

I. Purpose

The purpose of this policy is to provide guidance on appropriate follow-up services and when to provide follow up services for participants that exit the Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker and Youth programs in the Southeast Tennessee Local Workforce Area.

II. Background

TEGL 19-16 states that follow-up services must be made available to Adult and Dislocated Worker participants placed in unsubsidized employment for a minimum of 12 months following the participant's first date of employment.

20 CFR § 681.580 describes Youth follow-up services provided as "critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training." Follow up services may begin immediately following the last expected date of service in the 14 Youth Elements, and no future services are scheduled.

Common Exit and Follow Up

A common exit as described in **TEGL 10-1 Change I** and **20 CFR 677.150**, and regulated by the state Workforce Services WIOA Policy – Common Exit from WIOA Partner Programs, occurs when a participant enrolled in multiple partner programs to which the common exit applies, has not received services for at least 90 days and no future services are scheduled. The state of Tennessee identifies the following partner programs to which Common Exit applies:

- Adult, Dislocated Worker and Youth
- Wagner-Peyser Employment Services
- Trade Adjustment Act/Trade and Globalization Adjustment Act
- Jobs for Veterans State Grants

Follow-up may begin immediately after the last date of service in the Title I programs, but follow-up and performance reporting must continue for four quarters after the exit/common exit quarter, for a minimum of 12 months. Follow-up forms in VOS will not be available until the file soft exits or 90 days past the exit/common exit date.

III. Instructions

Follow-up services provide a link between the participant and workforce system in order to make certain services available after program exit. These services differ for Adult/Dislocated Worker programs and the Youth program. The types of services provided, and the duration of services must be determined based on the needs of the individual. Participants who have significant barriers to employment and education (for Youth) may need more frequent follow-up services to ensure post-program success. At a minimum, follow-up is to be provided quarterly, integrated into the program design and considered to have as much value as all other program components.

At the time of enrollment, participants must be informed that follow-up will be provided for a minimum of 12 months following exit. Effective follow-up can be achieved by developing trusting and supportive relationships during program participation. At exit, the client should be advised that the follow-up period will begin and what they can expect during follow-up. It is recommended the frequency of contact is agreed upon with the participant based on the individual's barriers. If at any time during the first 90 days a participant needs continued program services due to loss of employment or withdrawal from post-secondary (for Youth), the appropriate activity is to be added to extend participation.

Case Closure and Exit Dates

Closure dates and exit dates must be clearly and accurately documented in the electronic file. Since the exit date is determined by the last date of service according to the common Exit Policy, and occurs retroactively after 90 days have passed, all program closed activities must be supported by a case note and any documentation that provides a match or support of the date. See attachment PIRL (ETA 9170)

Examples of supporting documentation are:

- Transcript/credential supporting last day of training, credentials
- Completed Employment Verification Form identifying first day of unsubsidized
- Attendance verification supporting the last day of transportation or child care assistance
- Post-Secondary enrollment verification supporting placement outcomes
- Case note or other documentation to support last day of Youth Leadership Development

Follow-up contacts must be meaningful, client-centered, and include open ended questions to identify the need for follow-up services. Follow-up must be more than a contact or attempted contact for securing documentation to report a performance outcome. Follow-up services provided should be clearly documented in VOS utilizing case notes, follow-up forms in VOS and F-codes that align with activities.

If at any point in time during program participation or the 12 months following exit the participant refuses follow-up services, they may do so. The file must contain an exit form reviewed and signed by the Career Services Manager that indicates the reason the participant requested to opt out of follow-up.

In the event a participant cannot be located, every effort must be made to locate the participant and documented in the case file. For participants that cannot be located, an exit form reviewed and signed by the Career Services Manager must be uploaded to the electronic case file. The number of participants that opt out or cannot be located will be must be tracked and reported. Repeated exits due to refusal to continue or cannot locate are to be reviewed for case management effectiveness. (See attached WIOA Closure and Common Exit Form)

Contact or attempted contact with participants must always be followed up with contact to employers and/or education institutions (for Youth) to confirm placement, start/end dates, wages and hours worked. All the required information in the follow-up forms must be documented.

