

APRIL 1, 2022

TO: Western Piedmont Workforce Development Area Title I and III
Service Providers

SUBJECT: Defining Data Validation Process and Procedures Policy

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

CONTACT: Workforce Development Program Administrator

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DEFINING DATA VALIDATION PROCESS AND PROCEDURES POLICY

PURPOSE:

To define the data validation process and procedures to be used for Workforce Innovation and Opportunity Act (WIOA) Title I Adult, WIOA Title I Dislocated Worker (DW), WIOA Title I Youth, WIOA Title III Wagner-Peyser (WP), and Trade Adjustment Assistance (TAA) programs. *To rescind Western Piedmont Workforce Development Area's Defining Data Validation Process and Procedures Policy dated January 1, 2022.*

This policy reflects updated procedures for who is performing the validation, how the validation will be conducted including the timing of the validation, and the assignment of Participant Individual Record Layout (PIRL) elements amongst the validators.

BACKGROUND:

Under WIOA Section 116(d)(5) and the further guidance of Training and Employment Guidance Letter (TEGL) 23-19 and TEGL 07-18, states are required to develop a data validation strategy that helps ensure the accuracy of the annual statewide performance reports, safeguards data integrity, and promotes the timely resolution of data anomalies and inaccuracies.

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 performance data are to:

- Verify that the performance data reported by grant recipients to the Department of Labor (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.

PROCEDURE:

Title I and III **Service Providers** should be aware that data validation will be undertaken by the Western Piedmont Workforce Development staff as described in this policy. In addition, all Local Area WDBs are required to annually conduct their own data validation for all Title I and III programs. Attachment A outlines the Data Validation Process and Procedures. Attachment B provides a complete list of all Participant Individual Record Layout (PIRL) Elements to be validated.

Data Validation Process and Procedures

Conducting Data Validation Reviews

Data Validation will be conducted by four Units within the Division of Workforce Solutions (DWS): the Performance Unit, the Accountability Unit, the Trade Adjustment Assistance (TAA) team, and Information Technology (IT) staff:

Performance Unit and Accountability Unit: The Performance and Accountability units will oversee all Title I and Title III validation. This will include all Participant Individual Record Layout (PIRL) elements noted in TEGs 07-18 and 23-19.

TAA: TAA will complete validation for its cases using the required validation elements noted in TEG 23-19.

IT Staff: For all programs, IT staff will cover the required wage matching PIRL elements.

Please see Attachment B for the exact breakdown of PIRL elements covered by each Unit.

Sample Creation

On October 1 (or first business day thereafter) of each program year, the Director of Performance will determine the necessary sample sizes to sufficiently cover each program: Title I – Adult, Title I Dislocated Worker, Title I – Youth, Title III – Wagner-Peyser, and Trade Adjustment Assistance (TAA). To ensure sufficient representation, every Local Area Workforce Development Board's (WDB's) year-end participant count for each program from the prior program year will be used to generate a sample size. The sample size will be based on a 95% Confidence Level and a 20% Confidence Interval. The sample size chart below provides the appropriate sample sizes based on the corresponding participant counts for each program. In the rare instance that the total number of cases for a program being validated are less than the calculated sample size, all cases will be reviewed.

Prior Year-end Participant Count	Confidence Level	Confidence Interval	Resulting Sample Size
1-99	95	20	20
100-199	95	20	22
200-299	95	20	23
300-399	95	20	23
400-499	95	20	23
500-299	95	20	24
600-699	95	20	24
700-799	95	20	24
800-899	95	20	24
900-999	95	20	24
1000-1999	95	20	24
2000-4999	95	20	24
5000-999	95	20	24
10000-14999	95	20	24
15000-19999	95	20	24
20000+	95	20	24

Timeframe

Performance Unit and Accountability Unit

Data Validation by Performance and Accountability staff will be completed from the third quarter to the fourth quarter of each program year with all validation reviews to be concluded no later than May 31 of each program year to ensure sufficient time for corrective actions to be issued and completed. On October 1 (or first business day thereafter) of each program year, the Director of Performance will randomly assign all 23 Local Area WDBs (or portions thereof based on case count) to a data validation assessor. As a result of the random assignment, Local Area WDBs are likely to be validated in a different order and by a different data validation assessor each program year.

