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July 15, 2020

(SN 29)

**WIOA BULLETIN NO. 29-19 Change 1**

**DATE:** July 15, 2020

**TO:** WIOA Partners

**SUBJECT:** WIOA Data Validation Policies and Procedures

**PURPOSE**

The purpose of this bulletin is to update data validation policy and procedures for the following WIOA Title I programs: Adult, Dislocated Worker, Youth and Dislocated Worker Grants (DWGs) to ensure data submitted for performance reporting are valid and reliable.

**BACKGROUND**

Data validation is a series of internal controls or quality assurance techniques established to verify the accuracy, validity, and reliability of data. The establishment of a shared data validation framework that requires a consistent approach across programs ensures that all program data consistently and accurately reflect the performance of each grant recipient. To that end, the purposes of validation procedures is to:

- Verify that the performance data reported by grant recipients to the U.S. 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.

## **CONDUCTING DATA VALIDATION REVIEWS**

Data validation for elements required by Training and Guidance Letter (TEGL) 23-19 will be conducted quarterly. The purpose of the review is to identify and correct errors or missing data. The quarterly reviews will include electronic data checks and may include a review of participant files as necessary.

The program year-end review will also include a manual review of participant files compared to the data entered in HireNet and will be conducted as part of the regular program monitoring as required by 2 CFR 200.328. As appropriate, the monitoring may be conducted on-site or remotely or a combination of the two. Local Workforce Development Board (LWDB) staff will be notified prior to the monitoring.

In preparation for monitoring and data validation, Workforce Development Council (WDC) staff will develop monitoring and data validation worksheets. Monitoring worksheets will be based on the most current Core Monitoring Guide. The data validation worksheets will be based on the most current required data element list issued by the Employment and Training Administration (ETA). The worksheets will provide the framework for conducting the monitoring and data validation to ensure staff are following the data validation policy and procedures.

Results of monitoring and data validation shall be maintained following the Federal document retention policy for Title I programs. Hard copies of the documents will be filed in the WDC office. The documents may include: copies of worksheets on data elements or records reviewed, frozen quarterly wage records for wage record matching used for reporting outcomes, trends in common data accuracy issues, error rates, and corrective action efforts made after data validation reviews; and assessments of the effectiveness of the data validation process.

For missing or correcting erroneous data from the data validation, the WDC Data Coordinator will work with the appropriate American Job Center manager to ensure all missing or erroneous data are corrected.

Data validation training will be conducted for appropriate WDC staff at least annually.

## **EFFECTIVE DATE**

The policy and procedures specified in this bulletin will be effective immediately.

## REFERENCES

USDOL ETA Training and Employment Guidance Letter (TEGL) No. 23-19  
2 CFR 200 Uniform Guidance

## INQUIRIES

Inquiries regarding this Bulletin may be directed to Jayson Muraki at (808) 586-8674.



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Allicyn CH Tasaka  
Executive Director

Attachment 1 – Data Element Validation List by Title I Program



Attachment 1–Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
200	Date of Birth (WIOA)	Record the participant's date of birth.					<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Drivers License</li> <li>• Baptismal Record</li> <li>• Birth Certificate</li> <li>• DD-214</li> <li>• Report of Transfer or Discharge Paper</li> <li>• Federal, State or Local Identification Card</li> <li>• Passport</li> <li>• Hospital Record of Birth</li> <li>• Public Assistance/ Social Service Records</li> <li>• School Records or ID Cards</li> <li>• Work Permit</li> <li>• Family Bible</li> </ul>
202	Individual with a Disability (WIOA)	<p>Record 1 if the participant indicates that he/she has any "disability", as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities.</p> <p>Record 0 if the participant indicates that he/she does not have a disability that meets the definition.</p> <p>Record 9 if the participant did not self-identify.</p>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• School 504 Records Provided by Student</li> <li>• Assessment Test Results</li> </ul>
301	Eligible Veteran Status	<p>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.</p> <p>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.</p> <p>Record 3 if the participant is: (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 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</p>	R <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• DD-214</li> <li>• Cross-Match with Department of Defense Records</li> <li>• Cross-Match with Veterans Service Database</li> <li>• A Letter from the Veterans' Administration</li> </ul>