In instances where the participant refuses services or cannot be located and the employer or educational institution is known, contact with the employer/education institution to document the

participant is still employed/enrolled is required to document supplemental information within the VOS follow-up forms.

If social security numbers are not available for a participant, supplemental follow-up methods will be the only allowable source to document outcomes in performance reporting because wage records will not be available.

Exits Due to System Closed Activities

Files should not close due to system closed activities. If this occurs, the Career Service Specialist must immediately notify the Skills Training Lead and so that steps can be taken to correct the file and ensure that PIRL elements are accurately captured.

Adult and Dislocated Worker Program Follow-Up

Follow-up services must be made available to all participants enrolled in the Adult and Dislocated Worker programs for a minimum of 12 months after the first day of unsubsidized employment. Follow-up services do not extend the date of exit but the forms in VOS will not become available until the file soft exits or 90 days after the last activities(s) are closed.

Examples of WIOA Adult and Dislocated follow-up services include:

- Additional career planning and counseling about the workplace;
- Peer support groups and job clubs;
- Information about additional educational opportunities and career pathways
- Referral to supportive services available in the community (Adults and Dislocated Workers may not receive fundable supportive services per WIOA)

Youth Program Follow-Up

Follow-up services must be provided to all participants enrolled in the Youth program for a minimum of 12 months after the last date of services within the 14 Youth Elements. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. All youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies.

Follow-up services for youth also may include:

- (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.

Performance Exemptions

Participants that exit for certain reasons are exempt from performance and follow-up will not be required. The case file must contain sufficient documentation, including case notes and supporting documentation prior to closing the file for exemption reasons. Performance exemptions are not applicable if one of the exemption conditions occur after a participant's Date of Program Exit.

The following criteria are exempt if these occur during participation:

- Incarcerated in a correctional institution or has become a resident of an institution of facility providing 24-hour support such as a hospital or treatment center while receiving services as a participant
- Health/Medical treatment that is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program
- Participant is deceased
- Participant is a member of the National Guard or other Reserve Forces called to Active Duty for at least 90 days
- Youth participant is in the foster care system as defined in **45 CFR 1355.20(a)** and has moved from the area as part of such a program or system (Title I Youth Only)

AUTHORIZED BY:

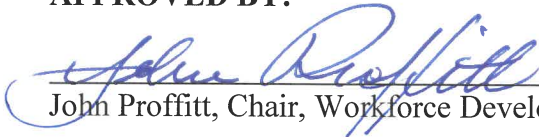


Michele Holt, Director, Workforce Development

12/10/19

Date

APPROVED BY:



John Proffitt, Chair, Workforce Development Board

12.10.19

Date

WIOA Adult, Dislocated Worker and Youth Follow-Up Policy; Effective 12.10.19

WIOA Closure and Common Exit Form

Participant Name: _____ State ID: _____

Closure Date: _____ Exit Date: _____

Program: Adult Dislocated Worker Youth ISY OSY Other Programs: _____

Employed: Yes No Employer Name: _____

If Yes, Attach Completed Employment Verification Form

Post-Secondary: Yes No Institution: _____

If Yes, Attach Completed Enrollment Verification Form/Class Schedule

Youth School Status at Exit

In School – High School or Less Not Attending School – H.S. Dropout

In School – Alternative School Not Attending School – H.S. Graduate

In School – Post High School Not Attending School – Within Age of Compulsory School Attendance

Youth Placement at Exit

Entered Post-Secondary Training Entered Military Service

Entered Advanced Training Entered A Qualified Apprenticeship

Exemptions (Manager Review/Initial and Signature Required)

Incarcerated/Institutionalized for More Than 90 Days During Participation Initials: _____

Health/Medical treatment that is expected to last longer than 90 days Initials: _____

Participant is deceased Initials: _____

National Guard or other Reserve Forces called to Active Duty for at least 90 days Initials: _____

Youth participant is in the foster care system moved from the area as part of system Initials: _____

Other Exit Reasons – (Manager Review/Initial and Signature Required)

Cannot Locate Manager reviewed/assisted with locating participant Initials: _____

Refused to Continue Reason: _____ Initials: _____

Family Care Describe: _____ Initials: _____

Staff Signature

Date

Manager Signature

Date

ETA 9170
WIOA PARTICIPANT INDIVIDUAL RECORD LAYOUT (PIRL)

