Program-Specific Instructions

1. **<u>Title I Adult, Dislocated Worker, Youth and Title III Wagner-Peyser Act Employment Service</u>.** WIOA title I Adult, Dislocated Worker, Youth, and title III Wagner-Peyser Act Employment Service programs are required to follow all data validation policies and procedures set forth in this guidance. This also includes validating all elements indicated by "X" (Required for Data Element Validation) with supporting documentation outlined in Attachment II, by program. States and outlying areas must summarize their data validation methodology, policies, and procedures in their annual narrative performance reports. States may only use self-attestation, or self-reported supplemental wage data information from participants through post-exit follow-up, when all efforts to collect other allowable source documentation have been exhausted. DOL's expectation is that self-attestation, or self-reported supplemental employment and wage data collected through post-exit follow-up will be limited.

2. **<u>Indian and Native American Programs (INAP)</u>.** INAP grant recipients are encouraged to fully implement the data validation framework outlined in section 4 of TEGL 23-19, Change 3. DOL recommends grant recipients administer quarterly reviews of their performance outcomes to compare them against expected outcomes, to ensure data entry is timely, and to ensure reported outcomes are accurately reflected with supporting documentation. Additionally, grant recipients should work to develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a quarterly basis to ensure the required source documentation reflects the outcomes reported. Grant recipients should implement policies that align with the goals of this TEGL, where possible, to ensure adequate documentation is collected, and maintained. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings by identifying and correcting potential issues prior to reporting. The case management system for the INAP program is consistent with and supports the data validation framework outlined in section 4 of TEGL 23-19, Change 3.

3. **<u>Job Corps</u>.** Job Corps employs a source documentation validation process through its case management system. In its policy guidance, Job Corps establishes specific source documents required for all student-related data entry and publishes a Program Instruction Notice when changes are made to any measure definition and related documentation requirement. Job Corps' data portals list out all required documents in drop-down menus, and all the contractors are required to select the correct and specific documents in support of entering students' data during application, enrollment, center training, and post-separation placement phases. In the data entry portals, Job Corps uses edit check functions to protect data integrity; outliers or errors in data entry are red flagged or rejected until corrected. In addition, Job Corps conducts routine data integrity audits to identify deviations and errors in documentation for student information and takes contractual and administrative actions to mitigate the damages and correct mistakes. The Job Corps' Data Center extracts, processes, and sends the Participant Individual Record Layout (PIRL) data to the Workforce Integrated Performance System (WIPS) following another quality review.

4. **National Farmworker Jobs (NFJP) Programs (NFJP Career Services and Training, and NFJP Housing).** NFJP grant recipients are required to develop and implement data validation policies and procedures using the data validation framework outlined in section 4 of TEGL 23-19, Change 3. DOL recommends that grant recipients run periodic reviews of their performance outcomes to compare them against expected outcomes, ensure data entry is timely, and to ensure reported outcomes are accurately reflected with supporting documentation. Additionally, grant recipients should work to develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a quarterly basis to ensure the required source documentation contained in this TEGL's Attachment II are provided for each participant file to which the data elements pertain. Grant recipients should implement policies that align with the goals of this TEGL, where possible, to ensure adequate documentation is collected, and maintained. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings.

5. **YouthBuild.** YouthBuild grant recipients are encouraged to fully implement the data validation framework outlined in section 4 of TEGL 23-19, Change 3. DOL recommends grant recipients administer quarterly reviews of their performance outcomes to compare them against expected outcomes, ensure data entry is timely, and ensure reported outcomes are accurately reflected with supporting documentation. Additionally, grant recipients should work to develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a monthly or quarterly basis to ensure the required source documentation contained in this TEGL's Attachment II are provided for each participant file to which the data elements pertain. Grant recipients should implement policies that align with the goals of this TEGL, where possible, to ensure adequate documentation is collected and maintained. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings. The case management system for the YouthBuild program is consistent with and supports the data validation framework outlined in section 4 of TEGL 23-19, Change 3.

6. **Reentry Employment Opportunities (REO).** REO grant recipients (Youth, Young Adults, and Adults) are encouraged to fully implement the data validation framework outlined in section 4 of TEGL 23-19, Change 3. DOL recommends grant recipients administer quarterly reviews of their performance outcomes to compare against expected outcomes, to ensure data entry is timely, and to ensure reported outcomes are accurately reflected with supporting documentation. Additionally, grant recipients should work to develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a quarterly basis to ensure the required source documentation reflects the outcomes reported. Grant recipients should implement policies that align with the goals of this TEGL, where possible, to ensure adequate documentation is provided. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings. The case management system for the REO program is consistent with and supports the data validation framework outlined in section 4 of TEGL 23-19, Change 3.

