

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA
	CORRESPONDENCE SYMBOL OPDR/OWI
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ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 23-19, CHANGE 3

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

FROM: LORI FRAZIER BEARDEN 
Acting Assistant Secretary

SUBJECT: Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs

- Purpose.** To announce revisions to Training and Employment Guidance Letter (TEGL) 23-19, Change 1, and Change 2 *Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs*. This guidance provides information to grant recipients of the U.S. Department of Labor workforce programs, including states, and provides guidelines for grant recipients to use in developing procedures for ensuring the data submitted for performance reporting are valid and reliable.

RESCISSIONS TEGL 23-19, Change 1 TEGL 23-19, Change 2	EXPIRATION DATE Continuing
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With this issuance, DOL (the Department) updates the guidance to align it with changes made by the Workforce Innovation and Opportunity Act (WIOA) Effectiveness in Serving Employers Performance Indicator final rule (89 FR 13814 (Feb. 23, 2024)) (Final Rule), which took effect March 25, 2024. This Final Rule defined the Effectiveness in Serving Employers primary indicator of performance, as required by WIOA section 116(b)(2), as Retention with the Same Employer; it also clarifies what can be counted as an Educational Functional Level gain type for the Measurable Skill Gains indicator outlined in TEGL 10-16, Change 3 *Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs* issued June 11, 2024. This guidance also revises source documentation in Attachment II to be consistent with Departmental guidance including TEGL 26-16, Change 1 *Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act (WIOA)* issued July 10, 2025.

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

3. **Summary and Background.**

Summary – This guidance replaces Training and Employment Guidance Letter (TEGL) 23-19, Changes 1 and 2, *Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs*, published October 25, 2022, and May 12, 2023, respectively. This guidance provides clarifying language and revisions to data validation requirements specific to grant recipients of DOL workforce programs. The guidance aligns with and expands on the DOL/Department of Education Joint Guidance in TEGL 07-18, Change 1 *Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)* and provides specific data validation guidance for the WIOA core programs and other DOL-funded programs not addressed in TEGL 07-18, Change 1.

Background – Data validation is a series of internal controls or quality assurance techniques established to verify the accuracy, validity, and reliability of data. Establishing a shared data validation framework across programs ensures all program data consistently and accurately reflect the performance of each grant recipient. To that end, the purposes of validation procedures for both DOL-only and jointly required performance data are to:

- Verify that the performance data reported by grant recipients to DOL are valid, accurate, reliable, and comparable across programs;
- Identify anomalies in the data and resolve issues that may cause inaccurate reporting;
- Improve program performance accountability through the results of data validation efforts; and
- Describe source documentation required for common data elements.

This issuance provides additional DOL-specific guidance on data validation for DOL programs for both the DOL-administered WIOA core programs and those that are not WIOA core programs (referred to in this guidance as “non-core programs”). Non-core programs include programs authorized by WIOA, as well as programs authorized by other Federal legislation. Collectively, the non-core programs include:

- Indian and Native American Program (INAP), under WIOA section 166;
- Job Corps, under WIOA sections 141-162;
- National Farmworker Jobs Program (NFJP), under WIOA section 167;
- YouthBuild, under WIOA section 171;
- Reentry Employment Opportunities (REO), under WIOA section 169;
- National Dislocated Worker Grants (DWG), under WIOA section 170;
- H-1B Skills Training Grant Programs, authorized under section 414(c) of the American Competitiveness and Workforce Improvement Act of 1998 (29 U.S.C. 3224a);
- Senior Community Service Employment Program (SCSEP), authorized under title V of The Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);
- Apprenticeship Grants administered by the Office of Apprenticeship (OA), authorized by the National Apprenticeship Act of 1937 (29 U.S.C. 50); and
- Jobs for Veterans State Grants (JVSG), authorized under 38 U.S.C. chapter 41.

In addition, the data validation requirements in this guidance also apply to the Monitor Advocate System. The Monitor Advocate System protects the standard of services provided to migrant and seasonal farmworkers (MSFW) under the Wagner-Peyser Act Employment Service program. Therefore, as part of a WIOA core program, all the requirements that apply to the Wagner-Peyser Act Employment Service for data validation will apply to the Monitor Advocate System.

