

Source Documentation for Core/Non-Core Programs DOL-Only Data Element Validation

Source Documentation Validation Instructions

The data element source documentation table lists the data elements that grantees are either required or encouraged to validate as part of the data validation framework discussed in Attachment I (please refer to Attachment I for program-specific guidance). The table displays the PIRL data element numbers, data element names, definitions/instructions, program-specific requirements, and source documentation needed to perform data element validation on each data element. All grantees reporting performance data in accordance with section 116 (d) of WIOA must use the same data element definitions in the PIRL. All programs required to conduct data validation, as outlined in Attachment I, must use the source documentation in Attachment II.

A. Understanding the Source Documentation Attachment layout/columns

1. Columns for “Data Element Number,” “Data Element Name,” and “Data Element Definitions/Instructions” are not to be cited as the latest PIRL data elements. For current PIRL-related information, please visit ETA’s [Performance Reporting website](#).
2. An “X” in the column represents the data elements applicable to a particular program for validation.
3. The “Source Documentation” column lists acceptable source documentation for each element. Programs may choose any one of the acceptable source documentation from the list. Grantees may be more restrictive and authorize a smaller subset of allowable source documentation in their grantee policy. Grantees choosing to establish more restrictive source documentation policies should carefully consider the impacts (direct or indirect) that those restrictions may have on providing services to populations with barriers that can make obtaining certain source documents difficult.
4. The “Program Specific Parameters” column lists any special conditions or notes a program office may require. Source documentation requirements in this column, if any, will supplement or supersede those listed in the Source Documentation column, as these requirements may limit acceptable source documentation.

B. Types of Source Documentation

The validation guidelines provide multiple forms of acceptable source documentation. Source documentation must match the reported data. If multiple sources conflict, the most authoritative source should be used to determine if the data element is valid and accurate.

These source documentation types include:

1. **Cross-Match:** A cross-match requires grantees to identify detailed evidence that confirms the data element in a secondary database. Grantees must also confirm supporting information, such as dates of participation and services rendered. Grantees must have data sharing agreements in place as appropriate. Upon request, results must be available to federal auditors.
2. **Self-Attestation:** Self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. The Department broadly interprets what is considered an electronic/digital signature. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response, are considered an electronic signature or verification; it must be participant-generated and traceable to the participant. Grantees must retain documentation of self-attestations provided by participants. Grantees should use other forms of source documentation when possible.
3. **Case Notes:** Case notes refer to either paper or electronic statements by the case manager or program staff that identify, at a minimum, the following: (a) a participant's situation status related to a specific data element, (b) the date on which the information was obtained, and (c) the name of the case manager or program staff who obtained the information.

4. Electronic Records², which may include:

- **Participant Source Documents:** Participant source documents maintained in the grantee's management information system (MIS) or other official record keeping system.
- **Grantee Participant Service Record:** Grantee participant information generated and maintained by the grantee regarding the specific services received by a participant. The information may be generated and maintained through the grantee's MIS or other official recordkeeping system but must accurately reflect the data being recorded. System features such as a checkbox, radio button, or date field must corroborate participant information, services, or other elements recorded.

² Electronic Record means any information that is recorded in a form that only a computer can process and that satisfies the definition of a Federal record under the Federal Records Act. The term includes both record content and associated metadata that the agency determines is required to meet agency business needs.

<https://www.ecfr.gov/current/title-36/chapter-XII/subchapter-B/part-1220>

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Electronic Record means any information that is recorded in a form that only a computer can process and that satisfies the definition of a Federal record under the Federal Records Act. The term includes both record content and associated metadata that the agency determines is required to meet agency business needs. <https://www.ecfr.gov/current/title-36/chapter-XII/subchapter-B/part-1220>

Attachment II: Source Documentation DOL- only Data Element Validation

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information	
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWS	NFJP-CTS	NFJP-Housing	INA-Adult	INA-Youth	REC (Adult)	REC (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP			Apprenticeship
SECTION A - INDIVIDUAL INFORMATION																					
SECTION A.02 - EQUAL OPPORTUNITY INFORMATION																					
200	Date of Birth (WIOA)	Record the participant's date of birth.																		<ul style="list-style-type: none">• Driver's 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• Family Bible• Cross-Match with State Agency Records• Justice System Records• Selective Service Registration• Signed Letter from a parent or guardian• Medical Records	For H-1B grantees: Grants that serve incumbent worker participants may use documentation maintained by the employer to document "Date of Birth (WIOA)." For Job Corps: Job Corps also allows the following where the applicant's name and date of birth is identified: i) Department of Homeland Security (DHS) documents including Document I-55 Permanent Resident Card and Form I-94 Arrival/Departure Record and Form I-766 Employment Authorization Document
202	Individual with a Disability (WIOA)	Record 1 if the participant indicates that they have 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. Record 0 if the participant indicates that he/she does not have a disability that meets the definition. Record 9 if the participant did not self-identify.																		<ul style="list-style-type: none">• School 504 Records Provided by Student• Assessment Test Results• School Individualized Education Program (IEP) record• Self-Attestation	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

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211	American Indian / Alaska Native (WIOA)	<p>Record 1 if the individual self-identifies as a person with origins in any of the original peoples of North, Central, and South America.</p> <p>Note that this definition is broader than the definition in WIOA which is based on the definition of an individual from US Federally recognized tribes, which is: a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.</p> <p>Record 0 if the individual indicates that they do not meet any of these conditions. Record 9 if the individual did not self-identify any race or ethnicity.</p>							X	X																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					</

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			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps			SCSEP	Apprenticeship
301	Eligible Veteran or Other Eligible Person	<p>Record 1 if the participant served in the active U.S. military, naval, air, or space service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable.</p> <p>Record 2 if the participant (a) served on active duty for a period of more than 180 consecutive days and was discharged or released from such service under conditions other than dishonorable; or (b) was discharged or released because of a service connected disability; or (c) was a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 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; or (d) was discharged or released from active duty by reason of a sole survivorship discharge (as that term is defined in section 1174(i) of title 10).</p> <p>Record 3 if the participant is: (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to section 556 of title 37 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 or (d) a family caregiver of a wounded, ill, or injured member located in a military treatment facility/warrior transition unit or as a family caregiver as defined in 38 U.S.C. 1720G(d)(2) of such wounded, ill, or injured members, or (e) a Transitioning Service Member (TSM) who participated in any part of the Transition Assistance Program (TAP), including self-paced online modules and Individualized Initial Counseling.</p> <p>Record 9 if participant did not disclose veteran status.</p> <p>Record 0 if the participant does not meet any one of the conditions described above.</p>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Source documentation beyond Self-Attestation for this element is only required at the point in which a decision is made to enroll a covered person over a non-covered person and commit financial resources, which does not include staff time. (Per TEGL 10-09, Section 9.) <ul style="list-style-type: none">• DD-214• Cross-Match with Department of Defense Records• Cross-Match with Veterans Service Database• A Letter from the Veterans' Administration• NGB- 22 documenting Title 10 federal active duty service• Self-Attestation		
SECTION A.04 - EMPLOYMENT AND EDUCATION INFORMATION																					
400	Employment Status at Program Entry (WIOA)	<p>Record 1 if the participant, at program entry, (a) is currently performing any work at all as a paid employee, (b) is currently performing any work at all in his or her own business, profession, or farm, (c) is currently performing any work as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who is not working, but currently has a job or business from which he or she is temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.</p> <p>Record 2 if the participant, at program entry, is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member (i.e., within 12 months of separation or 24 months of retirement).</p> <p>Record 3 if the participant, at program entry, is not in the labor force (i.e., those who are not employed and are not actively looking for work, including those who are incarcerated).</p> <p>Record 0 if the participant, at program entry, is not employed but is seeking employment, makes specific effort to find a job, and is available for work.</p>																	<ul style="list-style-type: none">• Pay check stubs, tax records, W2 form• Wage record match• Quarterly tax payment forms, such as an IRS form 941• Document from employer on company letterhead attesting to an individual's employment status• Self-employment worksheets signed and attested to by program participants• Detailed case notes verified by employer and signed by the counselor• Public Assistance Records• Refugee Assistance Records• Cross-Match with Public Assistance Database• Cross-Match with UI Database• Self-Attestation		

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401	UC Eligible Status	<p>Record 1 if the participant is a person who (a) filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) received staff-assisted services provided by the Reemployment Services and Eligibility Assessment (RESEA) program.</p> <p>Record 2 if the participant is a person who (a) filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system.</p> <p>Record 3 if the participant is a person who meets condition 2 (a) described above, but was not referred to service through the state's WPRS system or did not receive a RESEA provided staff-assisted service.</p> <p>Record 4 if the participant meets condition 2(a), but has exhausted all UC benefit rights for which he/she has been determined eligible, including extended supplemental benefit rights.</p> <p>Record 5 if the participant is claimant who is exempt from normal work search requirements according state law, and does not have to perform work search activities.</p> <p>Record 0 if the participant was neither a UC Claimant nor an Exhaustee.</p> <p>Leave blank if this data element does not apply to the participant.</p>	X	X	X		X	X		X				X			X			<ul style="list-style-type: none">• Cross-Match with State UI Database• Cross-Match with State MIS Database• Referral Transmittal by RESEA or WPRS• Self-Attestation for Code Values 3 and 4 only	
402	Long-Term Unemployed at Program Entry (WIOA)	<p>Record 1 if the participant, at program entry, has been unemployed for 27 or more consecutive weeks.</p> <p>Record 2 if the participant, at program entry, has not been unemployed for 27 or more consecutive weeks, but meets a Disaster DWG grantee’s unique definition of long-term unemployed.</p> <p>Record 3 if the participant has been unemployed for 27 or more non-consecutive weeks within the past 12 months.</p> <p>Record 0 if the participant does not meet the condition described above.</p> <p>Note: Code values 2 and 3 may only be used when the applicable code is allowed by programmatic requirements.</p>	X	X	X		X	X		X			X		X					<ul style="list-style-type: none">• Public Assistance Records• Refugee Assistance Records• Cross-Match with Public Assistance Database• Cross-Match with UI Database• Self-Attestation	
407	Highest School Grade Completed at Program Entry (WIOA)	<p>Use the appropriate code to record the highest school grade completed by the participant at program entry.</p> <p>Record 1 – 12 for the number of school grades completed by the participant.</p> <p>Record 0 if no school grades were completed.</p>								X		X	X	X	X		X	X	X	<ul style="list-style-type: none">• Applicable records from education institution (secondary school equivalency, diploma, attendance record, transcripts, drop out letter, school documentation)• Intake Application or Enrollment Form• Electronic Records• Case notes• Self- Attestation	For Job Corps: If school records are unavailable, Job Corps admission counselors must document attempts to obtain educational history.

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408	Highest Educational Level Completed at Program Entry (WIOA)	Use the appropriate code to record the highest educational level completed by the participant at program entry. Record 1 if the participant attained a secondary school diploma. Record 2 if the participant attained a secondary school equivalency. Record 3 if the participant has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP). Record 4 if the participant completed one of more years of postsecondary education. Record 5 if the participant attained a postsecondary certification, license, or educational certificate (non-degree). Record 6 if the participant attained an Associate's degree. Record 7 if the participant attained a Bachelor's degree. Record 8 if the participant attained a degree beyond a Bachelor's degree. Record 0 if no educational level was completed.																		<ul style="list-style-type: none">• Applicable records from education institution (secondary school equivalency, diploma, attendance record, transcripts, drop out letter, school documentation)• Intake Application or Enrollment Form• Electronic Records• Case notes• Self- Attestation	For Job Corps: If school records are unavailable, Job Corps admission counselors must document attempts to obtain educational history.
409	School Status at Program Entry (WIOA)	Record 1 if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. Record 2 if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time, or is between school terms and is enrolled to return to school. Record 3 if the participant, at program entry, has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and is enrolled to return to school. Record 4 if the participant, at program entry, is not within the age of compulsory school attendance; and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the participant, at program entry, is not attending any school and has either graduated from secondary school or has attained a secondary school equivalency. Record 6 if the participant, at program entry, is within the age of compulsory school attendance, but is not attending school and has not received a secondary school diploma or its recognized equivalent.	X	X	X	X	X	X		X	X		X						X	<ul style="list-style-type: none">• Applicable records from education institution (secondary school equivalency, diploma, attendance record, transcripts, drop out letter, school documentation)• Intake Application or Enrollment Form• Electronic Records• Case notes• Self-Attestation	
410	Date of Actual Dislocation	Record the participant's date of actual dislocation from employment. This date is the last day of employment at the dislocation job. Leave blank if there is no dislocation job (e.g., displaced homemaker) or this data element does not apply to the participant.	X	X	X		X						X							<ul style="list-style-type: none">• Verification from Employer• Rapid Response List• Notice of Layoff• Public Announcement with Follow-Up Cross-Match with UI Database• Self-Attestation	
412	Tenure with Employer at Separation	Record 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.												X						<ul style="list-style-type: none">• Verification from Employer• Worker List from Firm• Cross-Match• Intake Application or Enrollment Form• Case notes• Self-Attestation	

