

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA
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ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 23-19

TO: STATE AND LOCAL STAKEHOLDERS IN THE WORKFORCE
INNOVATION AND OPPORTUNITY ACT
STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS
H-1B JOB TRAINING PROGRAM GRANT 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)
REGISTERED APPRENTICESHIP PROGRAMS
REENTRY EMPLOYMENT OPPORTUNITIES (REO) GRANT RECIPIENTS
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) GRANT RECIPIENTS
TRADE ADJUSTMENT ASSISTANCE (TAA) LEADS
YOUTHBUILD GRANT RECIPIENTS

FROM: JOHN PALLASCH 
Assistant Secretary

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

1. **Purpose.** 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.
2. **Action Requested.** Grant recipients should distribute this information to the appropriate staff.

RESCISSIONS TEGL 22-15	EXPIRATION DATE Continuing
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3. **Summary and Background.**

- A. **Summary.** This guidance is specific to grant recipients of DOL workforce programs and aligns with and expands on the DOL/Department of Education Joint Guidance in Training and Employment Guidance Letter (TEGL) 7-18 *Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)*. This guidance provides specific data validation guidance for the WIOA core programs and other DOL-funded programs not addressed in TEGL 7-18.
- B. **Background.** Data validation is a series of internal controls or quality assurance techniques established to verify the accuracy, validity, and reliability of data. The establishment of a shared data validation framework that requires a consistent approach across programs ensures that 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;
 - Outline source documentation required for common data elements; and
 - Improve program performance accountability through the results of data validation efforts.

This issuance provides additional DOL-specific guidance on data validation for DOL programs, including those that are not WIOA core programs (referred to in this guidance as “non-core programs”), as well as additional DOL-specific guidance on the DOL-administered WIOA 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 (INA) Program, 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), authorized under WIOA section 169;
- National Dislocated Worker Grants (DWG), under WIOA section 170;
- H-1B Job Training Programs (grants awarded July 1, 2016, and later), 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.);
- Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);

- Apprenticeship Program Grants administered by the Office of Apprenticeship; 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 (MSFWs) under the Wagner-Peyser Act Employment Service program. Therefore, as part of a WIOA Core Program, all of 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 7-18, *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 7-18 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.

4. DOL Data Validation Requirements.

A. Requirements for WIOA Core Programs and Non-Core Programs.

WIOA Core Programs and the TAA program: 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, as well as the TAA program (Sec. 239(j)(3) of Trade Act of 1974), are required to follow the data validation framework outlined in section B as well as any program specific guidance outlined in Attachment I.

Other Non-Core Programs: Other non-core programs are required to follow the program-specific guidance related to data validation discussed in Attachment I. To meet the objectives of accurate, valid, and reliable program data, these non-core programs are highly encouraged to also implement the data validation framework outlined below.

- B. Data Validation Framework.** The WIOA Core programs and the TAA program 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 those strategies or procedures adhere to this guidance.

Data validation helps ensure the accuracy of quarterly and annual performance reports, safeguards data integrity, and promotes the timely resolution of data anomalies and

inaccuracies. As such, it is recommended that grant recipients incorporate their data validation procedures and methodology into their internal controls, data quality assurance process, and the 2 CFR 200.328-required monitoring policies and procedures.

WIOA core programs and the TAA program 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;
- A 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 and erroneous data identified during the review process have been corrected;
- Documentation processes for maintaining records per the Federal records retention policy on results, 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 be providing grant recipients with feedback regarding their performance reports to aid in data integrity efforts and support data accuracy. 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 incorporate the DOL's analysis into their data validation processes.

For the WIOA Core programs, the information in the State's annual report must be validated before it is submitted to DOL. However, DOL recommends that all grant recipients engage in data validation activities on a quarterly basis to ensure their data is accurate. Establishing quarterly data reviews is a best practice for identifying and correcting errors to improve performance reporting and ensuring the data properly reflects the program participants, services, and outcomes.

- C. **Data Validation Parameters.** Policies and procedures developed by the WIOA Core programs, as well as the TAA program, must include regular data element validation through program monitoring on the specific data elements required in TEGL 7-18, and Attachment II of this TEGL. DOL selected the elements in Attachment II based on their

importance to reporting accurate performance outcomes and to ensure data consistency across the programs mentioned above in section 3B.

DOL will not be providing a specific statistical validation sampling methodology, or specific data validation software. However, grant recipients are encouraged to incorporate a comprehensive random sampling methodology and procedure for the source documentation review of participant files into their data validation processes. Grant recipients using a random sampling methodology should provide a sufficient representation of records from each program, and for each of the required elements that may be specific to the respective program.¹

D. Source Documentation. In Attachment II of this guidance, programs mentioned above in section 3B identify acceptable source documentation necessary to validate these selected data elements. Grant recipients may:

- (1) maintain supporting source documentation for program-specific data elements not included in this guidance;
- (2) conduct source document validation on additional data elements; and/or
- (3) require additional source documentation in their procedures.

DOL recommends that grant recipients identify similar data elements that are required for validation, such as for eligibility documentation, and use those requirements as a basis for developing source documentation requirements for any additional elements beyond the requirements set forth in Attachment II.

E. 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.

F. Monitoring. DOL's monitoring of these requirements will be conducted by 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;
- (2) verifying staff are being trained, and if any corrective action is needed or implemented;
- (3) reviewing files and source documentation;
- (4) reviewing data validation results maintained per Federal records retention policy; and
- (5) analyzing data integrity reports generated by DOL. Reviews may result in findings or requirements for corrective action.

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

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

6. **References.** Please see Attachment III.

7. **Attachment(s).**

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

Program Specific Instructions

1. Adult, Dislocated Worker, Wagner-Peyser, and Youth. Adult, Dislocated Worker, Wagner-Peyser, and Youth programs are required to follow all of the data validation policies and procedures set forth in this guidance. This also includes validating all of the elements indicated by R^{DEV} (Required for Data Element Validation) with supporting documentation outlined in Attachment II, by program.

- a. **Trade Adjustment Assistance (TAA).** TAA programs are required to follow all of the data validation policies and procedures set forth in this guidance. This also includes validating all of the elements indicated by R^{DEV} (Required for Data Element Validation) with supporting documentation outlined in Attachment II by program. Section 239(j)(3) of Trade Act of 1974, as amended, requires states to ensure that the data reported to the DOL is valid and reliable, consistent with guidelines issued by DOL. In addition, section 239(i) requires states to establish control measures designed to ensure the accuracy and verifiability of reported data. Therefore, states are advised that additional review of state validation methodologies will be conducted by the Office of Trade Adjustment Assistance.

2. Indian and Native American Program (INAP). INAP grant recipients are encouraged to fully implement the data validation framework outlined in section 4.B of this TEGL. Grant recipients should implement a data validation policy. 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. To the extent that non-core program grant recipients are using case management systems provided by DOL, the Department will provide data validation framework(s) and parameters to be used in those systems.

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 required. 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 will be 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 WIPS following another quality review.

4. National Farmworker Jobs Program (NFJP). NFJP grant recipients are encouraged to fully implement the data validation framework outlined in section 4.B of this TEGL. At a minimum,

the DOL recommends that grant recipients run periodic reviews of their performance outcomes to compare them against expected outcomes, ensure that timely data entry is being done, 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. Please note the Federal sources listed in this TEGl are the generic, federally-recommended source documentation. It is possible that an acceptable source document is not captured on the data validation source document list. Where that might be the case, NFJP grant recipients should submit requests to use other sources of eligibility documentation to their Federal Project Officer. 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 by identifying and correcting potential issues prior to reporting.

5. YouthBuild. YouthBuild grant recipients are encouraged to fully implement the data validation framework outlined in section 4.B of this TEGl. DOL recommends grant recipients administer periodic reviews of their performance outcomes to compare them against expected outcomes, ensure that timely data entry is being done, 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 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 provided. These efforts will help protect grant recipients from incurring disallowed costs or being cited for other compliance findings. To the extent that non-core program grant recipients are using case management systems provided by DOL, the Department will provide data validation framework(s) and parameters to be used in those systems.

6. Reentry Employment Opportunities (REO). REO grant recipients are encouraged to fully implement the data validation framework outlined in section 4.B of this TEGl. DOL recommends grant recipients administer periodic reviews of their performance outcomes to compare against expected outcomes and ensure that timely data entry is being done 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. To the extent that non-core program grant recipients are using case management systems provided by DOL, the Department will provide data validation framework(s) and parameters to be used in those systems.

7. H-1B Technical Skills Training Grants. H-1B grant recipients are encouraged to fully implement the data validation framework outlined in section 4.B of this TEGl, 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, ensure that timely data entry is being done, 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 to ensure adequate documentation is provided. 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.

8. The Senior Community Services Employment Program (SCSEP). SCSEP grant recipients have been and continue to be required to use the application incorporated into the SCSEP data collection system to validate data elements that relate to the performance measures, eligibility, and essential program requirements. The SCSEP data validation application currently provides online validation worksheets, scoring, and reports for each grant recipient. For PY 2019, this application contains 49 data elements, including separate elements for the pre- and post-July 1, 2018 employment outcome measures and exits; five of these elements will no longer be applicable starting in PY 2020 because they relate to the employment outcome measures that were eliminated by the Older Americans Act Reauthorization Act of 2016 (OAA). SCSEP grant recipients are required to continue using this data validation application. SCSEP grant recipients will also continue to apply the source documentation requirements in Section IV of the latest SCSEP Data Validation Handbook instead of the Source Documentation Validation document attached to this TEGl (Attachment II). Section II of the SCSEP Data Validation Handbook contains a detailed explanation of the sampling procedure employed by the application.

In addition, to meet the objectives of accurate, valid, and reliable program data, SCSEP must enhance its data validation system by incorporating those procedures listed in Section 4.B of the TEGl that are not included in the current system. DOL will engage the grantee community in designing and implementing these enhancements. To the extent that non-core program grant recipients are using case management systems provided by DOL, the Department will provide data validation framework(s) and parameters to be used in those systems.

