.0%	84.0%	\$7,300	64.6%	51.0%	75.5%	75.0%	\$3,350	74.7%	47.0%	70.7%	70.7%	\$5,550
62 - Cumberland	73.0%	70.5%	\$5,700	46.0%	42.5%	63.0%	63.0%	\$7,100	59.6%	51.0%	65.5%	69.0%	\$3,250	53.0%	47.0%	72.7%	70.7%	\$4,550
Statewide	78.0%	75.0%	\$5,600	56.0%	47.0%	75.0%	73.0%	\$6,800	59.0%	51.0%	71.5%	73.0%	\$2,900	53.0%	47.0%	72.0%	72.0%	\$4,900

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability (TAA)	200	Date of Birth (WIOA)	<b>Record</b> the participant's date of birth.		R	R	R	R	One of the following: - Drivers License - Baptismal Record - Birth Certificate - DD-214 - Report of Transfer or Discharge Paper - Federal, State, Local, or Tribal Identification Card - Passport - Hospital Record of Birth - Public Assistance/Social Service Records - School Records or ID Cards - Work Permit - Cross-Match with State Agency Records - Justice System Records - Selective Service Registration - Signed Letter from a parent or guardian - Medical Records - Self-Attestation
Performance/Accountability	202	Individual with a Disability (WIOA)	<b>Record 1</b> if the participant indicates that he or 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. <b>Record 0</b> if the participant indicates that he or she does not have a disability that meets the definition. <b>Record 9</b> if the participant did not self-identify.	R	R	R	R		One of the following: - Self-Attestation - School 504 Records Provided by Student - Assessment Test Results - School Individualized Education Program (IEP) record
Performance/Accountability (TAA)	301	Eligible Veteran Status	<b>Record 1</b> if the participant is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. <b>Record 2</b> 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. <b>Record 3</b> 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. <b>Record 0</b> if the participant does not meet any one of the conditions described above. Leave "blank" if the data is not available.	R	R	R		R	One of the following: - DD-214 - A Letter from the Veterans Administration - Cross-Match with Department of Defense Records - Cross-Match with Veterans Service Database - NGB- 22 documenting Title 10 federal active duty service - Self-Attestation
Performance/Accountability	401	UC Eligible Status	<b>Record 1</b> 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. <b>Record 2</b> 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. <b>Record 3</b> 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. <b>Record 4</b> if the participant meets condition 2(a), but has exhausted all UC benefit rights for which he or she has been determined eligible, including extended supplemental benefit rights. <b>Record 5</b> 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. <b>Record 0</b> if the participant was neither a UC Claimant nor an Exhaustee. Leave blank if this data element does not apply to the participant.	R	R	R			One of the following: - Cross-Match to State UI Database - Cross-Match to State MIS Database - Referral Transmittal by RESEA or WPRS - Self-Attestation for Code Values 3 and 4 only
Performance/Accountability	402	Long-Term Unemployed at Program Entry (WIOA)	<b>Record 1</b> if the participant, at program entry, has been unemployed for 27 or more consecutive weeks. <b>Record 0</b> if the participant does not meet the condition described above.	R	R	R			One of the following: - Self-Attestation - Public Assistance Records - Refugee Assistance Records - Cross-Match with Public Assistance Database - Cross-Match to State UI Database
Performance/Accountability	409	School Status at Program Entry (WIOA)	<b>Record 1</b> 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. <b>Record 2</b> 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. <b>Record 3</b> 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. <b>Record 4</b> 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. <b>Record 5</b> 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. <b>Record 6</b> if the participant, at program entry, is within the age of compulsory school attendance, but is not attending school and has not received a secondary school diploma or its recognized equivalent.	R	R	R	R		One of the following: - Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) - Self-Attestation - Signed Intake Application or Enrollment Form - Electronic Records - Case Notes