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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Disabled Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
401	UC Eligible Status	<p>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.</p> <p>Record 0 if the participant does not meet any one of the conditions described above.</p> <p>Leave "blank" if the data is not available.</p> <p>Record 1 if the participant is a person who (a) filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred based on participation in the Reemployment Services and Eligibility Assessment (RESEA) program.</p> <p>Record 2 if the participant is a person who (a) filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system.</p> <p>Record 3 if the participant is a person who meets condition 2 (a) described above, but was not referred to service through the state's WPRS system or the RESEA program.</p> <p>Record 4 if the participant meets condition 2(a), but has exhausted all UC benefit rights for which he/she has been determined eligible, including extended supplemental benefit rights.</p> <p>Record 5 if the participant is claimant who is exempt from normal work search requirements according state law, and does not have to perform work search activities.</p> <p>Record 0 if the participant was neither a UC Claimant nor an Exhaustee.</p> <p>Leave blank if this data element does not apply to the participant.</p>	R <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match to State UI Database</li> <li>• Cross-Match to State MIS Database</li> <li>• Referral Transmittal by RESEA or WPRS</li> <li>• Self-Attestation for Code Values 3 and 4 only.</li> </ul>
402	Long-Term Unemployed at Program Entry (WIOA)	<p>Record 1 if the participant, at program entry, has been unemployed for 27 or more consecutive weeks.</p> <p>Record 0 if the participant does not meet the condition described above.</p>	R <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Public Assistance Records</li> <li>• Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Database</li> <li>• Cross-Match to State UI Database</li> </ul>

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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
409	School Status at Program Entry (WIOA)	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Educational Institution Enrollment Record</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation)</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Electronic Records</li> <li>• Self-Attestation</li> </ul>
410	Date of Actual Dislocation	<p>Record the participant's date of actual dislocation from employment. This date is the last day of employment at the dislocation job.</p> <p>Leave blank if there is no dislocation job (e.g., displaced homemaker) or this data element does not apply to the participant.</p>	R <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Verification from Employer</li> <li>• Rapid Response List</li> <li>• Notice of Layoff</li> <li>• Public Announcement with Follow-Up Cross-Match with UI Database</li> <li>• Self- Attestation</li> </ul>
600	Temporary Assistance to Needy Families (TANF)	<p>Record 1 if the participant is listed on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program.</p> <p>Record 0 if the participant does not meet the condition described above.</p> <p>For WIOA Adult/DW/WP/DWG require only if participant has received</p>	R <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• TANF Eligibility Verification</li> <li>• TANF Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF</li> <li>• Cross-Match with TANF Public Assistance Records</li> </ul>

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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
602	Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Record 0 if the participant does not meet any of the conditions described above. For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training</p>	R <sup>DEV</sup>	R <sup>DEV</sup>			<p>One of the following:</p> <ul style="list-style-type: none"> <li>• SSI/SSDI Receipt of Benefits Verification</li> <li>• Referral Transmittal from SSA</li> <li>• SSI/SSDI Eligibility Verification</li> <li>• Cross-Match with SSA Database</li> </ul>
603	Supplemental Nutrition Assistance Program (SNAP)	<p>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.)</p> <p>Record 0 if the participant does not meet the above criteria.</p> <p>For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training</p>	R <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• SNAP Eligibility Verification</li> <li>• Copy of Authorization to Receive Food Stamps</li> <li>• Documentation of Food Stamp Benefit Receipt</li> <li>• Referral Transmittal from SNAP</li> <li>• Cross-Match with SNAP Public Assistance Records</li> </ul>
604	Other Public Assistance Recipient	<p>Record 1 if the participant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), or Refugee Cash Assistance (RCA). Do not include foster child payments.</p> <p>Record 0 if the participant does not meet the above criteria. Leave blank if this data element does not apply to the participant.</p>	R <sup>DEV</sup>	R <sup>DEV</sup>			<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Medical Card Showing Cash Grant Status</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Cross-Match with State MIS Database</li> </ul>



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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• WIC Eligibility Verification</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy</li> </ul>
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 <sup>DEV</sup>		<p>One of the following (see state policy on definition):</p> <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>
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.					<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Written Confirmation from Social Services Agency</li> <li>• Case Notes</li> <li>• Self-Attestation</li> <li>• Foster Care Agency Referral Transmittal</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Needs Assessment</li> <li>• Signed Individual Service Strategy</li> </ul>
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)	Record 1 if the participant, at program entry: (a) Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who: (i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; (ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; (iii) is living in an emergency or transitional shelter; (iv) is abandoned in a hospital; or (v) is awaiting foster care placement; (b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground; (c) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or (d) Is under 18 years of age and absent 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.	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Written Statement or Referral Transmittal from a Shelter or Social Service Agency</li> <li>• Needs Assessment</li> <li>• Case Notes</li> <li>• Signed Individual Service Strategy</li> <li>• A letter from caseworker or support provider</li> </ul>