OMB Control Number 1205-0526

Expiration Date: 06-30-2019

ETA-9170

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
100	Unique Individual Identifier	AN 12	Record the unique identification number assigned to the participant. At a minimum, this identifier for a person must be the same for each program entry and exit (i.e., "period of participation") that an participant has during a program year so that a unique count of participants may be calculated for the program year. NOTE: For Titles I, II, and III, unless specifically directed in program guidance, this field cannot contain a social security number.	XXXXXXXXXXXX
101	State Code of Residence	AN 2	Record the 2-letter FIPS alpha code of the state of the primary domicile of the participant. For example, the State of Alabama would be represented as "AL." Primary domicile is that location established or claimed as the permanent residence or "home" of the participant. If primary domicile is outside the United States, use the following numeric codes: 77 = All Other Countries 88 = Mexico 99 = Canada For persons on active military duty, states should record the two-letter Air/Army Post Office (APO) or Fleet Post Office (FPO) as defined by the Military Postal Service Agency. AE (ZIPs 09xxx) for Armed Forces Europe which includes Canada, Middle East, and Africa AP (ZIPs 962xx - 966xx) for Armed Forces Pacific AA (ZIPs 340xx) for Armed Forces (Central and South) Americas	XX
200	Date of Birth	DT 8	Record the participant's date of birth.	YYYYMMDD
201	Sex	IN 1	Record 1 if the participant indicates that he is male. Record 2 if the participant indicates that she is female. Record 9 if the participant did not self-identify their sex.	1 = Male 2 = Female 9 = Participant did not self-identify
202	Individual with a Disability	IN 1	Record 1 if the participant indicates that he/she has any "disability", as defined in sec. 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. Record 0 if the participant indicates that he/she does not have a disability that meets the definition. Record 9 if the participant did not self-identify.	1 = Yes 0 = No 9 = Participant did not self-identify
210	Ethnicity: Hispanic / Latino	IN 1	Record 1 if the participant indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her ethnicity. (Note: This code is not valid for students in kindergarten through 12th grade served by the Vocational Rehabilitation program.)	1 = Yes 0 = No 9 = Participant did not self-identify
211	American Indian / Alaska Native	IN 1	Record 1 if the participant indicates that he/she is a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race. (Note: This code is not valid for students in kindergarten through 12th grade served by the Vocational Rehabilitation program.)	1 = Yes 0 = No 9 = Participant did not self-identify

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
212	Asian	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race. (Note: This code is not valid for students in kindergarten through 12th grade served by the Vocational Rehabilitation program.)	1 = Yes 0 = No 9 = Participant did not self-identify
213	Black / African American	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the black racial groups of Africa. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race. (Note: This code is not valid for students in kindergarten through 12th grade served by the Vocational Rehabilitation program.)	1 = Yes 0 = No 9 = Participant did not self-identify
214	Native Hawaiian / Other Pacific Islander	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race. (Note: This code is not valid for students in kindergarten through 12th grade served by the Vocational Rehabilitation program.)	1 = Yes 0 = No 9 = Participant did not self-identify
215	White	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race. (Note: This code is not valid for students in kindergarten through 12th grade served by the Vocational Rehabilitation program.)	1 = Yes 0 = No 9 = Participant did not self-identify
400	Employment Status at Program Entry	IN 1	Record 1 if the participant, at program entry, (a) is currently performing any work at all as a paid employee, (b) is currently performing any work at all in his or her own business, profession, or farm, (c) is currently performing any work as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who is not working, but currently has a job or business from which he or she is temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. Record 2 if the participant, at program entry, is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member (i.e., within 12 months of separation or 24 months of retirement). Record 3 if the participant, at program entry, is not in the labor force (i.e., those who are not employed and are not actively looking for work, including those who are incarcerated). Record 0 if the participant, at program entry, is not employed but is seeking employment, makes specific effort to find a job, and is available for work.	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation is pending. 3 = Not in labor force 0 = Unemployed
402	Long-Term Unemployed at Program Entry	IN 1	Record 1 if the participant, at program entry, has been unemployed for 27 or more consecutive weeks. Record 0 if the participant does not meet the condition described above.	1 = Yes, Unemployed ≥ 27 consecutive weeks 0 = No
407	Highest School Grade Completed at Program Entry	IN 2	Use the appropriate code to record the highest school grade completed by the participant at program entry. Record 1 – 12 for the number of school grades completed by the participant. Record 0 if no school grades were completed.	1 – 12 = Number of school grades completed 0 = No school grades completed.