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability	410	Date of Actual Dislocation	<b>Record</b> the participant's date of actual dislocation from employment. This date is the last day of employment at the dislocation job. Leave blank if there is no dislocation job (e.g., displaced homemaker) or this data element does not apply to the participant.	R	R	R			One of the following: - Verification from Employer - Rapid Response List - Notice of Layoff - Public Announcement with Follow-Up Cross-Match with UI Database - Self-Attestation
TAA	411	Most Recent Date of Qualifying Separation	<b>Record</b> the participant's most recent date of separation from trade-impacted employment that qualifies the participant to receive benefits and/or services under the Trade Act. Leave blank if there is no qualifying separation date or the separation date is the same as the Date of Actual Dislocation or this data element does not apply to the participant.					R	One of the following: - Verification from Employer - Rapid Response List - Notice of Layoff - Public Announcement with Follow-Up Cross-Match with UI Database - Self-Attestation
TAA	412	Tenure with Employer at Separation	<b>Record</b> the total number of months that the participant was employed with the employer of record as of the participant's most recent qualifying date of separation. Employment of at least one day but less than one month should be recorded as "1". Leave blank if this data element does not apply to the participant.					R	One of the following: - Verification from Employer - Worker List from Firm - Self-Attestation - Cross-Match - Signed Intake Application or Enrollment Form - Case Notes (Note: Self-Attestation only in cases when other allowable source documentation is not available due to records retention timelines expiring.)
Performance/Accountability	413	Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10	<b>Record 1</b> if the participant is a seasonal farmworker, meaning an individual who is employed, or was employed in the past 12 months, in farmwork (as described at 20 CFR 651.10) of a seasonal or other temporary nature and is not required to be absent overnight from his or her permanent place of residence. Non-migrant individuals who are full-time students are excluded. Labor is performed on a seasonal basis where, ordinarily, the employment pertains to, or is of the kind exclusively performed at certain seasons, or periods of the year and which, from its nature, may not be continuous or carried on throughout the year. A worker, who moves from one seasonal activity to another, while employed in farm work, is employed on a seasonal basis even though he or she may continue to be employed during a major portion of the year. A worker is employed on other temporary basis where he or she is employed for a limited time only or his or her performance is contemplated for a particular piece of work, usually of short duration. Generally, employment which is contemplated to continue indefinitely is not temporary. <b>Record 2</b> if the participant is a migrant farmworker, meaning a seasonal farmworker (as defined above) who travels to the job site so that the farmworker is not reasonably able to return to his or her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded. <b>Record 0</b> if the participant does not meet the condition described above. Leave blank if this data element does not apply to the individual.	R					One of the following: - Self-Attestation - Cross-Match with Public Assistance Records - Case Notes - Cross-Match with State MIS Database - Employment Records
Performance/Accountability	600	Temporary Assistance to Needy Families (TANF)	<b>Record 1</b> 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. <b>Record 0</b> if the participant does not meet the condition described above. Leave blank if this data element does not apply to the participant.	R	R	R			One of the following: - TANF Eligibility Verification - TANF Period of Benefit Receipt Verification - Referral Transmittal from TANF - Cross-Match with TANF Public Assistance Records
Performance/Accountability	601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)	<b>Record 1</b> 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. <b>Record 0</b> if the participant does not meet the condition described above. <b>Record 9</b> if the data element does not apply to the participant (i.e., the participant has never received TANF, or if the participant has already exhausted lifetime TANF eligibility).	R	R	R			One of the following: - TANF Eligibility Verification - TANF Period of Benefit Receipt Verification - Referral Transmittal from TANF - Cross-Match with TANF Public Assistance Records
Performance/Accountability	602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)	<b>Record 1</b> 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. <b>Record 2</b> 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. <b>Record 3</b> if the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program. <b>Record 4</b> 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. <b>Record 5</b> 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. <b>Record 6</b> 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. <b>Record 0</b> if the participant does not meet any of the conditions described above.	R	R	R			One of the following: - SSI/SSDI Receipt of Benefits Verification - Referral Transmittal from SSA - SSI/SSDI Eligibility Verification - Cross-Match with SSA Database
Performance/Accountability	603	Supplemental Nutrition Assistance Program (SNAP)	<b>Record 1</b> 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.) <b>Record 0</b> if the participant does not meet the above criteria.	R	R	R			One of the following: - SNAP Eligibility Verification - Documentation of Food Stamp Benefit Receipt - Referral Transmittal from SNAP - Cross-Match with SNAP Public Assistance Records
Performance/Accountability	604	Other Public Assistance Recipient	<b>Record 1</b> if the participant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (state/local government), or Refugee Cash Assistance (RCA). Does not include foster child payments. <b>Record 0</b> if the participant does not meet the above criteria. Leave blank if this data element does not apply to the participant.		R	R			One of the following: - Copy of Authorization to Receive Cash Public Assistance - Copy of Public Assistance Check - Medical Card Showing Cash Grant Status - Public Assistance Eligibility Verification - Cross-Match

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



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Performance/Accountability	803	English Language Learner at Program Entry (WIOA)	<b>Record 1</b> 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. <b>Record 0</b> if the participant does not meet the conditions described above.	R	R	R	R		One of the following: - Case notes - Assessment Test Results - Applicable Records from Education Institution (transcripts, or other school documentation) - Self-Attestation - Signed Intake Application or Enrollment Form - Signed Individual Service Strategy
Performance/Accountability	804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	<b>Record 1</b> if the participant is, at program entry: a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or a youth or adult, who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society. <b>Record 0</b> if the participant does not meet the conditions described above.	R	R	R	R		One of the following: - Case notes - Assessment Test Results - Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)
Performance/Accountability	806	Single Parent at Program Entry (WIOA)	<b>Record 1</b> if the participant, at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women). <b>Record 0</b> if the participant does not meet the condition described above. <b>Record 9</b> if the participant did not self-identify.	R	R	R	R		One of the following: - Self-Attestation - TANF Single Parent Eligibility Verification - Case Notes - Needs Assessment - Signed Intake Application or Enrollment Form - Signed Individual Service Strategy or Employment Plan
Performance/Accountability	807	Displaced Homemaker at Program Entry (WIOA)	<b>Record 1</b> 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. <b>Record 0</b> if the participant does not meet the conditions described above.	R	R	R			One of the following: - Self-Attestation - Signed Intake Application or Enrollment Form - Cross-Match with Public Assistance Records - Copy of Spouse's Layoff Notice - Copy of Spouse's Death Record - Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) - Copy of Divorce Records - Copy of Applicable Court Records - Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) - Needs Assessment - Signed Individual Employment Plan
Performance/Accountability	808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)	<b>Record 1</b> 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. <b>Record 2</b> 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. <b>Record 3</b> if the participant is a migrant farmworker or seasonal farmworker (as defined above) aged 14-24. <b>Record 4</b> 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. <b>Record 5</b> if the participant is a youth program participant and a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above.	R	R	R			One of the following: - Self-Attestation - Case Notes - Cross-Match with Public Assistance Records - NFJP Eligibility Documents used to determine low-income status - Cross-Match with State MIS Database - Cross-Match with H-1B Records - Employer Contract/Letter - Program Application
Performance/Accountability	900	Date of Program Entry (WIOA)	<b>Record</b> the date on which an individual became a participant as referenced in 20 CFR 677.150 satisfying applicable programmatic requirements for the provision of services. Leave blank if this data element does not apply.	R	R	R	R		One of the following: - Individual Plan for Employment - Electronic Records - Program intake documents, such as eligibility determination documentation or program enrollment forms
Performance/Accountability (TAA)	901	Date of Program Exit (WIOA)	<b>Record</b> the last date the participant received services that are not self-service, information-only, or follow up services. Record this last date of receipt of services only if there are no future services, that are not self-service, information-only, or follow up services, planned from the program. For Titles I, II and III, record the last date of funded service(s). For Vocational Rehabilitation programs, record the date when the participant's record of service is closed pursuant to 34 CFR 361.43 or 361.56. Leave blank if this data element does not apply to the participant	R	R	R	R	R	One of the following: - A copy of the letter sent to the individual indicating that the case was closed - WIOA status/exit forms - Electronic Records - Attendance records - Review of service records identifying the last qualifying service (and lack of a planned gap)
TAA	902	Date of First Case Management and Employment Service	<b>Record</b> the date on which the participant begins receiving his or her first case management and employment service funded by a program following a determination of eligibility to participate in the program.					R	One of the following: - Cross-Match - Case notes
Performance/Accountability	906	Date of First WIOA Youth Service	<b>Record</b> the date on which the participant began receiving his or her first WIOA youth service (i.e., 1 of the 14 youth program elements in WIOA §129(c)(2)). Leave blank if the participant did not receive services funded by the WIOA Youth program.				R		One of the following: - Electronic Records - Case Notes - Signed Individual Service Strategy - Vendor Contract - Attendance Record - Sign-in Sheets - Activity Sheets - Cross-Match

