

Employment and Training Administration Advisory System U.S. Department of Labor Washington, D.C. 20210	CLASSIFICATION Labor Exchange
	CORRESPONDENCE SYMBOL OWS
	DATE November 21, 2002

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 15-02

TO: ALL STATE WORKFORCE LIAISONS
ALL STATE WORKFORCE AGENCIES

/S/

FROM: EMILY STOVER DeROCCO
Assistant Secretary

SUBJECT: Clarification and Guidance on PY 2002 Labor Exchange Transition Issues for the ETA 9002 and VETS 200 Reports

1. **Purpose.** To provide state workforce agencies with clarification and guidance on transition issues affecting the revised ETA 9002 and VETS 200 reports contained in the ET Handbook 406 and reporting for the first quarter; the continued reporting of Migrant and Seasonal Farm Worker (MSFW) program activity via the ETA Standard Form 5148; and the projected timeframe to establish labor exchange performance levels for states.

2. **References.**

- a. Training and Employment Guidance Letter 1-02 on Transmittal of ET Handbook No. 406: Reporting Instructions for ETA 9002 and VETS 200 Reports
- b. Labor Exchange Performance Measures, 66 FR 29848-53, May 31, 2001; Federal Register, Vol. 66, No. 109, June 6, 2001
- ✓ c. Wagner-Peyser Act as amended, Section 10 (c) and Section 3 (c)(2).
- d. Public Law (P.L.) 38 U.S.C. 4107 (b) (c) and 4212 (c) and P.L. 100-323 and P.L. 105-339 38 U.S.C. 4212 (a).
- e. Workforce Investment Act of 1998, Section 168.
- f. Code of Federal Regulations 20 Part 651, 653 and 658.

3. **Background.** In the May 31, 2001, Federal Register, the Department announced the establishment of final performance measures for the public labor exchange administered as part of the One-Stop delivery system of the states. These measures became effective July 1, 2001. A revised set of reporting instructions for the ETA 9002 and VETS 200 reports to support the new labor

exchange performance measurement system was published by the Department in the June 6, 2001 Federal Register (Vol. 66, No. 109). These instructions, distributed to the states through the draft EHandbook 406, received approval in accordance with the Paperwork Reduction Act by the Office of Management and Budget (OMB) in April 2002 and will remain in effect until April 30, 2005.

Effective July 1, 2002, states began using ET Handbook No. 406 (ETA 9002 and the VETS 200 instructions and forms) to report quarterly information on the services and outcomes of registered job seekers and employers receiving services through the public labor exchange as part of the One-Stop delivery system of the states. Information derived from the ETA 9002 and VETS 200 reports and specifications will enable the Department and states to more effectively assess and further enhance the value of the labor exchange for our customers.

RESCISSIONS	EXPIRATION DATE
	Continuing

Assurance No. 15 in the WIA/W-P Act Planning Guidance and assurance No. 14 in the Unified Planning Guidance require states to assure that they will comply with the annual Migrant and Seasonal Farmworker (MSFW) requirements in accordance with 20 CFR part 653. In line with the WIA Title I final regulations at 20 CFR part 653, the WIA/W-P Act Planning Guidance, the Unified Planning Guidance, and applicable WIA and Wagner-Peyser Act regulations, the attachment provides the guidelines for the PY 2002 Agricultural Services Submission.

4. Transition Issues.

a. **PY 2002 Carry-In of Job Seekers and Job Openings.** There is no carry-in of registered job seekers from PY 2001 into PY 2002. Similarly, there is no carry-in of job openings/orders received. Additional questions on topics related to implementation of the new Labor Exchange Performance Measurement system will be covered in a set of questions and answers to be issued in this first quarter of PY 2002.

b. **Validation Software.** ETA 9002 and VETS 200 data validation software and user's guide are now available for downloading by states at <http://www.ows.doleta.gov/>. The software was developed as a tool to assist states in assessing the accuracy of their 9002/VETS 200 data. States are encouraged to use the report validation software to: 1) verify the accuracy of data extract files produced by current state management information systems; and/or 2) create in text file format, the actual ETA 9002/VETS 200 reports needed for quarterly uploading to DOL's Enterprise Information Management System (EIMS) for the public labor exchange. Version 1 of the report validation software was beta-tested by several states in June 2002.

The EIMS system has been programmed for "zero report handling" (i.e., the acceptance of reports in which certain data elements may not be available at report submission and zeros are entered to allow for report submission). Guidance to states on the submission of a "zero" quarterly report, as well as instructions on uploading the ETA 9002/VETS 200 reports to the EIMS system are also posted on the OWS website.

c. **5148 Reporting for MSFWs.** States are required to continue the quarterly reporting of services to MSFWs via the 5148 Report. The tables below indicate the 5148 elements that are linked to the revised 9002 as well as those that are not. States should be aware that the

current service delivery model for MSFWs is under review and the current reporting regime will remain in place until written guidance is issued to states regarding the establishment of a new reporting system. Until that point, USES has developed a crosswalk to facilitate reporting on the equity indicators of compliance (Referred to Jobs, Provided Some Service, Referred to Supportive Services, Counseled and Job development).

Equity Indicators	
Data from 5148	New 9002 data
1) Referred to Jobs	Replace with "Referred to Employment" (See 9002A, Column H, Row 15)
2) Provided w/ Some Services	Replace with "Received Staff Assisted Services" (See 9002A, Column H, Row 12)
3) Referred to Supportive Services	Same. (See 9002A, Column H, Row 17)
4) Job Development Contacts	This data item is a constituent element of the aggregate item entitled "Received Staff-Assisted Services" (See 9002A, Column H, Row 12)
5) Counseled	Replace with "Career Guidance" (See 9002A, Column H, Row 13)

Minimum Service Level Indicators SF-5148	
1) Placed in a job	Continue to Report
2) Placed \$.50 above minimum wage	Continue to Report
3) Placed in a long-term non-ag job	Continue to Report
4) Review of Significant Office	Continue to Report
5) Field Checks conducted	Continue to Report
6) Outreach Contacts	Continue to Report
7) Timely process of ES Complaints	Continue to Report

d. **Levels of Performance.** ETA expects to begin state negotiation of performance levels for the new labor exchange performance measures sometime during PY 2003. ETA will use Program Year 2002 to collect and analyze data from the states' quarterly reports, from the results of a joint pilot with the Veterans' Employment and Training Service (VETS), and from state-developed baselines to study how the system is performing under the new labor exchange and VETS performance measures. These analyses will be supplemented by the development of an econometric model as a means of establishing a process to work with states to develop a basis for the determination of proposed performance levels for each measure.