TAA and IT Staff

Data Validation will be conducted within each program year from January 2 through May 31.

Validation Process and Worksheet Creation

NCWorks Online (ncworks.gov), DWS' Case Management System, will be used to sample the pool of available active and exited cases for WIOA Title I – Adult, WIOA Title I – Dislocated Worker, WIOA Title I – Youth, WIOA Title III – Wagner-Peyser, and TAA. NCWorks will generate the necessary number of worksheets and will cover only the PIRL elements being validated by the respective Units of DWS as noted above (see Attachment B) for the breakdown of elements covered by DWS Units).

Each worksheet will detail one case, with the corresponding PIRL element values, and included columns for the Reported Value, the Audit Outcome, the Document used for validation, and any comments. Staff will evaluate each PIRL element value against the participant's file to see if case file documentation supports it and mark the reported value as either Pass, Fail, or Unable to Validate by choosing the corresponding value in the drop-down column within the Audit Outcome column. Each PIRL element listed in Attachment B as a list of the supported documentation acceptable for that element. Only the documents listed as approved documentation for that PIRL element may be used in support. Any elements marked Fail or Unable to Validate must be accompanied by a supportive explanation in the Comments column, detailing why the value failed or was not able to be validated and what corrective action must be undertaken to correct the issue.

At the conclusion of the validation process, an electronic copy of the Pass or Fail record sheets must be returned to the head of each respective Unit (noted below) that is completing the validation, to ensure proper records retention:

- Performance and Accountability: Director of Performance
- TAA: Trade Unit Manager and State Trade Adjustment Assistance Coordinator
- IT: Information Technology Director

Monitoring

The Accountability Unit will integrate Data Validation into the Unit's annual oversight Guide and participant reviews. The Unit will document the results in the Local Area WDB Oversight Summary Report. Any documented deficiencies will be recorded with a date required for rectification consistent with the current monitoring correction timelines.

The Accountability Unit will also conduct quarterly desk reviews. DWS will provide official results of the random reviews to the Local Area WDBs throughout the year. The Local Area WDBs will receive feedback on the outcomes of the reviews and that feedback will indicate required corrective actions. The Accountability Unit will determine the required completion date for corrections based on the process needed for correction.

Data Integrity

On a quarterly basis, U.S. Department of Labor (USDOL) will provide DWS with feedback on its submitted 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. DWS will make use of these feedback reports to conduct quarterly data integrity reviews to identify data errors, missing data, out-of-range variances in values reported, and other anomalies.

Correcting Missing or Erroneous Data

Each Unit will provide a summary to the Local Area WDBs outlining areas that Failed or were marked Unable to Validate during the data validation process. All Data Validation related reports, desk reviews, or annual reviews will provide required corrective actions with an indicated due date based on the process needed for correction. Local Area WDBs must take

appropriate actions to correct missing or erroneous data found during Data Validation. Such actions may include:

- Working with the Local Area WDB's superuser and potentially the Local Area WDB's assigned Regional Analyst to make data corrections;
- Providing additional training or technical assistance to staff to address data errors; and
- Collecting missing documentation to provide necessary verification.

Failure to comply with identified corrective actions by the identified completion date may cause:

- One year after the initial identification:
 - Mandatory on-site facilitated training by DWS staff on the required reporting for data elements.
- Two years of high or repeated error rates:
 - Issue of a monitoring "Finding"; and
 - Formal notification to the Local Area WDB Chair or Chief Local Elected Officer (CLEO) of failure to comply.

Records Retention

All Data Validation records and documentation will be maintained in accordance with Federal records retention requirements, as given in 2 CFR 200.333:

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.

This would 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 and error rates; and
- Corrective action efforts made after data validation reviews.

Each respective Unit will retain the records associated with its portion of the Data Validation process with retention overseen by the Unit leaders noted below:

- Performance and Accountability: Director of Performance
- TAA: Trade Unit Manager and Trade Adjustment Assistance Coordinator
- IT: Information Technology Director

Process Assessment

The Director of Performance and the Accountability Manager will meet during the first quarter of each program year to assess the effectiveness of current Data Validation procedures and determine whether revisions to the policy and process are necessary. Any updates or changes will be released as a formal update to this policy.