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413	Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10	<p>Record 1 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/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/she may continue to be employed during a major portion of the year. A worker is employed on other temporary basis where he/she is employed for a limited time only or his/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.</p> <p>Record 2 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/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded.</p> <p>Record 0 if the participant does not meet the condition described above.</p> <p>Leave blank if this data element does not apply to the individual.</p>	X																<ul style="list-style-type: none">• Cross-Match with Public Assistance Records• Cross-Match with State MIS Database• Employment Records• Case notes• Self-Attestation		
SECTION A.05 - PUBLIC ASSISTANCE INFORMATION																					
600	Temporary Assistance to Needy Families (TANF)	<p>Record 1 if the participant is listed on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program.</p> <p>Record 0 if the participant does not meet the condition described above.</p> <p>Leave blank if this data element does not apply to the participant.</p>	X	X	X		X	X		X	X			X					<ul style="list-style-type: none">• TANF Eligibility Verification• TANF Period of Benefit Receipt Verification• Referral Transmittal from TANF• Cross-Match with TANF Public Assistance Records	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training	
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)	<p>Record 1 if the participant, at program entry, is within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether receiving these benefits at program entry.</p> <p>Record 0 if the participant does not meet the condition described above.</p> <p>Record 9 if the data element does not apply to the participant (i.e., the participant has never received TANF, or if the participant has already exhausted lifetime TANF eligibility).</p>	X	X	X		X	X						X					<ul style="list-style-type: none">• TANF Eligibility Verification• TANF Period of Benefit Receipt Verification• Referral Transmittal from TANF• Cross-Match with TANF Public Assistance Records	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information	
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA- Youth	REG (Adult)	REG (Youth)	Youthbuild	JVSG	H-1B	Job Corps	SCSEP			Apprenticeship
602	Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	Record 1 if the participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program. Record 2 if the participant is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program. Record 3 if the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program. Record 4 if the participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket Holder issued by the Social Security Administration. Record 5 if the participant is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket holder issued by the Social Security Administration. Record 6 if the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program and is a Ticket to Work Program Ticket holder issued by the Social Security Administration. Record 0 if the participant does not meet any of the conditions described above.	X	X	X		X		X	X			X							<ul style="list-style-type: none">• SSI/SSDI Receipt of Benefits Verification• Referral Transmittal from SSA• SSI/SSDI Eligibility Verification• Cross-Match with SSA Database	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
603	Supplemental Nutrition Assistance Program (SNAP)	Record 1 if the participant is receiving assistance through the Supplemental Nutrition Assistance Program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.) Record 0 if the participant does not meet the above criteria.	X	X	X		X		X	X			X							<ul style="list-style-type: none">• SNAP Eligibility Verification• Documentation of SNAP Benefit Receipt• Referral Transmittal from SNAP• Cross-Match	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
604	Other Public Assistance Recipient	Record 1 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). Do not include foster child payments. Record 0 if the participant does not meet the above criteria. Leave blank if this data element does not apply to the participant.		X	X		X		X	X			X							<ul style="list-style-type: none">• 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	
SECTION A.06 - ADDITIONAL YOUTH CHARACTERISTICS																					
701	Pregnant or Parenting Youth	Record 1 if the participant is a youth who is pregnant, or a youth parenting one or more dependents under age 18. An individual who is parenting can be a custodial or non-custodial parent or guardian. Record 0 if the participant does not meet the conditions described above. Leave blank if the data is not available.				X	X			X			X							<ul style="list-style-type: none">• Needs Assessment• WIC Eligibility Verification• TANF Single Parent Eligibility Verification• Intake Application or Enrollment Form• Individual Service Strategy• Case notes• Self-Attestation	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP		
702	Youth Who Needs Additional Assistance	Record 1 if the participant is an out-of-school youth who requires additional assistance to enter or complete an educational program, or to secure and hold employment or an in-school youth who requires additional assistance to complete an educational program or to secure or hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan. Record 0 if the participant does not meet the conditions described above. Leave blank if this data element does not apply to the participant.				X	X			X			X						See State policy on definition: • Intake Application or Enrollment Form • Case notes • Needs Assessment • Individual Service Strategy • Self-Attestation	
704	Foster Care Youth Status at Program Entry (WIOA)	Record 1 if the participant, at program entry, is a person aged 24 or under who is currently in foster care or has aged out of the foster care system. Record 0 if the participant does not meet the conditions described above.	X	X	X	X	X	X			X	X	X	X			X		• Written Confirmation from Social Services Agency • Case notes • Foster Care Agency Referral Transmittal • Intake Application or Enrollment Form • Needs Assessment • Individual Service Strategy • Self-Attestation	For Job Corps: Documented phone contact with a caseworker or public agency personnel attesting to the status of the applicant.
SECTION A.07 - ADDITIONAL REPORTABLE CHARACTERISTICS																				
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)	Record 1 if the participant, at program entry: (a) Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who: (i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; (ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; (iii) is living in an emergency or transitional shelter; (iv) is abandoned in a hospital; or (v) is awaiting foster care placement; (b) 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; (c) 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 (d) 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. Record 0 if the participant does not meet the conditions described above. Note: WIOA youth who meet the definition of homeless as defined in WIOA section 681.210(c)(5) and 681.220(d)(4) are reported in this data element.	X	X	X	X	X				X	X	X	X	X			X	• Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case notes • Individual Service Strategy • A letter from caseworker or support provider • Self-Attestation	For Job Corps: If the source documentation is unavailable, documented attempts to obtain such information accompanied by a completed Statement of Support form describing how the applicant is being supported in the absence of any significant income.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information			
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B			Job Corps	SCSEP	Apprenticeship
801	Ex-Offender Status at Program Entry (WIOA)	Record 1 if the participant, at program entry, is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. Record 0 if the participant does not meet any one of the conditions described above. Record 9 if the participant did not disclose.	X	X	X	X	X	X		X	X			X		X				<ul style="list-style-type: none">• 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• Intake Application or Enrollment Form• Case notes• Needs Assessment• Individual Service Strategy• Federal Bonding Program Application• Self-Attestation	
802	Low Income Status at Program Entry (WIOA)	Record 1 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: (i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.); (ii) 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.); (iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or (iv) State or local income-based public assistance. (b) Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level; (c) Is an individual who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.); (d) Is a foster child on behalf of whom State or local government payments are made; (e) Is a participant with a disability whose own income does not exceed the higher of the poverty line or 70% of the lower living standard income level but who is a member of a family whose income does not meet this requirement; (f) Is a homeless participant or a homeless child or youth or runaway youth (see Data Element #800); or (g) Is a youth living in a high-poverty area. Record 0 if the participant does not meet the criteria presented above.	X	X	X	X	X	X	X	X	X			X		X	X	X		<ul style="list-style-type: none">• 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	For WIOA Adult/DW/WP/DWIG require only if participant has received Individualized Career Services or Training For WIOA Youth Only: Youth Living in a High Poverty Area: Case notes documenting High Poverty Area status. For Job Corps: i) Documented phone contact with case worker attesting to family receipt of public assistance; ii) A letter from caseworker or support provider attesting to the applicant’s status as Homeless or documented attempts to obtain such a letter accompanied by a completed Statement of Support form describing how the applicant is being supported in the absence of any significant income; iii) A letter or other documentation from the U.S. Department of Agriculture verifying the applicant’s eligibility for free or reduced lunch, or written documentation from the last school attended by the applicant verifying the applicant’s eligibility; iv) Letter from a caseworker or public agency personnel attesting to the status of the applicant as a Foster Child, or documented phone contact with a caseworker or public agency personnel attesting to the status of the applicant; v) Tax returns or W-2s For SCSEP: The definition of low-income is found in CFR 641.500, 641.507, and 641.510.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information	
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	Youthbuild	JVSG	H-1B	Job Corps	SCSEP			Apprenticeship
803	English Language Learner at Program Entry (WIOA)	Record 1 if the participant, at program entry, is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language. Record 0 if the participant does not meet the conditions described above.	X	X	X	X	X	X		X	X			X		X	X			<ul style="list-style-type: none">• Assessment Test Results• Applicable Records from Education Institution (transcripts, or other school documentation)• Intake Application or Enrollment Form• Individual Service Strategy• Case notes• Self-Attestation	
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	Record 1 if the participant is, at program entry: A) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or B) 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. Record 0 if the participant does not meet the conditions described above.	X	X	X	X	X	X		X	X			X			X			<ul style="list-style-type: none">• Assessment Test Results• Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)• Case notes	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
806	Single Parent at Program Entry (WIOA)	Record 1 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). Record 0 if the participant does not meet the condition described above. Record 9 if the participant did not self-identify.	X	X	X	X	X	X		X				X			X			<ul style="list-style-type: none">• Needs Assessment• TANF Single Parent Eligibility Verification• Intake Application or Enrollment Form• Individual Service Strategy or Employment Plan• Case notes• Self-Attestation	For Job Corps: <ul style="list-style-type: none">• Birth certificate indicating applicant as parent• Court decree indicating child support• Any official government/school form indicating dependent children AND Self-attestation on marital status
807	Displaced Homemaker at Program Entry (WIOA)	Record 1 if the participant, at program entry, has been providing unpaid services to family members in the home and who: (A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Record 0 if the participant does not meet the conditions described above.	X	X	X		X	X												<ul style="list-style-type: none">• 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• Individual Employment Plan• Self-Attestation	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information	
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFJP-CTS	NFJP-Housing	INA-Adult	INA- Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP			Apprenticeship
808	Migrant and Seasonal Farmworker Status	<p>Record 1 if the participant, at program entry, is a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency.</p> <p>Record 2 if the participant, at program entry, is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day.</p> <p>Record 3 if the participant is a migrant farmworker or seasonal farmworker (as defined above) aged 14-24.</p> <p>Record 4 if the participant is an adult program participant and a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above.</p> <p>Record 5 if the participant is a youth program participant and a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above.</p> <p> *Note: This element is used both by the NFJP Program eligibility status type and by other programs to identify participants with this (WIOA sec. (3) defined) barrier to employment.</p>	X	X	X		X	X		X										<ul style="list-style-type: none">• Cross-Match with Public Assistance Records• NFJP Eligibility Documents used to determine low-income status• Employer Contract/Letter• Program application• Cross-Match with State MIS Database• Cross-Match with H-1B Records• Case notes• Self-Attestation	For NFJP: Additionally, when determining dependent status use the definition of dependent at 20 CFR 685.110.
SECTION B - ONE STOP CENTER PROGRAM PARTICIPATION INFORMATION																					
900*	Date of Program Entry (WIOA)	<p>Record the date on which an individual became a participant as referenced in 20 CFR 677.150 satisfying applicable programmatic requirements for the provision of services.</p> <p>Leave blank if this data element does not apply.</p>	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X		<ul style="list-style-type: none">• Individual Plan for Employment• Electronic Records• Program intake documents, such as eligibility determination documentation or program enrollment forms	
901*	Date of Program Exit (WIOA)	<p>Record the last date the participant received services that are not self-service, information-only, or follow up services. Record this last date of receipt of services only if there are no future services, that are not self-service, information-only, or follow up services, planned from the program. For Titles I, II and III, record the last date of funded service(s). For Vocational Rehabilitation programs, record the date when the participant's record of service is closed pursuant to 34 CFR 361.43 or 361.56.</p> <p>Leave blank if this data element does not apply to the participant.</p>	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	<ul style="list-style-type: none">• 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)	<p>For Grants funded under the National Apprenticeship Act:</p> <ul style="list-style-type: none">• Validate only for registered apprentices who have completed.• Validate for all pre-apprentices, as appropriate.• Validate RA completions with a copy of the Certificate of Completion, electronic record (e.g., from the AI Demographic Portal or SAA system), email or other written transmission from the Registration Agency stating the apprentice completed (but has not yet received their Certificate of Completion).• Validate for all pre-apprentices using documentation from educational or work experience provider including attendance records or a letter stating successful completion.