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
408	Highest Educational Level Completed at Program Entry	IN 1	Use the appropriate code to record the highest educational level completed by the participant at program entry. Record 1 if the participant attained a secondary school diploma. Record 2 if the participant attained a secondary school equivalency. Record 3 if the participant has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP). Record 4 if the participant completed one of more years of postsecondary education. Record 5 if the participant attained a postsecondary certification, license, or educational certificate (non-degree). Record 6 if the participant attained an Associate's degree. Record 7 if the participant attained a Bachelor's degree. Record 8 if the participant attained a degree beyond a Bachelor's degree. Record 0 if no educational level was completed.	1 = Attained secondary school diploma 2 = Attained a secondary school equivalency 3 = The participant with a disability receives a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP) 4 = Completed one of more years of postsecondary education 5 = Attained a postsecondary technical or vocational certificate (non-degree) 6 = Attained an Associate's degree 7 = Attained a Bachelor's degree 8 = Attained a degree beyond a Bachelor's degree 0 = No Educational Level Completed
409	School Status at Program Entry	IN 1	Record 1 if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. Record 2 if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time, or is between school terms and is enrolled to return to school. Record 3 if the participant, at program entry, has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and is enrolled to return to school. Record 4 if the participant, at program entry, is not within the age of compulsory school attendance; and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the participant, at program entry, is not attending any school and has either graduated from secondary school or has attained a secondary school equivalency. Record 6 if the participant, at program entry, is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter and has not received a secondary school diploma or its recognized equivalent.	1 = In-school, secondary school or less 2 = In-school, Alternative School 3 = In-school, Postsecondary school. 4 = Not attending school or Secondary School Dropout 5 = Not attending school; secondary school graduate or has a recognized equivalent 6 = Not attending school; within age of compulsory school attendance
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry	IN 1	Record 1 if the participant, at program entry, is within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether receiving these benefits at program entry. Record 0 if the participant does not meet the condition described above. Record 9 if the data element does not apply to the participant (i.e., the participant has never received TANF, or if the participant has already exhausted lifetime TANF eligibility).	1 = Yes 0 = No 9 = Not Applicable
704	Foster Care Youth Status at Program Entry	IN 1	Record 1 if the participant, at program entry, is a person 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.	1 = Yes 0 = No

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
800	Homeless Individual, Homeless Children and Youths, or Runaway Youth at Program Entry	IN 1	<p>Record 1 if the participant, at program entry:</p> <p>(a) Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who:</p> <p>(i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;</p> <p>(ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;</p> <p>(iii) is living in an emergency or transitional shelter;</p> <p>(iv) is abandoned in a hospital; or</p> <p>(v) is awaiting foster care placement;</p> <p>(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;</p> <p>(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</p> <p>(d) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).</p> <p>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.</p> <p>Record 0 if the participant does not meet the conditions described above.</p>	1 = Yes 0 = No
801	Ex-Offender Status at Program Entry	IN 1	<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>	1 = Yes 0 = No 9 = Did not disclose
802	Low Income Status at Program Entry	IN 1	<p>Record 1 if the participant, at program entry, is a person who:</p> <p>(a) Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received:</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 a youth 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 an participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement;</p> <p>(f) Is a homeless participant or a homeless child or youth or runaway youth (see Data Element #700); 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>	1 = Yes 0 = No
803	English Language Learner at Program Entry	IN 1	<p>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.</p> <p>Record 0 if the participant does not meet the conditions described above.</p>	1 = Yes 0 = No