Attachment 1–Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
801	Ex-Offender Status at Program Entry (WIOA)	<p>Record 0 if the participant does not meet the conditions described above.</p> <p>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.</p> <p>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.</p> <p>Record 0 if the participant does not meet any one of the conditions described above.</p> <p>Record 9 if the participant did not disclose.</p>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Documentation from the Juvenile or Adult Criminal Justice System</li> <li>• Written Statement or Referral Document from a Court or Probation Officer</li> <li>• Referral Transmittal from a Reintegration Agency</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• Self-Attestation</li> <li>• Signed Individual Service Strategy</li> <li>• Federal Bonding Program Application</li> </ul>
802	Low Income Status at Program Entry (WIOA)	<p>Record 1 if the participant, at program entry, is a person who:</p> <p>(a) Received, 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:</p> <p>(i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.);</p> <p>(ii) Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.);</p> <p>(iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or</p> <p>(iv) State or local income-based public assistance.</p> <p>(b) Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level;</p> <p>(c) Is an individual who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.);</p> <p>(d) Is a foster child on behalf of whom State or local government payments are made;</p> <p>(e) Is a participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement;</p> <p>(f) Is a homeless participant or a homeless child or youth or runaway youth (see Data Element #800); or</p> <p>(g) Is a youth living in a high-poverty area.</p> <p>Record 0 if the participant does not meet the criteria presented above.</p> <p>For WIOA A/DW/WP/DWG require only if participant has received Individualized Career Services or Training</p>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Award Letter From Veteran's Administration</li> <li>• Bank Statements</li> <li>• Pay Stubs</li> <li>• Compensation Award Letter</li> <li>• Court Award Letter</li> <li>• Pension Statement</li> <li>• Employer Statement/Contact</li> <li>• Family or Business Financial Records</li> <li>• Housing Authority Verification</li> <li>• Quarterly Estimated Tax for Self-Employed Persons</li> <li>• Social Security Benefits</li> <li>• UI Claim Documents</li> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Public Assistance Eligibility Verification</li> <li>• Cross-Match with Refugee Assistance Records</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Cross-Match with UI Wage Records</li> <li>• Self-Attestation</li> </ul>

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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, or other school documentation)</li> <li>• Self-Attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy</li> </ul>
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	Record 1 if the participant is, at program entry: A) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or 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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Case notes</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Case Notes</li> <li>• Needs Assessment</li> <li>• TANF Single Parent Eligibility Verification</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Signed Individual Service Strategy or Employment Plan</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Self-attestation</li> <li>• Signed Intake Application or Enrollment Form</li> <li>• Cross-Match with Public Assistance Records</li> <li>• Copy of Spouse's Layoff Notice</li> <li>• Copy of Spouse's Death Record</li> <li>• Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment)</li> <li>• Copy of Divorce Records</li> <li>• Copy of Applicable Court Records</li> <li>• Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned)</li> <li>• Needs Assessment</li> <li>• Signed Individual Employment Plan</li> </ul>

Attachment 1–Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Distilled Workers	WIOA Youth	Distilled Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Notes</li> <li>• Cross-Match with Public Assistance Records</li> <li>• NFJP Eligibility Documents</li> <li>• Cross-Match with State MIS</li> <li>• Cross-Match with H-1B Records</li> </ul>
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 <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Individual Plan for Employment</li> <li>• Electronic Records</li> <li>• Program intake documents, such as eligibility determination documentation or program enrollment forms.</li> </ul>
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.	R <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• A copy of the letter sent to the individual indicating that the case was closed</li> <li>• WIOA status/exit forms</li> <li>• Electronic Records</li> <li>• Attendance records</li> <li>• Review of service records identifying the last qualifying service (and lack of a planned gap)</li> </ul>
906	Date of First WIOA Youth Service	Record the date on which the participant began receiving his/her first WIOA youth service (i.e. 1 of the 14 youth program elements in WIOA §129(c)(2)). Leave blank if the participant did not receive services funded by the WIOA Youth program.			R <sup>DEV</sup>		One of the following: <ul style="list-style-type: none"> <li>• Signed Intake Application or Enrollment Form with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service</li> <li>• Case Notes with Cross-Match to State MIS Database</li> <li>• Signed Individual Service Strategy with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service</li> <li>• Eligibility Determination Documentation or Program Enrollment Forms with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service</li> </ul>