9. Apprenticeship Program Grants. Apprenticeship grant recipients are encouraged to fully implement the data validation framework outlined in section 4.B of this TEGl when establishing programmatic practices and participant-level data tracking systems. Grant recipients may anticipate DOL actively incorporating this requirement once the Apprenticeship PIRL data elements and quarterly performance report are approved for collection. DOL will also issue requirements for source documentation at that time.

10. Jobs for Veterans State Grant (JVSG). JVSG grant recipients are encouraged to fully implement the data validation framework outlined in section 4.B of this TEGl. Grant recipients

should implement a data validation policy. 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.

11. National Dislocated Worker Grants (DWG). DWG grant recipients are encouraged to fully implement the data validation framework outlined in section 4.B of this TEGL. Grant recipients should implement a data validation policy; DOL recommends aligning with the policy established for the 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.

Attachment II: 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 (please refer to Attachment I for program specific guidance). The table displays the PIRL data element numbers, data element names, definitions/instructions, program specific requirement 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 and must adhere to the source documentation requirements as applicable and instructed by their program office.

A. Understanding the Source Documentation Attachment layout/columns

1. Columns for Data Element No., Data Element Name, and Data Element Definitions/Instructions are not to be cited as the latest PIRL data elements. When seeking current PIRL related information, please visit <https://www.doleta.gov/performance/reporting/#current-reporting-req> for current reporting requirements.
2. The column titled Requirements by Program indicates which programs are required to validate any given element. If there is an R^{DEV} (Required for Data Element Validation) in a program's column, then the program is required to validate that element with the appropriate source documentation listed.
3. The WIOA Source Documentation column lists acceptable source documentation by each element. In most cases, the programs will be permitted to choose one of the acceptable source documentation types from the lists.
4. The Program Specific Parameters lists any special conditions or notes a program office may require. Source documentation requirements in this column, if any, will supersede those listed in the WIOA source documentation column as these requirements may limit acceptable source documentation.

B. Types of Source Documentation

For most data elements, the validation guidelines provide multiple forms of acceptable source documentation. If the grantee collects multiple sources for the same data element and the sources conflict, the most objective 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 validators to find detailed supporting evidence for the data element in a database. An indicator or presence of a Social Security Number (SSN) in an administrative non-WIOA database, i.e., a database not maintained by a WIOA core program such as data from the State's Department of Motor Vehicles, is not sufficient evidence for a cross-match. State validators must also confirm supporting information such as dates of participation and services rendered. States must have data sharing agreements in place as appropriate.
2. Self-Attestation: Self-attestation (also referred to as a participant statement) occurs when a participant states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the participant identifying his or her status for permitted elements, and (b) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the State management information system, with an electronic signature.
3. Case Notes: Case notes refer to either paper or electronic statements by the case manager that identify, at a minimum, the following: (a) a participant's status for a specific data element, (b) the date on which the information was obtained, and (c) the case manager who obtained the information.
4. Electronic Records: Electronic records are participant records created, stored or transferred in a form that only a computer can process and maintained in the State's management information system. Records can be numeric, graphic, or text. They can also include magnetic storage media such as tapes or disks.

Attachment II: Source Documentation for WIOA Core/Non-Core Programs DOL- only Data Element Validation

DATA ELEMEN T NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program													WIOA Source Documentation	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NEJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HIB			Job Corps
SECTION A - INDIVIDUAL INFORMATION																		
SECTION A.02 - EQUAL OPPORTUNITY INFORMATION																		
200	Date of Birth (WIOA)	Record the participant's date of birth.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: • Drivers License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State or Local Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible	For REO grant recipients: One of the following: • Drivers License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper For DINAP grant recipients: • Federal, State or Local Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Signed Letter from a parent or guardian
202	Individual with a Disability (WIOA)	Record 1 if the participant indicates that he/she has 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.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: • Self-Attestation • School 504 Records Provided by Student • Assessment Test Results	
211	American Indian / Alaska Native (WIOA)	Record 1 if the participant indicates that he/she is a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.								R ^{DEV}							One of the following: • 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	
214	Native Hawaiian / Other Pacific Islander (WIOA)	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.								R ^{DEV}							One of the following: • Certified Birth Certificate showing Native Hawaiian ethnicity • OHA (Office of Hawaiian Affairs) Registry Card • Kamehameha Schools Ho'oulu Hawaiian Data Center Certification Letter which states Native Hawaiian	

DATA ELEMEN T NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program													WIOA Source Documentation	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HIB			Job Corps
301	Eligible Veteran Status	Record 1 if the participant is a person who served in the active U.S. military, naval, or air 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. Record 2 if the participant 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 because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 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. 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 38 U.S.C 101 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. Record 0 if the participant does not meet any one of the conditions described above. Leave “blank” if the data is not available.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • A Letter from the Veterans' Administration	For WIOA Adult/DW/WP/DWG require only if participant received Individualized Career Services or Training For DINAP grant recipients: Require only when applying priority of service, reference TEGL 10-09 pg 6. For REO grant recipients: Require only when applying priority of service, reference TEGL 10-09 pg 6. then require one of the following: • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • A Letter from the Veterans' Administration
SECTION A.04 - EMPLOYMENT AND EDUCATION INFORMATION																		
401	UC Eligible Status	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) was referred based on participation in the Reemployment Services and Eligibility Assessment (RESEA) program. 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. 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 the RESEA program. 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. 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. Record 0 if the participant was neither a UC Claimant nor an Exhaustee. Leave blank if this data element does not apply to the participant	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}		R ^{DEV}	One of the following: • Cross-Match to State UI Database • Cross-Match to 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)	Record 1 if the participant, at program entry, has been unemployed for 27 or more consecutive weeks. Record 0 if the participant does not meet the condition described above.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}		One of the following: • Self-Attestation • Public Assistance Records • Refugee Assistance Records • Cross-Match with Public Assistance Database • Cross-Match to State UI Database	
407	Highest School Grade Completed at Program Entry (WIOA)	Use the appropriate code to record the highest school grade completed by the participant at program entry. Record 1 – 12 for the number of school grades completed by the participant. Record 0 if no school grades were completed.								R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • WIOA intake or registration form • Electronic Records • Self- Attestation	For REO grant recipients: • File documentation with notes from program staff For Job Corps: If school records are unavailable, Job Corps admission counselors must document attempts to obtain educational history

DATA ELEMEN T NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program													WIOA Source Documentation	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (NAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HIB			Job Corps
408	Highest Educational Level Completed at Program Entry (WIOA)	Use the appropriate code to record the highest educational level completed by the participant at program entry. Record 1 if the participant attained a secondary school diploma. Record 2 if the participant attained a secondary school equivalency. Record 3 if the participant has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP). Record 4 if the participant completed one of more years of postsecondary education. Record 5 if the participant attained a postsecondary certification, license, or educational certificate (non-degree). Record 6 if the participant attained an Associate's degree. Record 7 if the participant attained a Bachelor's degree. Record 8 if the participant attained a degree beyond a Bachelor's degree. Record 0 if no educational level was completed.								R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • WIOA intake or registration form • Electronic Records • Self- Attestation	For REO grant recipients: • File documentation with notes from program staff For Job Corps: If school records are unavailable, Job Corps admission counselors must document attempts to obtain educational history
409	School Status at Program Entry (WIOA)	Record 1 if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. Record 2 if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time, or is between school terms and is enrolled to return to school. Record 3 if the participant, at program entry, has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and is enrolled to return to school. Record 4 if the participant, at program entry, is not within the age of compulsory school attendance; and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the participant, at program entry, is not attending any school and has either graduated from secondary school or has attained a secondary school equivalency. Record 6 if the participant, at program entry, is within the age of compulsory school attendance, but is not attending school and has not received a secondary school diploma or its recognized equivalent.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}		R ^{DEV}		R ^{DEV}			One of the following: • Cross-Match with Postsecondary Education Database • Copy of Educational Institution Enrollment Record • Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Signed Intake Application or Enrollment Form • Electronic Records • Self-Attestation	For REO grant recipients only: • File Documentation with notes from program staff Note: in the case in which the individual is being enrolled under the 10 percent window for high school dropouts who have not been involved in the justice system this item requires signed self-attestation.
410	Date of Actual Dislocation	Record the participant's date of actual dislocation from employment. This date is the last day of employment at the dislocation job. Leave blank if there is no dislocation job (e.g., displaced homemaker) or this data element does not apply to the participant.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}						R ^{DEV}	R ^{DEV}			One of the following: • Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self- Attestation	
411	Most Recent Date of Qualifying Separation	Record the participant's most recent date of separation from trade-impacted employment that qualifies the participant to receive benefits and/or services under the Trade Act. Leave blank if there is no qualifying separation date or the separation date is the same as the Date of Actual Dislocation or this data element does not apply to the participant.						R ^{DEV}									One of the following: • Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self- Attestation	
412	Tenure with Employer at Separation	Record the total number of months that the participant was employed with the employer of record as of the participant's most recent qualifying date of separation. Employment of at least one day but less than one month should be recorded as "1". Leave blank if this data element does not apply to the participant.						R ^{DEV}					R ^{DEV}	R ^{DEV}			One of the following: • Verification from Employer • Worker List from Firm • Self-Attestation • Cross-Match with State MIS Database • Signed Intake Application or Enrollment Form • Case Notes	Note: Self-Attestation only in cases when other allowable source documentation is not available due to records retention timelines expiring.