Regarding the ETA/VETS pilot mentioned above, ETA is currently administering a pilot to collect aggregate, state-wide data matched against UI wage record data to anticipate expected state performance outcomes under the new labor exchange performance measures. Data from three (3) program years (PYs 1999, 2000 and 2001) will be analyzed under the scope of the pilot. Individual state reports will continue to be submitted on a quarterly basis, with aggregate national data reviewed quarterly and semi-annually by regional and national office staff.

e. **First Quarter ETA 9002/VETS 200 Report Expectations.** States are reminded that the first ETA 9002 and VETS 200 quarterly reports due (November 14, 2002) under the revised reporting requirements will capture services only. These reports are the: ETA 9002A (Services to Job Seekers); ETA 9002B (Services to Veterans); and the VETS 200 (DVOP/LVER Services to Veterans). The first reportable data on job seeker entered employment outcomes will be due November 13, 2003; and, the first data job seeker retention of employment data will be due May 15, 2004.

5. **Action Required.** The revised reporting instructions for the ETA 9002 and VETS 200 reports as well as the report submission date for the SF-5148 report became effective on July 1, 2002. State workforce agencies shall distribute this guidance to all appropriate state and local staff.

The revised reporting instructions (ET Handbook No. 406) are available at www.ows.doleta.gov/employ.asp.

6. **Inquiries.** Questions regarding this issuance should be directed to your Regional Office.

PREFACE

This Handbook is the official source for reporting requirements on the ETA 9002 form. It contains ETA 9002 report terms and definitions, and clarifications on some definitions in response to questions from the States. It is being distributed to all States to facilitate preparation and use of the ETA 9002 report.

Sections in this Handbook are:

- I - Introduction
- II - Data Sources
- III - Terms and Definitions

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

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1-15.M	Agricultural Permanent

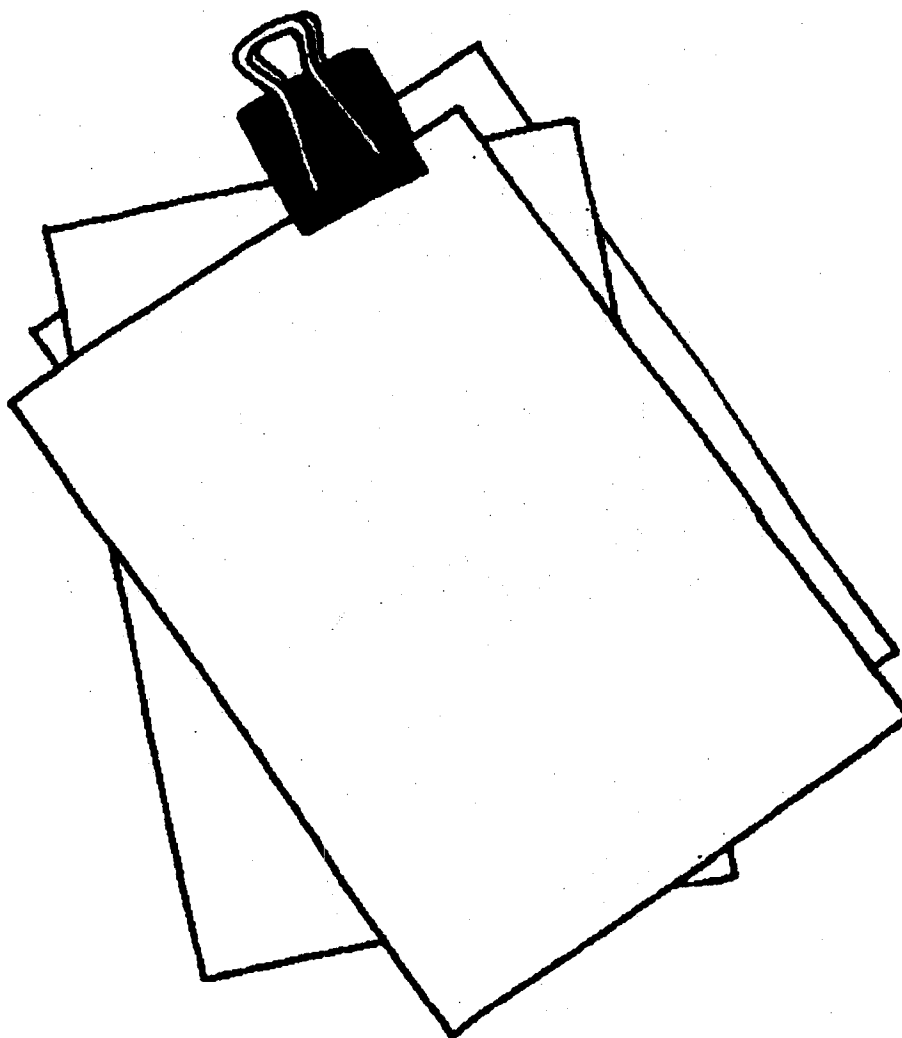
Reproducible Copies of the Forms

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I. INTRODUCTION

A. PURPOSE

Reporting requirements for the State Administered Public Employment Service Program **are** contained in this Handbook. Data to be reported on the ETA 9002 report **are** derived from each state's **data** files which **are** comprised of information entered by each state **from** their records for registration, referral cards, **MSEW**, Veterans, **Food** Stamp, etc. **To** ensure that data reported on the ETA 9002 report **reflects** accurate information, the individual forms and the definitions for each item on that form are included in **this** Handbook. Clarifications of definitions **are** included in italics.