Attachment 1 – Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
907	Recipient of Incumbent Worker Training	<p>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).</p> <p>Record 2 if the participant received Incumbent Worker training services by Local Formula funds under WIOA section 134(d)(4).</p> <p>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).</p> <p>Record 4 if the participant received Incumbent Worker training services under HIB.</p> <p>Record 5 if the participant received incumbent Worker training services under a National Dislocated Worker Grant (DWG) (WIOA section 170).</p> <p>Record 6 if the participant received Incumbent Worker training services under a National Farmworker Job Program (NFJP) (WIOA section 167).</p> <p>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.</p>	R <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>Signed IWT Contract</li> <li>Electronic Records</li> </ul>
908	Rapid Response	<p>Record 1 if the participant participated in rapid response activities authorized at WIOA section 134(a)(2)(A)(i)(1).</p> <p>Record 0 if the participant did not receive services under the condition described above.</p> <p>Record 9 if grantee is unable to track enrollment in the program.</p> <p>Leave blank if this data element does not apply to the participant.</p>		R <sup>D</sup> EV		R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>Cross-Match to State MIS Database</li> <li>Case Notes</li> <li>Self-Attestation</li> <li>Rapid Response List</li> <li>Cross-Match to Rapid Response Records</li> </ul>
923	Other Reasons for Exit (WIOA)	<p>Record 01 if the participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant.</p> <p>Record 02 if the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.</p> <p>Record 03 if the participant is deceased.</p> <p>Record 04 if the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.</p> <p>Record 05 if the participant is in the foster care system as defined in 45 CFR 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).</p> <p>Record 06 if the participant, who was determined to be eligible, is later determined not to have met eligibility criteria. <b>NOTE:</b> 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.</p> <p>Record 07 if the participant is a criminal offender in a correctional institution</p>	R <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>File documentation with notes from program staff</li> <li>Information from partner services</li> <li>WIOA status/exit forms</li> <li>Electronic Records</li> <li>Withdrawal form with explanation</li> <li>Information from institution or facility</li> </ul>

Attachment 1–Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
		under section 225 of WIOA. Record 00 if the participant meets none of the above conditions.					
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 <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	One of the following: • Case Notes • Cross-Match with State MIS Database • Electronic Records
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)	Record the most recent date a job seeker accessed self-services/information-only services or activities during the reporting period, either a physical location or remotely via the use of electronic technologies. Self-Service does not uniformly apply to all virtually accessed services; For example, virtual accessed services that provide a level of support above independent job or information seeking on the part of a reportable individual/participant would not qualify as self-service. Information-only activities or services may be either self-service or staff assisted. Leave blank if the reportable individual/participant did not access a self-service/information-only basic career service.	R <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	One of the following: • Electronic Records • Case Notes
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)	Record the most recent date on which the participant received any basic career service (includes any career service under WIOA Section 134(c)(2)(A)(i)-(xi) that is not provided via self-service or information services and activities). Leave blank if the participant did not receive a basic career service with significant staff involvement.	R <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	One of the following: • Case Notes • Electronic Records
1004	Date of Most Recent Career Service (WIOA)	Record the date on which career services (both basic and individualized) were last received (excluding self-services, information services or activities, or follow-up services). Leave blank if the participant did not receive career services.	R <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	One of the following: • Case Notes • Electronic Records
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)	Record the most recent date on which the participant received any career service provided by a DVOP specialist. Leave blank if the participant did not receive a service with significant staff involvement or this data element does not apply to the participant.	R <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	One of the following: • Electronic Records • Case Notes
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 <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	One of the following: • Electronic Records • Case Notes
1007	Date of Most Recent Reportable Individual Contact	Record the most recent date on which the job seeker had reportable individual level contact, including provision of identifying information or enrollment, with one or more applicable programs.	R <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	One of the following: • Case Notes • Cross-Match with State MIS Database • Electronic Records