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			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HIB			Job Corps
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>	R ^{DEV}													One of the following: <ul style="list-style-type: none">• Self-Attestation• Cross-Match with Public Assistance Records• Case Notes• Cross-Match with State MIS Database• Cross-Match with H-1B Records		
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>	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}			One of the following: <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>	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}						R ^{DEV}	R ^{DEV}			One of the following: <ul style="list-style-type: none">• TANF Eligibility Verification• TANF Period of Benefit Receipt Verification• Referral Transmittal from TANF• Cross-Match with TANF Public Assistance Records	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program													WIOA Source Documentation	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (NIA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JMSG)	HIB			Job Corps
602	Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	Record 1 if the participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program. Record 2 if the participant is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program. Record 3 if the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program. Record 4 if the participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket Holder issued by the Social Security Administration. Record 5 if the participant is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket holder issued by the Social Security Administration. Record 6 if the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program and is a Ticket to Work Program Ticket holder issued by the Social Security Administration. Record 0 if the participant does not meet any of the conditions described above.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}			One of the following: • SSI/SSDI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI/SSDI Eligibility Verification • Cross-Match with SSA Database	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
603	Supplemental Nutrition Assistance Program (SNAP)	Record 1 if the participant is receiving assistance through the Supplemental Nutrition Assistance Program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.) Record 0 if the participant does not meet the above criteria.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}			One of the following: • SNAP Eligibility Verification • Copy of Authorization to Receive Food Stamps • Documentation of Food Stamp Benefit Receipt • Referral Transmittal from SNAP • Cross-Match with SNAP Public Assistance Records	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
604	Other Public Assistance Recipient	Record 1 if the participant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), or Refugee Cash Assistance (RCA). Do not include foster child payments. Record 0 if the participant does not meet the above criteria. Leave blank if this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}					R ^{DEV}			R ^{DEV}				One of the following: • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Medical Card Showing Cash Grant Status • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with State MIS Database	
SECTION A.06 - ADDITIONAL YOUTH CHARACTERISTICS																		
701	Pregnant or Parenting Youth	Record 1 if the participant is a youth who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18. Record 0 if the participant does not meet the conditions described above. Leave blank if the data is not available.				R ^{DEV}							R ^{DEV}				One of the following: • Self-Attestation • Case Notes • Needs Assessment • WIC Eligibility Verification • TANF Single Parent Eligibility Verification • Signed Intake Application or Enrollment Form • Signed Individual Service Strategy	
702	Youth Who Needs Additional Assistance	Record 1 if the participant is an out-of-school youth who requires additional assistance to enter or complete an educational program, or to secure and hold employment or an in-school youth who requires additional assistance to complete an educational program or to secure or hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan. Record 0 if the participant does not meet the conditions described above. Leave blank if this data element does not apply to the participant.				R ^{DEV}							R ^{DEV}				One of the following (see state policy on definition): • Self-Attestation • Signed Intake Application or Enrollment Form • Case Notes • Needs Assessment • Signed Individual Service Strategy	

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			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HIB			Job Corps
704	Foster Care Youth Status at Program Entry (WIOA)	Record 1 if the participant, at program entry, is a person aged 24 or under who is currently in foster care or has aged out of the foster care system. Record 0 if the participant does not meet the conditions described above.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}				R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	One of the following: • Written Confirmation from Social Services Agency • Case Notes • Self-Attestation • Foster Care Agency Referral Transmittal • Signed Intake Application or Enrollment Form • Needs Assessment • Signed Individual Service Strategy	For REO grant recipients: • File documentation with notes from program staff.
SECTION A.07 - ADDITIONAL REPORTABLE CHARACTERISTICS																		
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)	Record 1 if the participant, at program entry: (a) Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who: (i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; (ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; (iii) is living in an emergency or transitional shelter; (iv) is abandoned in a hospital; or (v) is awaiting foster care placement; (b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground; (c) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or (d) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include a participant imprisoned or detained under an Act of Congress or State law. A participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless. Record 0 if the participant does not meet the conditions described above. Note: WIOA youth who meet the definition of homeless as defined in WIOA section 681.210(c)(5) and 681.220(d)(4) are reported in this data element.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	One of the following: • Self-Attestation • Signed Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case Notes • Signed Individual Service Strategy • A letter from caseworker or support provider	For REO grant recipients: • File documentation with notes from program staff. For Job Corp: If the source documentation is unavailable, documented attempts to obtain such information accompanied by a completed Statement of Support form describing how the applicant is being supported in the absence of any significant income.
801	Ex-Offender Status at Program Entry (WIOA)	Record 1 if the participant, at program entry, is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. Record 0 if the participant does not meet any one of the conditions described above. Record 9 if the participant did not disclose.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}		One of the following: • Documentation from the Juvenile or Adult Criminal Justice System • Written Statement or Referral Document from a Court or Probation Officer • Referral Transmittal from a Reintegration Agency • Signed Intake Application or Enrollment Form • Case Notes • Needs Assessment • Self-Attestation • Signed Individual Service Strategy • Federal Bonding Program Application	

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JMSG)	HIB	Job Corps		
802	Low Income Status at Program Entry (WIOA)	Record 1 if the participant, at program entry, is a person who: (a) Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received: (i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.); (ii) Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.); (iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or (iv) State or local income-based public assistance. (b) Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level; (c) Is an individual who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.); (d) Is a foster child on behalf of whom State or local government payments are made; (e) Is an participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement; (f) Is a homeless participant or a homeless child or youth or runaway youth (see Data Element #800); or (g) Is a youth living in a high-poverty area. Record 0 if the participant does not meet the criteria presented above.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Award Letter From Veteran’s Administration• Bank Statements• Pay Stubs• Compensation Award Letter• Court Award Letter• Pension Statement• Employer Statement/Contact• Family or Business Financial Records• Housing Authority Verification• Quarterly Estimated Tax for Self-Employed Persons• Social Security Benefits• UI Claim Documents• Copy of Authorization to Receive Cash Public Assistance• Copy of Public Assistance Check• Public Assistance Eligibility Verification• Cross-Match with Refugee Assistance Records• Cross-Match with Public Assistance Records• Cross-Match with UI Wage Records• Self-Attestation	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
803	English Language Learner at Program Entry (WIOA)	Record 1 if the participant, at program entry, is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language. Record 0 if the participant does not meet the conditions described above.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Case notes• Assessment Test Results• Applicable Records from Education Institution (transcripts, or other school documentation)• Self-Attestation• Signed Intake Application or Enrollment Form• Signed Individual Service Strategy	
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	Record 1 if the participant is, at program entry: A) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or B) a youth or adult, who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant’s family, or in society. Record 0 if the participant does not meet the conditions described above.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}		R ^{DEV}	One of the following: <ul style="list-style-type: none">• Case notes• Assessment Test Results• Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
806	Single Parent at Program Entry (WIOA)	Record 1 if the participant, at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women). Record 0 if the participant does not meet the condition described above. Record 9 if the participant did not self-identify.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}		R ^{DEV}	One of the following: <ul style="list-style-type: none">• Self-Attestation• TANF Single Parent Eligibility Verification• Case Notes• Needs Assessment• TANF Single Parent Eligibility Verification• Signed Intake Application or Enrollment Form• Signed Individual Service Strategy or Employment Plan	
807	Displaced Homemaker at Program Entry (WIOA)	Record 1 if the participant, at program entry, has been providing unpaid services to family members in the home and who: (A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Record 0 if the participant does not meet the conditions described above.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}							R ^{DEV}			One of the following: <ul style="list-style-type: none">• Self-attestation• Signed Intake Application or Enrollment Form• Cross-Match with Public Assistance Records• Copy of Spouse's Layoff Notice• Copy of Spouse's Death Record• Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment)• Copy of Divorce Records• Copy of Applicable Court Records• Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned)• Needs Assessment• Signed Individual Employment Plan	

DATA ELEME NT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JMSG)	HIB	Job Corps		
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)	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. 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. Record 3 if the participant is a migrant farmworker or seasonal farmworker (as defined above) aged 14-24. 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. 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.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}		R ^{DEV}						R ^{DEV}		One of the following: <ul style="list-style-type: none">• Self-Attestation• Case Notes• Cross-Match with Public Assistance Records• NFJP Eligibility Documents• Cross-Match with State MIS• Cross-Match with H-1B Records	
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.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: <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.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: <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)	For REO grant recipients: <ul style="list-style-type: none">• Electronic Records For Job Corps: <ul style="list-style-type: none">• Electronic Records
902	Date of First Case Management and Employment Service	Record the date on which the participant begins receiving his/her first case management and employment service funded by a program following a determination of eligibility to participate in the program.						R ^{DEV}									One of the following: <ul style="list-style-type: none">• Electronic Records• Case notes	
906	Date of First WIOA Youth Service	Record the date on which the participant began receiving his/her first WIOA youth service (i.e. 1 of the 14 youth program elements in WIOA §129(c)(2)). Leave blank if the participant did not receive services funded by the WIOA Youth program.				R ^{DEV}						R ^{DEV}					One of the following: <ul style="list-style-type: none">• Signed Intake Application or Enrollment Form with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service• Case Notes with Cross-Match to State MIS Database• Signed Individual Service Strategy with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service• Eligibility Determination Documentation or Program Enrollment Forms with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service	For REO grant recipients: <ul style="list-style-type: none">• Electronic Records

DATA ELEMEN T NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JMSG)	HIB	Job Corps		
907	Recipient of Incumbent Worker Training	Record 1 if the participant received Incumbent Worker training services under WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i). Record 2 if the participant received Incumbent Worker training services by Local Formula funds under WIOA section 134(d)(4). Record 3 if the participant received Incumbent Worker training services under both Statewide funds (Governor's Reserve and/or Rapid Response) WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i) and Local Formula funds under WIOA section 134(d)(4). Record 4 if the participant received Incumbent Worker training services under H1B. Record 5 if the participant received incumbent Worker training services under a National Dislocated Worker Grant (DWG) (WIOA section 170). Record 6 if the participant received Incumbent Worker training services under a National Farmworker Job Program (NFJP)(WIOA section 167). Record 0 if the participant did not receive services under the condition described above, or received services by a local area with statewide funds passed down from the state to the local area.		R ^{DEV}	R ^{DEV}		R ^{DEV}							R ^{DEV}	R ^{DEV}		One of the following: <ul style="list-style-type: none">Signed IWT ContractElectronic Records	
908	Rapid Response	Record 1 if the participant participated in rapid response activities authorized at WIOA section 134(a)(2)(A)(i)(I). Record 0 if the participant did not receive services under the condition described above. Record 9 if grantee is unable to track enrollment in the program. Leave blank if this data element does not apply to the participant.	R ^{DEV}		R ^{DEV}		R ^{DEV}	R ^{DEV}						R ^{DEV}			One of the following: <ul style="list-style-type: none">Cross-Match to State MIS DatabaseCase NotesSelf-AttestationRapid Response ListCross-Match to Rapid Response Records	
915	TAA Petition Number	Record the petition number (and full alphabetical suffix, if applicable) of the certification which applies to the participant's group. If there is more than one petition number, create multiple records in the PIRL for each occurrence. Leave blank if this data element does not apply to the participant.						R ^{DEV}									One of the following: <ul style="list-style-type: none">Employer Worker ListDesignation of Eligibility Form	
923	Other Reasons for Exit (WIOA)	Record 01 if the participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant. Record 02 if the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program. Record 03 if the participant is deceased. Record 04 if the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. Record 05 if the participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only). Record 06 if the participant, who was determine to be eligible, is later determined not a have met eligibility criteria. NOTE: This circumstance applies only to the VR program, in which participant eligibility is routinely revisited during the participation period. For titles I, II, and III program eligibility is determined at the time an individual becomes a participant. Record 07 if the participant is a criminal offender in a correctional institution under section 225 of WIOA. Record 00 if the participant meets none of the above conditions.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">File documentation with notes from program staffInformation from partner servicesWIOA status/exit formsElectronic RecordsWithdrawal form with explanationInformation from institution or facility	
924	TAA Application Date	Record the date on which the individual first applied for Trade Act services/benefits under the applicable certification.						R ^{DEV}									One of the following: <ul style="list-style-type: none">Electronic RecordsDesignation on Eligibility formTAA Application Form	
925	Date of First TAA Benefit or Service	Record the date of the first Trade funded benefit or service received after the participant was determined eligible to participate.						R ^{DEV}									One of the following: <ul style="list-style-type: none">Case NotesElectronic Records	
SECTION C - ONE STOP SERVICES AND ACTIVITIES																		
SECTION C.01 - GENERAL SERVICES OVERVIEW																		