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

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Performance/Accountability	1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program	<b>Record</b> the most recent date on which the participant was referred to the Department of Veterans Affairs Vocational Rehabilitation and Employment Program.	R	R	R			One of the following: - Case Notes - Electronic Records - Cross-Match
Performance/Accountability	1007	Date of Most Recent Reportable Individual Contact	<b>Record</b> the most recent date on which the job seeker had reportable individual level contact, including provision of identifying information or enrollment, with one or more applicable programs.	R	R	R			One of the following: - Case Notes - Cross-Match - Electronic Records
Performance/Accountability	1200	Date of First Individualized Career Service	<b>Record</b> 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.	R	R	R			One of the following: - Case Notes - Cross-Match - Electronic Records
Performance/Accountability	1201	Most Recent Date Received Individualized Career Service	<b>Record</b> the most recent date on which the participant received individualized career services as described in WIOA sec. 134(c)(2)(xii).	R	R	R			One of the following: - Case Notes - Electronic Records - Cross-Match
Performance/Accountability (TAA)	1202	Date Individual Employment Plan Created	<b>Record</b> the date on which the participant's Individual Employment Plan (IEP) was created or otherwise established to identify the participant's employment goals, their appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. Leave blank if an employment plan was not created for the participant, or if the individual is not a participant.		R	R		R	One of the following: - Cross-Match - Case Notes - Signed Individual Employment Plan or Individual Service Strategy - Electronic Records
Performance/Accountability	1205	Type of Work Experience	If the participant received work experience, record the appropriate code to indicate the type of work experience provided to the participant. <b>Record 1</b> if the participant participated in summer employment or an internship during the summer months (WIOA Youth). <b>Record 2</b> if the participant participated in an internship or employment opportunity during the non-summer months or if it extends beyond the summer months. <b>Record 3</b> if the participant participated in a pre-apprenticeship program. <b>Record 4</b> if the participant participated in job shadowing. <b>Record 5</b> if the participant participated in on-the-job training (WIOA Youth). <b>Record 6</b> if the participant participated in a transitional job, as defined in WIOA Section 134(d)(5). <b>Record 7</b> if the participant participated in another type of work experience not covered in 1 through 5. <b>Record 0</b> if the participant did not participate in a work experience. Leave blank if this data element does not apply to the participant. <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. <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.		R	R	R		One of the following: - Case Notes - Signed Work Experience Agreement - Electronic Records
Performance/Accountability	1206	Date Received Financial Literacy Services	<b>Record</b> the date, at any time during participation in the program, that the participant received any financial literacy services. He or she may include services that help with creating budgets, initiate checking and savings accounts at banks, applying for and managing loans and credit cards, learning about credit reports and credit scores, and identifies identity theft. Leave blank if this data element does not apply to the participant.	R	R	R	R		One of the following: - Activity sheets - Sign-in sheets - Attendance record - Vendor contract - Case Notes - Electronic Records
Performance/Accountability	1211	Transitional Jobs	<b>Record 1</b> if the participant received work experience at a transitional job as described in WIOA Section 134(d)(5). <b>Record 0</b> if the participant did not receive transitional jobs training as described above.		R	R			One of the following: - Electronic Records - Case Notes - Signed Transitional Job Agreement
Performance/Accountability	1300	Received Training (WIOA)	<b>Record 1</b> if the participant received training services. <b>Record 0</b> if the participant did not receive training services.		R	R	R		One of the following: - Cross-match - Vendor/Training Provider Records - Signed Training Contract - Individual Training Account (ITA) - Electronic Records
Performance/Accountability	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.		R	R			One of the following: - Vendor Training Records - Receipts - Cross-Match - Attendance Sheets or Records - Signed Training Contract - Individual Training Account (ITA)