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peyster	WIOA Adults	WIOA DW	WIOA Youth	DWG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP		
902	Date of First Case Management and Employment Service	Record the date on which the participant begins receiving his/her first case management and employment service funded by a program following a determination of eligibility to participate in the program.												X					<ul style="list-style-type: none">• Cross-Match• Case notes	
906	Date of First WIOA Youth Service	Record the date on which the participant began receiving his/her first WIOA youth service (i.e., 1 of the 14 youth program elements in WIOA section 129(c)(2)). Leave blank if the participant did not receive services funded by the WIOA Youth program.				X				X		X							<ul style="list-style-type: none">• Cross-Match• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes• Individual Service Strategy	
907	Recipient of Incumbent Worker Training	Record 1 if the participant received Incumbent Worker training services under WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i). Record 2 if the participant received Incumbent Worker training services by Local Formula funds under WIOA section 134(d)(4). Record 3 if the participant received Incumbent Worker training services under both Statewide funds (Governor’s Reserve and/or Rapid Response) WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i) and Local Formula funds under WIOA section 134(d)(4). Record 4 if the participant received Incumbent Worker training services under H-1B. Record 5 if the participant received incumbent Worker training services under a National Dislocated Worker Grant (DWG) (WIOA section 170). Record 6 if the participant received Incumbent Worker training services under a National Farmworker Job Program (NFJP)(WIOA section 167). Record 7 if the participant received Incumbent Worker training services under a grant funded through apprenticeship appropriated funds. Record 0 if the participant did not receive services under the condition described above, or received services by a local area with statewide funds passed down from the state to the local area.	X	X	X		X	X						X					<ul style="list-style-type: none">• Signed Incumbent Worker Training agreement• Cross-Match• Case notes	
908	Rapid Response	Record 1 if the participant participated in rapid response activities authorized at WIOA section 134(a)(2)(A)(i)(I). Record 0 if the participant did not receive services under the condition described above. Record 9 if grantee is unable to track enrollment in the program. Leave blank if this data element does not apply to the participant.	X		X		X												<ul style="list-style-type: none">• Cross-Match• Case notes• Rapid Response List• Self-Attestation	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA- Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP		
923*	Other Reasons for Exit (WIOA)	Record 01 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. Record 02 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. Record 03 if the participant is deceased. Record 04 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. Record 05 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). Record 06 if the participant, who was determined to be eligible, is later determined not a have met eligibility criteria. For titles I, II, and III program eligibility is determined at the time an individual becomes a participant. Record 07 if the participant is a criminal offender in a correctional institution under section 225 of WIOA. Record 00 if the participant meets none of the above conditions.	X	X	X	X	X	X	X	X	X	X	X		X	X	X		<ul style="list-style-type: none">• Information from partner services• WIOA or program status/exit forms• Electronic Records• Withdrawal form with explanation• Information from institution or facility• Case notes	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1
SECTION C - ONE STOP SERVICES AND ACTIVITIES																				
SECTION C.01 - GENERAL SERVICES OVERVIEW																				
1001	Date of First Basic Career Service (Staff-Assisted)	Record 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.	X	X	X		X			X									<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)	Record the most recent date a job seeker accessed self-services/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; For example, virtually accessed services that provide a level of support above independent job or information seeking on the part of a reportable individual/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/participant did not access a self-service/information-only basic career service.	X	X	X		X	X								X			<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)	Record 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.	X	X	X		X		X	X									<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information	
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	Youthbuild	JVSG	H-1B	Job Corps	SCSEP			Apprenticeship
1004	Date of Most Recent Career Service (WIOA)	Record 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.	X	X	X		X	X	X	X	X									<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)	Record 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.	X	X	X		X							X						<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program	Record the most recent date on which the participant was referred to the Department of Veterans Affairs Vocational Rehabilitation and Employment Program.	X	X	X		X							X						<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	
1007	Date of Most Recent Reportable Individual Contact	Record the most recent date on which the job seeker had reportable individual level contact, including provision of identifying information or enrollment, with one or more applicable programs.	X	X	X		X	X	X	X						X				<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	
SECTION C.02 - BASIC CAREER SERVICES																					
1102	Most Recent Date Received Staff-Assisted Career Guidance Services	Record the most recent date on which the participant received career guidance services with significant staff involvement. Career guidance services include the provision of information (Including information on local performance and eligible training providers), materials, suggestions, or advice intended to assist the job seeker in making occupation or career decisions. Leave blank if the participant did not receive a career guidance service.	X																	<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	
1104	Most Recent Date Received Staff-Assisted Job Search Activities	Record the most recent date that the participant was provided job search activities with significant staff involvement, and which are designed to help the participant plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan. "Resume Assistance" - Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same. "Job Search Workshops" - An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. "Job Finding Clubs" - Have all the elements of a Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs. "Job Search Planning" - Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area. Leave blank if the participant did not receive a job search activity with significant staff involvement. Additional Note: This definition excludes participants who receive workforce information services or attend a TAP employment workshop. Those services will be collected and reported separately.	X																	<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	RED (Adult)	RED (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP		
1105	Most Recent Date Referred to Employment	Indicate the most recent date that the participant received a referral to employment which included significant staff involvement. A referral to employment is (a) the act of bringing to the attention of an employer a job seeker or group of registered job seekers who are available for a job and (b) the record of such a referral. Leave blank if the participant did not receive a referral to employment.	X																<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	
1106	Most Recent Date Referred to Federal Training	Record the most recent date that the participant was referred to a training program supported by the Federal Government, such as WIOA-funded projects, TAA, Adult Education, Vocational Rehabilitation and Job Corps. Leave blank if the participant did not receive a referral to federal training.	X																<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	
1112	Most Recent Date Received Unemployment Insurance (UI) Claim Assistance	Indicate the most recent date a job seeker was provided meaningful assistance in filing a UI claim. Leave blank if the participant did not receive unemployment insurance claim assistance.	X																<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	
1113	Most Recent Date Referred to Other Federal/State Assistance	Record the most recent date a job seeker was referred to Other Federal/State Assistance. This may include Supplemental Nutrition Assistance Program (SNAP) benefits, Temporary Assistance for Needy Families (TANF), health insurance assistance, child support assistance, tax preparation support, and any other Federal or State assistance programs. Leave blank if the participant was not referred to Other Federal/State assistance.	X																<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	
SECTION C.03 - INDIVIDUALIZED CAREER SERVICES																				
1200	Date of First Individualized Career Service	Record the first date the participant received any individualized career service on or after the date of participation. Individualized Career Services include development of an Individual Employment Plan, Pre-Vocational Services, provision of comprehensive skills and career assessments, internships or work experiences, financial literacy services, English as Second Language Services, or any other service that comprises a significant amount of staff time with an individual participant as described in WIOA sec. 134(c)(2)(xii). Leave blank if the participant did not receive any individualized career service or this data element does not apply to the individual.	X	X	X		X	X		X									<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	
1201	Most Recent Date Received Individualized Career Service	Record the most recent date on which the participant received individualized career services as described in WIOA sec. 134(c)(2)(xii).	X	X	X		X	X		X									<ul style="list-style-type: none">• Case notes• Cross-Match• Electronic Records	
1202	Date Individual Employment Plan Created	Record the date on which the participant's Individual Employment Plan (IEP) was created or otherwise established to identify the participant's employment goals, their appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. Leave blank if an employment plan was not created for the participant, or if the individual is not a participant.	X	X	X		X			X				X					<ul style="list-style-type: none">• Cross-Match• Case notes• Individual Employment Plan or Individual Service Strategy• Electronic Records	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information						
			Wagner-Peiser	WIOA Adults	WIOA DW	WIOA Youth	DWG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B			Job Corps	SCSEP	Apprenticeship			
1205	Type of Work Experience	<p>If the participant received work experience, record the appropriate code to indicate the type of work experience provided to the participant.</p> <p>Record 1 if the participant participated in summer employment or an internship during the summer months (WIOA Youth).</p> <p>Record 2 if the participant participated in an internship or employment opportunity during the non-summer months or if it extends beyond the summer months.</p> <p>Record 3 if the participant participated in a pre-apprenticeship program.</p> <p>Record 4 if the participant participated in job shadowing.</p> <p>Record 5 if the participant participated in on-the-job training (WIOA Youth).</p> <p>Record 6 if the participant participated in a transitional job, as defined in WIOA Section 134(d)(5).</p> <p>Record 7 if the participant participated in another type of work experience not covered in 1 through 5.</p> <p>Record 0 if the participant did not participate in a work experience.</p> <p>Leave blank if this data element does not apply to the participant.</p>		X	X	X	X	X	X		X	X			X		X					<ul style="list-style-type: none">• Case notes• Signed Work Experience Agreement• Electronic Records		
1206	Date Received Financial Literacy Services	<p>Record the date, at any time during participation in the program, that the participant received any financial literacy services. They may include services that help with creating budgets, initiate checking and savings accounts at banks, applying for and managing loans and credit cards, learning about credit reports and credit scores, and identifying identity theft.</p> <p>Leave blank if this data element does not apply to the participant.</p>		X		X	X	X				X	X									<ul style="list-style-type: none">• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Case notes• Electronic Records		
1211	Transitional Jobs	<p>Record 1 if the participant received work experience at a transitional job as described in WIOA Section 134(d)(5).</p> <p>Record 0 if the participant did not receive transitional jobs training as described above.</p>			X	X		X														<ul style="list-style-type: none">• Electronic Records• Case notes• Signed Transitional Job Agreement		
SECTION C.04 - TRAINING SERVICES																								
1300	Received Training (WIOA)	<p>Record 1 if the participant received training services as defined by program specific guidance.</p> <p>Record 0 if the participant did not receive training services.</p>		X		X	X	X	X	X			X	X			X		X	X			<ul style="list-style-type: none">• Cross-Match• Vendor/Training Provider Records• Signed Training Contract• Individual Training Account• Electronic Records	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	Youthbuild	JVSG	H-1B	Job Corps	SCSEP		
1301	Eligible Training Provider ID # - Training Service #1 (WIOA)	<p>Record the 6 digit Provider/Institution ID associated with the Provider/Institution in the state's ETA-9171 report.</p> <p>For institutions that report to IPEDS, states must report the first 6 digits of the institution’s UNIT ID. A current listing of institution UNIT IDs can be found on the IPEDS website: https://nces.ed.gov/ipeds/.</p> <p>All other providers/institutions should be assigned a unique state-level ID that starts with the reporting state’s two letter postal code followed by 4 alphanumeric characters chosen by the state.</p> <p>Leave blank if this data element does not apply to the participant.</p>		X	X		X												<ul style="list-style-type: none">• Vendor Training Records• Receipts• Cross-Match• Attendance Sheets or Records• Signed Training Contract• Individual Training Account	
1302	Date Entered Training #1 (WIOA)	<p>Record the date on which the participant's first training service actually began.</p> <p>Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.</p>		X	X	X	X	X		X	X	X	X		X				<ul style="list-style-type: none">• Individual Training Account• Vendor Training Records• Electronic Records• Attendance Sheets or Records• Case notes	
1303*	Type of Training Service #1 (WIOA)	<p>Use the appropriate code to indicate the type of approved training being provided to the participant.</p> <p>NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09.</p> <p>NOTE: Code 06 should only be utilized when other codes are clearly not appropriate.</p> <p>NOTE: Code 13 should only be used is the participant is in an occupational training component of a pre-apprenticeship program that is separate from the work experience component.</p> <p>Record 00 if the participant did not receive a training service.</p> <p>Leave blank if this data element does not apply to the participant.</p>		X	X	X	X	X		X	X	X	X		X	X			<ul style="list-style-type: none">• Copy of enrollment record• Case notes• Cross-Match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1 01 = On the Job Training (non-WIOA Youth) 02 = Skill Upgrading 03 = Entrepreneurial Training (non-WIOA Youth) 04 = ABE or ESL (contextualized or other) in conjunction with Training 05 = Customized Training 06 = Occupational Skills Training 07 = ABE or ESL (contextualized or other) NOT in conjunction with training (funded by Trade Adjustment Assistance only) 08 = Prerequisite Training 09 = Registered Apprenticeship 10 = Youth Occupational Skills Training 11 = Other Non-Occupational-Skills Training 12 = Job Readiness Training in conjunction with other training 00 = No Training Service
1306	Occupational Skills Training Code #1	<p>Enter the 8 digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that matches the training participant’s employment goal.</p> <p>Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.</p>		X	X	X	X	X		X	X		X		X		X		<ul style="list-style-type: none">• Cross-Match• Case notes• Signed Individual Employment Plan or Training Plan• Signed Training Contract• Individual Training Account	Grantees funded under the National Apprenticeship Act may also include the ETA 671 or the SAA equivalent; printout from the RAPIDS AI (Apprentice Information) Demographic Portal; or page 1 of the relevant Appendix A providing the OST code.
1307	Training Completed #1	<p>Record 1 if the participant completed approved training.</p> <p>Record 0 if the participant did not complete training (withdrew).</p> <p>Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.</p>		X	X	X	X	X		X	X	X	X		X				<ul style="list-style-type: none">• Cross-Match• Vendor Training Records• Attendance Sheets or Records• Case notes• Electronic Record• Individual Training Account	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information			
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	Youthbuild	JVSG	H-1B			Job Corps	SCSEP	Apprenticeship
1308	Date Completed, or Withdrew from, Training #1	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.		X	X	X	X	X		X	X	X	X	X		X				<ul style="list-style-type: none">• Cross-Match• Vendor Training Records• Attendance Sheets or Records• Case notes• Electronic Record	
1309	Date Entered Training #2	Record the date on which the participant's second training service actually began. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.		X	X	X	X	X		X	X	X	X	X		X				<ul style="list-style-type: none">• Individual Training Account• Vendor Training Records• Electronic Record• Attendance Sheets or Records• Case notes	
1310*	Type of Training Service #2 (WIOA)	If the participant received a second type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be instances when other codes are clearly not appropriate. NOTE: Code 13 should only be used is the participant is in an occupational training component of a pre-apprenticeship program that is separate from the work experience component. Record 00 if the participant did not receive a second training service. Leave blank if this data element does not apply to the participant.		X	X	X	X	X		X	X	X	X	X		X	X			<ul style="list-style-type: none">• Copy of enrollment record• Case notes• Cross-Match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1 01 = On the Job Training (non-WIOA Youth) 02 = Skill Upgrading 03 = Entrepreneurial Training (non-WIOA Youth) 04 = ABE or ESL (contextualized or other) in conjunction with Training 05 = Customized Training 06 = Occupational Skills Training 07 = ABE or ESL (contextualized or other) NOT in conjunction with training (funded by Trade Adjustment Assistance only) 08 = Prerequisite Training 09 = Registered Apprenticeship 10 = Youth Occupational Skills Training 11 = Other Non-Occupational-Skills Training 12 = Job Readiness Training in conjunction with other training 00 = No Training Service
1311	Occupational Skills Training Code #2	Enter the 8 digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that matches the training participant's employment goal. Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.		X	X		X	X		X	X			X		X				<ul style="list-style-type: none">• Cross-Match• Case notes• Signed Individual Employment Plan or Training Plan• Signed Training Contract• Individual Training Account	
1312	Training Completed #2	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.		X	X	X	X	X		X	X			X		X				<ul style="list-style-type: none">• Cross-Match• Vendor Training Records• Attendance Sheets or Records• Case notes• Electronic Record• Individual Training Account	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information	
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA- Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP			Apprenticeship
1313	Date Completed, or Withdrew from, Training #2	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.		X	X	X	X	X		X	X	X	X	X		X				<ul style="list-style-type: none">• Cross-Match• Vendor Training Records• Attendance Sheets or Records• Case notes• Electronic Record• Individual Training Account	
1314	Date Entered Training #3	Record the date on which the participant's third training service actually began. If the participant received more than 3 training services, record the date on which the participant actually began the last (or most recent) training service. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.		X	X	X	X	X		X	X	X	X	X		X				<ul style="list-style-type: none">• Individual Training Account• Vendor Training Records• Electronic Record• Attendance Sheets or Records• Case notes	
1315*	Type of Training Service #3 (WIOA)	If the participant received a third type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be utilized when other codes are clearly not appropriate. NOTE: Code 13 should only be used is the participant is in an occupational training component of a pre-apprenticeship program that is separate from the work experience component. Record 00 if the participant did not receive a third service. Leave blank if this data element does not apply to the participant. Additional Note: If the participant receives more than three training services, record the last (or most recent) training services received by the participant in this field.		X	X	X	X	X		X	X	X	X	X		X	X			<ul style="list-style-type: none">• Copy of enrollment record• Case notes• Cross-Match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1 01 = On the Job Training (non-WIOA Youth) 02 = Skill Upgrading 03 = Entrepreneurial Training (non-WIOA Youth) 04 = ABE or ESL (contextualized or other) in conjunction with Training 05 = Customized Training 06 = Occupational Skills Training 07 = ABE or ESL (contextualized or other) NOT in conjunction with training (funded by Trade Adjustment Assistance only) 08 = Prerequisite Training 09 = Registered Apprenticeship 10 = Youth Occupational Skills Training 11 = Other Non-Occupational-Skills Training 12 = Job Readiness Training in conjunction with other training 00 = No Training Service
1316	Occupational Skills Training Code #3	Enter the 8 digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that matches the training participant's employment goal. Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.		X	X		X			X	X			X		X				<ul style="list-style-type: none">• Cross-Match• Case notes• Signed Individual Employment Plan or Training Plan• Signed Training Contract• Individual Training Account	
1317	Training Completed #3	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.		X	X	X	X	X		X	X	X	X	X		X				<ul style="list-style-type: none">• Cross-Match• Vendor Training Records• Attendance Sheets or Records• Case notes• Electronic Records• Individual Training Account	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																	Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	Youthbuild	JVSG	H-1B	Job Corps	SCSEP	Apprenticeship		
1318	Date Completed, or Withdrew from, Training #3	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.		X	X	X	X	X		X	X	X	X		X				<ul style="list-style-type: none">• Cross-Match• Vendor Training Records• Attendance Sheets or Records• Case notes• Electronic Records• Individual Training Account		
1319	Established Individual Training Account (ITA)	Record 1 if any of the individual's services were purchased utilizing an Individual Training Account funded by WIOA Title I. This information can be updated anytime during participation. Record 0 if the individual does not meet the condition described above. Leave blank if this data element does not apply to the participant.		X	X		X	X					X						<ul style="list-style-type: none">• Cross-Match• Case notes• Individual Training Account Approval, Allocation or Activation Records		
1332*	Participated in Postsecondary Education During Program Participation (WIOA)	Record 1 if the participant was in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation. Record 0 if the participant was not in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution during program participation, which includes if the participant was enrolled in a postsecondary education program that does not lead to a credential or degree from an accredited postsecondary education institution at any point during program participation. Leave blank if the participant was not in a postsecondary education program, as defined in program specific guidance. Note: This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator. This element is a subset of PIRL 1811. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.		X	X	X	X	X		X	X	X	X		X	X			<ul style="list-style-type: none">• Data match with postsecondary data system• Copy of enrollment record• Case notes• School records or verification of enrollment• Transcript or report card	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1	
SECTION C.05 - YOUTH PROGRAM SERVICES/ELEMENTS (Not Captured Elsewhere)																					
1401*	Enrolled in Secondary Education Program (WIOA)	Record 1 if the participant was enrolled in a Secondary Education Program at or above the 9th Grade level. A Secondary Education program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential. Examples may include adult high school credit programs and programs designed to prepare participants to pass recognized high school equivalency exams such as the GED, HiSET, or TASC. Programs of study designed to teach English proficiency skills or literacy skills below the 9th grade equivalent are not considered Secondary Education Programs. States may use this coding value if the participant was either already enrolled in education or training at the time of application to the program OR became enrolled in an education or training program at or above the 9th Grade level at any point while participating in the program. Record 0 if the participant was not enrolled in a secondary education program at or above the 9th grade level.		X	X	X	X	X		X	X	X	X		X	X		X	<ul style="list-style-type: none">• Copy of enrollment record• Case notes• School records or verification of enrollment• Transcript or report card• Data match to State K-12 data system	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1	