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (NAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JMSG)	HIB	Job Corps		
1001	Date of First Basic Career Service (Staff-Assisted)	Record the first date the participant received any staff-assisted basic services (includes any career service under WIOA section 134(c)(2)(A)(i)-(xi) that is not provided via self-service or information-only services and activities)". Leave blank if the participant did not receive a staff-assisted basic career service.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}				R ^{DEV}			One of the following: <ul style="list-style-type: none">• Case Notes• Cross-Match with State MIS Database• Electronic Records	
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)	Record the most recent date a job seeker accessed self-services/information-only services or activities during the reporting period, either a physical location or remotely via the use of electronic technologies. Self-Service does not uniformly apply to all virtually accessed services; For example, virtual accessed services that provide a level of support above independent job or information seeking on the part of a reportable individual/participant would not qualify as self-service. Information-only activities or services may be either self-service or staff assisted. Leave blank if the reportable individual/participant did not access a self-service/information-only basic career service.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}							R ^{DEV}		R ^{DEV}	One of the following: <ul style="list-style-type: none">• Electronic Records• Case Notes	
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)	Record the most recent date on which the participant received any basic career service (includes any career service under WIOA Section 134(c)(2)(A)(i)-(xi) that is not provided via self-service or information services and activities). Leave blank if the participant did not receive a basic career service with significant staff involvement.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}				R ^{DEV}			One of the following: <ul style="list-style-type: none">• Case Notes• Electronic Records	
1004	Date of Most Recent Career Service (WIOA)	Record the date on which career services (both basic and individualized) were last received (excluding self-services, information services or activities, or follow-up services). Leave blank if the participant did not receive career services.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}				R ^{DEV}			One of the following: <ul style="list-style-type: none">• Case Notes• Electronic Records	
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)	Record the most recent date on which the participant received any career service provided by a DVOP specialist. Leave blank if the participant did not receive a service with significant staff involvement or this data element does not apply to the participant.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}							R ^{DEV}			One of the following: <ul style="list-style-type: none">• Electronic Records• Case Notes	
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and	Record the most recent date on which the participant was referred to the Department of Veterans Affairs Vocational Rehabilitation and Employment Program.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}							R ^{DEV}			One of the following: <ul style="list-style-type: none">• Electronic Records• Case Notes	
1007	Date of Most Recent Reportable Individual Contact	Record the most recent date on which the job seeker had reportable individual level contact, including provision of identifying information or enrollment, with one or more applicable programs.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}						R ^{DEV}	One of the following: <ul style="list-style-type: none">• Case Notes• Cross-Match with State MIS Database• 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.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}				R ^{DEV}			One of the following: <ul style="list-style-type: none">• Case Notes• Cross-Match with State MIS Database• 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).	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}				R ^{DEV}			One of the following: <ul style="list-style-type: none">• Case Notes• Electronic Records	

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program													WIOA Source Documentation	Program Specific Parameters (if applicable)		
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (NAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JMSG)	HIB			Job Corps	
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.		R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}		R ^{DEV}				R ^{DEV}			One of the following: <ul style="list-style-type: none">• Cross-Match with State MIS Database• Case Notes• Signed Individual Employment Plan or Individual Service Strategy• Electronic Records		
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>		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}		One of the following: <ul style="list-style-type: none">• Case Notes• Signed Work Experience Agreement• Electronic Records		
1206	Date Received Financial Literacy Services	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 identifies identity theft. Leave blank if this data element does not apply to the participant.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}				R ^{DEV}			One of the following: <ul style="list-style-type: none">• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Case Notes• WIOA status forms noting receipt of service and type of service received• Electronic Records		
1211	Transitional Jobs	Record 1 if the participant received work experience at a transitional job as described in WIOA Section 134(d)(5). Record 0 if the participant did not receive transitional jobs training as described above.		R ^{DEV}	R ^{DEV}		R ^{DEV}							R ^{DEV}			One of the following: <ul style="list-style-type: none">• Electronic Records• Case Notes• Signed Transitional Job Agreement		
SECTION C.04 - TRAINING SERVICES																			
1300	Received Training (WIOA)	Record 1 if the participant received training services. Record 0 if the participant did not receive training services.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Cross-match Between Dates of Service and Vendor Training Information• Vendor Training Records• Cross-Match with State MIS Database• Case Notes• Signed Training Contract• ITA• Electronic Records	For Job Corps: <ul style="list-style-type: none">• Electronic Records	

DATA ELEMEN T NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program													WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JMSG)	HIB	Job Corps	
1302	Date Entered Training #1 (WIOA)	Record the date on which the participant's first training service actually began. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}		One of the following: <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• ITA For H-1B grant recipients, one of the following: <ul style="list-style-type: none">• Attendance Sheets or Records• Vendor Training Records• Case Notes For DINAP grant recipients, one of the following: <ul style="list-style-type: none">• Electronic Records• Attendance Sheets or Records• Training Records• Case Notes For REO grant recipients: <ul style="list-style-type: none">• Electronic Records
1303	Type of Training Service #1 (WIOA)	Use the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be utilized when other codes are clearly not appropriate. Record 00 if the participant did not receive a training service. Leave blank if this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records For Job Corps: <ul style="list-style-type: none">• Electronic Records
1306	Occupational Skills Training Code #1	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}		R ^{DEV}		One of the following:. <ul style="list-style-type: none">• Cross-Match to State MIS Database• Case notes• Signed Individual Employment Plan or Training Plan• Signed Training Contract• ITA For DINAP grant recipients: <ul style="list-style-type: none">• Cross Match in (INAP) MIS Database
1307	Training Completed #1	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}		One of the following: <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 For DINAP grant recipients, one of the following: <ul style="list-style-type: none">• INA• MIS Database For TAA: <ul style="list-style-type: none">• Self-attestation is allowable but must be supported by documentation no later than 2 quarters following completion of training For REO grant recipients: <ul style="list-style-type: none">• Electronic Records
1308	Date Completed, or Withdrew from, Training #1	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}		One of the following: <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 For H-1B grant recipients, one of the following: <ul style="list-style-type: none">• Attendance Sheets or Records• Vendor Training Records• Case Notes For REO grant recipients: <ul style="list-style-type: none">• Electronic Records
1309	Date Entered Training #2	Record the date on which the participant's second training service actually began. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}		One of the following: <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• ITA For H-1B grant recipients, one of the following: <ul style="list-style-type: none">• Attendance Sheets or Records• Vendor Training Records• Case Notes For REO grant recipients: <ul style="list-style-type: none">• Electronic Records
1310	Type of Training Service #2 (WIOA)	If the participant received a second type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be instances when other codes are clearly not appropriate. Record 00 if the participant did not receive a second training service. Leave blank if this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records For Job Corps: <ul style="list-style-type: none">• Electronic Records

DATA ELEMEN T NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (NAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JMSG)	HIB	Job Corps		
1311	Occupational Skills Training Code #2	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training.		R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}			R ^{DEV}		R ^{DEV}		One of the following:: <ul style="list-style-type: none">• Cross-Match to State MIS Database• Case notes• Signed Individual Employment Plan or Training Plan• Signed Training Contract• ITA	
1312	Training Completed #2	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}			R ^{DEV}		R ^{DEV}		One of the following: <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	For H-1B grant recipients, One of the following: <ul style="list-style-type: none">• Vendor Training Records• Cross-Match with State MIS Database• Case Notes
1313	Date Completed, or Withdrew from, Training #2	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}		One of the following: <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	For H-1B grant recipients, one of the following: <ul style="list-style-type: none">• Attendance Sheets or Records• Vendor Training Records• Case Notes For REO grant recipients: <ul style="list-style-type: none">• Electronic Records
1314	Date Entered Training #3	Record the date on which the participant's third training service actually began. If the participant received more than 3 training services, record the date on which the participant actually began the last (or most recent) training service. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}		One of the following: <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• ITA	For REO grant recipients: <ul style="list-style-type: none">• Electronic Records
1315	Type of Training Service #3 (WIOA)	If the participant received a third type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be utilized when other codes are clearly not appropriate. Record 00 if the participant did not receive a third service. Leave blank if this data element does not apply to the participant. Additional Note: If the participant receives more than three training services,		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records	For Job Corps: <ul style="list-style-type: none">• Electronic Records
1316	Occupational Skills Training Code #3	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known or if this data element does not apply to the participant. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training. If the participant received more than 3 training services, use the		R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}			R ^{DEV}		R ^{DEV}		One of the following:: <ul style="list-style-type: none">• Cross-Match to State MIS Database• Case notes• Signed Individual Employment Plan or Training Plan• Signed Training Contract• ITA	
1317	Training Completed #3	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}		One of the following: <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	For H-1B grant recipients, one of the following: <ul style="list-style-type: none">• Vendor Training Records• Cross-Match with State MIS Database• Case Notes For DINAP grant recipients, one of the following: <ul style="list-style-type: none">• Vendor Training Records• Cross-Match with State MIS Database• Case Notes For REO grant recipients: <ul style="list-style-type: none">• Electronic Records