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	IN 1	Record 1 if the participant is, at program entry: A) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or B) a youth or adult, who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society. Record 0 if the participant does not meet the conditions described above.	1 = Yes 0 = No
805	Cultural Barriers at Program Entry	IN 1	Record 1 if the participant, at program entry, perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment. Record 0 if the participant does not meet the conditions described above. Record 9 if the participant did not self-identify.	1 = Yes 0 = No 9 = Participant did not self-identify
806	Single Parent at Program Entry	IN 1	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.	1 = Yes 0 = No 9 = Participant did not self-identify
807	Displaced Homemaker at Program Entry	IN 1	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 sec. 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 sec. 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.	1 = Yes 0 = No
808	Migrant and Seasonal Farmworker Status at National Farmworker Jobs Program Entry (WIOA sec. 167)	IN 1	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, at program entry, is a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above.) Record 0 if the participant does not meet any one of the conditions described above.	1 = Seasonal Farmworker 2 = Migrant and Seasonal Farmworker 3 = A dependent of a seasonal, or migrant and seasonal farmworker 0 = No
900	Date of Program Entry	DT 8	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.	YYYYMMDD
901	Date of Program Exit	DT 8	Record the last date the participant received services that are not self-service, information-only, or follow up services. Record this last date of receipt of services only if there are no future services, that are not self-service, information-only, or follow up services, planned from the program. For Titles I, II and III, record the last date of funded service(s). For Vocational Rehabilitation programs, record the date when the participant's record of service is closed pursuant to 34 CFR 361.43 or 361.56. Leave blank if this data element does not apply to the participant.	YYYYMMDD

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
903	Adult	IN 1	Record 1 if the participant received services under WIOA sec. 133(b)(2)(A) as an individual who is not less than age 18 at the time of program entry. Record 2 if the participant received services under WIOA sec. 133(a)(1). Record 3 if the participant received services under WIOA secs. 133(b)(2)(A) and 133(a)(1). Record 0 if the participant did not receive services under the condition described above.	1 = Yes, Local Formula 2 = Yes, Statewide 3 = Yes, Both Local Formula and Statewide 0 = No
904	Dislocated Worker	IN 1	Record 1 if the participant received services under WIOA sec. 133(b)(2)(B) as a person who— (A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and (iii) is unlikely to return to a previous industry or occupation; (B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in WIOA sec. 134(c)(3), career services described in WIOA sec. 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close; (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the participant resides or because of natural disasters; (D) is a displaced homemaker; or (E)(i) is the 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 who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in WIOA sec. 3(16)(B). Record 2 if the participant received services under WIOA sec. 133(a). Record 3 if the participant received under WIOA secs. 133(b)(2)(B) and 133(a). Record 0 if the participant did not receive services under the condition described above.	1 = Yes, Local Formula 2 = Yes, Statewide 3 = Yes, Both Local Formula and Statewide 0 = No
905	Youth	IN 1	Record 1 if the participant received services under WIOA sec. 128(b). Record 2 if the participant received services under WIOA sec. 128(a). Record 3 if the participant received services under WIOA secs. 128(b) and 128(a). Record 0 if the participant did not receive services under the conditions described above.	1 = Yes, Local Formula 2 = Yes, Statewide 3 = Yes, Both Local Formula and Statewide 0 = No
910	Adult Education	IN 1	Record 1 if the participant received services under WIOA Title II defined as academic instruction and education services below the postsecondary level that increases an individual's ability to-- (A) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; (B) transition to postsecondary education and training; and (C) obtain employment. Record 0 if the participant did not receive any services under the conditions described above. Record 9 if the grantee is unable to track enrollment in the program.	1 = Yes 0 = No 9 = Unknown
911	Job Corps	IN 1	Record 1 if the participant received services under title I, chapter 4, subtitle C of WIOA. Record 0 if the participant did not receive any services under the condition described above. Record 9 if grantee is unable to track enrollment in the program.	1 = Yes 0 = No 9 = Unknown

