

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 27-24
	<b>DATE</b> June 12, 2025

**TO:** STATE WORKFORCE AGENCIES  
STATE WORKFORCE LIAISONS  
STATE WORKFORCE ADMINISTRATORS  
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS  
STATE LABOR COMMISSIONERS

**FROM:** LORI FRAZIER BEARDEN   
Acting Assistant Secretary

**SUBJECT:** Workforce Innovation and Opportunity Act (WIOA) Core Program  
Performance Reporting Deadlines

1. **Purpose.** This notice reminds States and grantees of the U.S. Department of Labor (DOL) deadlines for submission of the performance reporting requirements set forth in section 116 of WIOA.
2. **Action Requested.** States are requested to distribute this information to the appropriate State and local staff. Please make this information available to the appropriate program, reporting, performance accountability, and technical staff.
3. **Summary and Background.**
  - Summary – DOL is reminding WIOA title I and III grantees of the reporting requirements and associated deadlines.
  - Background – Section 116 of 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<sup>1</sup>. 20 CFR part 677 of the Joint WIOA Final Rule and [Training Employment Guidance Letter No. 10-16, Change 3: Performance](#)

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<sup>1</sup> These six core programs are the Adult, Dislocated Worker, and Youth programs, authorized under WIOA title I and administered by DOL; the Adult Education and Family Literacy Act (AEFLA) program, authorized under WIOA title II and administered by ED; the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III and administered by DOL; and the Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (Rehabilitation Act), as amended by WIOA title IV and administered by ED.

*Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs*, issued June 11, 2024, provide additional details.

In accordance with section 116(f) of WIOA, states may be sanctioned for failure to report. This notice reinforces the requirements and outlines the submission deadlines to support grantee compliance. Refer to [Training Employment Guidance Letter No. 11-19, Change 2: Negotiations and Sanctions Guidance for the Workforce Innovation and Opportunity Act \(WIOA\) Core Programs](#), issued January 6, 2025 for details regarding sanctions including the requirement for reporting to be timely and complete.

**4. WIOA Performance Reporting Deadlines.** For WIOA core programs title I and title III, the DOL requires each grantee to submit a WIOA Annual Report (WIOA Statewide and Local Performance Report Template, ETA-9169) every year by October 1 as well as four quarterly reports (ETA-9173). This Training and Employment Notice provides users with a summary view of the performance reporting deadlines.

- Performance Reports<sup>2</sup>
  - i. Annual report (ETA-9169) – due in Workforce Integrated Performance System (WIPS) on October 1 (or next business day if October 1 falls on a weekend or holiday).
  - ii. Eligible Training Provider (ETP) report (ETA-9171) – due in WIPS on October 1 (or next business day if October 1 falls on a weekend or holiday).
  - iii. Annual Statewide Performance Report Narrative – due December 1 (or the first business day thereafter should December 1 fall on a weekend) to [WIOA.AR@dol.gov](mailto:WIOA.AR@dol.gov) with courtesy copies to the state’s respective Regional Administrator, Federal Project Officer (FPO), and Regional Performance Specialist, and/or Regional email account.
  - iv. Quarterly reports – quarterly data performance reports (QPR; ETA-9173) and quarterly narrative reports (QNR; ETA-9179) will be submitted through WIPS on the 15th day of the second month of the subsequent quarter. Below is a table summarizing the due dates for quarterly reports.

Table 1: WIOA Performance Report Deadlines by Quarter Reporting Quarter

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

- Submission. States submit the Annual Report (ETA-9169), ETP Reports (ETA-9171), QPR (ETA-9173), and QNR through the WIPS. Annual Report submissions must be uploaded by 11:59 PM (local time of the State capitol city) on October 1<sup>st</sup> ; after which time the system locks to allow for national data processing and submissions

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<sup>2</sup> [Reporting Requirements](#)

will no longer be accepted without DOL approval. For further information on WIPS, see DOL's [WIPS site](#).

5. **Inquiries.** Please direct inquiries to the appropriate [Regional Office](#).

6. **References.**

- Workforce Innovation and Opportunity Act, Pub. L. 113-128;
- OMB Control Number 1205-0526, WIOA Participant Individual Record Layout: <https://www.dol.gov/agencies/eta/performance>;
- OMB Control Number 1205-0521, WIOA DOL-only Participant Individual Record Layout: <https://www.dol.gov/agencies/eta/performance>;
- Department of Labor Employment and Training Administration (ETA) Performance website: <https://www.dol.gov/agencies/eta/performance>;
- TEGL 10-16, Change 3: *Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs*, issued June 11, 2024, <https://www.dol.gov/agencies/eta/advisories/tegl-10-16-change-3>;
- TEGL 11-19, Change 2: *Negotiations and Sanctions Guidance for the Workforce Innovation and Opportunity Act (WIOA) Core Programs*, issued January 6, 2025 <https://www.dol.gov/agencies/eta/advisories/tegl-11-19-change-2>; and
- [WIOA Title I and III Reporting Timelines Desk Aid](#).

7. **Attachment(s).** N/A.