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability (TAA)	1302	Date Entered Training #1 (WIOA)	<b>Record</b> the date on which the participant's first training service actually began. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.		R	R	R	R	One of the following: - Individual Training Account (ITA) - Vendor Training Records - Electronic Records - Attendance Sheets or Records - Case Notes
Performance/Accountability (TAA)	1303	Type of Training Service#1 (WIOA)	Use the appropriate code to indicate the type of approved training being provided to the participant. <b>NOTE:</b> If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. <b>NOTE:</b> Code 06 should only be utilized when other codes are clearly not appropriate. <b>Record 00</b> if the participant did not receive a training service. Leave blank if this data element does not apply to the participant.		R	R	R	R	One of the following: - Copy of enrollment record - Case Notes - Cross-match between dates of service and vendor training information - Vendor training documentation - Electronic Records - Individual Training Account (ITA) - Attendance records
Performance/Accountability (TAA)	1306	Occupational Skills Training Code #1	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known. Additional <b>NOTES:</b> If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training.		R	R	R	R	One of the following:: - Cross-Match - Case notes - Signed Individual Employment Plan or Training Plan - Signed Training Contract - Individual Training Account (ITA)
Performance/Accountability (TAA)	1307	Training Completed #1	<b>Record 1</b> if the participant completed approved training. <b>Record 0</b> if the participant did not complete training (withdrew). Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.		R	R	R	R	One of the following: - Cross-match - Vendor Training Records - Attendance Sheets or Records - Case Notes - Electronic Records - Individual Training Account (ITA)
Performance/Accountability (TAA)	1308	Date Completed, or Withdrew from, Training#1	<b>Record</b> the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.		R	R	R	R	One of the following: - Cross-match - Vendor Training Records - Attendance Sheets or Records - Case Notes - Electronic Records
Performance/Accountability	1309	Date Entered Training #2	<b>Record</b> the date on which the participant's second training service actually began. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.		R	R	R		One of the following: - Vendor Training Records - Electronic Records - Attendance Sheets or Records - Case Notes - Individual Training Account (ITA)
Performance/Accountability	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. <b>NOTE:</b> If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. <b>NOTE:</b> Code 06 should only be instances when other codes are clearly not appropriate. <b>Record 00</b> if the participant did not receive a second training service. Leave blank if this data element does not apply to the participant.		R	R	R		One of the following: - Copy of enrollment record - Case Notes - Cross-match between dates of service and vendor training information - Vendor training documentation - Electronic Records - Individual Training Account (ITA) - Attendance records
Performance/Accountability	1311	Occupational Skills Training Code #2	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known. Additional <b>NOTES:</b> If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training.		R	R			One of the following:: - Cross-Match - Case notes - Signed Individual Employment Plan or Training Plan - Signed Training Contract - Individual Training Account (ITA)
Performance/Accountability	1312	Training Completed #2	<b>Record 1</b> if the participant completed approved training. <b>Record 0</b> if the participant did not complete training (withdrew). Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.		R	R	R		One of the following: - Cross-Match - Vendor Training Records - Electronic Records - Attendance Sheets or Records - Case Notes - Individual Training Account (ITA)

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability	1313	Date Completed, or Withdrew from, Training#2	<b>Record</b> the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.		R	R	R		One of the following: - Cross-Match - Vendor Training Records - Electronic Records - Attendance Sheets or Records - Case Notes - Individual Training Account (ITA)
Performance/Accountability	1314	Date Entered Training #3	<b>Record</b> the date on which the participant's third training service actually began. If the participant received more than three training services, record the date on which the participant actually began the last (or most recent) training service. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.		R	R	R		One of the following: - Vendor Training Records - Electronic Records - Attendance Sheets or Records - Case Notes - Individual Training Account (ITA)
Performance/Accountability	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. <b>NOTE:</b> If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. <b>NOTE:</b> Code 06 should only be utilized when other codes are clearly not appropriate. <b>Record 00</b> if the participant did not receive a third service. Leave blank if this data element does not apply to the participant. Additional <b>NOTE:</b> If the participant receives more than three training services, record the last (or most recent) training services received by the participant in this field.		R	R	R		One of the following: - Copy of enrollment record - Case Notes - Cross-match between dates of service and vendor training information - Vendor training documentation - Electronic Records - Individual Training Account (ITA) - Attendance records
Performance/Accountability	1316	Occupational Skills Training Code #3	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known or if this data element does not apply to the participant. Additional <b>NOTES:</b> If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training.		R	R			One of the following: - Cross-Match - Case notes - Signed Individual Employment Plan or Training Plan - Signed Training Contract - Individual Training Account (ITA)
Performance/Accountability	1317	Training Completed #3	<b>Record 1</b> if the participant completed approved training. <b>Record 0</b> if the participant did not complete training (withdrew). Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.		R	R			One of the following: - Cross-Match - Vendor Training Records - Electronic Records - Attendance Sheets or Records - Case Notes - Individual Training Account (ITA)
Performance/Accountability	1318	Date Completed, or Withdrew from, Training#3	<b>Record</b> the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.		R	R			One of the following: - Cross-Match - Vendor Training Records - Electronic Records - Attendance Sheets or Records - Case Notes - Individual Training Account (ITA)
Performance/Accountability	1319	Established Individual Training Account (ITA)	<b>Record 1</b> 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. <b>Record 0</b> if the individual does not meet the condition described above. Leave blank if this data element does not apply to the participant.		R	R			One of the following: - Cross-Match - Case notes - Individual Training Account (ITA) Approval, Allocation or Activation Records
TAA	1321	Waiver from Training Requirement	Use the appropriate code to indicate the reason for which a waiver from the training requirements was issued to the participant. <b>Record 0</b> if the participant did not receive a training waiver. Leave blank if this data element does not apply to the participant.					R	One of the following: - Waiver Documentation in Case File (that includes initial approval and renewals at 30 day intervals) - Cross-Match with State UI Records of TRA Checks - Verification Form from UI or Employment Counselor
TAA	1322	Date of Most Recent Case Management and Reemployment Service	<b>Record</b> the date on which the participant received his or her most recent Case Management and Reemployment Service. Leave blank if this does not apply to the participant.					R	One of the following: - Cross-Match - Case notes
TAA	1323	Date Waiver From Training Requirement Issued	<b>Record</b> the date on which the participant received his or her most recent waiver from training. Leave blank if this does not apply to the participant.					R	One of the following: - Waiver Documentation in Case File - Cross-Match with State UI Database - Verification Form from UI or Employment Counselor