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
917	Vocational Rehabilitation	IN 1	Record 1 if the participant received services under parts A and B of title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.), WIOA title IV, and Sec. 411(B)(15) defined as transition services for students with disabilities, that facilitate the transition from school to postsecondary life, such as achievement of an employment outcome in competitive integrated employment, or pre-employment transition services. Record 2 if the participant received services from the Vocational Rehabilitation and Employment (VR&E) Program authorized by 38 USC Chapter 31. Record 3 if the participant received services from both vocational rehabilitation programs. Record 0 if the participant did not receive any services under the conditions described above. Record 9 if unknown.	1 = Yes 2 = VR&E 3 = Both VR and VR&E 0 = No 9 = Unknown
918	Wagner-Peyser Employment Service	IN 1	Record 1 if the participant received services under the Wagner-Peyser Act (29 USC 49 et seq.) Record 0 if the participant did not receive services under the Wagner-Peyser Act. Record 9 if the grantee is unable to track enrollment in the program.	1 = Yes 0 = No 9 = Unknown
919	YouthBuild	AN 14	Record the 14 character grant number if the participant received services under the YouthBuild Program as authorized under WIOA sec. 171. The grant number should be entered in the following format without dashes: Two alphabetic characters representing the grant program code-Five numeric characters-Two numeric characters representing the fiscal year when the grant was awarded-Two numeric characters identifying the type of grant awarded-One alphabetic character identifying the relevant agency at ETA-Two numeric characters identifying the state that received the grant was served under (AA-12345-12-55-A-26). If the grant number is unknown, please enter all 9s. Leave blank if the participant did not receive services funded by this program.	XXXXXXXXXXXXXX
923	Other Reasons for Exit	IN 2	Record 01 if the participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant. Record 02 if the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program. Record 03 if the participant is deceased. Record 04 if the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. Record 05 if the participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only). Record 06 if the participant, who was determined to be eligible, is later determined not to have met eligibility criteria. Record 07 if the participant is a criminal offender in a correctional institution under WIOA sec. 225. Record 00 if the participant meets none of the above conditions.	01 = Institutionalized 02 = Health/Medical 03 = Deceased 04 = Reserve Forces called to Active Duty 05 = Foster Care 06 = Ineligible 07 = Criminal Offender 00 = No
1004	Date of Most Recent Career Service	DT 8	Record the date on which career services (both basic and individualized) were last received (excluding self-services, information-only services or activities, or follow-up services). Leave blank if the participant did not receive career services.	YYYYMMDD
1300	Received Training	IN 1	Record 1 if the participant received training services. Record 0 if the participant did not receive training services.	1 = Yes 0 = No
1301	Eligible Training Provider - Name	AN 75	Enter the name of the eligible training provider where the participant received training. Leave blank if this data element does apply to the participant.	XXXXXXXXXXXXXX
1302	Date Entered Training #1	DT 8	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.	YYYYMMDD

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
1303	Type of Training Service #1	IN 2	<p>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 (Other) should only be utilized in rare instances when other codes are clearly not appropriate.</p> <p>Record 00 if the participant did not receive a training service. Leave blank if this data element does not apply to the participant.</p>	<p>01 = On the Job Training 02 = Skill Upgrading 03 = Entrepreneurial Training (non-WIOA Youth) 04 = ABE or ESL (contextualized or other) in conjunction with Training (non-TAA funded) 05 = Customized Training 06 = Other Occupational Skills Training 07 = Remedial Training (ABE/ESL – TAA only) 08 = Prerequisite Training 09 = Registered Apprenticeship 10 = Youth Occupational Skills Training 11 = Other Non-Occupational-Skills Training 00 = No Training Service</p>
1304	Eligible Training Provider - Program of Study	IN 9	<p>Enter the participant's Program of Study for the Eligible Training Provider. A program of study is synonymous with a "program of training services" as defined at 20 CFR part 680.420. A program of training services is one or more courses or classes, or a structured regimen that provides the services in 20 CFR part 680.200 and leads to:</p> <p>(a) An industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or the Federal Government, an associate or baccalaureate degree, or community college certificate of completion; (b) Consistent with § 680.350, a secondary school diploma or its equivalent; (c) Employment; or (d) Measurable skill gains toward a credential described in paragraph (a) or (b) of this section or employment.</p> <p>Record all that apply if the program of study can be classified</p>	<p>1 = A program of study leading to an industry-recognized certificate or certification 2 = A program of study leading to a certificate of completion of an apprenticeship 3 = A program of study leading to a license recognized by the State involved or the Federal Government 4 = A program of study leading to an associate degree 5 = A program of study leading to a baccalaureate degree 6 = A program of study leading to a community college certificate of completion 7 = A program of study leading to a secondary school diploma or its equivalent 8 = A program of study leading to employment 9 = A program of study leading to a measurable skills gain</p>
1305	Eligible Training Provider - CIP Code	IN 6	<p>A program of study is identified through both the type of program outlined above (e.g. industry-recognized certificate) and the field of study. The taxonomy that will be used to identify fields of study will be the Classification of Instructional Programs (CIP). The CIP code can be found here: https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55</p> <p>This field should represent the 6-digit CIP code, without decimal points.</p>	XXXX

