



WIOA Title I and III Reporting Timelines Desk Aid

*This desk aid covers only WIOA title I and III
required quarterly and annual performance reports.*

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Introduction and Usage

For Workforce Innovation and Opportunity Act (WIOA) core programs title I and title III, the U.S. Department of Labor (DOL) requires each grantee to submit a WIOA Annual Report (WIOA Statewide and Local Performance Report Template, ETA-9169) every year by October 1 as well as four quarterly reports (ETA-9173). This *Reporting Timelines Desk Aid* provides users a summary view of the performance reporting deadlines.

Users should access the official guidance for additional reporting requirements or details. The tables and figure included here are convenient technical assistance tools that can be used as a quick reminder of important performance related reporting deadlines for WIOA titles I and III.

The annual and quarterly reports include performance data primarily supplied by the Participant Individual Record Layout (PIRL) file, which contains record-level data. Each PIRL file contains at least 2.5 years/10 quarters of reportable individual, participant, and exiter data.

To facilitate WIOA performance reporting, the Employment and Training Administration (ETA) developed the Workforce Integrated Performance System (WIPS), an electronic performance reporting system for DOL-funded workforce development programs. Grantees should submit their PIRL files through WIPS.

[Table 1](#) and [Figure 1](#) below, *WIOA Performance Report Deadlines by Quarter*, summarize the reports and list the due dates for each reporting quarter.

WIOA Performance Reports

- **Annual report** ([ETA-9169](#), including Effectiveness in Serving Employers and Eligible Training Provider reports) – due in [WIPS](#) on October 1 (or next business day if October 1 falls on a weekend or holiday). Refer to Training and Employment Guidance Letter [\(TEGL\) 3-17](#), *WIOA Annual Performance Report Submission*.
- **Annual narrative report** – due December 1 (or the first business day thereafter should December 1 fall on a weekend) to WIOA.AR@dol.gov with courtesy copies to the state’s respective Regional Administrator, Federal Project Officer (FPO), and Regional Performance Specialist. Refer to [TEGL 5-18](#), *Workforce Innovation and Opportunity Act (WIOA) Annual Statewide Performance Report Narrative*.

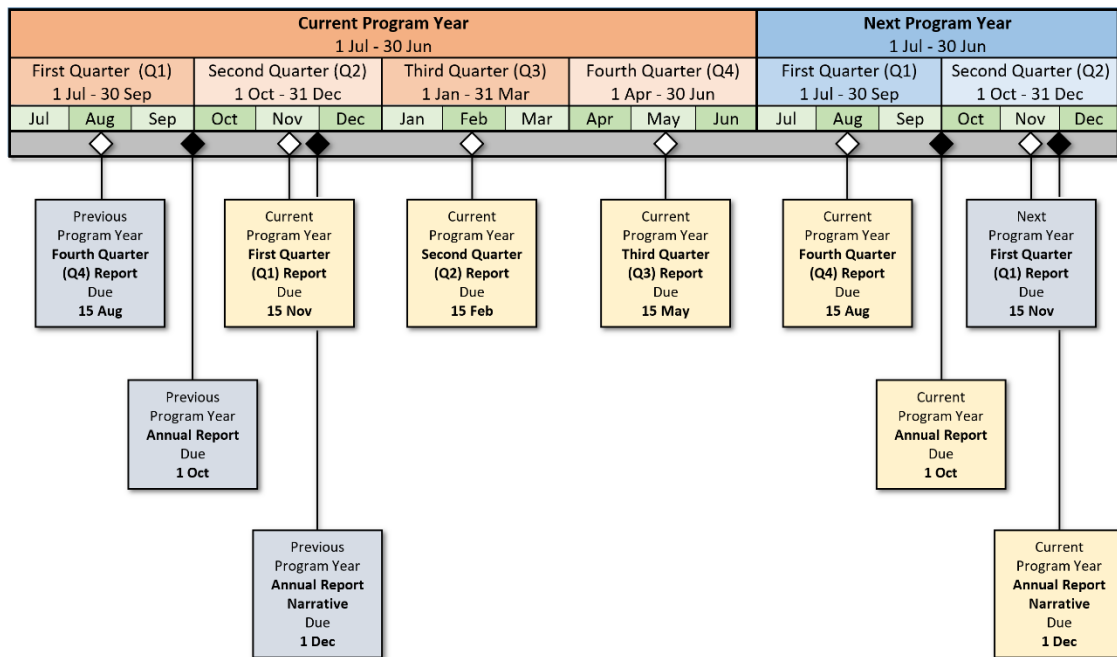
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- Quarterly reports** – quarterly data performance reports (QPR; [ETA-9173](#)) and quarterly narrative reports (QNR; [ETA-9179](#)) will be submitted through [WIPS](#) on the 15th day of the second month of the subsequent quarter. Below is a table demonstrating the due dates for quarterly reports. Refer to Training and Employment Notice ([TEN](#)) [8-21](#), *Timeline for the Implementation of the Amendments to Performance Reporting Information Collection Requests (ICRs) in the Workforce Integrated Performance System (WIPS)*.

Table 1: WIOA Performance Report Deadlines by Quarter

| | | | | |
|-------------------|--------------|-------------|-------------|-------------|
| Reporting Quarter | Jul. – Sept. | Oct. – Dec. | Jan. – Mar. | Apr. – Jun. |
| Report Due Date | November 15 | February 15 | May 15 | August 15 |

Figure 1: WIOA Performance Report Deadlines by Quarter



Workforce Integrated Performance System (WIPS)

WIPS submissions must be uploaded within a specified time period after which the system locks for the quarter to allow for national data processing and submissions for the relevant quarter will no longer be accepted.

For further information on WIPS, see [ETA's WIPS site](#).

Table 2: WIOA Performance Reports Locked in WIPS by Quarter

| Quarter End Date | Reporting Due Date | Reports Locked in WIPS |
|------------------|--------------------|------------------------|
| September 30 | November 15 | January 1, 11:59 PM |
| December 31 | February 15 | April 1, 11:59 PM |
| March 31 | May 15 | July 1, 11:59 PM |
| June 30 | August 15 | October 1, 11:59 PM |

Quick Reference Reporting Resources

- The report templates, PIRL file, and PIRL file schemas can all be downloaded from [ETA's performance reporting webpage](#).
- ETA's [performance tools webpage](#) provides information on performance measures and reporting.
- [WorkforceGPS Performance Reporting webpage](#).

Questions?

Contact the following:

- [Your Regional Performance Specialist](#);
- ETAPerforms@dol.gov; or
- WIOA.Feedback@dol.gov, the help desk for WIPS account related support.