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B. BACKGROUND

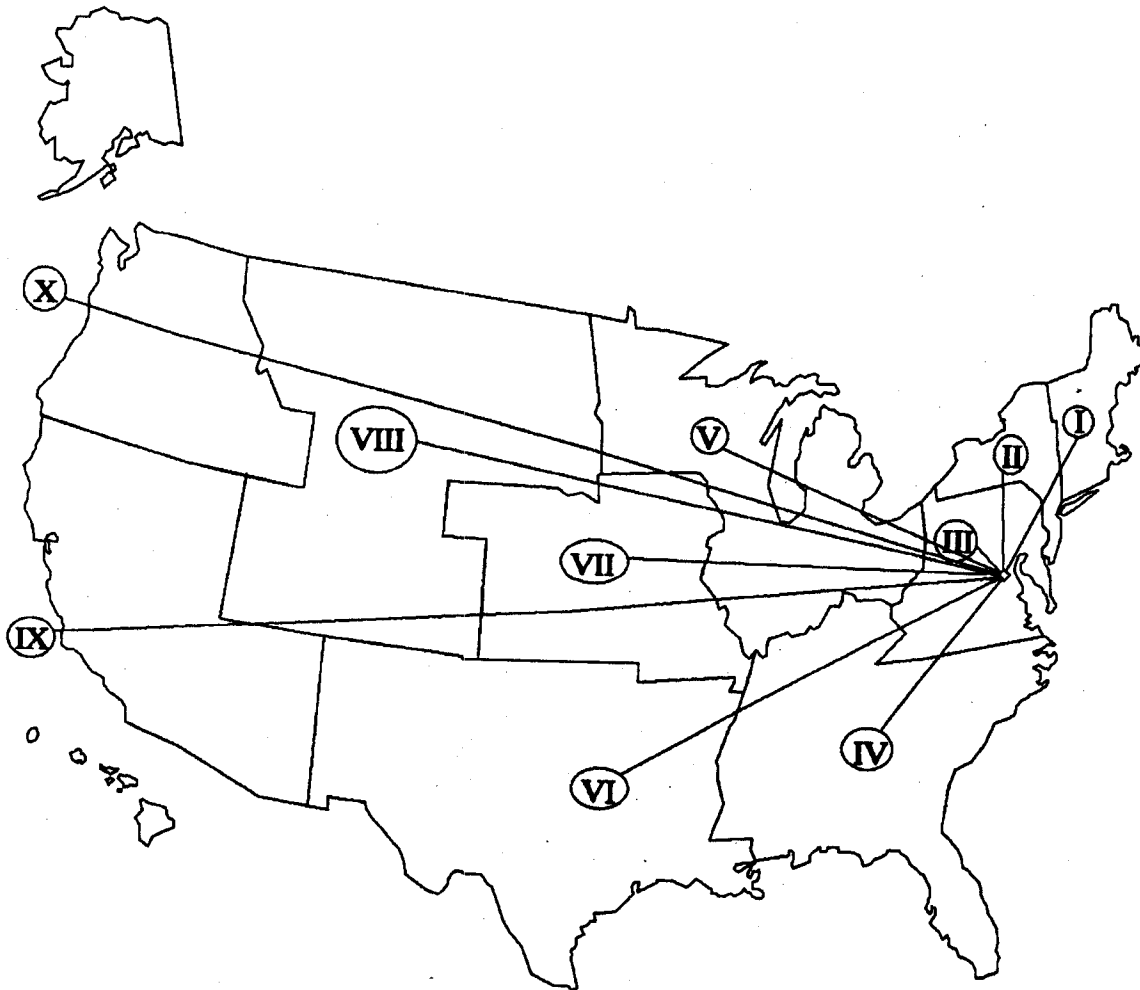
As of July 1, 1992, SESAs are required to submit the revised form ETA 9002 which includes new data elements to the ETA Regional Office (RO). States may submit the report as a form or computer printout, and may also submit an optional report data file.

The collage shows several forms from the U.S. Department of Labor, Employment Service Programs. The primary form is the 'ETA 9002 Quarterly Report' (Form No. 9002-1, Rev. Oct. 1991). It includes sections for 'Cumulative year-to-date' and 'EMPLOYMENT STATUS' with columns for 'White', 'Black', 'Hispanic', 'Am Ind', 'Asian', 'Native', 'Unempl', and 'Chg/Ret'. Other forms include 'ETA 9002 Quarterly Report (Cont'd)' and 'U.S. Department of Labor Employment Service Programs' summary sheets with columns for 'Trade', 'Retail Trade', 'Finance', 'Services', 'Public Admin.', and 'Transp. Serv.'. A 'GENERAL INQUIRY' form is also visible, with columns for 'Inquiry Type', 'Date', 'Status', and 'Response'.

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C. REPORTING

These reports shall be submitted to ROs within **45** calendar days after the end of the quarterly report **period**. The ETA 9002 reports for Employment Service Programs will be submitted for the program year quarters (9/30; 12/31; 3/31; and 6/30) and will be cumulative to date from July for each program year.



D. OMB APPROVAL

Reporting requirements in this Handbook have been approved by OMB according to the Paperwork Reduction Act of 1980, under OMB Approval No. 1205-0240, expiration date **7/31/94**. Burden disclosure appears on the initial page of the form.

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II. DATA SOURCES

A. Applicant Registration

This is to capture the following applicant characteristics as well as initial registrations and renewals:

	ETA-9002A
	Column Row
■ New/Renewal Applications	A 1-50
■ Race	B 1-50
■ Employment Status	C 1-50
■ Employed	C7 1-50
■ Unemployed	C8 1-50
■ Eligible Claimant	D9 1-50
■ In-School Status	E 1-50
■ In School	E10 1-50
■ Education Level	E 1-50
■ Less than High School Diploma	E11 1-50
■ High School Diploma/GED	E12 1-50
■ Postsecondary Degree/Certificate	E13 1-50
■ Persons with Disabilities	F14 1-50
■ Dislocated Workers	G15 1-50
■ MSFW	H16 1,29,34,49
■ Veteran	J18 - 21 1-50
■ Viet Nam-Era	J22 - 25 1-50
■ Disabled	J26 - 29 1-50
■ Special Disabled	J30 - 33 1-50
■ Eligible Persons	J34 - 37 1-50
■ Age of veterans	J 18 - 37 1-50
■ Sex	A - J 3-4
■ Age of all applicants	A - G 6-9
■ Economically Disadvantaged	A - J 10
■ Welfare	A - J 11

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B. Job Order

This is to record job order information:

		ETA-9002A	
		Column	Row
■	Federal Job	J	30
■	FCJL Job	J	31
■	Permanent Job	A - J	32
		ETA-9002B	
		Column	Row
■	Job Openings Received by Occupational Category and SIC	A - L	1-15
■	Job Openings Filled by Occupational Category and SIC	A - L	16 - 32
■	FCJL Openings Received	A	31
■	Number of Federal Contractors	A	32
		ETA-9002C	
		Column	Row
■	Job Orders Received	A	1-15
■	Openings Received	B - G	
■	Total Non-Agricultural and Agricultural	B	1-15
■	Non-Agricultural Temporary	C	1-15
■	Non-Agricultural Permanent	D	1-15
■	Average Wage on Order	H - 15	
■	Agricultural Temporary	F	1-15
■	Agricultural Permanent	G	1-15
■	Openings Filled	H - M	
■	Total Non-Agricultural and Agricultural	H	1-15
■	Non-Agricultural Temporary	I	1-15
■	Non-Agricultural Permanent	J	1-15
■	Average Wage on Placement	K	1-15
■	Agricultural Temporary	L	1-15
■	Agricultural Permanent	M	1-15

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**C. Registrant/
 Service
 Transactions**

This is to record the following **services** provided to applicants:

	ETA-9002A Column	Row
■ Renewals	A	1 - 50
■ Assessment Services.	A - J	12 & 44
● interviewed	A - J	13 & 45
■ Counseled	A - J	14 & 46
■ Tested	A - J	15 & 47
■ Assigned Case Manager	J	16
■ Provided Case Management Services	J	17
■ Vocational Guidance Service Provided	J	18
■ Referred to Other Services	A - J	19
■ Referred to Skills Trainiig (or Referral/Placement Record)	A - J	20
■ Referred to Federal Training (or Referral/Placement Record)	J	21
■ Referred to JTPA (or Referral/Placement Record)	A - J	22
■ Referred to Other Training (or Referral/Placement Record)	A - J	23
■ Referred to Educational Services (or Referral/Placement Record)	A - J	24
■ Referred to Support Services	A - J	25
■ Training Placements (or Referral/Placement Record)	A - J	26
■ Federal Training Placements (or Referral/Placement Record)	J	27
■ Job Search Activities	A - J	28
■ Entered Employment (also Referral/Placement Record)	A - J	33
■ Obtained Employment	A - J	42 & 50
■ Received Some Reportable Service	A - J	43