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			Wagner-Pe year	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA- Youth	RED (Adult)	RED (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP		
1402	Most Recent Date Received Educational Achievement Services	Record the most recent date on which the participant received an educational achievement service. Educational achievement services include, but are not limited to tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. Leave blank if the participant did not receive educational achievement services or this data element does not apply to the individual.				X				X			X						<ul style="list-style-type: none">• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes• Cross-Match	
1403	Most Recent Date Received Alternative Secondary School Services	Record the most recent date on which the participant received alternative secondary school services, or dropout recovery services, as appropriate. Leave blank if the participant did not receive alternative secondary school services or dropout recovery services.				X				X			X						<ul style="list-style-type: none">• Cross-Match• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes	
1405	Most Recent Date Received Work Experience Opportunities	Record the most recent date on which the youth participant received work experience opportunities that have as a component academic and occupational education. Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences include: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. Leave blank if the participant did not receive work experience opportunities or this data element does not apply to the participant.				X				X			X						<ul style="list-style-type: none">• Cross-Match• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes	
1406*	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)	Record the first date after exit that the participant enrolled in or attended an education or training program that leads to a recognized postsecondary credential after program exit. NOTE: This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per Sec 116(b)(2)(A)(iii). This data element applies to the Credential Rate indicator.		X	X	X	X	X		X	X		X	X			X		<ul style="list-style-type: none">• Case notes• School records or verification of enrollment• Transcript or report card• Cross-Match• Post-Exit survey from program participants	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1
1407	Most Recent Date Received Education Offered Concurrently with Workforce Preparation	Record the most recent date on which the participant received education offered concurrently with and in in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. Leave blank if the participant did not receive education offered concurrently with workforce preparation.				X				X			X						<ul style="list-style-type: none">• Cross-Match• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes	
1408	Most Recent Date Received Leadership Development Opportunities	Record the most recent date on which the participant received services that include, but are not limited to, opportunities that may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate. Leave blank if the participant did not receive a leadership development service or this data element does not apply to the participant.				X				X			X						<ul style="list-style-type: none">• Cross-Match• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA- Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP		
1409	Most Recent Date Received Supportive Services	Record the most recent date on which the participant received a supportive service (WIOA section 134(d)(2)) which include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the participant to participate in programs which provide career and training services as defined in WIOA sec. 134(c)(2) and 134(c)(3). Support services for youth participants include; (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) needs-related payments; (f) assistance with educational testing; (g) reasonable accommodations for youth with disabilities; (h) referrals to healthcare; (i) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear; (j) assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (k) payments and fees for employment and training-related applications, tests, and certifications. Leave blank if the participant did not receive supportive services or this data element does not apply to the participant.		X	X	X	X	X		X		X		X					<ul style="list-style-type: none">• Cross-Match• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes	
1410	Most Recent Date Received Adult Mentoring Services	Record the most recent date on which the participant received adult mentoring services. Adult mentoring services may last for at least twelve (12) months and may occur both during and after program participation. Leave blank if the participant did not receive adult mentoring services or this data element does not apply to the participant.				X				X		X							<ul style="list-style-type: none">• Cross-Match• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes	
1411	Most Recent Date Received Comprehensive Guidance/ Counseling Services	Record the most recent date on which the participant received comprehensive guidance and counseling services, which may include drug and alcohol abuse counseling. Leave blank if the participant did not receive comprehensive guidance/counseling services or this data element does not apply to the participant.				X				X		X							<ul style="list-style-type: none">• Cross-Match• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes	
1412	Most Recent Date Received Youth Follow-up Services	Record the most recent date on which the youth participant received follow-up services after exiting the program. Follow-up services for youth participants are described as: (a) Follow-up services are critical services provided following a youth’s exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant’s employer, including assistance in addressing work-related problems that arise. (b) Follow-up services for youth may also include the following program elements: (1) Supportive services; (2) Adult mentoring; (3) Financial literacy education; (4) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and (5) Activities that help youth prepare for and transition to postsecondary education and training. (c) All youth participants must be offered the opportunity to receive follow-up services that align with their Individual Service Strategies. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted. Leave blank if the participant did not receive follow-up services or if this data element does not apply to the participant.				X				X		X							<ul style="list-style-type: none">• Cross-Match• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP		
1413	Most Recent Date Youth Received Entrepreneurial Skills Training	Record the most recent date on which the participant participated in entrepreneurial skills training. Leave blank if the participant did not participate in entrepreneurial skills training.				X				X			X						<ul style="list-style-type: none">• Cross-Match• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes	
1414	Most Recent Date Youth Received Services that provide labor market information and employment information	Record the most recent date on which the participant participated in services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. Leave blank if the participant did not participate in these services.				X				X			X						<ul style="list-style-type: none">• Cross-Match• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes	
1415	Most Recent Date Youth Received Postsecondary transition and preparatory activities	Record the most recent date on which a youth participant received activities that helped them to prepare for and transition to postsecondary education and training. Leave blank if the participant did not participate in activities that helped them to prepare for and transition to postsecondary education and training.				X				X			X						<ul style="list-style-type: none">• Cross-Match• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes	
SECTION C.06 - OTHER RELATED ASSISTANCE AND SUPPORT SERVICES FOR NON-YOUTH CUSTOMERS																				
1500	Received Needs-Related Payments	Record 1 if the participant received needs related payments (WIOA section 134(d)(3)) for the purpose of enabling the participant to participate in approved training funded under WIOA Title IB. Record 0 if the participant did not receive any needs-related payments as described above. Leave blank if this data element does not apply to the participant.		X	X		X					X	X	X					<ul style="list-style-type: none">• Cross-Match• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes	
SECTION D - PROGRAM OUTCOMES INFORMATION																				
SECTION D.01 - EMPLOYMENT AND JOB RETENTION DATA																				

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program															Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information	
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps			SCSEP
1600*	Employed in 1st Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	X	X	X	X	X	X		X	X	X	X	X					<ul style="list-style-type: none">• UI wage data match/administrative wage match, such as the National Directory of New Hires• Post-Exit survey (self-reported) from program participants• Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.)• Signed letter or other information 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 program staff.	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1
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, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant’s earnings are greatest. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Note: Code 1 is used to indicate the wage match used in determining the participant’s employment status came from the UI system of the state conducting the match. This includes scenarios where that state’s UI system contains wage record information from other states in addition to their own. This code would not include any Wage Data obtained through the State Wage Interchange System (SWIS). In circumstances where wage match information is from a combination of both the in-state system and an out-of-state system, including SWIS, code 6 should be used.	X	X	X	X	X	X		X	X	X	X	X	X				<p>Consistent with TEGL 26-16:</p> <ul style="list-style-type: none">• 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)	1 = Non-SWIS UI Wage Data Only 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Non UI verification 5 = Information not yet available 6 = UI Wage Data that includes SWIS Wage Data 0 = Not employed

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information	
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP			Apprenticeship
1602*	Employed in 2nd Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the second quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	X	X	X	X	X	X		X	X	X	X	X			X	X	X	•UI wage data match/administrative wage match, such as the National Directory of New Hires •Post-Exit suvey (self-reported) from program participants •Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) •Signed letter or other information 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 program staff.	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1
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 first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If the participant is not found in wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Note: Code 1 is used to indicate the wage match used in determining the participant’s employment status came from the UI system of the state conducting the match. This includes scenarios where that state’s UI system contains wage record information from other states in addition to their own. This code would not include any Wage Data obtained through the State Wage Interchange System (SWIS). In circumstances where wage match information is from a combination of both the in-state system and an out-of-state system, including SWIS, code 6 should be used.	X	X	X	X	X	X		X	X	X	X	X	X		X		X	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)	1 = Non-SWIS UI Wage Data Only 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Non UI verification 5 = Information not yet available 6 = UI Wage Data that includes SWIS Wage Data 0 = Not employed

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			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA- Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP		
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the third quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	X	X	X	X	X	X		X	X	X	X	X					<ul style="list-style-type: none">• UI wage data match/administrative wage match, such as the National Directory of New Hires• Post-Exit survey (self-reported) from program participants• Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.)• Signed letter or other information 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 program staff.	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1
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 first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If the participant is not found in wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant’s earnings are greatest. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Note: Code 1 is used to indicate the wage match used in determining the participant’s employment status came from the UI system of the state conducting the match. This includes scenarios where that state’s UI system contains wage record information from other states in addition to their own. This code would not include any Wage Data obtained through the State Wage Interchange System (SWIS). In circumstances where wage match information is from a combination of both the in-state system and an out-of-state system, including SWIS, code 6 should be used.	X	X	X	X	X	X		X	X	X	X	X	X				<p>Consistent with TEGL 26-16:</p> <ul style="list-style-type: none">• 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)	1 = Non-SWIS UI Wage Data Only 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Non UI verification 5 = Information not yet available 6 = UI Wage Data that includes SWIS Wage Data 0 = Not employed

