EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA
	CORRESPONDENCE SYMBOL OPDR
	DATE May 12, 2023

ADVISORY: **TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 23-19, Change 2**

TO: STATE AND LOCAL STAKEHOLDERS IN THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS
H-1B SKILLS TRAINING GRANT PROGRAM RECIPIENTS
INDIAN AND NATIVE AMERICAN PROGRAM (INAP) GRANT RECIPIENTS
JOB CORPS CONTRACTORS
JOBS FOR VETERANS STATE GRANTS (JVSG) GRANT RECIPIENTS
STATE MONITOR ADVOCATES
NATIONAL FARMWORKER JOBS PROGRAM (NFJP) GRANT RECIPIENTS
NATIONAL DISLOCATED WORKER GRANT RECIPIENTS (DWG)
STATE APPRENTICESHIP AGENCIES
OFFICE OF APPRENTICESHIP (OA) STATE DIRECTORS
APPRENTICESHIP GRANT RECIPIENTS (OA-MANAGED)
REENTRY EMPLOYMENT OPPORTUNITIES (REO) GRANT RECIPIENTS
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) GRANT RECIPIENTS
TRADE ADJUSTMENT ASSISTANCE (TAA) LEADS
YOUTHBUILD GRANT RECIPIENTS

FROM: BRENT PARTON /s/
Acting Assistant Secretary

SUBJECT: Revisions to Training and Employment Guidance Letter (TEGL) 23-19, Change 1, *Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs*

1. **Purpose.** To provide clarification of program instructions, Attachment I and revised PDF and Excel versions of Attachment II to TEGL 23-19, Change 1, *Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs*, issued on October 25, 2022.

RESCISSIONS	EXPIRATION DATE
None	Continuing

2. **Action Requested.** Please replace the PDF and Excel versions of attachments to TEGL 23-19, Change 1, with the revised versions attached to and posted with this advisory to ensure that the guidance properly reflects revised data validation, and source documentation information for Workforce Innovation and Opportunity Act (WIOA) core and non-core programs.

3. **Summary and Background.**

   a. Summary – In this advisory, TEGL 23-19, Change 2, Attachment I requires data validation for Office of Apprenticeship Grants (OA-Managed), and clarifies the collection of Social Security Numbers (SSN) for YouthBuild, INA, and DWG programs. This advisory also includes revisions to Attachment II, "Source Documentation for WIOA Core/Non-Core Programs," in both PDF and Excel formats.

   b. Background – TEGL 23-19, Change 1, *Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs*, was issued October 25, 2022 and is posted, with Attachment II in both PDF and Excel formats, at https://www.dol.gov/agencies/eta/advisories/tegl-23-19-change-1.

4. **Details.** TEGL 23-19, Change 1 includes Attachment I (PDF version) and Attachment II (PDF and Excel versions). Attachment I provides program-specific data validation instructions. Attachment II, "Source Documentation for WIOA Core/Non-Core Programs," lists source documentation for each element. The attachments are posted with the TEGL to the Employment and Training Administration Advisory Website (https://www.dol.gov/agencies/eta/advisories) in PDF and Excel formats for the convenience of U.S. Department of Labor workforce program grant recipients. The following summarizes the changes in those attachments which are corrected in this Change 2 advisory:

   a. In Attachment I the following program-specific data validation instruction has been added for the National Farmworker Jobs Program (NFJP):

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

   b. In Attachment I the following program-specific data validation instructions have been added for the National Dislocated Worker Grants (DWG):

      DWG grant recipients are encouraged to fully implement the data validation policies and procedures set forth in section 4.b of TEGL 23-19, Change 1. Grant recipients should implement a data validation policy; DOL recommends aligning the data validation policy with the policy established for the WIOA core programs. Establishing quarterly data reviews is a promising practice for

identifying and correcting errors to improve performance reporting, as well as ensuring the data accurately reflects the program participants, services, and outcomes.

The Common Reporting Information System (CRIS) provides DOL grantees a mechanism for verifying employment-based performance outcomes by conducting wage matching using Social Security Numbers (SSN). DWG recipients that use CRIS for employment-based outcomes must report participant SSNs in the Participant Individual Record Layout (PIRL) data element 2700. To receive outcomes from CRIS, non-state DWG grant recipients must report participant SSNs.

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

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

c. In Attachment I, Apprenticeship Grants (OA-Managed) are required to fully implement the data validation framework outlined in section 4.b of TEGL 23-19, Change 1.

d. Formatting and non-substantive typographical revisions are made throughout Attachment II, "Source Documentation for WIOA Core/Non-Core Programs."

e. Data Elements 200, 802, 806, 1406: Source documents added for Job Corps.

f. Data Elements 1332, 1401, 1406, 1811, 1900, 1901: Revised source documentation.

g. Data Elements 804 and 806: The row height for these two elements was too small to allow all the content to be visible. While the rows could be expanded to view the content in the Excel version, they could not be expanded in the PDF version, which caused some of the content to be inaccessible. The row height for these two elements is corrected in the attached so that all content is visible in both the Excel and PDF versions posted with this advisory.

h. Data Element 907: NFJP grantees are now required to validate this element.

i. Data Element 931: Removed from Attachment I and II as an element to be validated.

j. In Attachment II, JVSG reduced the data elements required for validation. The following are the elements now required for validation: 1005,1006,1007,1202,1600,1601,1602,1603,1604,1605,1606,1607,1608,1610,1612,1613, 1614,1615,1616,1617,1618,1700,1701,1702,1703,1704,1705,1706.

k. Data Elements 1102, 1104, 1105, 1106, 1112, 1113: Added to Attachment II as elements to be validated.

l. Data Elements 1302, 1309, 1317, 1600: The "X" is removed for Apprenticeship. Apprenticeship grantees are not required to validate these elements.

m. Data Element 1535: The information in this element was erroneously repeated from a previous element. The correct information for this element is included in the versions attached to and posted with this advisory.

n. Data Element 1800: The "X" is added for Apprenticeship requiring validation of this element.

o. Data Elements 1801, 1803, 2905: Added clarification for grants funded under the National Apprenticeship Act.

p. Data Element 2700: Additional source documents are added for YouthBuild and INA grantees. Clarifies reporting of Social Security Numbers (SSN) for DWG recipients.

q. Data Elements 2904, 2910, 2912: Added source documents for Apprenticeship Grants.

5. **Inquiries**. Please direct inquiries to the appropriate regional or program office.

6. **Reference**.
    ▪ Training and Employment Guidance Letter (TEGL) No. 23-19, Change 1, *Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs* (October 25, 2022), https://www.dol.gov/agencies/eta/advisories/tegl-23-19-change-1.

7. **Attachments**.
    ▪ Revised Attachment I – Program-Specific Instructions
    ▪ Revised Attachment II – Source Documentation for WIOA Core/Non-Core Programs
    ▪ Revised Attachment III – References—DOL Only Data Validation