DOL, jointly with the Department of Education, issued TEGL 07-18, Change 1 *Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)*, which elaborated on the data validation guidelines for performance accountability required under WIOA section 116(d)(5). This DOL-only data validation guidance fits within the framework established in TEGL 07-18, Change 1 and provides DOL grant recipients with additional details on the framework for data validation. Grant recipients must develop data validation policies and procedures consistent with the instructions in this guidance.

Implementation – Grantees may implement the revisions outlined in this guidance at their convenience but no later than with participants who have a start date of July 1, 2026.

4. DOL Data Validation Requirements.

Requirements for WIOA Core Programs and Non-Core Programs.

- i. WIOA Core Programs: WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of states and local areas in achieving positive outcomes for individuals served by the workforce development system’s six core programs. WIOA core

programs must follow the data validation framework described in this section as well as any program-specific guidance outlined in Attachment I.

- ii. Non-Core Programs: Non-core programs must follow the program-specific instructions and guidance related to their programs as discussed in Attachment I.

Data Validation Framework. The WIOA core programs must use a data validation strategy. However, these programs and the other non-core program grant recipients have the discretion to decide the specific design, implementation, and periodic evaluation of that strategy, so long as the strategy and procedures adhere to this guidance. All core and non-core programs must collect source documentation in compliance with program-specific instructions in Attachment I and Attachment II.

Data validation helps ensure the accuracy of required performance reports, safeguards data integrity, and promotes the timely resolution of data anomalies and inaccuracies. DOL recommends that grant recipients incorporate their data validation policies, procedures, and methodology into their data quality assurance process, internal controls, and the required monitoring policies and procedures in 2 CFR 200.328. DOL also recommends that grantees maintain independence between program or grant staff who collect and report data and those who validate reported data and source documentation.

WIOA core programs must develop data validation procedures that include:

- Written procedures for conducting data validation reviews that contain a description of the process for identifying and correcting errors or missing data, which may include electronic data checks;
- Regular data validation training for appropriate program staff (DOL recommends at least annually);
- Monitoring protocols, consistent with 2 CFR 200.328, to ensure that program staff are following the written data validation policy and procedures and take appropriate corrective action if those procedures are not being followed;
- Regular data integrity review of program data (DOL recommends quarterly) for errors, missing data, out-of-range variances in values reported, and other anomalies;
- Documentation that missing source documentation and erroneous data identified during the review process have been corrected;
- Documentation processes for maintaining records per the Federal records retention policy, which may include: copies of worksheets on data elements or records reviewed, frozen quarterly wage records for wage record matching used for reporting outcomes, trends in common data accuracy issues, error rates, and corrective action efforts made after data validation reviews; and
- Regular assessments of the effectiveness of the data validation process (DOL recommends at least annually) and revisions to that policy and process as needed.

On a quarterly basis, DOL will provide grant recipients with feedback regarding their performance reports to aid in data integrity efforts and support data accuracy (e.g., Quarterly Report Analysis, performance scorecards, etc.). The analysis will include, but is not limited to, a review of the data submitted, anomalies and outliers, and other potential data quality issues, which may indicate reporting inaccuracies. Grant recipients are encouraged to both incorporate and utilize the DOL-provided analysis in their data validation processes to improve the accuracy of required reports.

Data Validation Parameters. States must validate the information in annual reports for WIOA core programs each program year before submitting the reports to DOL. As noted above, DOL recommends that all grant recipients engage in data validation activities on a quarterly basis to ensure their data are accurate. Establishing quarterly data reviews is a best practice for identifying and correcting errors to improve performance reporting and ensuring that the data reflects the program participants, services, and outcomes.

DOL will not provide a specific statistical validation sampling methodology or specific data validation software but encourages grant recipients to incorporate a comprehensive random sampling methodology and procedure for reviewing the source documentation of participant files (including Exiters) into their data validation processes. Grant recipients should use a random sampling methodology, provide a sufficient representation of records from each program, and for each of the required elements as described in Attachment II.¹ Grant recipients should also consider mechanisms for ensuring that zeros, blanks or null values, and negative responses are accurate. Approaches could include incorporating internal edit checks, outlier reports, and processes for resolving any issues resulting in unreported or missing elements identified through participant file reviews.