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
1310	Type of Training Service #2	IN 2	<p>If the participant received a second type of approved training, record the appropriate code to indicate the type of approved training being provided to the participant.</p> <p>NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09.</p> <p>NOTE: Code 06 (Other) should only be utilized in rare instances when other codes are clearly not appropriate.</p> <p>Record 00 if the participant did not receive a second training service.</p> <p>Leave blank if this data element does not apply to the participant.</p>	<p>01 = On the Job Training 02 = Skill Upgrading 03 = Entrepreneurial Training 04 = ABE or ESL (contextualized or other) in conjunction with Training (non-TAA funded) 05 = Customized Training 06 = Other Occupational Skills Training 07 = Remedial Training (ABE/ESL – TAA only) 08 = Prerequisite Training 09 = Registered Apprenticeship Training 10 = Youth Occupational Skills Training 11 = Other Non-Occupational-Skills Training. 00 = No Training Service</p>
1315	Type of Training Service #3	IN 2	<p>If the participant received a third type of approved training, record the appropriate code to indicate the type of approved training being provided to the participant.</p> <p>NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09.</p> <p>NOTE: Code 06 (Other) should only be utilized in rare instances when other codes are clearly not appropriate.</p> <p>Record 00 if the participant did not receive a third service.</p> <p>Leave blank if this data element does not apply to the participant.</p> <p>Additional Note: If the participant receives more than three training services, record the last (or most recent) training services received by the participant in this field.</p>	<p>01 = On the Job Training 02 = Skill Upgrading 03 = Entrepreneurial Training 04 = ABE or ESL (contextualized or other) in conjunction with Training (non-TAA funded) 05 = Customized Training 06 = Other Occupational Skills Training 07 = Remedial Training (ABE/ESL – TAA only) 08 = Prerequisite Training 09 = Registered Apprenticeship Training 10 = Youth Occupational Skills Training 11 = Other Non-Occupational-Skills Training. 00 = No Training Service</p>
1332	Participated in Postsecondary Education During Program Participation	IN 1	<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 PIRL 1811. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.</p>	<p>1 = Yes, Participated in Postsecondary Education 0 = No, Did Not Participate in Postsecondary Education</p>
1401	Enrolled in Secondary Education Program at Program Entry	IN 1	<p>Record 1 if the participant was enrolled in a Secondary Education Program at or above the 9th Grade level. 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>	<p>1 = Yes 0 = No</p>

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential	DT 8	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 numerator. This element is not to be confused with PIRL 1811, Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment, which encompasses all education and training program enrollment and captures those enrolled during program participation, not post-exit.	YYYYMMDD
1600	Employed in 1st Quarter After Exit Quarter	IN 1	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.	1 = Yes 2 = Yes, Registered Apprenticeship 3 = Yes, Military 0 = No 9 = Information not yet available
1601	Type of Employment Match 1st Quarter After Exit Quarter	IN 1	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, 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 first quarter after the quarter of exit.	1 = UI Wage Data 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Non UI verification 5 = Information not yet available 0 = Not employed
1602	Employed in 2nd Quarter After Exit Quarter	IN 1	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.	1 = Yes 2 = Yes, Registered Apprenticeship 3 = Yes, Military 0 = No 9 = Information not yet available
1603	Type of Employment Match 2nd Quarter After Exit Quarter	IN 1	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.	1 = UI Wage Data 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Non UI verification 5 = Information not yet available 0 = Not employed
1604	Employed in 3rd Quarter After Exit Quarter	IN 1	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.	1 = Yes 2 = Yes, Registered Apprenticeship 3 = Yes, Military 0 = No 9 = Information not yet available
1605	Type of Employment Match 3rd Quarter After Exit Quarter	IN 1	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.	1 = UI Wage Data 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Non UI verification 5 = Information not yet available 0 = Not employed