DATA ELEMEN T NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JMSG)	HIB	Job Corps		
1318	Date Completed, or Withdrew from, Training #3	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}		One of the following: <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	For H-1B grant recipients, one of the following: <ul style="list-style-type: none">• Attendance Sheets or Records• Vendor Training Records• Case Notes For REO grant recipients: <ul style="list-style-type: none">• Electronic Records
1319	Established Individual Training Account (ITA)	Record 1 if any of the individual's services were purchased utilizing an Individual Training Account funded by WIOA Title I. This information can be updated anytime during participation. Record 0 if the individual does not meet the condition described above. Leave blank if this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}		R ^{DEV}						R ^{DEV}				One of the following: <ul style="list-style-type: none">• Cross-Match with State MIS Database• Case notes• ITA Approval, Allocation or Activation Records	
1321	Waiver from Training Requirement	Use the appropriate code to indicate the reason for which a waiver from the training requirements was issued to the participant. Record 0 if the participant did not receive a training waiver. Leave blank if this data element does not apply to the participant.						R ^{DEV}									One of the following: <ul style="list-style-type: none">• Waiver Documentation in Case File (that includes initial approval and renewals at 30 day intervals)• Cross-Match with State UI Records of TRA Checks• Verification Form from UI or Employment Counselor	
1322	Date of Most Recent Case Management and Reemployment Service	Record the date on which the participant received his or her most recent Case Management and Reemployment Service. Leave blank if this does not apply to the participant.						R ^{DEV}									One of the following: <ul style="list-style-type: none">• Cross-Match with State MIS Database• Case notes	
1323	Date Waiver From Training Requirement Issued	Record the date on which the participant received his or her most recent waiver from training. Leave blank if this does not apply to the participant.						R ^{DEV}									One of the following: <ul style="list-style-type: none">• Waiver Documentation in Case File• Cross-Match with State UI Database• Verification Form from UI or Employment Counselor	
1332	Participated in Postsecondary Education During Program Participation (WIOA)	Record 1 if the participant was in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation Record 0 if the participant was not a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution during program participation Leave blank if this does not apply to the participant Note: This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator. This element is a subset of PIRL 1811. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Data match with postsecondary data system• Copy of enrollment record• File documentation with notes from program staff• School records• Transcript or report card	
SECTION C.05 - YOUTH PROGRAM SERVICES/ELEMENTS (Not Captured Elsewhere)																		
1401	Enrolled in Secondary Education Program (WIOA)	Record 1 if the participant was enrolled in a Secondary Education Program at or above the 9th Grade level. A Secondary Education program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential. Examples may include adult high school credit programs and programs designed to prepare participants to pass recognized high school equivalency exams such as the GED, HiSET, or TASC. Programs of study designed to teach English proficiency skills or literacy skills below the 9th grade equivalent are not considered Secondary Education Programs. States may use this coding value if the participant was either already enrolled in education or training at the time of application to the program OR became enrolled in an education or training program at or above the 9th Grade level at any point while participating in the program. Record 0 if the participant was not enrolled in a secondary education program at or above the 9th grade level.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• School records• Transcript or report card• Data match to State K-12 data system	

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program															WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HIB	Job Corps			
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.				R ^{DEV}							R ^{DEV}				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received		
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.				R ^{DEV}							R ^{DEV}				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received		
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.				R ^{DEV}							R ^{DEV}				One of the following: • Activity Sheets • Sign-in Sheets • Attendance Records • Vendor Contract • Cross-Match with State MIS Database • Case Notes • Logs or Status Forms Noting Receipt of Service and Combination of Services Received		
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)	Record the date the participant is enrolled in an education or training program that leads to a recognized postsecondary credential after program exit. Leave blank if this data element does not apply to the participant. 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.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}			R ^{DEV}	One of the following: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card. • Data match with postsecondary data system		
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.				R ^{DEV}							R ^{DEV}				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received		
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.				R ^{DEV}							R ^{DEV}				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received		

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HIB	Job Corps		
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.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}						R ^{DEV}		R ^{DEV}		One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received	
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.				R ^{DEV}							R ^{DEV}				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received	
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.				R ^{DEV}							R ^{DEV}				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received	
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.				R ^{DEV}							R ^{DEV}				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received	

DATA ELEMEN T NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/ State Grants (JMSG)	HIB	Job Corps		
1413	Most Recent Date Youth Received Entrepreneurial Skills Training	Record the most recent date on which the participant participated in entrepreneurial skills training. Leave blank if the participant did not participate in entrepreneurial skills training.				R ^{DEV}							R ^{DEV}				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received	
1414	Most Recent Date Youth Received Services that provide labor market information and employment information	Record the most recent date on which the participant participated in services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. Leave blank if the participant did not participate in these services.				R ^{DEV}							R ^{DEV}				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • State MIS, case notes • WIOA status forms noting receipt of service and type of service received	
1415	Most Recent Date Youth Received Postsecondary transition and preparatory activities	Record the most recent date on which a youth participant received activities that helped them to prepare for and transition to postsecondary education and training. Leave blank if the participant did not participate in activities that helped them to prepare for and transition to postsecondary education and training.				R ^{DEV}							R ^{DEV}				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received	
SECTION C.06 - OTHER RELATED ASSISTANCE AND SUPPORT SERVICES FOR NON-YOUTH CUSTOMERS																		
1500	Received Needs-Related Payments	Record 1 if the participant received needs related payments (WIOA section 134(d)(3)) for the purpose of enabling the participant to participate in approved training funded under WIOA Title IB. Record 0 if the participant did not receive any needs-related payments as described above. Leave blank if this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}		R ^{DEV}				R ^{DEV}	R ^{DEV}	R ^{DEV}				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received	For REO grant recipients: • Electronic Records
1511	Date Received First Basic TRA payment	Record the date on which the participant received their first Basic TRA payment. Leave blank if the participant did not receive a Basic TRA Payment, or if the individual is not a TAA participant.						R ^{DEV}									One of the following: • State UI records of Basic TRA checks issued • Request for allowance • Electronic Records	
1526	Date Received First Completion TRA Payment	Record the date on which the participant received their first Completion TRA payment. Leave blank if the participant did not receive a Remedial/Prerequisite TRA Payment, or if the individual is not a TAA participant.						R ^{DEV}									One of the following: • State UI records of Basic TRA checks issued • Request for allowance • Electronic Records	
1534	Date Received First A/RTAA Payment	Record the date on which the participant received their first Alternative/Reemployment Trade Adjustment Assistance (A/RTAA) payment. Leave blank if the individual is not a TAA participant.						R ^{DEV}									One of the following: • Cross-match with State UI Database of Basic TRA checks Issued • Request for Allowance • Electronic Records	
1535.28	Received Needs-Related Payments	Record 1 if the participant received needs related payments (WIOA section 134(d)(3)) for the purpose of enabling the participant to participate in approved training funded under WIOA Title IB. Record 0 if the participant did not receive any needs-related payments as described above. Leave blank if this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}		R ^{DEV}				R ^{DEV}	R ^{DEV}	R ^{DEV}				One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received	For REO grant recipients: • Electronic Records
SECTION D - PROGRAM OUTCOMES INFORMATION																		

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JVSG)	HIB	Job Corps		
SECTION D.01 - EMPLOYMENT AND JOB RETENTION DATA																		
1600	Employed in 1st Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			One of the following: • 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 • 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	For DINAP grant recipients- ETA performs UI wage data match on behalf of grant recipients
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If the participant is not found in wage records, grant recipients 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.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			One of the following (consistent with TEGL 26-16): • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	For DINAP grant recipients- ETA performs UI wage data match on behalf of grant recipients
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the second quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	One of the following: • 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 • 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	For DINAP grant recipients- ETA performs UI wage data match on behalf of grant recipients

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program													WIOA Source Documentation	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JMSG)	HIB			Job Corps
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the second quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the second 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 second quarter after the quarter of exit.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	One of the following (consistent with TEGL 26-16): • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	For DINAP grant recipients- ETA performs UI wage data match on behalf of grant recipients
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the third quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			One of the following: • 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 • 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	For DINAP grant recipients- ETA performs UI wage data match on behalf of grant recipients

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program													WIOA Source Documentation	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HIB			Job Corps
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If the participant is not found in the 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 third quarter after the quarter of exit.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			One of the following (consistent with TEGL 26-16): • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	For DINAP grant recipients- ETA performs UI wage data match on behalf of grant recipients
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.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	One of the following: • 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 • 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	For DINAP grant recipients- ETA performs UI wage data match on behalf of grant recipients
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 fourth quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If the participant is not found in the 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 fourth quarter after the quarter of exit.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	One of the following (consistent with TEGL 26-16): • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	For DINAP grant recipients- ETA performs UI wage data match on behalf of grant recipients

DATA ELEMEN T NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (NIA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JMSG)	HIB	Job Corps		
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)	Record 1 if the participant received training services and obtained employment directed related to the training services received. Record 0 if the participant received training services and did not obtain employment directly related to the training services received. Leave blank if the data is not available.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}						R ^{DEV}	R ^{DEV}			One of the following: <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 employment and administrative databases,• Other out of state federal wage record systems,• Case notes	
1610	Occupational Code (if available)	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system. This information can be based on any job held after exit from the program. Leave blank if occupational code is not available or not known, or the data element does not apply. Additional Notes: 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 quarter after the exit quarter. If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual had multiple jobs, use the occupational code for the most recent job held.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}							R ^{DEV}			One of the following: <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 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.		R ^{DEV}	R ^{DEV}								R ^{DEV}				One of the following: <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 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 occupational code that best describes the participant's employment using the O*Net Version 4 0 (or later versions) classification system.	R ^{DEV}	R ^{DEV}	R ^{DEV}									R ^{DEV}			One of the following: <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 employment and administrative databases,• Other out of state federal wage record systems,• Case notes	
1613	Occupational Code of Employment 4 th Quarter After Exit Quarter (If available)	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4 0 (or later versions) classification system.	R ^{DEV}	R ^{DEV}	R ^{DEV}									R ^{DEV}			One of the following: <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 employment and administrative databases,• Other out of state federal wage record systems,• Case notes	