Training

During the second quarter of each program year, Data Validation staff will review, and receive training on the Data Validation process to ensure uniform application of all policies and procedures. In addition, DWS will provide annual Data Validation training for local office staff. Beyond the annual training provided by DWS, Local Area WDBs are expected to provide additional staff training, on at least an annual basis, on the importance of accurate data entry and allowable source documentation as given in WIOA and Wagner-Peyser Employment Act Participant Eligibility.

Local Area WDB/Local Area

Each Local Area WDB is required to conduct Data Validation at least once annually for the Title I – Adult, Title I – Dislocated Worker, Title I – Youth, and Title III – Wagner-Peyser programs as a part of its ongoing monitoring efforts. Attachment B to this policy is a modified version of Attachment II of TEGL 23-19, which is the complete list of PIRL elements that need to be validated. (Note that the WIOA and Wagner-Peyser Employment Act Participant Eligibility Reference Guide provided as Operational Guidance by the DWS has been updated to be in agreement with TEGL 23-19, Attachment II.) Local Area WDBs should be aware that the Youth and Wagner-Peyser programs may have different elements required compared to the Adult and

Dislocated Worker programs and attention should be paid to ensure each program is validated according to its respective list of required elements.

For the most up-to-date guidance on PIRL elements and their definitions, please refer to USDOL's website: <https://www.dol.gov/agencies/eta/performance/reporting>. All records must be retained as outlined in the Records Retention section of this policy. This would include retention of a list of validated records, Pass or Fail worksheets, and documentation associated with any corrective actions taken.

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability (TAA)	200	Date of Birth (WIOA)	Record the participant's date of birth.		R	R	R	R	One of the following: - Drivers License - 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
Performance/Accountability	202	Individual with a Disability (WIOA)	Record 1 if the participant indicates that he or 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 or she does not have a disability that meets the definition. Record 9 if the participant did not self-identify.	R	R	R	R		One of the following: - Self-Attestation - School 504 Records Provided by Student - Assessment Test Results
Performance/Accountability (TAA)	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	R	R		R	One of the following: - DD-214 - A Letter from the Veterans Administration - Cross-Match with Department of Defense Records - Cross-Match with Veterans Service Database
Performance/Accountability	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 or 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	R	R			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
Performance/Accountability	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	R	R			One of the following: - Self-Attestation - Public Assistance Records - Refugee Assistance Records - Cross-Match with Public Assistance Database - Cross-Match to State UI Database
Performance/Accountability	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	R	R	R		One of the following: - Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) - Self-Attestation - Copy of Educational Institution Enrollment Record - Signed Intake Application or Enrollment Form - Electronic Records - Cross-Match with Postsecondary Education Database
Performance/Accountability	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	R	R			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

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation		
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA			
TAA	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	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	
TAA	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	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.)
Performance/Accountability	413	Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10	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 or 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 or she may continue to be employed during a major portion of the year. A worker is employed on other temporary basis where he or she is employed for a limited time only or his or 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. 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 or her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded. Record 0 if the participant does not meet the condition described above. Leave blank if this data element does not apply to the individual.	R							One of the following: - Self-Attestation - Cross-Match with Public Assistance Records - Case Notes - Cross-Match with State MIS Database - Cross-Match with H-1B Records
Performance/Accountability	600	Temporary Assistance to Needy Families (TANF)	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. Record 0 if the participant does not meet the condition described above. Leave blank if this data element does not apply to the participant.	R	R	R					One of the following: - TANF Eligibility Verification - TANF Period of Benefit Receipt Verification - Referral Transmittal from TANF - Cross-Match with TANF Public Assistance Records
Performance/Accountability	601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)	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. Record 0 if the participant does not meet the condition described above. 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).	R	R	R					One of the following: - TANF Eligibility Verification - TANF Period of Benefit Receipt Verification - Referral Transmittal from TANF - Cross-Match with TANF Public Assistance Records
Performance/Accountability	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	R	R					One of the following: - SSI/SSDI Receipt of Benefits Verification - Referral Transmittal from SSA - SSI/SSDI Eligibility Verification - Cross-Match with SSA Database
Performance/Accountability	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	R	R					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
Performance/Accountability	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). Does 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	R					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