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			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps			SCSEP
1606*	Employed in 4th Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the fourth quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	X	X	X	X	X	X		X	X	X	X	X		X	X	X	<ul style="list-style-type: none">• UI wage data match/administrative wage match, such as the National Directory of New Hires• Post-Exit survey (self-reported) from program participants• Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.)• Signed letter or other information 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 program staff.	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1
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 first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If the participant is not found in wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Note: Code 1 is used to indicate the wage match used in determining the participant’s employment status came from the UI system of the state conducting the match. This includes scenarios where that state’s UI system contains wage record information from other states in addition to their own. This code would not include any Wage Data obtained through the State Wage Interchange System (SWIS). In circumstances where wage match information is from a combination of both the in-state system and an out-of-state system, including SWIS, code 6 should be used.	X	X	X	X	X	X		X	X	X	X	X	X		X	X	<p>Consistent with TEGL 26-16:</p> <ul style="list-style-type: none">• 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)	1 = Non-SWIS UI Wage Data Only 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Non UI verification 5 = Information not yet available 6 = UI Wage Data that includes SWIS Wage Data 0 = Not employed

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1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)	Record 1 if the participant received training services and obtained employment directly related to the training services received. Record 0 if the participant received training services and obtained employment, but the employment was not directly related to the training services received or if the participant did not obtain employment. Record 9 if the participant received training services and obtained employment, but it is unknown if the employment was directly related to the training services received. Leave blank if the participant did not receive training or has not exited or the employment information is not yet available.	X	X	X	X	X	X			X			X	X					<ul style="list-style-type: none">• UI Wage Records• Supplemental data sources defined by TEGL 26-16 follow up services• Surveys• Record sharing and/or automated record matching with other federal employment and administrative databases• Other out of state federal wage record systems• Case notes	
1610	Occupational Code (if available)	Record the 8-digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that best describes the participant's most recent employment in any quarter after exit. Leave blank if occupational code is not available or not known, or the data element does not apply. Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.	X	X	X		X	X							X					<ul style="list-style-type: none">• UI Wage Records• Supplemental data sources defined by TEGL 26-16 follow up services• Surveys• Record sharing and/or automated record matching with other federal employment and administrative databases• Other out of state federal wage record systems• Case notes	
1611	Entered Non-Traditional Employment	Record 1 if the participant's employment is in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work. Non-traditional employment can be based on either local or national data, and both males and females can be in non-traditional employment. This information can be based on any job held after exit and only applies to adults, dislocated workers and youth who entered employment in the second quarter after the exit quarter. Record 0 if the participant does not meet the condition described above. Record 9 if not known.		X	X			X						X						<ul style="list-style-type: none">• UI Wage Records• Supplemental data sources defined by TEGL 26-16 follow up services• Surveys• Record sharing and/or automated record matching with other federal employment and administrative databases• Other out of state federal wage record systems• Case notes	
1612	Occupational Code of Employment 2 nd Quarter After Exit Quarter (If available)	Record the 8-digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that best describes the participant's employment in the 2nd quarter after exit quarter. Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.	X	X	X			X			X				X					<ul style="list-style-type: none">• UI Wage Records• Supplemental data sources defined by TEGL 26-16 follow up services• Surveys• Record sharing and/or automated record matching with other federal employment and administrative databases• Other out of state federal wage record systems• Case notes	

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1613	Occupational Code of Employment 4 th Quarter After Exit Quarter (If available)	Record the 8-digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that best describes the participant's employment in the 4th quarter after the exit quarter. Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.	X	X	X		X			X				X					<ul style="list-style-type: none">• UI Wage Records• Supplemental data sources defined by TEGL 26-16 follow up services• Surveys• Record sharing and/or automated record matching with other federal employment and administrative databases• Other out of state federal wage record systems• Case notes	
1614	Industry Code of Employment 1st Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if 'Wages 1st Quarter After the Exit Quarter' exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	X	X	X		X	X						X					<ul style="list-style-type: none">• UI Wage Records• Supplemental data sources defined by TEGL 26-16 follow up services• Surveys• Record sharing and/or automated record matching with other federal employment and administrative databases• Other out of state federal wage record systems• Case notes	
1615	Industry Code of Employment 2nd Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if 'Wages 1st Quarter After the Exit Quarter' exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	X	X	X		X	X						X					<ul style="list-style-type: none">• UI Wage Records• Supplemental data sources defined by TEGL 26-16 follow up services• Surveys• Record sharing and/or automated record matching with other federal employment and administrative databases• Other out of state federal wage record systems• Case notes	
1616	Industry Code of Employment 3rd Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if 'Wages 3rd Quarter After the Exit Quarter' exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	X	X	X		X	X						X					<ul style="list-style-type: none">• UI Wage Records• Supplemental data sources defined by TEGL 26-16 follow up services• Surveys• Record sharing and/or automated record matching with other federal employment and administrative databases• Other out of state federal wage record systems• Case notes	

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			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP			Apprenticeship
1617	Industry Code of Employment 4th Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if 'Wages 4th Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	X	X	X		X	X							X					<ul style="list-style-type: none">• UI Wage Records• Supplemental data sources defined by TEGL 26-16 follow up services• Surveys• Record sharing and/or automated record matching with other federal employment and administrative databases• Other out of state federal wage record systems• Case notes	
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)	Record 1 if the participant’s employer in the second quarter also matches the employer in the fourth quarter. Record 0 if the participant is not employed in the second or fourth quarters after exit, or the employer in the second quarter does not match the employer in the fourth quarter.	X	X	X	X	X	X		X	X	X	X	X	X		X			<p>Consistent with TEGL 26-16, Change 1:</p> <ul style="list-style-type: none">• UI wage data match/administrative wage match, such as the National Directory of New Hires• Post-Exit survey (self-reported) from program participants• Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.)• Signed letter or other information 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 program staff.	For H-1B grantees - ETA performs UI wage data match on behalf of grantees for "Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)" primary indicator of performance measure.
SECTION D.02 - WAGE RECORD DATA																					

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peiser	WIOA Adults	WIOA DW	WIOA Youth	DWG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP		
1700	Earnings 3rd Quarter Prior to Participation Quarter	Record total earnings from wage records for the third quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	X	X	X		X	X						X					Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information 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 program staff.	
1701	Earnings 2nd Quarter Prior to Participation Quarter	Record total earnings from wage records for the second quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	X	X	X		X	X						X					Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information 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 program staff.	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information	
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA- Adult	INA- Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP			Apprenticeship
1702	Earnings 1st Quarter Prior to Participation Quarter	Record total earnings from wage records for the first quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	X	X	X		X	X							X					Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information 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 program staff.	
1703	Earnings 1st Quarter After Exit Quarter (WIOA)	Record total earnings for the first quarter after the quarter of exit. Record 9999999.99 if data is are not yet available for this item. Leave blank if data element does not apply to the participant.	X	X	X		X	X		X	X	X	X	X	X					Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information 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 program staff.	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP		
1704*	Earnings 2nd Quarter After Exit Quarter (WIOA)	Record total earnings for the second quarter after the quarter of exit. Record 9999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	X	X	X	X	X	X		X	X	X	X	X		X	X	X	<ul style="list-style-type: none">• UI wage data match/administrative wage match, such as the National Directory of New Hires• Post-Exit survey (self-reported) from program participants• Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.)• Signed letter or other information 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 program staff.	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1 For non-state Apprenticeship grantees, ETA performs UI wage data matching on behalf of grant recipients.
1705	Earnings 3rd Quarter After Exit Quarter (WIOA)	Record total earnings for the third quarter after the quarter of exit. Record 9999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	X	X	X		X	X		X	X	X	X	X					<p>Consistent with TEGL 26-16, Change 1:</p> <ul style="list-style-type: none">• UI wage data match/administrative wage match, such as the National Directory of New Hires• Post-Exit survey (self-reported) from program participants• Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.)• Signed letter or other information 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 program staff.	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	Youthbuild	JVSG	H-1B	Job Corps	SCSEP		
1706	Earnings 4th Quarter After Exit Quarter (WIOA)	Record total earnings for the fourth quarter after the quarter of exit. Record 9999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	X	X	X	X	X		X	X	X	X	X	X	X	X		X	Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information 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 program staff.	For H-1B grantees- ETA performs UI wage data match on behalf of grantees. For non-state Apprenticeship grantees, ETA performs UI wage data matching on behalf of grant recipients.
SECTION D.03 - EDUCATION AND CREDENTIAL DATA																				
1800*	Type of Recognized Credential (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skill Gains indicator for all programs.	X	X	X	X	X	X		X	X	X	X	X		X	X	X	• Cross-Match • Copy of credential • Copy of school record • Post-Exit survey from program participants • Case notes documenting information obtained from education or training provider	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1
1801*	Date Attained Recognized Credential (WIOA)	Record the date on which the participant attained a recognized credential. Leave blank if the participant did not attain a degree or certificate.	X	X	X	X	X	X		X	X	X	X	X		X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1: For grants funded under the National Apprenticeship Act, validate month and year only.

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP		
1802	Type of Recognized Credential #2 (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skill Gains indicator for all DOL programs.		X	X	X	X	X		X	X	X	X		X	X		X	<ul style="list-style-type: none">• Cross-Match• Copy of credential• Copy of school record• Follow-up survey from program participants• Case notes documenting information obtained from education or training provider	
1803	Date Attained Recognized Credential #2 (WIOA)	Record the date on which the participant attained a second recognized credential. Leave blank if the participant did not attain a second recognized credential, or if this data element does not apply.		X	X	X	X	X		X	X	X	X		X	X		X	<ul style="list-style-type: none">• Cross-Match• Copy of credential• Copy of school record• Follow-up survey from program participants• Case notes documenting information obtained from education or training provider	For grants funded under the National Apprenticeship Act, validate month and year only.
1804	Type of Recognized Credential #3 (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skill Gains indicator for all DOL programs.		X	X	X	X			X	X	X	X		X	X			<ul style="list-style-type: none">• Cross-Match• Copy of credential• Copy of school record• Follow-up survey from program participants• Case notes documenting information obtained from education or training provider	
1805	Date Attained Recognized Credential #3 (WIOA)	Record the date on which the participant attained a third recognized credential. Leave blank if the participant did not attain a third recognized credential, or if this data element does not apply.		X	X	X	X			X	X	X	X		X	X			<ul style="list-style-type: none">• Cross-Match• Copy of credential• Copy of school record• Follow-up survey from program participants• Case notes documenting information obtained from education or training provider	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP		
1806*	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)	<p>Record the most recent date the participant who received instruction below the postsecondary education level achieved at least one EFL. EFL gain may be documented in one of three ways: 1) by comparing a participant’s initial EFL as measured by a pre-test with the participant’s EFL as measured by a participant’s post-test; or 2) for States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or 3) States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year; or 4) States may report an educational functioning level gain for participants who pass a subtest on a State-recognized high school equivalency examination.</p> <p>Leave blank if this data element does not apply to the participant.</p>		X	X	X	X	X		X	X	X	X	X			X		<ul style="list-style-type: none">• 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• 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• Test results of a passing subtest on a State-recognized high school equivalency examination.	
1807*	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)	<p>Record the most recent date of the participant’s transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed semesters during the same 12 month period, that shows a participant is meeting the State unit's academic standards.</p> <p>Leave blank if this data element does not apply to the participant.</p>		X	X	X	X	X		X	X	X	X	X				X	<ul style="list-style-type: none">• Transcript• Report Card	
1808*	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)	<p>Record the most recent date of the participant’s transcript or report card for secondary education for one semester showing that the participant is meeting the State unit’s academic standards.</p> <p>Leave blank if this data element does not apply to the participant.</p>		X	X	X	X	X		X	X	X	X	X				X	<ul style="list-style-type: none">• Transcript• Report Card	For Grants funded under the National Apprenticeship Act, validate only as appropriate (e.g., for pre-apprentices, high school apprentices).
1809*	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)	<p>Record the most recent date that the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.).</p> <p>Leave blank if this data element does not apply to the participant.</p>		X	X	X	X	X		X	X	X	X	X		X	X	X	<ul style="list-style-type: none">• 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	<p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1</p> <p>For Grants funded under the National Apprenticeship Act, also include proof of wage increase as a source.</p> <ul style="list-style-type: none">• OJT or Registered Apprenticeship• Contract and/or evaluation from employer or training provider