DATA ELEMEN T NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program															WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HIB	Job Corps			
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.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}							R ^{DEV}			One of the following: • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other 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 2nd 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.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}							R ^{DEV}			One of the following: • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other 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	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}							R ^{DEV}			One of the following: • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases, • Other out of state federal wage record systems, • Case notes		
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.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}							R ^{DEV}			One of the following: • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases, • Other out of state federal wage record systems, • Case notes		

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program													WIOA Source Documentation	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JMSG)	HIB			Job Corps
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	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	One of the following (consistent with TEGL 26-16): • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	For DINAP grant recipients- ETA performs UI wage data match on behalf of grant recipients For H-1B grant recipients- ETA performs UI wage data match on behalf of grant recipients
SECTION D.02 - WAGE RECORD DATA																		
1700	Wages 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.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}							R ^{DEV}			One of the following (consistent with TEGL 26-16): • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program													WIOA Source Documentation	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HIB			Job Corps
1701	Wages 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.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}							R ^{DEV}			One of the following (consistent with TEGL 26-16): • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	
1702	Wages 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.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}						R ^{DEV}			One of the following (consistent with TEGL 26-16): • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program													WIOA Source Documentation	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HIB			Job Corps
1703	Wages 1st Quarter After Exit Quarter (WIOA)	Record total earnings for the first quarter after the quarter of exit. Record 999999.99 if data is are not yet available for this item. Leave blank if data element does not apply to the participant.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			One of the following (consistent with TEGL 26-16): • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	For DINAP grant recipients- ETA performs UI wage data match on behalf of grant recipients
1704	Wages 2nd Quarter After Exit Quarter (WIOA)	Record total earnings for the second quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	One of the following: • 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 • 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	For DINAP grant recipients- ETA performs UI wage data match on behalf of grant recipients
1705	Wages 3rd Quarter After Exit Quarter (WIOA)	Record total earnings for the third quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			One of the following (consistent with TEGL 26-16): • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	For DINAP grant recipients- ETA performs UI wage data match on behalf of grant recipients

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JMSG)	HIB	Job Corps		
1706	Wages 4th Quarter After Exit Quarter (WIOA)	Record total earnings for the fourth quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following (consistent with TEGL 26-16): <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)	For DINAP grant recipients- ETA performs UI wage data match on behalf of grant recipients For H-1B grant recipients- ETA performs UI wage data match on behalf of grant recipients for "WIOA Median Earnings" primary indicator of performance measure.
SECTION D.03 - EDUCATION AND CREDENTIAL DATA																		
1800	Type of Recognized Credential (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all programs.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Data match• Copy of credential• Copy of school record• Follow-up survey from program participants• Case notes documenting information obtained from education or training provider	
1801	Date Attained Recognized Credential (WIOA)	Record the date on which the participant attained a recognized credential. Leave blank if the participant did not attain a degree or certificate.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Data match• Copy of credential• Copy of school record• Follow-up survey from program participants• Case notes documenting information obtained from education or training provider **For RSA-911 purposes, documentation is required for credentials earned after program participation begins.	

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JMSG)	HIB	Job Corps		
1802	Type of Recognized Credential #2 (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all DOL programs.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Cross-Match with Postsecondary Education Database• Copy of Diploma, Credential or Degree Awarded by Education Institution• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)• Signed Follow-up Survey Response from Program Participant• Signed File Documentation with Information Obtained from Education or Training Provider	
1803	Date Attained Recognized Credential #2 (WIOA)	Record the date on which the participant attained a second recognized credential. Leave blank if the participant did not attain a second recognized credential, or if this data element does not apply.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Cross-Match with Postsecondary Education Database• Copy of Diploma, Credential or Degree Awarded by Education Institution• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)• Signed Follow-up Survey Response from Program Participant• Signed File Documentation with Information Obtained from Education or Training Provider	
1804	Type of Recognized Credential #3 (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all DOL programs.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Cross-Match with Postsecondary Education Database• Copy of Diploma, Credential or Degree Awarded by Education Institution• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)• Signed Follow-up Survey Response from Program Participant• Signed File Documentation with Information Obtained from Education or Training Provider	
1805	Date Attained Recognized Credential #3 (WIOA)	Record the date on which the participant attained a third recognized credential. Leave blank if the participant did not attain a third recognized credential, or if this data element does not apply.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Cross-Match with Postsecondary Education Database• Copy of Diploma, Credential or Degree Awarded by Education Institution• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)• Signed Follow-up Survey Response from Program Participant• Signed File Documentation with Information Obtained from Education or Training Provider	

DATA ELEMEN T NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JMSG)	HIB	Job Corps		
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)	Record the most recent date the participant who received instruction below the postsecondary education level achieved at least one EFL. EFL gain may be documented in one of three ways: 1) by comparing a participant's initial EFL as measured by a pre-test with the participant's EFL as measured by a participant's post-test; or 2) for States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or 3) States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year. Leave blank if this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}	One of the following: <ul style="list-style-type: none">• Pre- and post-test results measuring EFL gain• Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units• Postsecondary education or training enrollment determined through data match, survey documentation, or program notes	
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)	Record the most recent date of the participant's transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed semesters during the same 12 month period, that shows a participant is meeting the State unit's academic standards. Leave blank if this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}				One of the following: <ul style="list-style-type: none">• Transcript• Report Card	
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)	Record the most recent date of the participant's transcript or report card for secondary education for one semester showing that the participant is meeting the State unit's academic standards. Leave blank if this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}				One of the following: <ul style="list-style-type: none">• Transcript• Report Card	
1809	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)	Record the most recent date that the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.). Leave blank if this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Documentation of a skill gained through OJT or Registered Apprenticeship• Contract and/or evaluation from employer or training provider documenting a skill gain• Progress report from employer documenting a skill gain	
1810	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)	Record the most recent date the participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams. Leave blank if this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Results of knowledge-based exam or certification of completion• Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment• Documentation from training provider or employer• Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam	
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	Record the date the participant was enrolled during program participation in an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be the date of Program Entry. This includes, but is not limited to, participation in Job Corps or YouthBuild or Adult Education or secondary education programs. Leave blank if the data element does not apply to the participant. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• School records• Transcript or report card• Data match with postsecondary data system	

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			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HIB			Job Corps
1812	School Status at Exit	Record 1 if the participant has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. Record 2 if the participant has not received a secondary school diploma or its recognized equivalent and is attending an alternative secondary school or an alternative course of study approved by the local educational agency whether full or part-time. Record 3 if the participant has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and intends to return to school. Record 4 if the participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the participant is not attending any school and has either graduated from secondary school or holds an equivalency. Record 6 if the participant is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter and has not received a secondary school diploma or its recognized equivalent. Leave blank if data element does not apply to the participant.									R ^{DEV}					One of the following: • Cross-Match with Secondary or Postsecondary Education Database • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Records from Education Institution (GED certificate, transcripts, report card, enrollment record or other school documentation) • Signed Follow-up Survey Response from Program Participant • Signed File Documentation with Information Obtained from Education or Training Provider	For REO grant recipients: • File documentation with notes from program staff.	
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	Record the date the participant complete, during program participation, an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be after the date of Program Entry. This includes, but is not limited to, participation in Job Corps, Youthbuild, a Registered Apprenticeship program, Adult Education or secondary education programs. Leave blank if the data element does not apply to the participant. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}				R ^{DEV}	R ^{DEV}	R ^{DEV}		R ^{DEV}	R ^{DEV}	One of the following: • Cross-Match with Secondary or Postsecondary Education Database • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) • Signed Follow-up Survey Response from Program Participant • Signed File Documentation with Information Obtained from Education or Training Provider	
SECTION D.04 - ADDITIONAL OUTCOME DATA																		
1900	Youth 2nd Quarter Placement (Title I) (WIOA)	Record 1 if the participant is enrolled in occupational skills training (including advanced training). Record 2 if the participant is enrolled in postsecondary education. Record 3 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions.				R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}			One of the following: • Cross-match with other agencies • Copy of registration record • File documentation with notes from program staff • School records • Transcript or report card • Vendor/training provider training documentation		
1901	Youth 4th Quarter Placement (Title I) (WIOA)	Record 1 if the participant is enrolled in occupational skills training (including advanced training). Record 2 if the participant is enrolled in postsecondary education. Record 3 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions.				R ^{DEV}			R ^{DEV}			R ^{DEV}	R ^{DEV}			One of the following: • Cross-match with other agencies • Copy of registration record • File documentation with notes from program staff • School records • Transcript or report card • Vendor/training provider training documentation		

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			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	H1B			Job Corps
1902	Category of Assessment #1	Record 1 if the participant was assessed using approved tests for Adult Basic Education (ABE) Record 2 if the participant was assessed using approved tests for English-As-A-Second Language (ESL) Record 3 if the participant was assessed using approved tests for both ABE and ESL. Record 0 if the participant was not assessed. Leave blank if this data element does not apply to the participant.		R ^{DEV}	R ^{DEV}		R ^{DEV}				R ^{DEV}	R ^{DEV}	R ^{DEV}			R ^{DEV}	One of the following: • Copy of Assessment Test Results • Vendor Receipt for Testing	
SECTION E - NEW DATA ELEMENTS (<i>Data Elements are Specific to Each Program, As Listed</i>)																		
SECTION E.01 - DISLOCATED WORKER GRANTS																		
2001	Date of Completion of DWG Services	Record the date the participant received their last service in the DWG program.					R ^{DEV}										One of the following: • Cross-match between Electronic Records and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to Electronic Records • Case Notes with Follow-up Cross-Match to Electronic Records	
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.					R ^{DEV}										One of the following: • 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 • 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	
2004	Received Services through a Disaster Recovery Dislocated Worker Grant	Record 1 if the participant received disaster relief employment only under a Disaster Recovery DWG, and received no other services under a Disaster Recovery DWG. Record 2 if the participant received disaster relief employment and received Employment and Training services (Career and Training services) under a Disaster Recovery DWG. Record 3 if the participant received Employment and Training services (Career and Training services) only under a Disaster DWG, and did not receive disaster relief employment under a Disaster Recovery DWG. Record 0 if the participant did not receive services under a Disaster Recovery DWG.					R ^{DEV}										One of the following: • 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 • 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 • Electronic Records	
SECTION E.02 - H1B																		
2101	Underemployed Worker	Record 1 if a person is not currently connected to a full-time job commensurate with the individual's level of education, skills, or wage and/or salary earned previously, or who have obtained only episodic, short-term, or part-time employment Record 0 if the participant does not meet any of the conditions described above. Leave blank if information is not available.													R ^{DEV}		One of the following: • Self-attestation • Current Pay check stubs, tax records, W2 form • Prior Pay check stubs, tax records, W2 form • Copy of Diploma, Credential or Degree Awarded by Education Institution • Case notes	