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				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability	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		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
Performance/Accountability	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		One of the following (see state policy on definition): - Signed Individual Service Strategy - Self-Attestation - Signed Intake Application or Enrollment Form - Case Notes - Needs Assessment
Performance/Accountability	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	R	R	R		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
Performance/Accountability	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: is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement; 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; 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 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	R	R	R		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
Performance/Accountability	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	R	R	R		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
Performance/Accountability	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: Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.); 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.); assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or State or local income-based public assistance. 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; 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.); is a foster child on behalf of whom State or local government payments are made; is a participant with a disability whose own income is at the poverty line but who is a member of a family whose income does not meet this requirement; is a homeless participant or a homeless child or youth or runaway youth (see Data Element #800); or is a youth living in a high-poverty area. Record 0 if the participant does not meet the criteria presented above.	R	R	R	R		One of the following: - 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

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability	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	R	R	R		One of the following: - 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
Performance/Accountability	804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	Record 1 if the participant is, at program entry: a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or 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	R	R	R		One of the following: - Case notes - Assessment Test Results - Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)
Performance/Accountability	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	R	R	R		One of the following: - 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
Performance/Accountability	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	R	R			One of the following: - 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
Performance/Accountability	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	R	R			One of the following: - Self-Attestation - Case Notes - Cross-Match with Public Assistance Records - NFJP Eligibility Documents - Cross-Match with State MIS - Cross-Match with H-1B Records
Performance/Accountability	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	R	R	R		One of the following: - Individual Plan for Employment - Electronic Records - Program intake documents, such as eligibility determination documentation or program enrollment forms
Performance/Accountability (TAA)	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	R	R	R	R	One of the following: - 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)
TAA	902	Date of First Case Management and Employment Service	Record the date on which the participant begins receiving his or her first case management and employment service funded by a program following a determination of eligibility to participate in the program.					R	One of the following: - Electronic Records - Case notes
Performance/Accountability	906	Date of First WIOA Youth Service	Record the date on which the participant began receiving his or 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		One of the following: - 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
Performance/Accountability	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	R			One of the following: - Signed IWT Contract - Electronic Records

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Performance/Accountability (TAA)	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		R			One of the following: - Cross-Match to State MIS Database - Case Notes - Self-Attestation - Rapid Response List - Cross-Match to Rapid Response Records
TAA	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	One of the following: - Employer Worker List - Designation of Eligibility Form
Performance/Accountability (TAA)	923	Other Reasons for Exit (WIOA)	Record 01 if the participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant. Record 02 if the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program. Record 03 if the participant is deceased. Record 04 if the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. Record 05 if the participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only). Record 06 if the participant, who was determined to be eligible, is later determined not to 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	R	R	R	R	One of the following: - File documentation with notes from program staff - Information from partner services - WIOA status/exit forms - Electronic Records - Withdrawal form with explanation - Information from institution or facility
TAA	924	TAA Application Date	Record the date on which the individual first applied for Trade Act services or benefits under the applicable certification.					R	One of the following: - Electronic Records - Designation on Eligibility form - TAA Application Form
TAA	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	One of the following: - Case Notes - Electronic Records
Performance/Accountability	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	R	R			One of the following: - Case Notes - Cross-Match with State MIS Database - Electronic Records
Performance/Accountability	1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)	Record the most recent date a job seeker accessed self-services or 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; i.e., virtual accessed services that provide a level of support above independent job or information seeking on the part of a reportable individual or 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 or participant did not access a self-service or information-only basic career service.	R	R	R			One of the following: - Electronic Records - Case Notes
Performance/Accountability	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	R	R			One of the following: - Case Notes - Electronic Records
Performance/Accountability	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	R	R			One of the following: - Case Notes - Electronic Records
Performance/Accountability	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	R	R			One of the following: - Case Notes - Electronic Records
Performance/Accountability	1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program	Record the most recent date on which the participant was referred to the Department of Veterans Affairs Vocational Rehabilitation and Employment Program.	R	R	R			One of the following: - Case Notes - Electronic Records
Performance/Accountability	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	R	R			One of the following: - Case Notes - Cross-Match with State MIS Database - Electronic Records
Performance/Accountability	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	R	R			One of the following: - Case Notes - Cross-Match with State MIS Database - Electronic Records