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability	1332	Participated in Postsecondary Education During Program Participation(WIOA)	<b>Record 1</b> 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 <b>Record 0</b> 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. <b>NOTE:</b> This data element relates to the credential indicator denominator and those who are recorded as <b>1</b> are included in the credential rate denominator. This element is a subset of PIRL 1811. Do not record <b>1</b> if the participant was first enrolled in postsecondary education after exiting the program.		R	R	R		One of the following: - Data match with postsecondary data system - Copy of enrollment record - Case Notes - School records - Transcript or report card
Performance/Accountability	1401	Enrolled in Secondary Education Program (WIOA)	<b>Record 1</b> 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. <b>Record 0</b> if the participant was not enrolled in a secondary education program at or above the 9th grade level.		R	R	R		One of the following: - Copy of enrollment record - Case Notes - School records - Transcript or report card - Data match to State K-12 data system
Performance/Accountability	1402	Most Recent Date Received Educational Achievement Services	<b>Record</b> the most recent date on which the participant received an educational achievement service. Educational achievement services include, but are not limited to, tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. Leave blank if the participant did not receive educational achievement services or this data element does not apply to the individual.				R		One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Electronic Records - Case Notes - Cross-Match
Performance/Accountability	1403	Most Recent Date Received Alternative Secondary School Services	<b>Record</b> the most recent date on which the participant received alternative secondary school services, or dropout recovery services, as appropriate. Leave blank if the participant did not receive alternative secondary school services or dropout recovery services.				R		One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Electronic Records - Case Notes - Cross-Match
Performance/Accountability	1405	Most Recent Date Received Work Experience Opportunities	<b>Record</b> the most recent date on which the youth participant received work experience opportunities that have as a component academic and occupational education. Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences include: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. Leave blank if the participant did not receive work experience opportunities or this data element does not apply to the participant.				R		One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Electronic Records - Case Notes - Cross-Match
Performance/Accountability	1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)	<b>Record</b> 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. <b>NOTE:</b> This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per Sec 116(b)(2)(A)(iii). This data element applies to the Credential Rate indicator.		R	R	R		One of the following: - Copy of enrollment record - Case Notes - School records - Transcript or report card. - Cross-Match
Performance/Accountability	1407	Most Recent Date Received Education Offered Concurrently with Workforce Preparation	<b>Record</b> the most recent date on which the participant received education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. Leave blank if the participant did not receive education offered concurrently with workforce preparation.				R		One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Electronic Records - Case Notes - Cross-Match
Performance/Accountability	1408	Most Recent Date Received Leadership Development Opportunities	<b>Record</b> the most recent date on which the participant received services that include, but are not limited to, opportunities that may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate. Leave blank if the participant did not receive a leadership development service or this data element does not apply to the participant.				R		One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Electronic Records - Case Notes - Cross-Match

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability	1409	Most Recent Date Received Supportive Services	<b>Record</b> the most recent date on which the participant received a supportive service (WIOA section 134(d)(2)) which include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the participant to participate in programs which provide career and training services as defined in WIOA sec. 134(c)(2) and 134(c)(3). Support services for youth participants include: (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) needs-related payments; (f) assistance with educational testing; (g) reasonable accommodations for youth with disabilities; (h) referrals to healthcare; (i) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear; (j) assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (k) payments and fees for employment and training-related applications, tests, and certifications. Leave blank if the participant did not receive supportive services or this data element does not apply to the participant.		R	R	R		One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Electronic Records - Case Notes - Cross-Match
Performance/Accountability	1410	Most Recent Date Received Adult Mentoring Services	<b>Record</b> the most recent date on which the participant received adult mentoring services. Adult mentoring services may last for at least 12 (twelve) months and may occur both during and after program participation. Leave blank if the participant did not receive adult mentoring services or this data element does not apply to the participant.				R		One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Electronic Records - Case Notes - Cross-Match
Performance/Accountability	1411	Most Recent Date Received Comprehensive Guidance and Counseling Services	<b>Record</b> 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 and counseling services or this data element does not apply to the participant.				R		One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Electronic Records - Case Notes - Cross-Match
Performance/Accountability	1412	Most Recent Date Received Youth Follow-up Services	<b>Record</b> 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: <b>(a)</b> 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>(b)</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. <b>(c)</b> 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 (twelve) months unless the participant declines to receive follow-up services or the participant cannot be located or contacted. Leave blank if the participant did not receive follow-up services or if this data element does not apply to the participant.				R		One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Electronic Records - Case Notes - Cross-Match
Performance/Accountability	1413	Most Recent Date Youth Received Entrepreneurial Skills Training	<b>Record</b> the most recent date on which the participant participated in entrepreneurial skills training. Leave blank if the participant did not participate in entrepreneurial skills training.				R		One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Electronic Records - Case Notes - Cross-Match
Performance/Accountability	1414	Most Recent Date Youth Received Services that provide Labor Market Information and Employment Information	<b>Record</b> the most recent date on which the participant participated in services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. Leave blank if the participant did not participate in these services.				R		One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Electronic Records - Case Notes - Cross-Match
Performance/Accountability	1415	Most Recent Date Youth Received Postsecondary Transition and Preparatory Activities	<b>Record</b> the most recent date on which a youth participant received activities that helped them to prepare for and transition to postsecondary education and training. Leave blank if the participant did not participate in activities that helped them to prepare for and transition to postsecondary education and training.				R		One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Electronic Records - Case Notes - Cross-Match
Performance/Accountability	1500	Received Needs-Related Payments	<b>Record 1</b> 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. <b>Record 0</b> if the participant did not receive any needs-related payments as described above. Leave blank if this data element does not apply to the participant.		R	R			One of the following: - Activity Sheets - Sign-in Sheets - Attendance Records - Vendor Contract - Electronic Records - Case Notes - Cross-Match