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**D. Referral/
 Placement
 Record**

This is to record the following job order related services provided to applicants:

ETA-9002A
 Column Row

a	Interstate Referral/Placement Activity	I	29, 34, 49
a	Referred to Skills Training	A - J	20
a	Referred to Federal Training	J	21
a	Referred to JTPA	A - J	22
a	Referred to Other Training	A - J	23
a	Referred to Educational Services	A - J	24
a	Training Placements	A - J	26
■	Federal Training Placements	J	27
a	Referred to Employment	A - J	29
a	Referred to Federal Job	J	30
■	Referred to FCJL Job	J	31
a	Referred to Permanent Job	A - J	32
■	Entered Employment	A - J	33
■	Job Placements	A - J	34-41
a	Placements by Age	A - J	35-38
■	Placed in Federal Jobs	J	39
a	Placed in FCJL Job	J	40
a	Placed in Permanent Job	A - J	41

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III. TERMS AND DEFINITIONS

Entries for Form A1-A4

(Columns A through J are applicant characteristics)

A. Total Applicants



All applicants active as of July 1 plus all applicants who received a New, New partial or Renewal during the current program year. Each applicant is counted only once. All applicants active at any time during the program year are counted. This definition is applied to each of the applicant categories listed.

Characteristics, i.e., education, employment and economically disadvantaged, should be updated for applicants from inactive file at the time of first renewal on or after July 1.

Active applicants should be carried over with their current characteristics, i.e., employment status, and education status at the end of the program year. Inactive applicants should have these characteristics 'blanked out' at the end of the program year. These characteristics should be captured/changed only once per program year.

B. Race

Race would be identified by the following groups:

(B2) White (non-Hispanic)

(B3) Black (non- Hispanic)

(B4) Hispanic

(B5) American Indian and Alaskan Native

(B6) Asian and Pacific Islander

C. Employment Status



The status of applicants, including students, at the time they initially seek the assistance of a local office to find work or skill training.

Active applicants should be carried over with their current characteristic at the end of the program year. Inactive applicants should have this characteristic 'blanked out' at the end of the program year. This characteristic should be captured/changed only once per program year.

C.7. Employed



Applicants are

(a) those who are currently working as paid employees, or who work in their own businesses, professions; or on their own farms; and

(b) all those who are not working but who have jobs or businesses from which they are temporarily absent because of temporary lay-off, illness, bad weather, vacation, labor management disputes, or personal reasons, whether they are paid for the time off or are seeking other jobs. Members of the Armed Forces stationed in the U.S. are included.

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C.8. Unemployed



Applicants who **are** not employed, or who, although employed, have received notice of termination of employment.

D.9. Eligible Claimant



Individuals who, during the program year, **are** or have been determined monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs and whose benefit year or compensation, by reason of an extended duration period, have not ended and who have not exhausted their benefit rights.

Active applicants should be carried over with their current characteristic at the end of the program year. Inactive applicants may have this characteristic 'blanked out' at the end of the program year.

E. Education



A program or course designed to develop competency in basic educational skills such as reading, comprehension, mathematics, Writing, speaking and reasoning and/or programs leading to educational credentials such as a GED or high school diploma or college degree.

An applicant counted as "In-school" may also be counted in the highest education achievements in item E.12. or E.13., as appropriate. (Example: A high school graduate attending school full time would be counted in both items E.10. and E.12.)

The highest level of education an applicant has completed.

E. 10. In-school



Applicants who are currently attending secondary, vocational, technical, or academic school **full** time (this may be defined by requirements of agency administering the program) or who **are** between terms and intend to **return** to school.

Active applicants should be carried over with their current characteristic at the end of the program year. Inactive applicants should have this characteristic 'blanked out' at the end of the program year. This characteristic should be captured/changed only once per program year.

E. 11. Less than High School Diploma

Applicants who have never received a high school diploma, or its equivalent and do not plan to **return** to school.

E.12. High School Diploma/GED



Applicants who have received a high school diploma or GED and have not achieved a post secondary degree or certificate.

E.13. Post Secondary Degree/Certificate



Applicants who have received a post secondary vocational, technical, academic degree or certificate of successful completion.

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F.14. Persons with Disabilities



Individuals with disabilities who have active registration as of July 1, plus all applicants with disabilities who register for services during the program year.

Any applicant who has a physical or mental disability which for such individual constitutes or results in a substantial barrier to employment.

G.15. Dislocated Workers



Dislocated workers are individuals who

(a) have been terminated or laid off or who have received a notice of termination for layoff from employment, are eligible for or have exhausted their entitlement to unemployment compensation, and are unlikely to return to their previous industry or occupation;

(b) have been terminated, or who have received a notice of termination of employment, as a result of any permanent closure of a plant or facility;

(c) are long-term unemployed and have limited opportunities for employment or reemployment in the same or a similar occupation in the area in which such individuals reside, including any older individuals who may have substantial barriers to employment by reason of age; or

(d) were self-employed (including farmers) and are unemployed as a result of general economic conditions in the community in which they reside or because of natural disasters.

Long-term unemployed means unemployed at the time of eligibility determination and unemployed 15 or more of the 26 weeks immediately prior to such determination, and has made specific efforts to find a job throughout the period of unemployment.

H.16. MSEW



Seasonal Farm Workers—Persons who during the preceding 12 months worked at least an aggregate of 25 or more days or parts of days in which some work was performed in farm work, earned at least half of their earned income from farm work, and were not employed in farm work year round by the same employer. For purposes of this definition only, a farm labor contractor is not considered an employer. Non-migrant individuals who are full-time students are excluded.

Migrant Farm Workers—Seasonal farm workers who have to travel to do the farm work so that they were unable to return to their permanent residence within the same day. Full-time student traveling in organized groups, rather than with their families, are excluded.

Migrant Food Processing Workers—Persons who during the preceding 12 months worked at least an aggregate of 25 or more days or parts of days in which some work was performed in food processing, earned at least half of their earned income from processing work and were not employed in food processing year round by the same employer. Migrant food processing workers who are full-time students, but who travel in organized groups rather than with their families, are excluded.

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1.17. Interstate



Interstate applicants are the result of ES activities in the placement process involving joint action of local **offices** in different states in distributing job order information and referring and placing of qualified applicants.

This includes agricultural placement activity.

This should be reported by the applicant holding state.