Source Documentation. In Attachment II of this guidance, programs mentioned above must identify acceptable source documentation necessary to validate these selected data elements. Grant recipients may: (1) require source documentation for additional program-specific data elements not included in this guidance; (2) maintain supporting source documentation for data elements not included in this guidance; and/or (3) conduct validation on additional data elements not included in this guidance. For any additional data that grantees want to validate beyond the requirements set forth in Attachment II, DOL recommends that grant recipients reduce burden by leveraging the source documentation outlined in Attachment II.

Documentation of Eligibility. While the collection of source documentation for data validation will often take place at the same time as the determination of an individual's program eligibility, these actions serve different purposes. Eligibility determination only needs to confirm that an individual meets the requirements of the relevant program before becoming a participant in the program. The list of source documentation outlined in Attachment II describes documents that could be used for eligibility determination.

¹ Grant recipients may use publicly available calculators and tools for determining sample size based on total records

Reporting Requirements. Grant recipients must describe their data integrity measures, data validation methodology, policies, and procedures as required by their individual program guidance in Attachment I. Grant recipients should contact their appropriate regional or program offices for technical assistance.

Monitoring. DOL will conduct monitoring of these requirements through the appropriate regional or program office. During these reviews, grant recipients can expect Federal staff to conduct monitoring activities that include, but are not limited to: (1) checking for data validation policies, processes, and procedures conform to guidance; (2) verifying the grantee's compliance with its established policies, processes, and procedures; (3) verifying if grantees are training staff, and if any corrective action is needed or implemented; (4) reviewing files and source documentation; (5) reviewing data validation results maintained per Federal records retention policy per 2 CFR § 200.334; and (6) analyzing data integrity reports generated by DOL. Reviews may result in findings or requirements for corrective action.

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

6. **References.**

- Workforce Innovation and Opportunity Act, Pub. L. 113-128;
- Government Performance and Results Act (GPRA) of 1993 (Public Law 103-62; 107 Stat. 285);
- Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule (WIOA Joint Final Rule) published at 81 FR 55792 (Aug. 19, 2016);
- Employment and Training Administration, Workforce Innovation and Opportunity Act; Final Rule (WIOA DOL Final Rule) published at 81 FR 56071 (Aug. 19, 2016);
- Workforce Innovation and Opportunity Act (WIOA) Common Performance Reporting (OMB No. 1205-0526);
- DOL-only Performance Accountability, Information, and Reporting System (OMB No. 1205-0521);
- [TEGL 10-16, Change 3](#): *Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs* (June 11, 2024);
- [TEGL 18-16, Change 2](#): *Revisions to Training and Employment Guidance Letter 18-16, Change 1 Program Eligibility and Enrollment Guidance for the National Farmworker Jobs Program* (January 17, 2025);
- [TEGL 19-16](#): *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner- Peysner Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules* (March 1, 2017);
- [TEGL 11-19, Change 2](#): *Negotiations and Sanctions Guidance for the Workforce Innovation and Opportunity Act (WIOA) Core Programs* (January 6, 2025);

- [TEGL 07-18, Change 1](#): *Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)* (July 10, 2025);
- [TEGL 26-16, Change 1](#): Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act (WIOA) (July 10, 2025)
- [TEGL 14-18](#): *Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)* (March 25, 2019);
- [TEN 19-22, Change 1](#): *Change 1 to Training and Employment Notice No. 19-22: Reporting Training in the U.S. Department of Labor’s (DOL) Participant Individual Record Layout (PIRL)* (March 31, 2023);
- Employment and Training Administration source for WIOA requirements: <https://www.dol.gov/agencies/eta/wioa/>; and
- The Performance website addresses how performance is measured, reported, and evaluated at the Employment and Training Administration: <https://www.dol.gov/agencies/eta/performance/>.

Attachment(s).