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP		
1810*	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)	<p>Record the most recent date the participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.</p> <p>Leave blank if this data element does not apply to the participant.</p>		X	X	X	X	X		X	X	X	X		X	X		X	<ul style="list-style-type: none">• 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	<p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1</p> <p>For Grants funded under the National Apprenticeship Act, also include proof of wage increase and copy of interim credential as sources.</p>
1811*	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	<p>Record the date the participant was enrolled during program participation in an education or training program that either 1) leads to a recognized credential, including a secondary education program; or 2) a 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, YouthBuild, a Registered Apprenticeship program, Adult Education or secondary education programs.</p> <p>Leave blank if the data element does not apply to the participant.</p> <p>NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.</p>		X	X	X	X	X		X	X	X	X		X	X			<ul style="list-style-type: none">• Case notes• School records or verification of enrollment• Transcript or report card• Cross-Match	<p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1</p>
1812	School Status at Exit	<p>Record 1 if the participant has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school.</p> <p>Record 2 if the participant has not received a secondary school diploma or its recognized equivalent and is attending an alternative secondary school or an alternative course of study approved by the local educational agency whether full or part-time.</p> <p>Record 3 if the participant 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 intends to return to school.</p> <p>Record 4 if the participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p>Record 5 if the participant is not attending any school and has either graduated from secondary school or holds an equivalency. Record 6 if the participant is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter and has not received a secondary school diploma or its recognized equivalent.</p> <p>Leave blank if data element does not apply to the participant.</p>							X			X						<ul style="list-style-type: none">• Cross-Match• Copy of Diploma, Credential or Degree Awarded by Education Institution• Applicable Records from Education Institution (recognized equivalency 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		

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information			
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B			Job Corps	SCSEP	Apprenticeship
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	<p>Record the date the participant completes, during program participation, either 1) an education or training program that leads to a recognized credential, including a secondary education program; or 2) 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.</p> <p>Leave blank if the data element does not apply to the participant.</p> <p>NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.</p>		X	X	X	X	X			X	X	X	X		X	X			<ul style="list-style-type: none">• Cross-Match• Copy of Diploma, Credential or Degree Awarded by Education Institution• Applicable Records from Education Institution (recognized equivalency 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	
SECTION D.04 - ADDITIONAL OUTCOME DATA																					
1900*	Youth 2nd Quarter Placement (Title I) (WIOA)	<p>Record 1 if the participant is enrolled in occupational skills training (including advanced training).</p> <p>Record 2 if the participant is enrolled in postsecondary education.</p> <p>Record 3 if the participant is enrolled in secondary education.</p> <p>Record 0 if the participant was not placed in any of the above conditions.</p>					X	X			X		X	X					X	<ul style="list-style-type: none">• Cross-Match• Copy of registration record• Case notes• School records or verification of enrollment• Transcript or report card• Vendor/training provider training documentation	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1
1901*	Youth 4th Quarter Placement (Title I) (WIOA)	<p>Record 1 if the participant is enrolled in occupational skills training (including advanced training).</p> <p>Record 2 if the participant is enrolled in postsecondary education.</p> <p>Record 3 if the participant is enrolled in secondary education.</p> <p>Record 0 if the participant was not placed in any of the above conditions.</p>					X	X			X		X	X					X	<ul style="list-style-type: none">• Cross-Match• Copy of registration record• Case notes• School records or verification of enrollment• Transcript or report card• Vendor/training provider training documentation	This is a Joint Element with the Department of Education as outlined in TEGL 7-18, Change 1
SECTION E - NEW DATA ELEMENTS <i>(Data Elements are Specific to Each Program, As Listed)</i>																					
SECTION E.01 - DISLOCATED WORKER GRANTS																					

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information		
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B			Job Corps	SCSEP
2001	Date of Completion of DWG Services	Record the date the participant received their last service in the DWG program.					X												<ul style="list-style-type: none">• Cross-Match between State MIS Database and Attendance Sheets or Records• Vendor Training Records with Follow-up Cross-Match to State MIS Database• Case notes with Follow-up Cross-Match to State MIS Database	
2002	Employed at Completion of DWG Services	Record 1 if the participant is employed at completion of participation in services under a Dislocated Worker Grant (DWG). Employment is counted the quarter in which the participant stops receiving services funded through a DWG project. Record 0 if the participant does not meet the condition described above.					X												<ul style="list-style-type: none">• 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• Signed 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	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information	
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP			Apprenticeship
2004	Received Services through a Disaster Recovery Dislocated Worker Grant	<p>Record 1 if the participant received disaster relief employment only and received no other services.</p> <p>Record 2 if the participant received disaster relief employment and received Employment and Training services (Career and Training services).</p> <p>Record 3 if the participant received Employment and Training services (Career and Training services) only, and did not receive disaster relief employment.</p> <p>Record 0 if the participant did not receive services under a Disaster Recovery DWG.</p>					X												<ul style="list-style-type: none">• 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• Signed 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• State MIS• Grantee Electronic MIS Records		
SECTION E.02 - H1B																					
2101	Underemployed Worker	<p>Record 1 if a person is not currently connected to a full-time job commensurate with the individual’s level of education, skills, or wage and/or salary earned previously, or who have obtained only episodic, short-term, or part-time employment</p> <p>Record 0 if the participant does not meet any of the conditions described above.</p> <p>Leave blank if information is not available.</p>													X				<ul style="list-style-type: none">• Current Pay check stubs, tax records, W2 form• Prior Pay check stubs, tax records, W2 form• Copy of Diploma, Credential or Degree Awarded by Education Institution• Case notes• Self-Attestation		
2103	Most Recent Date Received Assessment Services	<p>Record the most recent date on which the participant received assessment services funded by the program.</p> <p>Leave blank if the participant did not receive Assessment Services.</p>							X						X				<ul style="list-style-type: none">• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records• Case notes• WIOA status forms noting receipt of service and type of service received		

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2118	Date Entered Employment (Discretionary Grants)	<p>Record the date of employment (when the participant first began a job).</p> <p>This data element captures employment outcomes for unemployed participants that found employment, and underemployed participants that entered a new position of employment.</p> <p>Leave blank if the participant has not received a job.</p>													X				<ul style="list-style-type: none">• UI wage data match• Signed Follow-up survey from program participants• Pay check stubs, tax records, W2 form• Wage record match• Quarterly tax payment forms, such as an 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	
2120	Advanced into a New Position with Current or New Employer after Completion	<p>Record 1 if the participant was employed at the start of participation (underemployed or incumbent worker) and who, after completing the education or job training program, received one or more of the following indicators of advancement to a new position with either their current employer or a new employer as a result of grant-funded activities: (a) a new job title; (b) a new job description; (c) increased wages as a result of training; and/or (d) new job duties that incorporate skills learned during training.</p> <p>Record 0 if the participant was employed at the start of program participation (underemployed or incumbent worker) and did not advance into a new position as a result of the grant-funded activities after training program completion.</p> <p>Leave blank if the participant has not completed the training program or is not an underemployed or incumbent worker.</p>													X				<ul style="list-style-type: none">• UI wage data match• Signed Follow-up survey from program participants• Pay check stubs, tax records, W2 form• Wage record match• Quarterly tax payment forms, such as an 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	

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2126	Entered Training-Related Employment After Training Program Completion	<p>Record 1 if after training program completion, the employment in which the individual entered uses a substantial portion of the skills taught in the training received by the individual. This data element is training program completion based.</p> <p>Individuals that have not enrolled in and completed training should not be reported in this data element.</p> <p>Record 0 if the employment in which the individual entered does not use a substantial portion of the skills taught in the training received by the individual.</p> <p>Record 9 if unknown.</p> <p>Leave blank if the individual has not completed a training program and/or has not yet entered employment</p>														X					<ul style="list-style-type: none">• UI wage data match• Signed Follow-up survey from program participants• Pay check stubs, tax records, W2 form• Wage record match• Quarterly tax payment forms, such as an 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	
SECTION E.03 - National Farmworker Jobs Program																						
2212	Housing Services	<p>Record 1 if the participant received temporary housing services as described in 20 CFR 685.360</p> <p>Record 2 if the participant received permanent housing services as described in 20 CFR 685.360</p> <p>Record 3 if the participant received both temporary housing services as described in 20 CFR 685.360 and permanent housing services as described in 20 CFR 685.360.</p> <p>Record 0 if the participant did not receive any housing services.</p>							X	X											<ul style="list-style-type: none">• Program application• Receipt of Services• Housing Services Contract• Case notes	
2232	Family status for NFJP Housing Services (WIOA Sec. 167)	<p>Record 1 if the individual is an eligible MSFW and the individual does not reside with a Family and recieves NFJP funded permanent or temporary housing services.</p> <p>Record 2 if the individual is an eligible MSFW and the individual resides with a Family and receives NFJP funded permanent housing services or temporary housing services.</p> <p>Record 3 if the individual is not an eligible MSFW and the individual does not reside with a Family and receives NFJP funded permanent housing services.</p> <p>Record 4 if the individual is not an eligible MSFW and the individual resides with a Family and receives NFJP funded permanent housing services.</p> <p>Record 0 if the individual receives housing services through an NFJP career services and training grant. Note: While NFJP-funded permanent housing must be promoted and made widely available to an eligible MSFW Families, occupancy is not restricted to eligible MSFW individuals or eligible MSFW Families. Migrant and Seasonal Farmworkers (MSFW) is described at WIOA Section 167. Family is defined at 20 CFR 685.110.</p> <p>Note: The indicators of performance for grantees providing NFJP housing services are described at 20 CFR 685.400</p>																		<ul style="list-style-type: none">• Program application• Receipt of Services• Housing Services Contract• Case notes		
3008	Family Unit Size	<p>Record the number of individuals (including the participant) that live with the individual and are a part of the individual's family, as defined by 20 CFR 685.110.</p>							X	X											<ul style="list-style-type: none">• Program application• Receipt of Services• Housing Services Contract• Case notes	

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SECTION E.04 - INDIAN AND NATIVE AMERICAN PROGRAM (INA)																						
2302	Tribal Affiliation	Record the participant’s tribal affiliation. Leave blank if the tribal affiliation code is unknown.									X										<ul style="list-style-type: none">• Certificate of Degree of Indian Blood (CDIB) card or letter• Tribal Enrollment Card• Letter or card from BIA showing census roll number• Document from the Alaska Native Corporation which verifies that the applicant is an Alaska Native	
2303	Public Assistance Recipient	Record 1 if the participant receives general assistance (GA) from their state or local government; Record 2 if the participant receives Temporary Assistance to Needy Families (TANF); Record 3 if the participant receives Supplemental Security Income (SSI-SSA Title XVI). Record 4 if the participant receives Social Security Disability Insurance (SSDI). Record 5 if the participant receives Food Stamps (Food Stamp Act of 1977). Record 6 if the participant receives Foster Child Payments. Record 7 if the participant receives benefits from Tribal Work Experience Programs (TWEPE). Record 8 if the participant receives benefits from the USDA Commodity Program. Record 0 if the participant does not meet the conditions described above. Record all that apply if the participant is receiving more than one type of public assistance.									X										<ul style="list-style-type: none">• Public Assistance Verification from applicable Social Service Agency• Written Confirmation from Social Services Agency• Authorization/Documentation to Receive Food Stamps or SNAP• Letter or Email from Social Worker/Case Worker• Benefit Receipt Verification from applicable Social Service Agency• Self-Attestation	
SECTION E.05 - REENTRY EMPLOYMENT OPPORTUNITIES (ADULT)																						
2400	In Work Release Program	Record 1 if the participant was in a work-release program at the time enrollment. Record 0 if the participant does not meet the condition described above.										X									<ul style="list-style-type: none">• Direct Referral from Justice System• Verification from Justice System• Case notes• Self-Attestation	
2401	Employment Status at Incarceration	Record 1 if the participant was working in unsubsidized employment upon incarceration (not including Registered Apprenticeship or the military.) Record 2 if the participant was in a Registered Apprenticeship upon incarceration. Record 3 if the participant was in the military upon incarceration. Record 9 if employment participant prior to incarceration is unknown. Record 0 if the participant was not employed upon incarceration.										X									<ul style="list-style-type: none">• Case notes	
2413	Incarcerated at Program Entry (WIOA)	Record 1 if the participant, at program entry, was a criminal offender in a correctional institution. Record 0 if this data element does not apply to the participant.										X	X								<ul style="list-style-type: none">• Direct Referral from Justice System• Verification from Justice System• Parole or Probation Officer• Case notes• Self-Attestation	

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2414	Date Released from Incarceration (WIOA)	Record the date the participant was released from a correctional institution. Leave blank if participant remains in a correctional institution at program exit.									X	X							<ul style="list-style-type: none">• Direct Referral from Justice System• Verification from Justice System• Justice system records• Parole Officer• Case notes• Self-Attestation	
2415	Date of Anticipated Release From Incarceration	Record the date that the participant is anticipated to be released from a correctional institution. Leave blank if this data element does not apply to the participant.									X								<ul style="list-style-type: none">• Direct Referral from Justice System• Verification from Justice System• Case notes• Self-Attestation	
2416	Post-Release Status	Record 1 if the participant's post-release status is parole. Record 2 if the participant's post-release status is probation. Record 3 if the participant's post-release status is out on bail. Record 4 if the participant's post-release status is without conditions. Leave blank if this data element does not apply to the participant. [i.e., if the person has yet to be released from incarceration, per 2415].									X								<ul style="list-style-type: none">• Direct Referral from Justice System• Verification from Justice System• Justice system records• Parole or Probation Officer• Case notes• Self-Attestation	
2417	Most Recent Type of Offense	Record 1 if the participant was convicted of a property crime. Record 2 if the participant was convicted of a drug crime. Record 3 if the participant was convicted of a public order crime. Record 4 if the participant was convicted of another type of crime. Record 9 if the type of crime cannot be determined or if the information is not available.									X								<ul style="list-style-type: none">• Direct Referral from Justice System• Verification from Justice System• Justice system records• Parole or Probation Officer• Case notes• Self-Attestation	
2422	Housing Status at Six Months After Program Entry	Record the appropriate housing status for the participant at six months after program entry as indicated in code values 0 through 9. Leave blank if the participant did not specify due to exit or re-arrest.									X								<ul style="list-style-type: none">• Case notes	
2423	Housing Status at Enrollment	Record the appropriate housing status for the participant at enrollment as indicated in code values 0 through 9									X								<ul style="list-style-type: none">• Case notes	
2424	Alcohol/Drug Abuse Six Months After Enrollment	Record 1 if the participant abused alcohol and/or drugs at six months after enrollment. Record 0 if the above conditions do not apply to the participant.									X								<ul style="list-style-type: none">• Case notes• Self-Attestation	
2433	Re-arrested within 12 months of Release for a New Crime	Record 1 if the participant was re-arrested within 12 months of release for a new crime. Record 0 if the participant does not meet the condition described above.									X								<ul style="list-style-type: none">• Probation or Parole Officer• Justice system records• Verification from Justice System• Case notes• Self-Attestation	
2434	Re-arrested for a previous crime	Record 1 if the participant was re-arrested for a previous crime. Record 0 if the above condition does not apply to the participant. Record 9 if this information is not available.									X								<ul style="list-style-type: none">• Probation or Parole Officer• Justice system records• Verification from Justice System• Case notes• Self-Attestation	