Attachment 1–Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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)(xi). Leave blank if the participant did not receive any individualized career service or this data element does not apply to the individual.	R <sup>DEV</sup>	R <sup>DEV</sup>			One of the following: • Case Notes • Cross-Match with State MIS Database • Electronic Records
1201	Most Recent Date Received Individualized Career Service	Record the most recent date on which the participant received individualized career services as described in WIOA sec. 134(c)(2)(xii).	R <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	One of the following: • Case Notes • Electronic Records
1202	Date Individual Employment Plan Created	Record the date on which the participant's Individual Employment Plan (IEP) was created or otherwise established to identify the participant's employment goals, their appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. Leave blank if an employment plan was not created for the participant, or if the individual is not a participant.	R <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	One of the following: • Cross-Match with State MIS Database • Case Notes • Signed Individual Employment Plan or Individual Service Strategy • Electronic Records
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.  <b>NOTE:</b> 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. <b>NOTE:</b> 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 <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	One of the following: • Case Notes • Signed Work Experience Agreement • Electronic Records

Attachment 1–Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
1206	Date Received Financial Literacy Services	Record the date, at any time during participation in the program, that the participant received any financial literacy services. They may include services that help with creating budgets, initiate checking and savings accounts at banks, applying for and managing loans and credit cards, learning about credit reports and credit scores, and identifies identity theft. Leave blank if this data element does not apply to the participant.	R <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Case Notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> <li>• Electronic Records</li> </ul>
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 <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Electronic Records</li> <li>• Case Notes</li> <li>• Signed Transitional Job Agreement</li> </ul>
1300	Received Training (WIOA)	Record 1 if the participant received training services. Record 0 if the participant did not receive training services.	R <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-match Between Dates of Service and Vendor Training Information</li> <li>• Vendor Training Records</li> <li>• Cross-Match with State MIS Database</li> <li>• Case Notes</li> <li>• Signed Training Contract</li> <li>• ITA</li> <li>• Electronic Records</li> </ul>
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 <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>



Attachment 1–Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	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
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 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 <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	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
1307	Training Completed #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 <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	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
1308	Date Completed, or Withdrew from, Training #1	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 <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	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
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 <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	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

Attachment 1–Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>D</sup> <sub>EV</sub>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>WIOA Source Documents</p> <p>One of the following:</p> <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>
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 <sup>DEV</sup>	R <sup>D</sup> <sub>EV</sub>		R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>
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 <sup>DEV</sup>	R <sup>D</sup> <sub>EV</sub>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
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 <sup>DEV</sup>	R <sup>D</sup> <sub>EV</sub>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
1314	Date Entered Training #3	Record the date on which the participant's third training service actually began. If the participant received more than 3 training services, record the date on which the participant actually began the last (or most recent) training service. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> <li>• ITA</li> </ul>

Attachment 1 – Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
1315	Type of Training Service #3 (WIOA)	If the participant received a third type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: IF OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be utilized when other codes are clearly not appropriate. Record 00 if the participant did not receive a third service. Leave blank if this data element does not apply to the participant. Additional Note: If the participant receives more than three training services,	R <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• Cross-match between dates of service and vendor training information</li> <li>• Vendor training documentation</li> <li>• Electronic Records</li> <li>• Individual Training Account</li> <li>• Attendance records</li> </ul>
1316	Occupational Skills Training Code #3	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known or if this data element does not apply to the participant. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training If the participant received more than 3 training services use the 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 <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Cross-Match to State MIS Database</li> <li>• Case notes</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA</li> </ul>
1317	Training Completed #3	Record 1 if the participant did not receive a third training service or this data element does not apply to the participant.	R <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Cross-match between State MIS Database and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to State MIS Database</li> <li>• Case Notes with Follow-up Cross-Match to State MIS Database</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with State MIS Database</li> <li>• Case notes</li> <li>• ITA Approval, Allocation or Activation Records</li> </ul>

Attachment 1–Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
1332	Participated in Postsecondary Education During Program Participation (WIOA)	<p>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</p> <p>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</p> <p>Leave blank if this does not apply to the participant</p> <p>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 PJRL 1811. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.</p>	R <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Data match with postsecondary data system</li> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> </ul>
1401	Enrolled in Secondary Education Program (WIOA)	<p>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.</p> <p>Record 0 if the participant was not enrolled in a secondary education program at or above the 9th grade level.</p>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> </ul> <p>Data match to State K-12 data system</p>
1402	Most Recent Date Received Educational Achievement Services	<p>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.</p> <p>Leave blank if the participant did not receive educational achievement services or this data element does not apply to the individual.</p>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> </ul> <p>WIOA status forms noting receipt of service and type of service received</p>