- Revised Attachment I – Program-Specific Instructions
- Revised Attachment II – Source Documentation for WIOA Core/Non-Core Programs

Program-Specific Instructions

- Title I Adult, Dislocated Worker, Youth and Title III Wagner-Peyser Act Employment Service.** WIOA title I Adult, Dislocated Worker, Youth, and title III Wagner-Peyser Act Employment Service programs are required to follow all data validation policies and procedures set forth in this guidance. This also includes validating all elements indicated by “X” (Required for Data Element Validation) with supporting documentation outlined in Attachment II, by program. States and outlying areas must summarize their data validation methodology, policies, and procedures in their annual narrative performance reports. States may only use self-attestation, or self-reported supplemental wage data information from participants through post-exit follow-up, when all efforts to collect other allowable source documentation have been exhausted. DOL’s expectation is that self-attestation, or self-reported supplemental employment and wage data collected through post-exit follow-up will be limited.
- Indian and Native American Programs (INAP).** INAP grant recipients are encouraged to fully implement the data validation framework outlined in section 4 of TEGL 23-19, Change 3. DOL recommends grant recipients administer quarterly reviews of their performance outcomes to compare them against expected outcomes, to ensure data entry is timely, and to ensure reported outcomes are accurately reflected with supporting documentation. Additionally, grant recipients should work to develop a policy for periodic monitoring of source documentation. This may include random file selections scheduled on a quarterly basis to ensure the required source documentation reflects the outcomes reported. Grant recipients should implement policies that align with the goals of this TEGL, where possible, to ensure adequate documentation is collected, and maintained. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings by identifying and correcting potential issues prior to reporting. The case management system for the INAP program is consistent with and supports the data validation framework outlined in section 4 of TEGL 23-19, Change 3.
- Job Corps.** Job Corps employs a source documentation validation process through its case management system. In its policy guidance, Job Corps establishes specific source documents required for all student-related data entry and publishes a Program Instruction Notice when changes are made to any measure definition and related documentation requirement. Job Corps’ data portals list out all required documents in drop-down menus, and all the contractors are required to select the correct and specific documents in support of entering students’ data during application, enrollment, center training, and post-separation placement phases. In the data entry portals, Job Corps uses edit check functions to protect data integrity; outliers or errors in data entry are red flagged or rejected until corrected. In addition, Job Corps conducts routine data integrity audits to identify deviations and errors in documentation for student information and takes contractual and administrative actions to mitigate the damages and correct mistakes. The Job Corps’ Data Center extracts, processes, and sends the Participant Individual Record Layout (PIRL) data to the Workforce Integrated Performance System (WIPS) following another quality review.

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

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

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

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

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

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

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

State OA-Managed grant recipients may collect participant SSNs to capture employment-based outcomes by coordinating with their state Unemployment Insurance (UI) agency. However, State

grant recipients do not report SSNs in PIRL data files submitted to ETA. State OA-Managed grant recipients who do not have access to State UI data must collect and report SSNs to ETA in order for employment and wage data to be captured by CRIS.

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

10. **Jobs for Veterans State Grants (JVSG)**. JVSG grant recipients are encouraged to implement the data validation framework outlined in section 4 of TEGL 23-19, Change 3. A participant's self-attestation of eligibility is sufficient to receive Disabled Veterans' Outreach Program services. Establishing quarterly data reviews can help with identifying and correcting errors to improve performance reporting, as well as ensuring the data accurately reflects the program participants, services, and outcomes.
11. **National Dislocated Worker Grants (DWG)**. DWG grant recipients are encouraged to fully implement the data validation policies and procedures set forth in section 4 of TEGL 23-19, Change 3. Grant recipients should implement a data validation policy; DOL recommends aligning the data validation policy with the policy established for the WIOA core programs. Establishing quarterly data reviews is a promising practice for identifying and correcting errors to improve performance reporting, as well as ensuring the data accurately reflects the program participants, services, and outcomes.

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

While state DWG recipients may collect participant SSNs to capture employment-based outcomes, participant SSNs must not be included in files submitted to ETA in PIRL data element 2700. Note that DWG participants are not required to provide an SSN to receive services. All grantees may use supplemental data for employment-based outcomes if a participant does not provide an SSN.

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>

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:

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 Records, 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.

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	DWG	NFIP-CTS	NFIP-Housing	INA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG	H-1B			Job Corps
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 	<p>For H-1B grantees: Grants that serve incumbent worker participants may use documentation maintained by the employer to document "Date of Birth (WIOA)."</p> <p>For Job Corps: Job Corps also allows the following where the applicant's name and date of birth is identified:</p> <p>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</p>
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 	

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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	RNA-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	X	<p>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.)</p> <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>																X	<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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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	RNA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG			H-IB	Job Corps	SCSEP	Apprenticeship
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	<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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			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	RNA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG			H-1B	Job Corps	SCSEP	Apprenticeship
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

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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)	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. Leave blank if this data element does not apply.	X	X	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)	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. Leave blank if this data element does not apply to the participant.	X	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.