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Performance/Accountability	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	R	R			One of the following: - Case Notes - Electronic Records
Performance/Accountability (TAA)	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	R		R	One of the following: - Cross-Match with State MIS Database - Case Notes - Signed Individual Employment Plan or Individual Service Strategy - Electronic Records
Performance/Accountability	1205	Type of Work Experience	If the participant received work experience, record the appropriate code to indicate the type of work experience provided to the participant. Record 1 if the participant participated in summer employment or an internship during the summer months (WIOA Youth). 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. Record 3 if the participant participated in a pre-apprenticeship program. Record 4 if the participant participated in job shadowing. Record 5 if the participant participated in on-the-job training (WIOA Youth). Record 6 if the participant participated in a transitional job, as defined in WIOA Section 134(d)(5). Record 7 if the participant participated in another type of work experience not covered in 1 through 5. Record 0 if the participant did not participate in a work experience. Leave blank if this data element does not apply to the participant. NOTE: Code Value 6 should only be selected when other work experience opportunities are provided that are not captured elsewhere. This code value is also for use with Adult, Dislocated Worker, and Dislocated Worker Grants programs only. NOTE: If employment opportunities not limited to summer months are part of a pre-apprenticeship program, or if on-the-job training for WIOA Youth is part of a pre-apprenticeship program, choose Code 3 for pre-apprenticeship.		R	R	R		One of the following: - Case Notes - Signed Work Experience Agreement - Electronic Records
Performance/Accountability	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. He or she 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	R	R	R		One of the following: - 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
Performance/Accountability	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	R			One of the following: - Electronic Records - Case Notes - Signed Transitional Job Agreement
Performance/Accountability	1300	Received Training (WIOA)	Record 1 if the participant received training services. Record 0 if the participant did not receive training services.		R	R	R		One of the following: - 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
Performance/Accountability (TAA)	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	R	R	R	One of the following: - 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
Performance/Accountability (TAA)	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	R	R	R	One of the following: - 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
Performance/Accountability (TAA)	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 training services, use the occupational skills training code for the most recent training.		R	R	R	R	One of the following: - Cross-Match to State MIS Database - Case notes - Signed Individual Employment Plan or Training Plan - Signed Training Contract - ITA
Performance/Accountability (TAA)	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	R	R	R	One of the following: - 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 (Note: For TAA, Self-attestation is allowable but must be supported by documentation no later than 2 quarters following completion of training).

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Performance/Accountability (TAA)	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	R	R	R	One of the following: - 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
Performance/Accountability	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	R	R		One of the following: - 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
Performance/Accountability	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	R	R		One of the following: - 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
Performance/Accountability	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	R			One of the following: - Cross-Match to State MIS Database - Case notes - Signed Individual Employment Plan or Training Plan - Signed Training Contract - ITA
Performance/Accountability	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	R	R		One of the following: - 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
Performance/Accountability	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	R	R		One of the following: - 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
Performance/Accountability	1314	Date Entered Training #3	Record the date on which the participant's third training service actually began. If the participant received more than three 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	R	R		One of the following: - 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
Performance/Accountability	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, record the last (or most recent) training services received by the participant in this field.		R	R	R		One of the following: - 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
Performance/Accountability	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.		R	R			One of the following: - Cross-Match to State MIS Database - Case notes - Signed Individual Employment Plan or Training Plan - Signed Training Contract - ITA
Performance/Accountability	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	R			One of the following: - 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
Performance/Accountability	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	R			One of the following: - 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
Performance/Accountability	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	R			One of the following: - Cross-Match with State MIS Database - Case notes - ITA Approval, Allocation or Activation Records

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TAA	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	One of the following: - 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
TAA	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	One of the following: - Cross-Match with State MIS Database - Case notes
TAA	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	One of the following: - Waiver Documentation in Case File - Cross-Match with State UI Database - Verification Form from UI or Employment Counselor
Performance/Accountability	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	R	R			One of the following: - Data match with postsecondary data system - Copy of enrollment record - File documentation with notes from program staff - School records - Transcript or report card
Performance/Accountability	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	R	R			One of the following: - 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
Performance/Accountability	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		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
Performance/Accountability	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		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
Performance/Accountability	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		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
Performance/Accountability	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	R	R			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
Performance/Accountability	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 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		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