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation	
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA		
TAA	1511	Date Received First Basic TRA Payment	<b>Record</b> the date on which the participant received their first Basic TRA payment. Leave blank if the participant did not receive a Basic TRA Payment, or if the individual is not a TAA participant.						R	One of the following: - Cross-Match - Request for allowance - Electronic Records
TAA	1526	Date Received First Completion TRA Payment	<b>Record</b> the date on which the participant received his/her first Completion TRA payment. Leave blank if the participant did not receive a Remedial/Prerequisite TRA Payment, or if the individual is not a TAA participant.						R	One of the following: - Cross-Match - Request for allowance - Electronic Records
TAA	1534	Date Received First A/RTAA Payment	<b>Record</b> the date on which the participant received his or her first Alternative/Reemployment Trade Adjustment Assistance (A/RTAA) payment. Leave blank if the individual is not a TAA participant.						R	One of the following: - Cross-match - Request for Allowance - Electronic Records
TAA	1535	Number of A/RTAA Payments Current Quarter	<b>Record</b> the number of A/RTAA payments paid to the participant in the current report quarter. "0" if this data element does not apply to the participant. Leave blank if the individual is not a TAA participant.						R	One of the following: - Cross-match - Request for Allowance - Electronic Records
IT	1600	Employed in 1st Quarter After Exit Quarter (WIOA)	<b>Record 1</b> if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). <b>Record 2</b> if the participant is in a Registered Apprenticeship. <b>Record 3</b> if the participant is in the military. <b>Record 0</b> if the participant was not employed in the first quarter after the quarter of exit. <b>Record 9</b> if the participant has exited but employment information is not yet available.	R	R	R	R			One of the following: - UI wage data match/administrative wage match, such as the National Directory of New Hires - Follow-up survey from program participants - Pay check stubs, tax records, W2 form - Quarterly tax payment forms, such as a IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor
IT	1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If the participant is not found in wage records, grant recipients may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. <b>Record 0</b> if the participant was not employed in the first quarter after the quarter of exit.	R	R	R				One of the following (consistent with TEGL 26-16): - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
IT	1602	Employed in 2nd Quarter After Exit Quarter (WIOA)	<b>Record 1</b> if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). <b>Record 2</b> if the participant is in a Registered Apprenticeship. <b>Record 3</b> if the participant is in the military. <b>Record 0</b> if the participant was not employed in the second quarter after the quarter of exit. <b>Record 9</b> if the participant has exited but employment information is not yet available.	R	R	R	R		R	One of the following: - UI wage data match/administrative wage match, such as the National Directory of New Hires - Follow-up survey from program participants - Pay check stubs, tax records, W2 form - Quarterly tax payment forms, such as a IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor
IT	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. <b>Record 0</b> if the participant was not employed in the second quarter after the quarter of exit.	R	R	R				One of the following (consistent with TEGL 26-16): - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)



DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
IT	1604	Employed in 3rd Quarter After Exit Quarter (WIOA)	<b>Record 1</b> if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). <b>Record 2</b> if the participant is in a Registered Apprenticeship. <b>Record 3</b> if the participant is in the military. <b>Record 0</b> if the participant was not employed in the third quarter after the quarter of exit. <b>Record 9</b> if the participant has exited but employment information is not yet available.	R	R	R	R		<p>One of the following:</p> <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>
IT	1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If the participant is not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. <b>Record 0</b> if the participant was not employed in the third quarter after the quarter of exit.	R	R	R			<p>One of the following (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)</li> <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> <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>
IT	1606	Employed in 4th Quarter After Exit Quarter (WIOA)	<b>Record 1</b> if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). <b>Record 2</b> if the participant is in a Registered Apprenticeship. <b>Record 3</b> if the participant is in the military. <b>Record 0</b> if the participant was not employed in the fourth quarter after the quarter of exit. <b>Record 9</b> if the participant has exited but employment information is not yet available.	R	R	R	R	R	<p>One of the following:</p> <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>
IT	1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the fourth quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If the participant is not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. <b>Record 0</b> if the participant was not employed in the fourth quarter after the quarter of exit.	R	R	R			<p>One of the following (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)</li> <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> <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>
IT	1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)	<b>Record 1</b> if the participant received training services and obtained employment directed related to the training services received. <b>Record 0</b> if the participant received training services and did not obtain employment directly related to the training services received. Leave blank if the data is not available.	R	R	R			<p>One of the following:</p> <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> <li>- Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>- Other out of state federal wage record systems,</li> <li>- Case notes</li> </ul>
IT	1610	Occupational Code (if available)	<b>Record</b> 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. <b>Additional NOTES:</b> This information can be based on any job held after exit and only applies to adults, dislocated workers, and youth who entered employment in the quarter after the exit quarter. If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual had multiple jobs, use the occupational code for the most recent job held.	R	R	R			<p>One of the following:</p> <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> <li>- Record sharing and/or automated record matching with other employment and administrative databases</li> <li>- Other out of state federal wage record systems</li> <li>- Case notes</li> </ul>
IT	1611	Entered Non-Traditional Employment	<b>Record 1</b> 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. <b>Record 0</b> if the participant does not meet the condition described above. <b>Record 9</b> if not known.		R	R			<p>One of the following:</p> <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> <li>- Record sharing and/or automated record matching with other employment and administrative databases</li> <li>- Other out of state federal wage record systems</li> <li>- Case notes</li> </ul>

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
IT	1612	Occupational Code of Employment 2nd Quarter After Exit Quarter (If available)	<b>Record</b> the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system.	R	R	R			One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases - Other out of state federal wage record systems - Case notes
IT	1613	Occupational Code of Employment 4th Quarter After Exit Quarter (If available)	<b>Record</b> the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system.	R	R	R			One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases - Other out of state federal wage record systems, - Case notes
IT	1614	Industry Code of Employment 1st Quarter After Exit Quarter	<b>Record</b> the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if wages 1st quarter after the exit quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	R	R	R			One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases - Other out of state federal wage record systems - Case notes
IT	1615	Industry Code of Employment 2nd Quarter After Exit Quarter	<b>Record</b> the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if wages 2nd quarter after the exit quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	R	R	R			One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases - Other out of state federal wage record systems - Case notes
IT	1616	Industry Code of Employment 3rd Quarter After Exit Quarter	<b>Record</b> the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if wages 3rd quarter after the exit quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	R	R	R			One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases - Other out of state federal wage record systems - Case notes
IT	1617	Industry Code of Employment 4th Quarter After Exit Quarter	<b>Record</b> the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if wages 4th quarter after the exit quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	R	R	R			One of the following: - UI Wage Records - Supplemental data sources defined by TEGL 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other employment and administrative databases - Other out of state federal wage record systems - Case notes
IT	1618	Retention with the Same Employer in the 2nd Quarter and the 4th Quarter (WIOA)	<b>Record 1</b> if the participant's employer in the second quarter also matches the employer in the fourth quarter. <b>Record 0</b> if the participant is not employed in the second or fourth quarters after exit, or the employer in the second quarter does not match the employer in the fourth quarter.	R	R	R	R		One of the following (consistent with TEGL 26-16): - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
IT	1700	Wages 3rd Quarter Prior to Participation Quarter	Record total earnings from wage records for the third quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	R	R	R			<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <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)</li> <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> <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>
IT	1701	Wages 2nd Quarter Prior to Participation Quarter	Record total earnings from wage records for the second quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	R	R	R			<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <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)</li> <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> <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>
IT	1702	Wages 1st Quarter Prior to Participation Quarter	Record total earnings from wage records for the first quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	R	R	R		R	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <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)</li> <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> <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>
IT	1703	Wages 1st Quarter After Exit Quarter (WIOA)	Record total earnings for the first quarter after the quarter of exit. Record 999999.99 if data is are not yet available for this item. Leave blank if data element does not apply to the participant.	R	R	R			<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <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)</li> <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> <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>
IT	1704	Wages 2nd Quarter After Exit Quarter (WIOA)	Record total earnings for the second quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	R	R	R	R	R	<p>One of the following (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)</li> <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> <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>