7. **H-1B Skills Training Grants.** H-1B grant recipients are encouraged to fully implement the data validation framework outlined in section 4 of TEGL 23-19, Change 3 and use the supporting documentation indicated in Attachment II to validate H-1B-specific data elements in consultation

with their assigned Federal Project Officer. DOL recommends that grant recipients conduct periodic reviews of their performance outcomes to compare them against expected outcomes, and to ensure reported outcomes are accurately reflected with supporting documentation and that data entry is timely. Additionally, grant recipients should develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a quarterly basis to ensure the required source documentation reflects the outcomes reported. Grant recipients should implement policies that align with the goals of this TEGL to ensure adequate documentation is collected and maintained. These efforts will help protect grant recipients from compliance findings or incurring disallowed costs by identifying and correcting potential issues prior to reporting.

8. **The Senior Community Services Employment Program (SCSEP).** SCSEP grant recipients are encouraged to fully implement the data validation framework outlined in section 4 of TEGL 23-19, Change 3. DOL recommends grant recipients administer quarterly reviews of their performance outcomes to compare them against expected outcomes, ensure data entry is timely, and ensure reported outcomes are accurately reflected with supporting documentation. Additionally, grant recipients should work to develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a quarterly basis to ensure the required source documentation reflects the outcomes reported. Grant recipients should implement policies that align with the goals of this TEGL, where possible, to ensure adequate documentation is provided. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings. The case management system for the SCSEP program is consistent with and supports the data validation framework outlined in section 4 of TEGL 23-19, Change 3.

9. **Apprenticeship Grants (Office of Apprenticeship-Managed).** Apprenticeship grant recipients are required to fully implement the data validation framework outlined in section 4 of TEGL 23-19, Change 3. At a minimum, DOL recommends that grant recipients conduct quarterly reviews of their performance outcomes to compare them against expected outcomes, to ensure data entry is timely, and to ensure reported activities and outcomes are accurately reflected with appropriate source documentation. Additionally, grant recipients should develop a policy for periodic monitoring of source documentation. This may include random file selections on a quarterly or more frequent basis to ensure the required source documentation reflects the activities and outcomes reported. Grant recipients should implement policies and procedures that align with the goals of this TEGL to ensure adequate documentation is collected and maintained. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings by identifying and correcting potential issues prior to reporting.

   The Common Reporting Information System (CRIS) provides ETA grantees a mechanism for verifying employment-based performance outcomes by conducting wage matching using SSNs. Non-state OA-Managed grant recipients must report participant SSNs to ETA in the PIRL using data element 2700 (PIRL 2700). To receive employment and wage outcomes from CRIS, non-state OA-Managed grant recipients must report participant SSNs.

   State OA-Managed grant recipients may collect participant SSNs to capture employment-based outcomes by coordinating with their state Unemployment Insurance (UI) agency. However, State grant recipients do not report SSNs in PIRL data files submitted to ETA. State OA-Managed grant recipients who do not have access to State UI data must collect and report SSNs to ETA in order for employment and wage data to be captured by CRIS.

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

10. **<u>Jobs for Veterans State Grants (JVSG)</u>.** JVSG grant recipients are encouraged to implement the data validation framework outlined in section 4 of TEGL 23-19, Change 3. A participant's self-attestation of eligibility is sufficient to receive Disabled Veterans' Outreach Program services. Establishing quarterly data reviews can help with identifying and correcting errors to improve performance reporting, as well as ensuring the data accurately reflects the program participants, services, and outcomes.

11. **<u>National Dislocated Worker Grants (DWG)</u>.** DWG grant recipients are encouraged to fully implement the data validation policies and procedures set forth in section 4 of TEGL 23-19, Change 3. 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.

CRIS provides DOL grantees a mechanism for verifying employment-based performance outcomes by conducting wage matching using SSNs. DWG recipients that use CRIS for employment-based outcomes must report participant SSNs in the PIRL data element 2700. To receive outcomes from CRIS, non-state DWG grant recipients must report participant SSNs.

While state DWG recipients may collect participant SSNs to capture employment-based outcomes, participant SSNs must not be included in files submitted to ETA in PIRL data element 2700. Note that 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.