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability	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		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
Performance/Accountability	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	R	R		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
Performance/Accountability	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 12 (twelve) 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		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
Performance/Accountability	1411	Most Recent Date Received Comprehensive Guidance and 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 and counseling services or this data element does not apply to the participant.				R		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
Performance/Accountability	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 (twelve) 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		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
Performance/Accountability	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		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
Performance/Accountability	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		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
Performance/Accountability	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		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

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Performance/Accountability	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	R			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
TAA	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	One of the following: - State UI records of Basic TRA checks issued - Request for allowance - Electronic Records
TAA	1526	Date Received First Completion TRA Payment	Record the date on which the participant received his/her 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	One of the following: - State UI records of Basic TRA checks issued - Request for allowance - Electronic Records
TAA	1534	Date Received First A/RTAA Payment	Record the date on which the participant received his or her first Alternative/Reemployment Trade Adjustment Assistance (A/RTAA) payment. Leave blank if the individual is not a TAA participant.					R	One of the following: - Cross-match with State UI Database of Basic TRA checks Issued - Request for Allowance - Electronic Records
TAA	1535	Number of A/RTAA Payments Current Quarter	Record the number of A/RTAA payments paid to the participant in the current report quarter. "0" if this data element does not apply to the participant. Leave blank if the individual is not a TAA participant.					R	One of the following: - Cross-match with State UI Database of Basic TRA checks Issued - Request for Allowance - Electronic Records
IT	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	R	R	R		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
IT	1601	Type of Employment Match 1stQuarter 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	R	R			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 PostalService) - 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)
IT	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	R	R	R	R	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

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
IT	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	R	R			<ul style="list-style-type: none"> 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 PostalService) - 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)
IT	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	R	R	R		<ul style="list-style-type: none"> 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
IT	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	R	R			<ul style="list-style-type: none"> 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 PostalService) - 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)
IT	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	R	R	R	R	<ul style="list-style-type: none"> 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
IT	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	R	R			<ul style="list-style-type: none"> 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 PostalService) - 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)
IT	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	R	R			<ul style="list-style-type: none"> 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

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IT	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	R	R			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
IT	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	R			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
IT	1612	Occupational Code of Employment 2nd 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	R	R			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
IT	1613	Occupational Code of Employment 4th 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	R	R			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
IT	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	R	R			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
IT	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	R	R			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
IT	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	R	R			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
IT	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	R	R			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

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IT	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	R	R	R		<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US PostalService) - 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 TEGL26-16) - 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)
IT	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	R	R			<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US PostalService) - 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 TEGL26-16) - 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)
IT	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	R	R			<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US PostalService) - 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 TEGL26-16) - 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)
IT	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	R	R		R	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US PostalService) - 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 TEGL26-16) - 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)
IT	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	R	R			<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> - Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US PostalService) - 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 TEGL26-16) - 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)

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
IT	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	R	R	R	R	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
IT	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	R	R			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 PostalService) - 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)
IT	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	R	R			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 PostalService) - 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)
Performance/Accountability (TAA)	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	R	R	R	One of the following: - 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
Performance/Accountability (TAA)	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	R	R	R	One of the following: - 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.
Performance/Accountability	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	R	R		One of the following: - 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
Performance/Accountability	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	R	R		One of the following: - 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

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability	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	R	R		One of the following: - 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
Performance/Accountability	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	R	R		One of the following: - 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
Performance/Accountability	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	R	R		One of the following: - 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
Performance/Accountability	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	R	R		One of the following: - Transcript - Report Card
Performance/Accountability	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	R	R		One of the following: - Transcript - Report Card
Performance/Accountability	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	R	R		One of the following: - 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
Performance/Accountability	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	R	R		One of the following: - 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
Performance/Accountability	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	R	R		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
Performance/Accountability	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	R	R		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

DWS Oversight Unit	Data Element Number	Data Element Name	Participant Individual Record Layout (PIRL) Elements	Required Elements by Program (R = Required)					WIOA Source Documentation
				Wagner-Peyser	WIOA Adult	WIOA DW	WIOA Youth	TAA	
Performance/Accountability	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		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
Performance/Accountability	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		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
Performance/Accountability	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	R			One of the following: - Copy of Assessment Test Results - Vendor Receipt for Testing






Defining Data Validation Policy - Final - 4-1-22

Final Audit Report

2022-04-06

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