J. Veterans



A veteran is an individual who served on active duty for a period of more than **180** days and was discharged or released with other than a dishonorable discharge or was discharged or released from active duty because of a service **connected** disability; or **as** a member of a reserve component under an **order** to active duty pursuant to section **672** (a), (d), or, **(g)**, **673**, or **673** (a) 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.

VietNam Era



Veterans who served on active duty over **180** days - any part of which was during the period beginning August **5, 1964**, and ending May **7, 1975**.

Disabled

A disabled veteran is a veteran who is entitled to compensation regardless of rating (including those rated at 0%); or who but for the receipt of military retirement pay would be entitled to compensation, under laws **administered** by the Department of Veterans Affairs; or was discharged or released from active duty because of a service-connected disability.

A veteran rated at 0% for disability is a service-connected disabled veteran who is entitled to compensation (the law does not require receipt of compensation) whether or not he/she receives monetary benefits or compensation. 0% rated disabled veterans may be reevaluated at a later date to 10% or more.

Special Disabled

A special disabled veteran is a veteran who

(a) is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs (DVA) for a disability,

(i) rated **at 30** percent or more or,

(ii) rated at **10** or **20** percent in the case of a veteran who **has** been determined by DVA to have a serious employment handicap; or

(b) a person who **was** discharged or **released** from active duty because of a service-connected disability.

"Special Disabled is also included in the count of "Disabled.

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Eligible Persons



An eligible person is *one* who is

- (a) the **spouse** of any person who died on active duty or of a service-connected disability; or
- (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 38 **U.S.C. 101** and the regulations issued thereunder, 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.

Age Breakout

22-44	self-explanatory
45-54	self-explanatory
55 & over	self-explanatory
Total	This is total of all veterans including those under 22 yrs.

(Rows 1 through 43 are applicant counts only; rows 44 through 50 are transaction counts.)

1. Total Active Applicants



ALL applicants active **as** of July 1 plus all applicants who received a New, New Partial, or Renewal during the current program year. Each applicant is counted only once. All applicants active **at** any time during the program year **are** counted. This definition is applied to each of the applicant categories listed.

2. Veterans



Same as column J, above

3/4. Male/Female



Self-explanatory; usually **recorded** by applicants themselves. (**The** male/female applicant groups must be compiled for each sex separately.) The **sum** of items 3. and 4., in each **column** must be the same as the entry reported for Item 1, **Total Applicants**, in that column for the same report quarter of the same **program** year.

5. Youth

Under 22 years of age.

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6. Adult



22 years old and over.

This item is the sum of 7, 8, and 9.

7. 22 - 44

self-explanatory.

8. 45 - 54

self-explanatory.

9. 55 and over

self-explanatory.

10. Economically
Disadvantaged



An individual who:

(a) receives, or is a member of a family which receives cash welfare payments under a Federal, **State**, or local welfare program; or

(b) is a member of a family which **has** received a total family income for the six-month period preceding the month of application for the program involved (exclusive of unemployment compensation, child support payments, and welfare payments) which on an annualized basis in relation to family size, was not in excess of the higher of:

(i) the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget, or

(ii) 70 percent of the lower living standard income level; or

(c) is receiving food stamps pursuant to the Food Stamp **Act** of 1977; or

(d) is a foster child on behalf of whom State or local government payments are made; or

(e) in cases permitted by regulations of the Secretary, is an adult handicapped individual whose **own** income meets the requirements of clause (a) or (b), but who is a member of a family whose income does not meet such requirements; or

(f) an individual who qualifies as homeless under section 103 of the Stewart B. McKinney Homeless Assistance Act.

NOTE No veteran's military **salaries** earned and/or income derived through service-connected disability compensation, by law (Section 4213, Title 38, U.S.C.), will be included in making eligibility determinations based on income.

Active applicants should be carried over with their current characteristic at the end of the program year. Inactive applicants should have this characteristic 'blanked out' at the end of the program year.

An individual who qualifies under the Stewart B. McKinney Homeless Assistance Act is a homeless person aged 14 and older. Homeless persons are defined as any persons who lack a fixed, regular, and adequate nighttime residence.

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11. Welfare



A **welfare** recipient is an applicant who, during the **course** of the program year, receives or is a **member** of a family who receives **cash** welfare payments under a Federal, State, or local welfare program.

12. Assessment services



Individuals who receive an assessment interview, employment counseling, or testing.

13. Interviewed



Applicants who receive an initial analysis of the **strengths** and weaknesses of their educational level, work **history**, vocational skills, or identification of employment barriers and development of a plan (not necessarily a **written** employability plan) to utilize their **strengths** and reduce weaknesses. Outcome of an interview may include referral to another supportive service for implementation of the plan. **This** interview collects more **information** than the initial registration interview or reactivation interview and may take place on the same **date** as the registration renewal interview so long as it is subsequent to those interviews.

A written Employability Development Plan does not have to be prepared for the plan, however an EDP may be written, if desired.

This is not "Vocational Guidance Service" for a veteran.

*This may be **done** at the application interview.*

This must be an individual, not group interview.

"Assessment Interview" and "Counseling" may not be reported for the same service.

This is not the same as "Guidance" as defined by ESARS.

This does not have to be documented.

This interview is subsequent to the initial registration interview or reactivation interview that collects demographic data and work history.

14. Counseled



Applicants who receive ongoing or onetime assistance from a qualified counselor or counselor trainee to aid them in gaining a better **u** **_____**g of themselves so that they can more realistically choose or change an occupation, or make a suitable job adjustment. Counseling can be provided **directly** to an individual or through group counseling services and may result in a **written** employability plan.

"Employability Planning" –The development of a plan that includes the steps and timetables necessary to achieve a specific occupational goal.

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15. Tested



Individuals who **are** administered a standardized test. Tests will measure the individual's possession of, interest in, or ability to acquire job skills and knowledge.

This means any standardized test. Specific DOL approved tests are not mandated.

16. Assigned Case Manager



(Not to be completed on **Form A1**)

All veterans for whom a local office staff member, such as Disabled Veterans' Outreach Program (DVOP) specialist or a Local Veterans' Employment Representative (LVER), has been assigned to provide on-going one-on-one personal assistance including, but not limited to, providing advice pertaining to vocational choice, assistance in obtaining training to reach employability, and follow-up services over a period of time required to obtain employment. **This** includes all veterans for whom a case manager was assigned and carried over to the current program year. (Veterans only.)

Case management is not required for all veterans, but it is reported for those veterans who are selected for case management.

A case manager is assigned when required by law or if it makes good sense. It was Congress' intent that a veteran, in need of training to become job ready, be assigned a case manager to help insure successful completion of Federally-funded training and retention in employment. (To permanently remove from public assistance and added to a revenue-producing labor force participant.)

Case manager may be changed if the applicant moves to another area, but it's not necessary, it's a local office decision.