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2435	Re-incarcerated for a revocation of the parole or probation order for violations of terms of sentence	Record 1 if the participant was re-incarcerated for revocation of parole. Record 2 if the participant was re-incarcerated for revocation of probation order for violations of terms of sentence. Record 3 if the participant was re-incarcerated for other violations of the terms and conditions of their sentence. Record 0 if the above conditions do not apply to the participant.									X								<ul style="list-style-type: none">• Probation or Parole Officer• Justice system records• Verification from Justice System• Case notes• Self-Attestation		
2436	Not Re-arrested	Record 1 if the participant was not re-arrested. Record 0 if the above condition does not apply to the participant.									X								<ul style="list-style-type: none">• Probation or Parole Officer• Justice system records• Verification from Justice System• Case notes• Self-Attestation		
2437	Date arrested for new/previous crime	Record the date that the participant was arrested for a new or previous crime. Leave blank if the above condition does not apply to the participant.									X								<ul style="list-style-type: none">• Probation or Parole Officer• Justice system records• Verification from Justice System• Case notes• Self-Attestation		
2438	Convicted for new/previous crime	Record 1 if the participant was convicted of a new crime. Record 2 if the participant was convicted of a previous crime. Record 0 if the above condition does not apply to the participant. Record 9 if this information is not available.									X								<ul style="list-style-type: none">• Probation or Parole Officer• Justice system records• Verification from Justice System• Case notes• Self-Attestation		
SECTION E.06 - REENTRY EMPLOYMENT OPPORTUNITIES (YOUTH)																					
2500	Secondary school enrollment status at arrest	Record 1 if the participant was a secondary school student at the time of their arrest. Record 2 if the participant was a secondary school graduate at the time of their arrest. Record 3 if the participant was a secondary school dropout at the time of their arrest. Record 0 if the participant does not meet the conditions described above.										X							<ul style="list-style-type: none">• Case notes• Self-Attestation		
2502	Youth Offender status at enrollment	Record 1 if the participant is currently in, returning from, or has been in a juvenile correctional facility. Record 2 if the participant is currently in, returning from, or has been in a juvenile detention facility. Record 3 if the participant is currently on, leaving, or has been on juvenile probation. Record 4 if the participant is currently in, leaving, or has been in juvenile alternative sentencing or diversion. Record 5 if the participant is currently in, returning from, or has been in an adult prison. Record 6 if the participant is currently in, returning from, or has been in an adult jail. Record 7 if the participant is currently on, leaving, or has been on adult probation. Record 8 if the participant is currently in, leaving, or has been in adult sentence or diversion. Record 0 if the at-risk participant is not an offender.											X						<ul style="list-style-type: none">• Direct Referral from Juvenile Justice System or Adult Criminal Justice System• Parole or probation officer• Verification from the Justice System• Justice system records• Case notes• Self-Attestation	For REO grantees: In the event that the justice system cannot provide this information because of confidentiality requirements, grantees may use a self-attestation from the enrollee, or if the enrollee is a minor, a self-attestation letter from a parent or guardian.	

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2505	Date verified Selective Service registration	Enter date verified Selective Service Registration Leave blank for participants who are not required to sign up for selective service.									X	X							• Verification from Selective Service Administration	
2510	Completed diversion without out-of-home placement	Record 1 if diversion was completed without out-of-home placement. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive diversion services.									X								• Parole or probation officer • Verification from the Justice System • Case notes • Self-Attestation	
2511	Records expunged	Record 1 if the participant's record was expunged. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive expungement legal services.									X								• Parole or probation officer • Verification from the Justice System • Case notes • Self-Attestation	
2512	Records sealed	Record 1 if the participant's record was sealed. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive sealing of records assistance.									X								• Parole or probation officer • Verification from the Justice System • Case notes • Self-Attestation	
2516	Date of postsecondary education or training placement	Record the date of participant's placement into postsecondary education or training. Leave blank if the participant was not placed into postsecondary education or training.										X							• Copy of School or Training Provider Enrollment Record • Case notes	
2523	Date entered degree or certificate program	Record the date on which the participant entered the degree or certificate program. Leave blank if the participant did not enter into a degree or certificate program.										X							• Copy of School or Training Provider Enrollment Record • Case notes	
2525	Date arrested for new crime after enrollment	Record date on which participant was arrested for new crime after enrollment. Leave blank if this data element does not apply to the participant.									X								• Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation	
2526	Convicted - New crime after enrollment	Record date on which participant was convicted for new crime after enrollment. Leave blank if this data element does not apply to the participant.										X							• Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation	
2527	Type of crime	Record 1 if participant was arrested/convicted for a violent felony. Record 2 if participant was arrested/convicted for a non-violent felony. Record 3 if participant was arrested/convicted for a misdemeanor.									X								• Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation	

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2528	Reached 12-month point since release from correctional facility or placement on probation	Record 1 if participant has reached 12-month point since release from correctional facility or placement on probation. Record 0 if the participant does not meet this condition.										X							<ul style="list-style-type: none">• Case notes• Case records showing date released from correctional facility or placed on probation	
2529	Convicted for new crime committed within 12 months of release from correctional facility or placement on probation	Record 1 if participant was convicted for new crime committed within 12 months of release from correctional facility or placement on probation. Record 0 if the participant does not meet this condition.										X							<ul style="list-style-type: none">• Parole or probation officer• Verification from the Justice System• Justice system records• Case notes• Self-Attestation	
2530	Incarcerated for new crime committed after enrollment	Record 1 if the participant was incarcerated for a new crime committed after enrollment. Record 0 if the participant does not meet this condition.										X							<ul style="list-style-type: none">• Parole or probation officer• Verification from the Justice System• Justice system records• Case notes• Self-Attestation	
2545	Incarcerated for new crime committed in follow-up period	Record 1 if participant was incarcerated for new crime committed in follow-up period. Record 0 if the participant does not meet this condition.										X							<ul style="list-style-type: none">• Parole or probation officer• Verification from the Justice System• Justice system records• Case notes• Self-Attestation	
2546	Housing Status at follow-up	Record 1 if participant resides in stable housing at follow-up. Record 2 if participant resides in temporary housing at follow-up. Record 3 if participant is homeless at follow-up.										X							<ul style="list-style-type: none">• Case notes	
SECTION E.07 - YOUTHBUILD																				
2607	Migrant Youth	Record 1 if the participant is the youth and is a migrant worker or is a member of a migrant family. Record 0 if the participant does not meet the conditions described above.												X					<ul style="list-style-type: none">• Cross-Match with Public Assistance Records• NFJP Eligibility Documents• Cross-Match with State MIS Database• Cross-Match with H-1B Record• Signed Employer statement or letter on business letterhead• Wage records/family wage records• Work permits• Self-Attestation• Case notes	

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2608	Offender	Record 1 if the participant has been convicted of a crime by the juvenile justice system. Record 2 if the participant has been convicted of a crime by the adult correctional system. Record 0 if the participant does not meet the conditions described above.											X						<ul style="list-style-type: none">• Court documentation• Records of a detention facility, group home, or restricted state-run facility• Letter of parole/probation officer• Police or Justice Department records• Self-Attestation	
2609	Secondary School Drop-Out	Record 1 if the participant is a youth and has dropped out of secondary school. Record 0 if the participant does not meet the condition described above.											X						<ul style="list-style-type: none">• Letter/documentation from the school stating the youth has dropped out• School attendance record• Self-Attestation	
2610	Child of Incarcerated Parent or Legal Guardian	Record 1 if either of the youth's parents or legal guardian is incarcerated at the time of the youth's enrollment into the YouthBuild program, or if at least one parent has been previously incarcerated. Record 0 if the participant does not meet the condition described above.											X						<ul style="list-style-type: none">• Court records• Self-Attestation	
SECTION E.08 - MISCELLANEOUS DATA ELEMENTS AND USER DEFINED FIELDS																				
2700	Social Security Number	Record the Social Security Number (SSN) assigned to the participant. NOTE: THE SSN MUST NOT BE INCLUDED UNLESS SPECIFIED UNDER PROGRAM OR FUNDING STREAM REPORTING REQUIREMENTS.																	<ul style="list-style-type: none">• SSN Card• Other Federal or State ID with SSN	For YouthBuild, DINAP, and REO documents may also include: <ul style="list-style-type: none">• Self-Attestation• Intake Application• Enrollment Form
SECTION E.09 - SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)																				
2800	Urban/Rural	Record 1 if participant resides in an urban location. “Rural” means an area not designated as a metropolitan statistical area by the Census Bureau; segments within metropolitan counties identified by codes 4 through 10 in the Rural Urban Commuting Area (RUCA) system; and RUCA codes 2 and 3 for census tracts that are larger than 400 square miles and have population density of less than 30 people per square mile.																X	<ul style="list-style-type: none">• Electronic Records• Cross-match	For SCSEP, Cross-match with the Rural Urban Community Area (RUCA) codes
2801	Family Size	Record the number of individuals in the applicant’s family. A “family” is defined in TEGL 12-06 as husband, wife, and dependent children; parent or guardian and dependent children; or husband and wife. Count only current family members living together. Do not include deceased spouses or separated spouses who are living separately. In addition, consistent with 20 CFR 641.500, an applicant with a disability may, at the option of the applicant, be treated as a family of one for income eligibility determination purposes. Family of-one status does not extend to other members of the applicant’s family.																X	<ul style="list-style-type: none">• Program application• Case Notes• Self Attestation	

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2803	Veteran, Post-9/11 Era	Record 1 if participant is a post-9/11 era veteran Record 0 if the participant is not a post-9/11 era veteran.															X		<ul style="list-style-type: none">• DD-214• Cross-Match with Department of Defense Records• Cross-Match with Veterans Service Database• A letter from the Veterans' Administration• Case Notes• Self Attestation	
2804	At Risk of Homelessness	An individual is at risk for homelessness when the individual lacks the resources and support networks needed to obtain housing. The risk must be real and imminent. In some sense, anyone living below the poverty level may be at risk of homelessness. Being at risk for homelessness is considered along with actual homelessness as a single priority for service and a single factor for the most-in-need measure. An individual may be either at risk for homelessness or homeless, but not both at once. Record 1 if the participant is at risk for homelessness. Record 0 is the participant is not at risk for homelessness.															X		<ul style="list-style-type: none">• Intake Application or Enrollment Form• Written Statement or Referral Transmittal from a Shelter or Social Service Agency• Needs Assessment• Case notes• Individual Employment Plan• A letter from caseworker or support provider• Self-Attestation	
2805	Failed to Find Employment After Receiving WIOA Title I Services	Record 1 if the participant was enrolled in WIOA Title I (adult services) prior to enrolling in SCSEP and was unable to obtain employment before enrolling in SCSEP. Record 0 if the participant does not meet conditions above.															X		<ul style="list-style-type: none">• Cross Match with State MIS Database• Case notes• Self-Attestation	
2806	Low Employment Prospects	Low employment prospects means it is likely that an individual will not obtain employment without the assistance of SCSEP or another workforce development program. Persons with low employment prospects have a significant barrier to employment. Significant barriers to employment may include, but are not limited to: lacking a substantial employment history, basic skills, and/or English language proficiency; lacking a high school diploma or the equivalent; having a disability; being homeless; or residing in socially and economically isolated rural or urban areas where employment opportunities are limited. Record 1 if the participant’s employment prospects are low. Record 0 if the participant does not meet the conditions above.															X		<ul style="list-style-type: none">• Social Security Disability Insurance (SSDI) Receipt of Benefits Verification• Applicable Records from Education Institution• Written Confirmation from Social Services Agency• Written Statement or Referral Transmittal from a Shelter or Social Service Agency• Case Notes• Assessment Test Results• Medical Records• Self-Attestation	
2810	Severe Disability	Record 1 if applicant has Severe Disability. Severe Disability is a severe, chronic disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that (A) is likely to continue indefinitely, and (B) results in substantial functional limitation in 3 or more of the following areas of major life activity: (i) self-care, (ii) receptive and expressive language, (iii) learning, (iv) mobility, (v) self-direction, (vi) capacity for independent living, (vii) economic self-sufficiency. [B] Severe disability is to be recorded in addition to disability. Each is counted separately for the most-in-need measure. Severe disability must be documented by a physician. Record 0 if applicant does not the Severe Disability conditions.															X		<ul style="list-style-type: none">• Applicable Medical Records• Referral from Vocational Rehabilitation	