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			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JVS/G)	HIB	Job Corps		
2102	Previous Quarter Received Case Management Service	Record 1 if the participant received Case Management Services in the previous quarter. Record 0 if the participant did not receive Case Management Services in the previous quarter.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records, case notes• WIOA status forms noting receipt of service and type of service received	
2103	Most Recent Date Received Assessment Services	Record the most recent date on which the participant received assessment services funded by the program. Leave blank if the participant did not receive Assessment Services.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records, case notes• WIOA status forms noting receipt of service and type of service received	
2104	Previous Quarter Received Assessment Services	Record 1 if the participant received Assessment Services in the previous quarter. Record 0 if the participant did not receive Assessment Services in the previous quarter.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records, case notes• WIOA status forms noting receipt of service and type of service received	
2105	Previous Quarter Received Supportive Services	Record 1 if the participant received Supportive Services in the previous quarter. Record 0 if the participant did not receive Supportive Services in the previous quarter.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records, case notes• WIOA status forms noting receipt of service and type of service received	
2106	Most Recent Date Received Specialized Participant Services	Record the most recent date on which the participant received specialized participant services which include, but are not limited to, financial counseling, behavioral health counseling, mentoring, assistance with re-location, job coaching, networking, and job search assistance. Leave blank if the participant did not receive Specialized Participant Services.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records, case notes• WIOA status forms noting receipt of service and type of service received	
2107	Previous Quarter Received Specialized Services	Record 1 if the participant received Specialized Services in the previous quarter. Record 0 if the participant did not receive Specialized Services in the previous quarter.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Activity sheets• Sign-in sheets• Attendance record• Vendor contract• Electronic Records, case notes• WIOA status forms noting receipt of service and type of service received	
2108	Previous Quarter Participated in Work Experience	Record 1 if the participant participated in Work Experience in the previous quarter. Record 0 if the participant did not participate in Work Experience in the													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Electronic Records• Case notes	
2109	Primary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the primary type of training being provided to the participant. Leave blank if the participant did not enroll in training for Primary Type of Training Service for Training Activity #1.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account	

DATA ELEMEN T NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program													WIOA Source Documentation	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSIG)	HIB	Job Corps	
2110	Secondary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the secondary type of training being provided to the participant, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Training Service for Training Activity #1.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records
2111	Tertiary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the tertiary type of training being provided to the participant, if applicable. Leave blank if the participant is not enrolled in a Tertiary Type of Training Service for Training Activity #1.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records
2112	Primary Type of Training Service for Training Activity #2	Use the appropriate code to indicate the primary type of training being provided to the participant during their second training service. Leave blank if the participant is not enrolled in a Primary Type of Training Service for Training Activity #2.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records
2113	Secondary Type of Training Service for Training Activity #2	Use the appropriate code to indicate the secondary type of training being provided to the participant during their second training service, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Education/Job Training Activity #2.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records
2114	Tertiary Type of Training Service for Training Activity #2	Use the appropriate code to indicate the tertiary type of training being provided to the participant during their second training service, if applicable. Record 0 if the above condition does not apply to the participant.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records

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2115	Primary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the primary type of training being provided to the participant during their third training service. Leave blank if the participant is not enrolled in a Primary Type of Training Service for Training Activity #3.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records	
2116	Secondary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the secondary type of training being provided to the participant during their third training service, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Training Service for Training Activity #3.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records	
2117	Tertiary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the tertiary type of training being provided to the participant during their third training service, if applicable. Leave blank if the participant is not enrolled in a Tertiary Type of Training Service for Training Activity #3.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records	
2118	Date Entered Employment (Discretionary Grants)	Record the date of employment (when the participant first began a job). This data element captures employment outcomes for unemployed participants that found employment, and underemployed participants that entered a new position of employment. Leave blank if the participant has not received a job.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• UI wage data match• 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	
2119	Incumbent Workers Retained Current Position	Record 1 if the participant was employed at the start of participation (incumbent worker) and retained their current position in the first quarter after program completion. Record 0 if the participant was employed at the start of participation (incumbent worker) and did not retain their current position in the first quarter after program completion. Record 9 if information on the participant's employment status in the first quarter after program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• UI wage data match• 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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			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JMSG)	HIB	Job Corps	
2120	Incumbent Workers Advanced into a New Position with Current or New Employer in the 1st Quarter after Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities in the first quarter after training program completion. Record 0 if the participant was employed at the start of program participation (incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the first quarter after training program completion. Record 9 if information on the participant's employment status in the first quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• UI wage data match• 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
2121	Incumbent Workers Retained Current Position in the 2nd Quarter after Program Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and retained their current position in the second quarter after training program completion. Record 0 if the participant was employed at the start of participation (incumbent worker) and did not retain their current position in the second quarter after training program completion. Record 9 if information on the participant's employment status in the second quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• UI wage data match• 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
2122	Incumbent Workers Advanced into a New Position with Current Employer or New Employer in the 2nd Quarter after Training Program Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities in the second quarter after training program completion. Record 0 if the participant was employed at the start of program participation (incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the second quarter after training program completion. Record 9 if information on the participant's employment status in the second quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• UI wage data match• 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
2123	Incumbent Workers Retained Current Position in the 3rd Quarter After Program Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and retained their current position in the third quarter after training program completion. Record 0 if the participant was employed at the start of participation (incumbent worker) and did not retain their current position in the third quarter after training program completion. Record 9 if information on the participant's employment status in the second quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• UI wage data match• 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

DATA ELEMEN T NO.	DATA ELEMENT NAME	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	Requirements by Program														WIOA Source Documentation	Program Specific Parameters (if applicable)
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2124	Incumbent Workers Advanced into a New Position with Current or New Employer in the 3rd Quarter after Training Program Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities, in the third quarter after training program completion. Record 0 if the participant was employed at the start of program participation (incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the third quarter after training program completion. Record 9 if information on the participant's employment status in the third quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.													R ^{DEV}		One of the following: <ul style="list-style-type: none">• UI wage data match• 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	
2126	Entered Training-Related Employment	Record 1 if after training program completion, the employment in which the individual entered uses a substantial portion of the skills taught in the training received by the individual. This data element is training program completion based. Individuals that have not enrolled in and completed training should not be reported in this data element. Record 0 if the employment in which the individual entered does not use a substantial portion of the skills taught in the training received by the individual. Record 9 if unknown. Leave blank if the individual has not completed a training program and/or has													R ^{DEV}		One of the following: <ul style="list-style-type: none">• UI wage data match• Follow-up survey from program participants• Pay check stubs, tax records, W2 form• Wage record match• Quarterly tax payment forms, such as an IRS form 941• Document from employer on company letterhead attesting to an individual's employment status and earnings• Self-employment worksheets signed and attested to by program participants• Detailed case notes verified by employer and signed by the counselor	
SECTION E.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.								R ^{DEV}							• 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 (TWEP). Record 8 if the participant receives benefits from the USDA Commodity								R ^{DEV}							Allowable documentation include: <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.									R ^{DEV}						When used to document eligibility, one of the following: <ul style="list-style-type: none">• Direct Referral from Justice System or• Verification from Justice System	
2413	Incarcerated at Program Entry (WIOA)	Record 1 if the participant, at program entry, was a criminal offender in a correctional institution at program entry. Record 0 if this data element does not apply to the participant.									R ^{DEV}	R ^{DEV}					When used to document eligibility, one of the following: <ul style="list-style-type: none">• Direct Referral from Justice System or• Verification from Justice System	