The case manager is assigned by the appropriate supervisor, i.e., one with level of accountability such as the local manager, or whoever has the authority to make assignments.

The case manager must be a DVOP specialist, LVER, or other ES staff trained to provide services to veterans.

17. Provided Case Management Services



(Not to be completed on **Form A1**)

All veterans included in "Assigned Case Manager" who received counseling, referral to supportive services, job development contacts, referral to jobs, placed in jobs, referral to **training**, placed in training, vocational guidance service, or any combination of those services coordinated by assigned case manager. (Not a **transactions** count.) (Veterans only.)

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18. Vocational
Guidance Service
Provided



(Not to be completed on Form A1)

All veterans who receive services provided by trained ES staff, which involve providing a wide range of information, materials, suggestions and advice to veterans which are intended to assist in a vocational decision by the veteran regarding employment and training opportunities. (Veterans only.)

This should not be used if the service provided is covered under another service item such as counseling or testing.

"Trained ES staff" includes DVOP specialists and LVERs; as well as any other staff trained to provide such services to veterans.

NOTE In the following items "referred to" means the act of bringing to the attention of an employer, or local office, a training sponsor, or a supportive service agency, an individual (or group of individuals) who need jobs, training, or related supportive services.

19. Referred to Other
Services



Individuals referred to skills training, educational and/or supportive services provided by other service delivery organizations.

20. Referred to Skills
Training



Skills training is defined as any State or Federal training program such as JTPA institutional, Trade Act, Job Corps, etc. This is an unduplicated count of all applicants referred to training, both successful and unsuccessful.

Entrepreneurial training may be "Skills Training" provided it is State or Federally approved.

Private, local government, or non-profit programs may be included if the training program is State or Federally funded.

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"Referred to Federal Training", "Referred to JTPA", and "Referred to Other Training" are sub-categories of "Referred to Skills Training", but they do not have to add up to the total.

21. Referred to Federal Training



This is a subgroup of "Referred to Skills Training" for veterans who are referred to any job training program supported by the Federal Government, such as JTPA funded projects, TAA, JOBS, and Job Corps. This does not include referrals to DVA-OJT.

22. Referred to JTPA



Individuals referred to a service delivery component funded with monies from the Job Training Partnership Act.

23. Referred to Other Training



Individuals referred to any employment and/or training service funded with Federal or State dollars other than from JTPA.

24. Referred to Educational Services



Individuals referred to a program or course designed to develop competency in basic educational skills such as reading, comprehension, mathematics, writing, speaking and reasoning and/or programs leading to educational credentials such as a GED or high school diploma or college degree.

This can include 'English as a second language' training.

25. Referred to Support Services



Individuals referred to services designed to assist an individual to achieve physical, mental, social or economic well being and reduce or eliminate barriers to employment. These include health and medical services, child care, emergency financial services, relocation assistance, residential support, nutritional and legal services.

26. Training Placements



Applicants verified to have entered in any State or Federal training program (JTPA Institutional, Job Corps, etc.) to which they were referred by the ES agency. Verification may be by contact (telephone or visit) with the training facility or written notification from the applicant.

27. Federal Training Placements



All veterans verified to have entered any job training program supported by the Federal government such as JTPA institutional, Job Corps, etc. This does not include placements in DVA-OJT..

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28. Job Search Activities



All applicants provided services which are designed to help the jobseeker plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, provision of specific labor market information and development of a job search plan.

"Resume Assistance" --Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same.

"Job Search Workshops" --An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development.

"Job Finding Clubs" have all the elements of the ES Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs.

"Provision of Specific Labor Market Information" --Information concerning occupational staffing patterns, hiring patterns, working conditions, and pay of firms or industries.

"Job Search Planning" -- Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.

29. Referred to Employment



A referral to employment is

(a) the act of bringing to the attention of an employer an applicant or group of applicants who are available for a job and

(b) the record of such a referral. It means the same as "referral to a job."

30. Referred to a Federal Job



All veterans who are referred to a job opening filed with a placement office by a department or agency of the Federal Government or other entity under the jurisdiction of the U. S. Office of Personnel Management.

31. Referred to FCJL Job



All veterans referred to a job opening listed by an employer identified as a Federal contractor.

NOTE This item is not required for "Disabled Veterans."

32. Referred to a Permanent Job (+150 days)



All applicants in each category who meet the definition for Referred to Employment who are referred to a job expected to last over 150 days.

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33. Entered Employment



This is the **sum** of job placements and obtained employments.

This is the sum of unduplicated counts of applicants who entered employment by placement or obtained employment.

34. Job Placements



The hiring of an applicant by a public or private employer after referral to a job by the ES or by other co-located or outstationed **staff** in cooperation with the ES agency provided that all of the following steps were completed:

- (a) prepared a job order prior to referral except in the case of a job development contact on behalf of a specific applicant,
- (b) made prior referral arrangements with the employer,
- (c) referred an individual who was not designated by the employer except for referrals to agricultural job orders for a specific crew leader or worker;
- (d) verified **from** a reliable **source**, preferably the employer, that the applicant had entered work, and
- (e) recorded the placement in the agency **data** base.

35-38. Placements by Age

Self-explanatory.

This item also includes placements in OJT, work experience and PSE.

39. Placed in Federal Jobs



All veterans placed in a job opening filed with a placement office by a department or agency or other entity under the jurisdiction of the **U.S.** Office of Personnel Management.

40. Placed in a FCJL Job

All veterans placed in FCJL Job. **Use** the same definition as "34. Job Placements" in jobs listed by **Federal** contractors.

NOTE: This item is not required for "Disabled Veterans."



41. Placed in Permanent Job (+150 days)



All applicants placed in a job expected to be over **150** days duration.

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42. Obtained
Employment



Individuals who **secure** employment within 90 calendar days of **receiving** one or more of **the** following services that was wholly or partially **funded** by the Employment Service:

- (a) participation in **Job** Search activities,
- (b) accepting a position resulting **from** the use of **a** Job Service Sponsored automated labor exchange,
- (c) after receiving employment counseling or testing or development of an employability plan,
- (d) after receiving bonding assistance,
- (e) after **termination** from a skills training program to which an ES applicant **was** referred by **the** ES agency. (The ES applicant subsequently either may have found **own job** or been placed in an unsubsidized job by the **training** program),
- (f) or before expiration of a **tax** credit voucher,

and verification **has** been received **from** a reliable source, preferably the employer, **that** the applicant **has obtained** employment and such employment does not meet the definition of a job placement.

43. Received Some
Reportable Service



All applicants **that** have received some reportable service during the current program year. Services include:

- (a) referral to job,
- (b) job placement,
- (c) placement in training,
- (d) obtaining employment,
- (e) assessment **services**, including an assessment interview, testing, counseling and employability planning,
- (f) **case** management services,
- (g) vocational guidance services
- (h) job search activities, including resume assistance, job search workshops, job **finding** clubs, specific labor market information **and** job search planning,
- (i) federal bonding program,
- (j) job development contacts,
- (k) **Tax** credit eligibility determination.