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
IT	1705	Wages 3rd Quarter After Exit Quarter (WIOA)	<b>Record</b> total earnings for the third quarter after the quarter of exit. <b>Record</b> 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant	R	R	R			<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <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)</li> <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> <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>
IT	1706	Wages 4th Quarter After Exit Quarter (WIOA)	<b>Record</b> total earnings for the fourth quarter after the quarter of exit. <b>Record</b> 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	R	R	R			<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <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)</li> <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> <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>
Performance/Accountability (TAA)	1800	Type of Recognized Credential (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. <b>Record 0</b> 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. <b>NOTE:</b> Diplomas, degrees, licenses, or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all programs.		R	R	R	R	<p>One of the following:</p> <ul style="list-style-type: none"> <li>- Cross-Match</li> <li>- Copy of credential</li> <li>- Copy of school record</li> <li>- Signed Follow-up Survey Response from Program Participant</li> <li>- Case notes documenting information obtained from education or training provider</li> </ul>
Performance/Accountability (TAA)	1801	Date Attained Recognized Credential (WIOA)	<b>Record</b> the date on which the participant attained a recognized credential. Leave blank if the participant did not attain a degree or certificate.		R	R	R	R	<p>One of the following:</p> <ul style="list-style-type: none"> <li>- Cross-Match</li> <li>- Copy of credential</li> <li>- Copy of school record</li> <li>- Signed Follow-up Survey Response from Program Participant</li> <li>- Case notes documenting information obtained from education or training provider</li> </ul>
Performance/Accountability	1802	Type of Recognized Credential #2 (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. <b>Record 0</b> 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. <b>NOTE:</b> Diplomas, degrees, licenses, or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all DOL programs.		R	R	R		<p>One of the following:</p> <ul style="list-style-type: none"> <li>- Cross-Match</li> <li>- Copy of Credential</li> <li>- Copy of School Records</li> <li>- Signed Follow-up Survey Response from Program Participant</li> <li>- Case Notes documenting information obtained from education or training provider</li> </ul>
Performance/Accountability	1803	Date Attained Recognized Credential #2 (WIOA)	<b>Record</b> the date on which the participant attained a second recognized credential. Leave blank if the participant did not attain a second recognized credential, or if this data element does not apply.		R	R	R		<p>One of the following:</p> <ul style="list-style-type: none"> <li>- Cross-Match</li> <li>- Copy of Credential</li> <li>- Copy of School Records</li> <li>- Signed Follow-up Survey Response from Program Participant</li> <li>- Case Notes documenting information obtained from education or training provider</li> </ul>
Performance/Accountability	1804	Type of Recognized Credential #3 (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. <b>Record 0</b> 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. <b>NOTE:</b> Diplomas, degrees, licenses, or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all DOL programs.		R	R	R		<p>One of the following:</p> <ul style="list-style-type: none"> <li>- Cross-Match</li> <li>- Copy of Credential</li> <li>- Copy of School Records</li> <li>- Signed Follow-up Survey Response from Program Participant</li> <li>- Case Notes documenting information obtained from education or training provider</li> </ul>

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability	1805	Date Attained Recognized Credential #3 (WIOA)	<b>Record</b> the date on which the participant attained a third recognized credential. Leave blank if the participant did not attain a third recognized credential, or if this data element does not apply.		R	R	R		One of the following: - Cross-Match - Copy of Credential - Copy of School Records - Signed Follow-up Survey Response from Program Participant - Case Notes documenting information obtained from education or training provider
Performance/Accountability	1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)	<b>Record</b> the most recent date the participant who received instruction below the postsecondary education level achieved at least one EFL. EFL gain may be documented in one of three ways: 1) by comparing a participant's initial EFL as measured by a pre-test with the participant's EFL as measured by a participant's post-test; or 2) for States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or 3) States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year. Leave blank if this data element does not apply to the participant.		R	R	R		One of the following: - Pre- and post-test results measuring EFL gain - Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units - Postsecondary education or training enrollment determined through data match, survey documentation, or program notes
Performance/Accountability	1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)	<b>Record</b> the most recent date of the participant's transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part-time students a total of at least 12 credit hours over the course of two completed semesters during the same 12 month period, that shows a participant is meeting the State unit's academic standards. Leave blank if this data element does not apply to the participant.		R	R	R		One of the following: - Transcript - Report Card
Performance/Accountability	1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)	<b>Record</b> the most recent date of the participant's transcript or report card for secondary education for one semester showing that the participant is meeting the State unit's academic standards. Leave blank if this data element does not apply to the participant.		R	R	R		One of the following: - Transcript - Report Card
Performance/Accountability	1809	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)	<b>Record</b> the most recent date that the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.). Leave blank if this data element does not apply to the participant.		R	R	R		One of the following: - Documentation of a skill gained through OJT or Registered Apprenticeship - Contract and/or evaluation from employer or training provider documenting a skill gain - Progress report from employer documenting a skill gain
Performance/Accountability	1810	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)	<b>Record</b> the most recent date the participant successfully completed an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams. Leave blank if this data element does not apply to the participant.		R	R	R		One of the following: - Results of knowledge-based exam or certification of completion - Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment - Documentation from training provider or employer - Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam
Performance/Accountability	1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	<b>Record</b> 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. <b>NOTE:</b> This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.		R	R	R		One of the following: - Copy of enrollment record - Case Notes - School records - Transcript or report card - Cross-Match
Performance/Accountability	1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential, or Employment (WIOA)	<b>Record</b> 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. <b>NOTE:</b> This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.		R	R	R		One of the following: - Cross-Match - Copy of Diploma, Credential or Degree Awarded by Education Institution - Applicable Records from Education Institution (GED certificate, transcripts, report card, enrollment record, or other school documentation) - Signed File Documentation with Information Obtained from Education or Training Provider - Case Notes - Self-Attestation
Performance/Accountability	1900	Youth 2nd Quarter Placement (Title I) (WIOA)	<b>Record 1</b> if the participant is enrolled in occupational skills training (including advanced training). <b>Record 2</b> if the participant is enrolled in postsecondary education. <b>Record 3</b> if the participant is enrolled in secondary education. <b>Record 0</b> if the participant was not placed in any of the above conditions.				R		One of the following: - Cross-Match - Copy of registration record - Case Notes - School records - Transcript or report card - Vendor/training provider training documentation

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability	1901	Youth 4th Quarter Placement (Title I) (WIOA)	<b>Record 1</b> if the participant is enrolled in occupational skills training (including advanced training). <b>Record 2</b> if the participant is enrolled in postsecondary education. <b>Record 3</b> if the participant is enrolled in secondary education. <b>Record 0</b> if the participant was not placed in any of the above conditions.				R		One of the following: - Cross-Match - Copy of registration record - Case Notes - School records - Transcript or report card - Vendor/training provider training documentation