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
1606	Employed in 4th Quarter After Exit Quarter	IN 1	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.	1 = Yes 2 = Yes, Registered Apprenticeship 3 = Yes, Military 0 = No 9 = Information not yet available
1607	Type of Employment Match 4th Quarter After Exit Quarter	IN 1	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.	1 = UI Wage Data 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Non UI verification 5 = Information not yet available 0 = Not employed
1608	Employment Related to Training (2nd Quarter After Exit)	IN 1	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.	1 = Yes 0 = No
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter	IN 1	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	1 = Yes 0 = No
1703	Wages 1st Quarter After Exit Quarter	DE 8.2	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.	000000.00
1704	Wages 2nd Quarter After Exit Quarter	DE 8.2	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.	000000.00
1705	Wages 3rd Quarter After Exit Quarter	DE 8.2	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	000000.00
1706	Wages 4th Quarter After Exit Quarter	DE 8.2	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 individual.	000000.00
1800	Type of Recognized Credential	IN 1	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, baccalaureate or masters' 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.	1 = Secondary School Diploma/or equivalency 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Graduate/Post Graduate 5 = Occupational Licensure 6 = Occupational Certificate 7 = Occupational Certification 8 = Other Recognized Diploma, Degree, or Certificate 0 = No recognized credential
1801	Date Attained Recognized Credential	DT 8	Record the date on which the participant attained a recognized credential. Leave blank if the participant did not attain a degree or certificate.	YYYYMMDD

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL)	DT 8	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.	YYYYMMDD
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card	DT 8	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 consecutive semesters during the program year, that shows a participant is meeting the State unit's academic standards. Leave blank if this data element does not apply to the participant.	YYYYMMDD
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card	DT 8	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.	YYYYMMDD
1809	Date of Most Recent Measurable Skill Gains: Training Milestone	DT 8	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.	YYYYMMDD
1810	Date of Most Recent Measurable Skill Gains: Skills Progression	DT 8	Record the most recent date the participant successfully passed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams. Leave blank if this data element does not apply to the participant.	YYYYMMDD
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	DT 8	Record the date the participant was enrolled during program participation in an education or training program that leads to a recognized postsecondary credential or employment as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be the date of Program Entry. This includes, but is not limited to, participation in Job Corps or YouthBuild or Adult Education or secondary education programs. Leave blank if the data element does not apply to the participant. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.	YYYYMMDD
1900	Youth 2nd Quarter Placement (Title I)	IN 1	Record 1 if the participant is working in unsubsidized employment during the second quarter after the exit quarter (not including Registered Apprenticeship or military). Record 2 of the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 4 if the participant is enrolled in occupational skills training (including advanced training). Record 5 if the participant is enrolled in postsecondary education. Record 6 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions.	1 = Unsubsidized Employment 2 = Registered Apprenticeship 3 = Military 4 = Occupational Skills Training 5 = Postsecondary Education 6 = Secondary Education 0 = No placement

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
1901	Youth 4th Quarter Placement (Title I)	IN 1	Record 1 if the participant is working in unsubsidized employment during the fourth quarter after the exit quarter (not including Registered Apprenticeship or military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 4 if the participant is enrolled in occupational skills training (including advanced training). Record 5 if the participant is enrolled in postsecondary education. Record 6 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions.	1 = Unsubsidized Employment 2 = Registered Apprenticeship 3 = Military 4 = Occupational Skills Training 5 = Postsecondary Education 6 = Secondary Education 0 = No placement
2413	Incarcerated at Program Entry	IN 1	Record 1 if the participant was a criminal offender in a correctional institution at program entry. Record 0 if this data element does not apply to the participant.	1 = Yes 0 = No
2414	Date Released from Incarceration	DT 8	Record the date the participant was released from a correctional institution. Leave blank if participant remains in a correctional institution at program exit.	YYYYMMDD

Public Burden Statement (1205-0526)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to the Office of Policy Development and Research • U.S. Department of Labor • Room N-5641 • 200 Constitution Ave., NW, • Washington, DC • 20210. **Do NOT send the completed application to this address.**