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(l) referral to other services, including skills training, educational services, and supportive services.

(m) any other service requiring expenditure of **staff** time although not required to be reported.

Application taking and/or registration **are** not included **as** reportable services in this item.

TRANSACTIONS

44. Assessment Service Total The total cumulative number of times that individuals are assessed (meeting the definition for "assessment") from the beginning of the program year (July 1.)
45. Interviewed The total cumulative number of times that individuals **are** interviewed from the beginning of the program year (July 1.)
46. Counseled The total cumulative number of times that individuals **are** counseled from the beginning of the program year (July 1.)
47. Tested The total cumulative number of times that individuals **are** tested from the beginning of the program year (July 1.)
48. Referred to Employment The total cumulative number of times that individuals **are** referred to an employer job opening listed with the State Agency.
49. Placed The total cumulative number of placements of individuals into job openings from the beginning of the program year (July 1.) Include multiple placements of the same individual, provided that the job placements meet the conditions prescribed in the definition of an ES placement, including **Interstate**. (Also, include placements in **OJT**, work experience and **PSE**.)
50. Obtained Employment The total Cumulative number of times individuals obtained employment from the beginning of the program year (July 1.) Use the same criteria **as** found in item 42.

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Entries for Form B

JOB OPENINGS RECEIVED AND FILLED BY OCCUPATIONAL CATEGORY AND STANDARD INDUSTRIAL CLASSIFICATION (SIC)

Include openings still in open status.

1-15.A-L **Job Openings Received by Occupational Category and Standard Industrial Classification (SIC)**

Enter **for** each occupational category the cumulative number of job openings received for **totals** and each SIC division from the beginning of the program year (July 1.)

16-30.A-L **Job Openings Filled by Occupational Category and Standard Industrial Classification (SIC)**

Enter for each Occupational category the cumulative number of job openings filled from the beginning of the program year (July 1.)

31.A **FCJL Openings Received**

Enter in **column A** the **total** cumulative number of **job** openings received from employers identified as Federal contractors from the beginning of the program year (July 1.)

32.A **Number of Federal Contractors**

Enter in Column A the total cumulative number of Federal contractors from which one or more job openings have **been** received. **This** entry is a cumulative, unduplicated count **from the beginning** of the program year (July 1) through the end of the reporting period.

NOTE A federal contractor is any party entering into an agreement or modification thereof in the amount of \$10,000.00 or more for the procurement of supplies or personal property and non-personal services (including construction) with any department or agency of the United States [38 USC 2012 (a) and 41 CFR 60-250.2]

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Entries for Form C

AVERAGE WAGE ON ORDERS AND PLACEMENTS FOR JOB ORDERS RECEIVED AND JOB OPENINGS RECEIVED AND FILLED BY OCCUPATIONAL CATEGORY AND AGRICULTURAL STATUS

A. Job Orders Received

1-15.A Job Orders Received

Enter by occupational category the cumulative number of job orders received from the beginning of the program year (July 1.)

B. - G. Openings Received

1-15.B Total Non-Agricultural and Agricultural

Enter by occupational category the cumulative number of Non-Agricultural and Agricultural job openings received from the beginning of the program year (July 1.)

1-15.C Non-Agricultural Temporary (150 days or less)

Enter by occupational category the cumulative number of Non-Agricultural Temporary job openings received from the beginning of the program year (July 1.)

1-15.D Non-Agricultural Permanent (over 150 days)

Enter by occupational category the cumulative Non-Agricultural Permanent job openings received from the beginning of the program year (July 1.)

1-15.E Average Wage on Job Orders

Enter by occupational category the average wage on job orders received, for which the wage is paid on a time basis, from the beginning of the program year (July 1.)

1-15.F Agricultural Temporary (150 days or less)

Enter by column the cumulative number of Agricultural Temporary job openings received from the beginning of the program year (July 1.)

1-15.G Agricultural Permanent (over 150 days)

Enter by occupational category the cumulative number of Agricultural Permanent job openings received from the beginning of the program year (July 1.)

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H. - M. Job Openings Filled

1-15.H Total Non-Agricultural and Agricultural

Enter by occupational category the total cumulative number of Non-Agricultural **and** Agricultural job openings filled from the beginning of the program year (July 1.)

1-15.1 Non-Agricultural Temporary

Enter by occupational category the cumulative number of Non-Agricultural Temporary job openings filled from the beginning of the year (July **1.**)

1-15.J Non-Agricultural Permanent

Enter by column the cumulative number of Non-Agricultural Permanent job openings filled from the beginning of the program year (July **1.**)

1-15.K Average Wage on Placement

Enter by occupational category the average wage, for which wages ~~are~~ paid on a time basis, that the worker will ~~earn~~ after beginning work, or completion of a training or probationary period. If the wage at placement is not available, then a default rate for the occupational grouping can be used. Each State would need to provide a prevailing wage rate ~~for~~ each occupational grouping that ~~can~~ be used in the absence of hard wage ~~data~~. If no actual wage or default is available, it will revert to the original wage on the job order.

The average wage on placement is the total of the wages, computed to an hourly basis, of all placements in the occupational category divided by the total number of placements in the occupational category.

1-15.L Agricultural Temporary

Enter by occupational category the cumulative number of Agricultural Temporary job openings filled from the beginning of the program year (July **1.**)

1-15.M Agricultural Permanent

Enter by column the cumulative number of Agricultural Permanent job openings filled from the beginning of the program year (July 1.)



State		Program Year		Quarter			OMB No. 1205-0240 Expires: 07/31/94		
Cumulative year-to-date	A	B					C		D
	TOTAL APPLICANTS	RACE					EMPLOYMENT STATUS		ELIGIBLE CLAIMANTS
	1	White	Black	Hisp.	Am In/ Al Nat	Asian Pac Isl	Employed	Unempl	9
1	Total Active Applicants								
2	Veterans								
3	Male								
4	Female								
5	Youth								
6	Adult (22 and over)								
7	22 - 44								
8	45 - 54								
9	55 and over								
10	Econ Disadv Total								
11	Welfare								
12	Assessment Services								
13	Interviewed								
14	Counseled								
15	Tested								
16	Assigned Case Mgr.								
17	Prov. Case Mgt. Ser.								
18	Voc Guide Ser Provided								
19	Referred to Other Serv								
20	Referred to Skills Tr								
21	Referred to Fed. Tr								
22	Referred to JTPA								
23	Referred to Other Training								
24	Referred to Educ Serv								
25	Referred to Support Serv								
26	Training Placements								
27	Fed. Tr. Placements								
28	Job Search Activities								
29	Referred to Employment								
30	Referred to Fed. Job								
31	Referred to FCJL Job								
32	Referred to Perm Job (+ 150 days)								
33	Entered Employment								
34	Placed Total								
35	Placed (under 22)								
36	Placed (22-44)								
37	Placed (45-54)								
38	Placed (55 & over)								
39	Placed in Fed Job								
40	Placed in FCJL Job								
41	Placed in Perm Job (+ 150 days)								
42	Obtained Employment								
43	Rec Some Report Serv Transactions								
44	Assessment Serv Total								
45	Interviewed								
46	Counseled								
47	Tested								
48	Referred to Employment								
49	Placed								
50	Obtained Employment								

Public reporting burden for this collection of information is estimated to average 14 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden, including estimates or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of IRM Policy, Department of Labor, Room N-1301, 200 Constitution Avenue, NW, Washington, D.C. 20210; and to the Office of Management and Budget, Paperwork Reduction Project (1205-0240), Washington, DC. 20503.