Attachment 1 –Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> </ul> <p>WIOA status forms noting receipt of service and type of service received</p>
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 experiences 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 <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity Sheets</li> <li>• Sign-in Sheets</li> <li>• Attendance Records</li> <li>• Vendor Contract</li> <li>• Cross-Match with State MIS Database</li> <li>• Case Notes</li> </ul> <p>Logs or Status Forms Noting Receipt of Service and Combination of Services Received</p>
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card.</li> </ul> <p>Data match with postsecondary data system</p>
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 <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> </ul> <p>WIOA status forms noting receipt of service and type of service received</p>

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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1410	Most Recent Date Received Adult Mentoring Services	Record the most recent date on which the participant received adult mentoring services. Adult mentoring services may last for at least twelve (12) months and may occur both during and after program participation. Leave blank if the participant did not receive adult mentoring services or this data element does not apply to the participant.			R <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>

Attachment I –Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
1411	Most Recent Date Received Comprehensive Guidance/ Counseling Services	Record the most recent date on which the participant received comprehensive guidance and counseling services, which may include drug and alcohol abuse counseling. Leave blank if the participant did not receive comprehensive guidance/counseling services or this data element does not apply to the participant.			R <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1412	Most Recent Date Received Youth Follow-up Services	Record the most recent date on which the youth participant received follow-up services after exiting the program. Follow-up services for youth participants are described as: (a) Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. (b) Follow-up services for youth may also include the following program elements: (1) Supportive services; (2) Adult mentoring; (3) Financial literacy education; (4) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and (5) Activities that help youth prepare for and transition to postsecondary education and training. (c) All youth participants must be offered the opportunity to receive follow-up services that align with their Individual Service Strategies. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted. Leave blank if the participant did not receive follow-up services or if this data element does not apply to the participant.			R <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
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 <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>

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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• State MIS, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
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 <sup>DEV</sup>		<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
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 <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>
1535.28	Received Needs-Related Payments	Record 1 if the participant received needs related payments (WIOA section 134(d)(3)) for the purpose of enabling the participant to participate in approved training funded under WIOA Title IB. Record 0 if the participant did not receive any needs-related payments as described above. Leave blank if this data element does not apply to the participant.	R <sup>DEV</sup>	R <sup>D</sup> EV		R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Activity sheets</li> <li>• Sign-in sheets</li> <li>• Attendance record</li> <li>• Vendor contract</li> <li>• Electronic Records, case notes</li> <li>• WIOA status forms noting receipt of service and type of service received</li> </ul>



Attachment 1 –Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If the participant is not found in wage records, grant recipients may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the first quarter after the quarter of exit.	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intra-state and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>

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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Disabled Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intra-state and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	<ul style="list-style-type: none"> <li>• One of the following (consistent with TEGL 26-16):</li> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intra-state and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<ul style="list-style-type: none"> <li>• One of the following:</li> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul>

Attachment 1–Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>DEV</sup>		Dislocated	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Administrative Wage Record)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>			<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>			<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>DEV</sup>			<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1612	Occupational Code of Employment 2 <sup>nd</sup> 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 <sup>DEV</sup>	R <sup>D</sup> EV			<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
1613	Occupational Code of Employment 4 <sup>th</sup> 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 <sup>DEV</sup>	R <sup>D</sup> EV			<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• UI Wage Records</li> <li>• Supplemental data sources defined by TEGL 26-16 follow up services</li> <li>• Surveys</li> <li>• Record sharing and/or automated record matching with other employment and administrative databases,</li> <li>• Other out of state federal wage record systems,</li> <li>• Case notes</li> </ul>

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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intra-state and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intra-state and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>

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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>DEV</sup>			<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>			<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>



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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 not yet available for this item. Leave blank if data element does not apply to the participant.	R <sup>DEV</sup>	R <sup>DEV</sup>			<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intra-state and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> </ul> <p>Detailed case notes verified by employer and signed by the counselor</p>