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2414	Date Released from Incarceration (WIOA)	Record the date the participant was released from a correctional institution. Leave blank if participant remains in a correctional institution at program exit.									R ^{DEV}	R ^{DEV}					When used to document eligibility, one of the following: • Direct Referral from Justice System or • Verification from Justice System	
2415	Date of Anticipated Release From Incarceration	Record the date that the participant is anticipated to be released from a correctional institution. Leave blank if this data element does not apply to the participant.									R ^{DEV}						When used to document eligibility, one of the following: • Direct Referral from Justice System or • Verification from Justice System	
2416	Post-Release Status	Record 1 if the participant's post-release status is parole. Record 2 if the participant's post-release status is probation. Record 3 if the participant's post-release status is out on bail. Record 4 if the participant's post-release status is without conditions Leave blank if this data element does not apply to the participant. [i.e., if the person has yet to be released from incarceration, per 2415]									R ^{DEV}						When used to document eligibility, one of the following: • Direct Referral from Justice System or • Verification from Justice System	
2422	Housing Status at Six Months After Program Entry	Record the appropriate housing status for the participant at six months after program entry as indicated in code values 1 through 9.									R ^{DEV}						• File documentation with notes from program staff	
2423	Housing Status at Enrollment	Record the appropriate housing status for the participant at enrollment as indicated in code values 1 through 8.									R ^{DEV}						• File documentation with notes from program staff	
2424	Alcohol/Drug Abuse Six Months After Enrollment	Record 1 if the participant abused alcohol and/or drugs at six months after enrollment. Record 0 if the above conditions do not apply to the participant.									R ^{DEV}						• File documentation with notes from program staff	
2433	Re-arrested within 12 months of Release for a New Crime	Record 1 if the participant was re-arrested within 12 months of release for a new crime. Record 0 if the participant does not meet the condition described above.									R ^{DEV}						• File documentation with notes from program staff	
2434	Re-arrested for a previous crime	Record 1 if the participant was re-arrested for a previous crime. Record 0 if the above condition does not apply to the participant. Record 9 if this information is not available.									R ^{DEV}						• File documentation with notes from program staff	
2435	Re-incarcerated for a revocation of the parole or probation order for violations of terms of sentence	Record 1 if the participant was re-incarcerated for revocation of parole. Record 2 if the participant was re-incarcerated for revocation of probation order for violations of terms of sentence. Record 3 if the participant was re-incarcerated for other violations of the terms and conditions of their sentence. Record 0 if the above conditions do not apply to the participant.									R ^{DEV}						• File documentation with notes from program staff	
2436	Not Re-arrested	Record 1 if the participant was not re-arrested. Record 0 if the above condition does not apply to the participant.									R ^{DEV}						• File documentation with notes from program staff	
2437	Date arrested for new/previous crime	Record the date that the participant was arrested for a new or previous crime. Leave blank if the above condition does not apply to the participant.									R ^{DEV}						• File documentation with notes from program staff	
2438	Convicted for new/previous crime	Record 1 if the participant was convicted of a new crime. Record 2 if the participant was convicted of a previous crime. Record 0 if the above condition does not apply to the participant.									R ^{DEV}						• File documentation with notes from program staff	
SECTION E.06 - REENTRY EMPLOYMENT OPPORTUNITIES (YOUTH)																		
2500	Secondary school enrollment status at arrest	Record 1 if the participant was a secondary school student at the time of their arrest. Record 2 if the participant was a secondary school graduate at the time of their arrest.										R ^{DEV}					• File documentation with notes from program staff	

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2502	Youth Offender status at enrollment	Record 1 if the participant is currently in, returning from, or has been in a juvenile correctional facility. Record 2 if the participant is currently in, returning from, or has been in a juvenile detention facility. Record 3 if the participant is currently on, leaving, or has been on juvenile probation. Record 4 if the participant is currently in, leaving, or has been in juvenile alternative sentencing or diversion. Record 5 if the participant is currently in, returning from, or has been in an adult prison. Record 6 if the participant is currently in, returning from, or has been in an adult jail. Record 7 if the participant is currently on, leaving, or has been on adult probation. Record 8 if the participant is currently in, leaving, or has been in adult sentence or diversion. Record 0 if the at-risk participant is not an offender.									R ^{DEV}					One of the following: • Direct Referral from Juvenile Justice System or Adult Criminal Justice System • Verification from the Justice System	For REO grant recipients: Note- In the event that the justice system cannot provide this information because of confidentiality requirements, grant recipients may use a signed, self attestation from the enroll or if the enrollee is a minor a signed self attestation letter from a parent or guardian.	
2505	Date verified Selective Service registration	Enter date verified Selective Service Registration Leave blank for participants who are not required to sign up for selective service.									R ^{DEV}	R ^{DEV}				• Electronic Records		
2509	First date of service	Enter first date of service of the service selected. Grantees need to be able to enter the first date of service each quarter, with the data saved each quarter to keep a running count of services received. Leave blank if no service(s) was received.									R ^{DEV}					• Electronic Records		
2510	Completed diversion without out-of-home placement	Record 1 if diversion was completed without out-of-home placement. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive diversion services.									R ^{DEV}					• File documentation with notes from program staff		
2511	Records expunged	Record 1 if the participant's record was expunged. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive expungement legal services.									R ^{DEV}					• File documentation with notes from program staff		
2512	Records sealed	Record 1 if the participant's record was sealed. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive sealing of records assistance.									R ^{DEV}					• File documentation with notes from program staff		
2516	Date of postsecondary education or training placement	Record the date of participant's placement into postsecondary education or training. Leave blank if the participant was not placed into postsecondary education or training.										R ^{DEV}				One of the following: •Copy of School Enrollment Record • File documentation with notes from program staff		
2523	Date entered degree or certificate program:	Record the date on which the participant entered the degree or certificate program. Leave blank if the participant did not enter into a degree or certificate program.										R ^{DEV}				One of the following: •Copy of School Enrollment Record • File documentation with notes from program staff		
2525	Date arrested for new crime after enrollment	Record date on which participant was arrested for new crime after enrollment. Leave blank if this data element does not apply to the participant.									R ^{DEV}					• File documentation with notes from program staff		
2526	Convicted for new crime committed after enrollment	Record date on which participant was convicted for new crime after enrollment. Leave blank if this data element does not apply to the participant.									R ^{DEV}					• File documentation with notes from program staff		
2527	Type of crime	Record 1 if participant was arrested/convicted for a violent felony. Record 2 if participant was arrested/convicted for a non-violent felony. Record 3 if participant was arrested/convicted for a misdemeanor.									R ^{DEV}					• File documentation with notes from program staff		

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2528	Reached 12-month point since release from correctional facility or placement on probation	Record 1 if participant has reached 12-month point since release from correctional facility or placement on probation. Record 0 if the participant does not meet this condition.										R ^{DEV}					• File documentation with notes from program staff	
2529	Convicted for new crime committed within 12 months of release from correctional facility or placement on probation	Record 1 if participant was convicted for new crime committed within 12 months of release from correctional facility or placement on probation. Record 0 if the participant does not meet this condition.										R ^{DEV}					• File documentation with notes from program staff	
2530	Incarcerated for new crime committed after enrollment	Record 1 if the participant was incarcerated for a new crime committed after enrollment. Record 0 if the participant does not meet this condition.										R ^{DEV}					• File documentation with notes from program staff	
2541	Receiving public assistance since leaving the program	Record 1 if participant has received SSI, SSD, or SSA benefits since leaving the program. Record 2 if participant has received General Assistance since leaving the										R ^{DEV}					• File documentation with notes from program staff	
2542	Arrested for new crime in follow-up period	Record 1 if participant was arrested for a new crime in follow-up period. Record 0 if participant was not arrested for a new crime in follow-up period.										R ^{DEV}					• File documentation with notes from program staff	
2543	Date arrested for new crime in follow-up period	Record the date on which the participant was arrested for new crime in follow-up period. Leave blank if this data element does not apply to the participant.										R ^{DEV}					• File documentation with notes from program staff	
2544	Convicted for new crime committed in follow-up period	Record the date on which the participant was convicted for new crime in follow-up period Leave blank if this data element does not apply to the participant.										R ^{DEV}					• File documentation with notes from program staff	
2545	Incarcerated for new crime committed in follow-up period	Record 1 if participant was incarcerated for new crime committed in follow-up period. Record 0 if the participant does not meet this condition.										R ^{DEV}					• File documentation with notes from program staff	
2546	Housing Status at follow-up	Record 1 if participant resides in stable housing at follow-up. Record 2 if participant resides in temporary housing at follow-up. Record 3 if participant is homeless at follow-up.										R ^{DEV}					• File documentation with notes from program staff	
SECTION E.07 - YOUTHBUILD																		
2607	Migrant Youth	Record 1 if the participant is the youth and is a migrant worker or is a member of a migrant family. Record 0 if the participant does not meet the conditions described above.											R ^{DEV}				One of the following: • Self-Attestation • Case Notes • Cross-Match with Public Assistance Records • NFJP Eligibility Documents • Cross-Match with State MIS Database • Cross-Match with H-1B Record • Employer statement • Wage records/family wage records • Work permits	

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2608	Offender	Record 1 if the participant has been convicted of a crime by the juvenile justice system. Record 2 if the participant has been convicted of a crime by the adult correctional system. Record 0 if the participant does not meet the conditions described above.											R ^{DEV}				One of the following: <ul style="list-style-type: none">• Court documentation• Resident of a detention facility, group home, or restricted state-run facility• Letter of parole/probation officer• Police or Justice Department records• Applicant statement	
2609	Secondary School Drop-Out	Record 1 if the participant is a youth and has dropped out of secondary school. Record 0 if the participant does not meet the condition described above.											R ^{DEV}				One of the following: <ul style="list-style-type: none">• Letter/documentation from the school stating the youth has dropped out• School attendance record• Applicant statement	
2610	Child of Incarcerated Parent or Legal Guardian	Record 1 if either of the youth's parents or legal guardian is incarcerated at the time of the youth's enrollment into the YouthBuild program. Record 0 if the participant does not meet the condition described above.											R ^{DEV}				One of the following: <ul style="list-style-type: none">• Court records• Applicant statement	
SECTION E.08 - MISCELLANEOUS DATA ELEMENTS AND USER DEFINED FIELDS																		
2700	Social Security Number	Record the Social Security Number (SSN) assigned to the participant. NOTE: THE SSN MUST NOT BE INCLUDED UNLESS SPECIFIED UNDER PROGRAM OR FUNDING STREAM REPORTING REQUIREMENTS.					R ^{DEV}		R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	R ^{DEV}	One of the following: <ul style="list-style-type: none">• SSN Card• Passport• Military ID• Other Federal or State ID with SSN	

References – DOL Only Data Validation

- 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 2-15: *Operational Guidance for National Dislocated Worker Grants, pursuant to the Workforce Innovation and Opportunity Act (WIOA or Opportunity Act)* (July 1, 2015)
- TEGL 10-16, Change 1: *Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs* (August 23, 2017)
- TEGL 18-16: *Program Eligibility and Enrollment Guidance for the National Farmworker Jobs Program* (January 19, 2017)
- 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-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules* (March 1, 2017)
- TEGL 3-17: *WIOA Annual Performance Report Submission* (September 12, 2017)
- TEGL 7-18: *Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)* (December 19, 2018)

- 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)
- The SCSEP Data Validation Handbook (referenced in Attachment I) <http://www.scsep-help.com/Documentation/DataValidation.aspx>
- Employment and Training Administration source for WIOA requirements: <https://www.dol.gov/agencies/eta/wioa/>
- The Performance and Results website addresses how performance is measured, reported, and evaluated at the Employment and Training Administration: <https://www.dol.gov/agencies/eta/performance/>