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			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	Youthbuild	JVSG	H-1B	Job Corps	SCSEP		
2812	Frailty	<p>Record 1 if applicant is Frail. Frail means that an individual 55 years of age or older is determined to be functionally impaired because the individual: (A)(i) is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision; or (ii) at the option of the grantee, is unable to perform at least three such activities without such assistance; or (B) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to him- or herself or to another individual. Frailty must be documented by a qualified professional.</p> <p>Record 0 if applicant does not meet the Frail definition.</p>															X		• Applicable Medical Records	
2814	Old Enough for but Not Receiving Social Security Title II	<p>Record 1 if an individual may qualify for SS retirement benefits at age 62. If an individual is 62 or over but does not have sufficient wage credits to qualify for retirement benefits. This factor applies only if the participant is not monetarily eligible for Social Security.</p> <p>Record 0 If the participant qualifies but chooses to delay receipt to increase the amount of benefits.</p>															X		• SSI Receipt of Benefits Verification • SSI Eligibility Verification • Cross-Match with SSA Database • Self-Attestation	
2816	Severely Limited Employment Prospects in Area of Persistent Unemployment	<p>Record 1 if applicant has severely limited employment prospects in area of persistent unemployment, This element has two separate requirements: 1. Severely limited employment prospects, and 2. Residence in an area of persistent unemployment. Both must be met for a “yes” answer. Severely limited employment prospects means a substantially higher likelihood that an individual will not obtain employment without the assistance of the SCSEP or another workforce development program. Persons with severely limited employment prospects have more than one significant barrier to employment; significant barriers to employment may include but are not limited to: lacking a substantial employment history, basic skills, and/or English-language proficiency; lacking a high school diploma or the equivalent; having a disability; being homeless; or residing in socially and economically isolated rural or urban areas where employment opportunities are limited.</p> <p>Persistent unemployment means that the annual average unemployment rate for a county or city is more than 20 percent higher than the national average for two out of the last three years.</p> <p>Record 0 if the applicant does not meet both conditions.</p>															X		• Case notes • Medical Records • Self-Attestation	
2818	Limited English Proficiency	<p>'Record 1 if the participant cannot speak or read English well enough to fully participate in all aspects of the program.</p> <p>Record 0 if the participant is able to participate in all aspects of the program.</p> <p>There is no substantive change in the definition. An LEP individual is one who does not speak English as his or her primary language and who has a limited ability to read, speak, write, or understand English. If you are in doubt, ask the participant.</p>															X		• Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Intake Application or Enrollment Form • Individual Employment Plan • Case notes • Self-Attestation	
2820	Low Literacy Skills	<p>Record 1 if the participant calculates or solves problems, reads, writes, or speaks English at or below the 8th grade level or is unable to compute or solve problems, read, write, or speak at a level necessary to function on the job, in the individual’s family, or in society.</p> <p>Record 0 if the participant does not meet above conditions.</p>															X		• Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Case notes • Self-Attestation	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information	
			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B	Job Corps	SCSEP			Apprenticeship
2832	Total Hours Paid at Community Service Assignment in 1st Quarter	Record the total number of community service assignment hours for which the participant was paid wages in the 1st quarter of the program year as determined from the sub-grantee’s wage records.															X		• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements • Case Notes		
2833	Total Hours Paid at Community Service Assignment in 2nd Quarter	Record the total number of community service assignment hours for which the participant was paid wages in the 2nd quarter of the program year as determined from the sub-grantee’s wage records.															X		• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements • Case Notes		
2834	Total Hours Paid at Community Service Assignment in 3rd Quarter	Record the total number of community service assignment hours for which the participant was paid wages in the 3rd quarter of the program year as determined from the sub-grantee’s wage records.															X		• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements • Case Notes		
2835	Total Hours Paid at Community Service Assignment in 4th Quarter	Record the total number of community service assignment hours for which the participant was paid wages in the 4th quarter of the program year as determined from the sub-grantee’s wage records.															X		• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements • Case Notes		
2836	Total Hours of Paid Training in 1st Quarter	Record the total number of hours of paid training for which the participant was paid wages in the 1st quarter of the program year as determined from the sub-grantee’s wage records.															X		• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements • Case Notes		
2837	Total Hours of Paid Training in 2nd Quarter	Record the total number of hours of paid training for which the participant was paid wages in the 2nd quarter of the program year as determined from the sub-grantee’s wage records.															X		• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements • Case Notes		
2838	Total Hours of Paid Training in 3rd Quarter	Record the total number of hours of paid training for which the participant was paid wages in the 3rd quarter of the program year as determined from the sub-grantee’s wage records.															X		• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements • Case Notes		
2839	Total Hours of Paid Training in 4th Quarter	Record the total number of hours of paid training for which the participant was paid wages in the 4th quarter of the program year as determined from the sub-grantee’s wage records.															X		• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements • Case Notes		
SECTION E.10 - REGISTERED APPRENTICESHIP																					
2900	RAPIDS Number	Record the RAPIDS number for the participant who is a registered apprentice (Registered Apprenticeship Partners Information Data System). Leave blank if this data element does not apply. NOTE: There are no RAPIDS numbers for pre-apprentices. NOTE: Reportable Individuals who benefit from registered apprenticeship programs are also assigned a RAPIDS Number. Grantees should report this here, if available.															X		• Cross-Match Note: Data validation is not required for State Apprenticeship Agency (SAA) States that do not use RAPIDS because registered apprentices will not have a RAPIDS Number. Grantees reporting from SAA states that do not use RAPIDS may use the unique identifier for this data element or they may use a corresponding number meeting the AN 12 data type and field length requirements for this data element.		

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			Wagner-Pe year	WIOA Adults	WIOA DW	WIOA Youth	DWG	NFP-CTS	NFP-Housing	INA-Adult	INA- Youth	REG (Adult)	REG (Youth)	Youthbuild	JVSG	H-1B	Job Corps			SCSEP
2902	Date Enrolled in Pre-Apprenticeship	Record the date the participant started the pre-apprenticeship program. Leave blank if this data element does not apply.																X	<ul style="list-style-type: none">• Vendor/Training Provider Records• Signed Training Contract• Electronic Records• Attendance Sheets or Records (e.g., from a remediation class or work experience)• Case notes	
2904	In Pre-Apprenticeship Program with an Articulated Agreement	Record 1 if the participant is in a pre-apprenticeship program where a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA) or other formal agreement exists between the pre-apprenticeship program and the Registered Apprenticeship Program. Record 0 if no formal agreement exists between the pre-apprenticeship program and an apprenticeship program. Leave blank if this data element does not apply.																X	<ul style="list-style-type: none">• Memorandum of Understanding (MOU) or similar agreement• Letter from Employer or Union• Case notes• Documentation from Union website	
2905	Date Completed Pre-Apprenticeship	Record the date the participant completed the pre-apprenticeship program. Leave blank if this data element does not apply.																X	<ul style="list-style-type: none">• Vendor/Training Provider Records• Signed letter from an administrator or program manager of the pre-apprenticeship program• Completion certificate or similar document	For grants funded under the National Apprenticeship Act, validate month and year only.
2908	Date Started Registered Apprenticeship Program	Record the date the participant started the Registered apprenticeship program. Leave blank if this data element does not apply.														X		X	<ul style="list-style-type: none">• Davis-Bacon Certificate• Documentation from RAPIDS AI (Apprentice Information) Demographic Portal• ETA Form 671 Section II (Apprenticeship Agreement) or the SAA equivalent with email or similar confirmation from a USDOL Office of Apprenticeship representative or a representative from the State Apprenticeship Agency (e.g., State Director or ATR (Apprenticeship Training Representative))• Documentation from SAA's information management system	

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			Wagner-Pe year	WIOA Adults	WIOA DW	WIOA Youth	DWG	NFP-CTS	NFP-Housing	INA- Adult	INA- Youth	REG (Adult)	REG (Youth)	Youthbuild	JVSG	H-1B			Job Corps
2909	Expected Completion Date: Registered Apprenticeship Program	Record the expected completion date of the Registered apprenticeship program, whether or not the participant is expected to complete the program during their participation. Leave blank if this data element does not apply.													X		X	<ul style="list-style-type: none">• Appendix A from the program’s Standards of Apprenticeship documenting length of time for the RAP (for Time-Based RAPs) or approximate length of time for competency-based or hybrid programs• Documentation from RAPIDS AI (Apprentice Information) Demographic Portal identifying the individual and their expected completion date• ETA Form 671 Section II (Apprenticeship Agreement) or the SAA equivalent• (Cross match) Other electronic record from RAPIDS or an SAA's information management system containing this information	
2910	Type of Registered Apprenticeship Program	Record 1 if the Registered apprenticeship program is a Time-Based program. Record 2 if the Registered apprenticeship program is a Competency-Based program. Record 3 if the Registered apprenticeship program is a Hybrid program. Leave blank if this data element does not apply.															X	<ul style="list-style-type: none">• Cover page or page one of Appendix A from the program's Standards of Apprenticeship identifying type of program• Davis-Bacon Certificate identifying the individual and type of program• Printout from RAPIDS AI (Apprentice Information) Demographic Portal• ETA Form 671 Section II (Apprenticeship Agreement) or the SAA Equivalent• Documentation from SAA's information management system• Cross-match	
2911	Date Completed Registered Apprenticeship	Record the date the participant completed the Registered apprenticeship program. Leave blank if this data element does not apply.												X			X	<ul style="list-style-type: none">• Certificate of Completion issued by the Registration Agency• Davis-Bacon Certificate• Printout from RAPIDS AI (Apprentice Information) Demographic Portal• Other electronic record from RAPIDS or SAA equivalent	For grants funded under the National Apprenticeship Act, validate month and year only.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable) and additional information
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2912	Type of Related Instruction Provider	Record 1 if the provider of Related Instruction (RI) is a Joint Apprenticeship Training Committee. Record 2 if the provider of RI is a Community College. Record 3 if the provider of RI is a Vocational or Technical School. Record 4 if the provider of RI is a 4-year educational institution. Record 5 if the provider of RI is an entity other than those previously noted. Leave blank if this data element does not apply.																X	<ul style="list-style-type: none">• The name of the entity should clarify whether it is a JATC, Voc/Tech School, Community College, 4-year educational institution, or something else• Employer Agreement• Printout from RAPIDS AI (Apprentice Information) Demographic Portal• A Davis-Bacon Certification may be utilized if the sponsor is also the RI provider• Invoice or other financial document from the RI provider• Course schedule or [pages from] a catalogue for the entity• A printout or screen shot from the website• Cross-match	
2917	Exit Wage	Record the hourly wage received on the Date of Exit. Leave blank if this data element does not apply.																X	<ul style="list-style-type: none">• Electronic record (printout/screen shot) from the RAPIDS AI (Apprentice Information) Demographic Portal• 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)• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)• ETA will conduct UI wage matching for non-state grantees	

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2918	Wage at Entry into Registered Apprenticeship	Record the hourly wage received on the date of entry into the Registered apprenticeship program. Leave blank if this data element does not apply.																X	<ul style="list-style-type: none">• ETA Form 671 (Attachment II) or SAA equivalent• Electronic record from RAPIDS (e.g., RAPIDS AI (Apprentice Information) Demographic Portal screen shot) or SAA equivalent• 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• 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)• Cross match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	
SECTION E.11 ADDITIONAL MISC. ELEMENTS (ADDED 2021)																				
3009	Formerly Incarcerated	Record 1 if the participant is an eligible individual who has been incarcerated or been under supervision following release from prison or jail within the last five years. Record 0 if the participant does not meet above conditions.																X	<ul style="list-style-type: none">• Direct Referral from Justice System• Verification from Justice System• Case notes• Self-Attestation	
3023	Total Hours of Paid Sick Leave in 1st Quarter	Record the total number of hours of sick leave for which the participant was paid under the grantee's leave policy in the 1st quarter of the program year as determined from the sub-grantee's wage records.																X	<ul style="list-style-type: none">• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements• Case Notes	
3024	Total Hours of Paid Sick Leave in 2nd Quarter	Record the total number of hours of sick leave for which the participant was paid under the grantee's leave policy in the 2nd quarter of the program year as determined from the sub-grantee's wage records.																X	<ul style="list-style-type: none">• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements• Case Notes	
3025	Total Hours of Paid Sick Leave in 3rd Quarter	Record the total number of hours of sick leave for which the participant was paid under the grantee's leave policy in the 3rd quarter of the program year as determined from the sub-grantee's wage records.																X	<ul style="list-style-type: none">• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements• Case Notes	
3026	Total Hours of Paid Sick Leave in 4th Quarter	Record the total number of hours of sick leave for which the participant was paid under the grantee's leave policy in the 4th quarter of the program year as determined from the sub-grantee's wage records.																X	<ul style="list-style-type: none">• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements• Case Notes	

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			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFPP-CTS	NFPP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B			Job Corps	SCSEP
3027	Total Hours of Paid Participant Required Action Activities	Record the total number of hours paid for the participant time spent on all participant required actions.															X		• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements • Case Notes	

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