Attachment 1—Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intra-state and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	<p>One of the following (consistent with TEGL 26-16):</p> <ul style="list-style-type: none"> <li>• Cross-Match with State and Out-of-State UI Quarterly Wage Records (intra-state and interstate)</li> <li>• Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)</li> <li>• Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires)</li> <li>• State New Hires Registry</li> <li>• Signed Follow-up Survey Response from Program Participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Railroad Retirement System</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings)</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)</li> </ul>

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Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Data match</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Follow-up survey from program participants</li> <li>• Case notes documenting information obtained from education or training provider</li> </ul> **For RSA-911 purposes, documentation is required for credentials earned after program participation begins.
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>

Attachment 1 – Data Element Validation List by Title I Program

Data Element No.	Data Element Name	Data Element Definitions/Instructions	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	WIOA Source Documents
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>
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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-Match with Postsecondary Education Database</li> <li>• Copy of Diploma, Credential or Degree Awarded by Education Institution</li> <li>• Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)</li> <li>• Signed Follow-up Survey Response from Program Participant</li> <li>• Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>

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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 <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Pre- and post-test results measuring EFL gain</li> <li>• Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units</li> <li>• Postsecondary education or training enrollment determined through data match, survey documentation, or program notes</li> </ul>
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 <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>
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 <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>
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 <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	One of the following: <ul style="list-style-type: none"> <li>• Documentation of a skill gained through OJT or Registered Apprenticeship</li> <li>• Contract and/or evaluation from employer or training provider documenting a skill gain</li> <li>• Progress report from employer documenting a skill gain</li> </ul>

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1810	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)	<p>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.</p> <p>Leave blank if this data element does not apply to the participant.</p>	R <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Results of knowledge-based exam or certification of completion</li> <li>• Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment</li> <li>• Documentation from training provider or employer</li> <li>• Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam</li> </ul>
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	<p>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.</p> <p>Leave blank if the data element does not apply to the participant.</p> <p>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.</p>	R <sup>DEV</sup>	R <sup>D</sup> EV	R <sup>DEV</sup>	R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• File documentation with notes from program staff</li> <li>• School records</li> <li>• Transcript or report card</li> <li>• Data match with postsecondary data system</li> </ul>

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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 <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	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
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 <sup>DEV</sup>		One of the following: • Cross-match with other agencies • Copy of registration record • File documentation with notes from program staff • School records • Transcript or report card • Vendor/training provider training documentation
1901	Youth 4th Quarter Placement (Title I) (WIOA)	Record 1 if the participant is enrolled in occupational skills training (including advanced training). Record 2 if the participant is enrolled in postsecondary education. Record 3 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions.			R <sup>DEV</sup>		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
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 <sup>DEV</sup>	R <sup>DEV</sup>		R <sup>DEV</sup>	One of the following: • Copy of Assessment Test Results Vendor Receipt for Testing

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2001	Date of Completion of DWG Services	Record the date the participant received their last service in the DWG program.				R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• Cross-match between Electronic Records and Attendance Sheets or Records</li> <li>• Vendor Training Records with Follow-up Cross-Match to Electronic Records</li> <li>• Case Notes with Follow-up Cross-Match to Electronic Records</li> </ul>
2002	Employed at Completion of DWG Services	<p>Record 1 if the participant is employed at completion of participation in services under a Dislocated Worker Grant (DWG). Employment is counted the quarter in which the participant stops receiving services funded through a DWG project.</p> <p>Record 0 if the participant does not meet the condition described above.</p>				R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> </ul> <p>Detailed case notes verified by employer and signed by the counselor</p>
2004	Received Services through a Disaster Recovery Dislocated Worker Grant	<p>Record 1 if the participant received disaster relief employment only under a Disaster Recovery DWG, and received no other services under a Disaster Recovery DWG.</p> <p>Record 2 if the participant received disaster relief employment and received Employment and Training services (Career and Training services) under a Disaster Recovery DWG.</p> <p>Record 3 if the participant received Employment and Training services (Career and Training services) only under a Disaster DWG, and did not receive disaster relief employment under a Disaster Recovery DWG.</p> <p>Record 0 if the participant did not receive services under a Disaster Recovery DWG.</p>				R <sup>DEV</sup>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• UI wage data match/administrative wage match, such as the National Directory of New Hires</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual's employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> <li>• Detailed case notes verified by employer and signed by the counselor</li> </ul> <p>Electronic Records</p>