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923*	Other Reasons for Exit (WIOA)	<p>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.</p> <p>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.</p> <p>Record 03 if the participant is deceased.</p> <p>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.</p> <p>Record 05 if the participant is in the foster care system as defined in 45 CFR 1335.20(a), and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only).</p> <p>Record 06 if the participant, who was determined to be eligible, is later determined not to have met eligibility criteria. For titles I, II, and III program eligibility is determined at the time an individual becomes a participant.</p> <p>Record 07 if the participant is a criminal offender in a correctional institution under section 225 of WIOA.</p> <p>Record 00 if the participant meets none of the above conditions.</p>	X	X	X	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)	<p>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).</p> <p>Leave blank if the participant did not receive a staff-assisted basic career service.</p>	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)	<p>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.</p> <p>Leave blank if the reportable individual/participant did not access a self-service/information-only basic career service.</p>	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)	<p>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).</p> <p>Leave blank if the participant did not receive a basic career service with significant staff involvement.</p>	X	X	X	X			X	X										<ul style="list-style-type: none"> Case notes Cross-Match Electronic Records 	

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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 	

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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> <p>NOTE: Code Value 6 should only be selected when other work experience opportunities are provided that are not captured elsewhere. This code value is also for use with Adult, Dislocated Worker, and Dislocated Worker Grants programs only.</p> <p>NOTE: If employment opportunities not limited to summer months are part of a pre-apprenticeship program, or if on-the-job training for WIOA Youth is part of a pre-apprenticeship program, choose Code 3 for pre-apprenticeship.</p>	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	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	RNA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG			H-1B	Job Corps	SCSEP	Apprenticeship
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	RNA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG			H-IB	Job Corps	SCSEP	Apprenticeship	
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										<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											<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											<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											<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	RNA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG			H-1B	Job Corps	SCSEP	Apprenticeship
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) 	<p>1 = Non-SWIS UI Wage Data Only</p> <p>2 = Federal Employment Records (OPM, USPS)</p> <p>3 = Military Employment Records (DOD)</p> <p>4 = Non UI verification</p> <p>5 = Information not yet available</p> <p>6 = UI Wage Data that includes SWIS Wage Data</p> <p>0 = Not employed</p>

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			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	RNA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG			H-IB	Job Corps	SCSEP
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					<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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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	RNA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG			H-1B	Job Corps	SCSEP	Apprenticeship					
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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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	RNA-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				<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-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	RNA-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: <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. 	
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: <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	RNA-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																		Consistent with TEGL 26-16, Change 1: <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. 	
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: <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	DWG	NFP-CTS	NFP-Housing	RNA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG			H-1B	Job Corps	SCSEP	Apprenticeship
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 	

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	RNA-Adult	INA-Youth	REG (Adult)	REG (Youth)	YouthBuild	JVSG			H-1B	Job Corps	SCSEP	Apprenticeship				
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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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.																	<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.																	<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.																	<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.																	<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.																	<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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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. ☐ 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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2812	Frailty	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. Record 0 if applicant does not meet the Frail definition.																X		<ul style="list-style-type: none"> • Applicable Medical Records 	
2814	Old Enough for but Not Receiving Social Security Title II	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. Record 0 If the participant qualifies but chooses to delay receipt to increase the amount of benefits.																X		<ul style="list-style-type: none"> • 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	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. 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. Record 0 if the applicant does not meet both conditions.																X		<ul style="list-style-type: none"> • Case notes • Medical Records • Self-Attestation 	
2818	Limited English Proficiency	Record 1 if the participant cannot speak or read English well enough to fully participate in all aspects of the program. Record 0 if the participant is able to participate in all aspects of the program. 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.																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 Employment Plan • Case notes • Self-Attestation 	
2820	Low Literacy Skills	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. Record 0 if the participant does not meet above conditions.																X		<ul style="list-style-type: none"> • Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Case notes • Self-Attestation 	

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			Wagner-Peyser	WIOA Adults	WIOA DW	WIOA Youth	DWIG	NFP-CTS	NFP-Housing	RNA-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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • Cross-Match <p>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.</p>	

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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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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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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		<ul style="list-style-type: none"> • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements • Case Notes 	

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