DO NOT SEND THE COMPLETED FORM TO EITHER OF THESE OFFICES

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State		Program Year				Quarter			
Cumulative year-to-date	E				F	G	H	I	
	EDUCATION				Persons w/ Disabilities	Dislocated Workers	MSFW	Interstate	
	In School	Less HS	HS/GED	Postsec. Deg/Certif.					
	10	11	12	13	14	15	16	17	
1	Total Active Applicants								
2	Veterans								
3	Male								
4	Female								
5	Youth								
6	Adult (22 and over)								
7	22 - 44								
8	45 - 54								
9	55 and over								
10	Econ Dleadv Total								
11	Welfare								
12	Assessment Services								
13	Interviewed								
14	Counseled								
15	Tested								
16	Assigned Case Mgr.								
17	Prov. Case Mgt. Ser.								
18	Voc Guide Ser Provided								
19	Referred to Other Serv								
20	Referred to Skills Tr								
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35	Placed (under 22)								
36	Placed (22-44)								
37	Placed (45-54)								
38	Placed (55 & over)								
39	Placed in Fed Job								
40	Placed in FCJL Job								
41	Placed in Perm Job (+ 150 days)								
42	Obtained Employment								
43	Rec Some Report Serv								
44	Transactions								
44	Assesment Serv Total								
45	Interviewed								
46	Counseled								
47	Tested								
48	Referred to Employment								
49	Placed								
50	Obtained Employment								

ETA 9002 Quarterly Report (Cont'd)

State		Program Year				Quarter					
		J									
Cumulative year-to-date		TOTAL				VIETNAM ERA				DISABLED	
		22-44	45-54	55+	Total	22-44	45-54	55+	Total	22-44	45+
		18	19	20	21	22	23	24	25	26	27
1	Total Active Applicants										
2	Veterans										
3	Male										
4	Female										
5	Youth										
6	Adult (22 and over)										
7	22 - 44										
8	45 - 54										
9	55 and over										
10	Econ Disadv Total										
11	Welfare										
12	Assessment Services										
13	Interviewed										
14	Counseled										
15	Tested										
16	Assigned Case Mgr.										
17	Prov. Case Mgt. Ser.										
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28	Job Search Activities										
29	Referred to Employment										
30	Referred to Fed. Job										
31	Referred to FCJL Job										
32	Referred to Perm Job (+ 150 days)										
33	Entered Employment										
34	Placed Total										
35	Placed (under 22)										
36	Placed (22-44)										
37	Placed (45-54)										
38	Placed (55 & over)										
39	Placed in Fed Job										
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41	Placed in Perm Job (+ 150 days)										
42	Obtained Employment										
43	Rec Some Report Serv										
44	Transactions										
45	Assessment Serv Total										
46	Interviewed										
47	Counseled										
48	Tested										
49	Referred to Employment										
50	Placed										
	Obtained Employment										

ETA 9002 Quarterly Report (Cont'd)

State		Program Year				Quarter				
J										
Cumulative year-to-date	VETERANS									
	DISABLED		SPECIAL DISABLED				ELIGIBLE PERSONS			
	55+	Total	22-44	45-54	55+	Total	22-44	45-54	55+	Total
	28	29	30	31	32	33	34	35	36	37
1	Total Active Applicants									
2	Veterans									
3	Male									
4	Female									
5	Youth									
6	Adult (22 and over)									
7	22 - 44									
8	45 - 54									
9	55 and over									
10	Econ Disadv Total									
11	Welfare									
12	Assessment Services									
13	Interviewed									
14	Counseled									
15	Tested									
16	Assigned Case Mgr.									
17	Prov. Case Mgt. Ser.									
18	Voc Guide Ser Provided									
19	Referred to Other Serv									
20	Referred to Skills Tr									
21	Referred to Fed. Tr									
22	Referred to JTPA									
23	Referred to Other Training									
24	Referred to Educ Serv									
25	Referred to Support Serv									
26	Training Placements									
27	Fed. Tr. Placements									
28	Job Search Activities									
29	Referred to Employment									
30	Referred to Fed. Job									
31	Referred to FCJL Job									
32	Referred to Perm Job (+ 150 days)									
33	Entered Employment									
34	Placed Total									
35	Placed (under 22)									
36	Placed (22-44)									
37	Placed (45-54)									
38	Placed (55 & over)									
39	Placed in Fed Job									
40	Placed in FCJL Job									
41	Placed in Perm Job (+ 150 days)									
42	Obtained Employment									
43	Rec Some Report Serv									
44	Transactions									
45	Assessment Serv Total									
46	Interviewed									
47	Counseled									
48	Tested									
49	Referred to Employment									
50	Placed									
	Obtained Employment									

Average Wage on Orders and Placements
for Job Orders Received and Job Openings
Received and Filled by Occupational
Category and Agricultural Status

U.S. Department of Labor
Employment Service Programs



State _____

Program Year _____

Quarter _____

DOT	Occupational Categories	JOB ORDERS REC'D	OPENINGS RECEIVED						OPENINGS FILLED							
			Total Non-AG and AG		Non-Ag		Agricultural		Total Non-AG and AG		Non-Ag		Agricultural			
			B	A	Temp	Perm	Temp	Perm	Temp	Perm	H	G	Temp	Perm	Temp	Perm
Title		AVERAGE WAGE ON ORDER		E		F		K		J		L		M		
1.	TOTAL															
2.	0-1 Prof., Tech. & Mgr.															
3.	20-24 Clerical															
4.	25-29 Sales															
5.	30 Domestic Services															
6.	31-39 Other Services															
7.	4 Farm, F & F															
8.	5 Processing															
9.	6 Machine Trades															
10.	7 Bench Work															
11.	8 Structural															
12.	90 Motor Freight															
13.	91 Transportation															
14.	92 Pkg. Mat. Hand.															
15.	93-97 Other															

CERTIFICATION I certify to the best of my knowledge and belief that this report is correct and complete.	Signature of Authorized certifying official	Date report submitted
	Type or print name and title	Telephone (area code: number, extension)