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|--|--|
| Instructions | |
| <p>The allowable source documentation table lists the data and eligibility elements required to be verified for program eligibility per Federal Regulations and the data element validation Training and Employment Guidance Letter, TEGL 23-19 Change 2.</p> <p>For verification, one of the source documents must be part of the participant's file. For most data elements, the validation guidelines provide multiple forms of acceptable source documentation. If multiple sources conflict, the most authoritative source should be used to determine if the data element is valid and accurate.</p> <p>All programs included in the table are required to use the source documentation table.</p> | |
| Column Definitions | |
| Data Element: | Data/eligibility element requiring validation |
| Requirements By Program: | Program to which the data/eligibility element applies |
| Source Documentation: | Acceptable source documentation |
| Program Specific Parameters: | Special conditions or notes pertaining to a specific program |
| Code Definitions | |
|  | Source documentation required for data element validation <ul style="list-style-type: none"> Documentation must be in the participant's electronic file for all items marked with a D |
|  | Source documentation required for program eligibility <ul style="list-style-type: none"> Documentation must be in the participant's electronic file for the element(s) used to determine program eligibility Program eligibility must be documented in case notes to include what element was used to determine program eligibility |
|  | Source documentation required for determining adult priority of service <ul style="list-style-type: none"> Documentation must be in the participant's electronic file for element(s) used to determine adult priority of service Adult priority of service must be documented in case notes to include what element was used to determine priority |
| Source Documentation Definitions | |
| Case Notes: | Paper or electronic statements by the case manager that identify, at a minimum, the following: (a) a participant's status for a specific data element, (b) the date on which the information was obtained, and (c) the name of the case manager who obtained the information, and (d) the name of the person and the agency, company, etc. who provided the information |
| Cross Match: | A cross-match requires grantees to identify detailed evidence that confirms the data element in a secondary database. Grantees must also confirm supporting information such as dates of participation and services rendered. Grantees must have data sharing agreements in place as appropriate. |
| Electronic Records: | Participant source documents or service record maintained in Iowa <i>WORKS</i> |
| Self-Attestation: | <p>A written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant.</p> <p>A signature on a program application affirms what the applicant provided on their application is true to their knowledge and serves as verification of self-attestation on applicable data elements. The application is not to be signed and dated until all required documentation (source and/or eligibility documentation) has been provided and must be signed by the applicant and Career Planner.</p> <p>Self-Attestation should only be used when no other allowable source documentation is available.</p> |

Appendix A: Allowable Source Documentation

| Data Element | | Requirements by Program | | | | | | | | Source Documentation (at least one of the following) | | Program Specific Parameters (if applicable) |
|---|--|-------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------|------|---|--|---|
| | | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| INDIVIDUAL INFORMATION: EQUAL OPPORTUNITY INFORMATION | | | | | | | | | | | | |
| Date of Birth | | <div>D</div> | <div>E</div> <div>D</div> | <div>E</div> <div>D</div> | <div>E</div> <div>D</div> | <div>E</div> <div>D</div> | <div>E</div> <div>D</div> | <div>D</div> | | <div>D</div> <ul style="list-style-type: none">• Driver's License• Baptismal Record• Birth Certificate• DD-214• Report of Transfer or Discharge Paper• Federal, State, Local or Tribal Identification Card• Passport• Hospital Record of Birth• Public Assistance/Social Service Records• School Records or ID Cards• Work Permit• Family Bible• Cross-Match with State Agency Records• Justice System Records• Selective Service Registration• Signed Letter from a parent or guardian• Medical Records• Self-Attestation | | |
| U.S. Citizenship Status (A citizen of the United States or U.S. Territory, a U.S. permanent resident, or an alien/refugee lawfully admitted to the U.S.) | | <div>E</div> | <div>E</div> | <div>E</div> | <div>E</div> | <div>E</div> | <div>E</div> | | | | <p>See U.S. Citizenship Status Tab:</p> <ul style="list-style-type: none">• One verification source from List A of Form I-9 or a combination of 1 selection from List B and 1 selection from List C <p>Self Attestation for WP and Youth Only</p> | |
| Older Individuals (age 55 and older) | | | <div>P</div> | | | | | | | | <ul style="list-style-type: none">• Driver's License• Baptismal Record• Birth Certificate• DD-214• Report of Transfer or Discharge Paper• Federal, State, Local or Tribal Identification Card• Passport• Hospital Record of Birth• Public Assistance/Social Service Records• School Records or ID Cards• Work Permit• Family Bible• Cross-Match with State Agency Records• Justice System Records• Selective Service Registration• Signed Letter from a parent or guardian• Medical Records• Self-Attestation | <p>For Adult Barriers to Employment Priority of Service:</p> <ul style="list-style-type: none">• Priority must be applied for the individual to receive individualized career services and training services |

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| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|---|--|---|--|--|--|---|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| American Indian, Alaska Native, Native Hawaiian, Other Pacific Islander | |  | | | | | | | | <ul style="list-style-type: none"> • Certificate of Degree of Indian Blood (CDIB) card or letter • Tribal Enrollment Card • Letter or card from BIA showing census roll number • Document from the Alaska Native Corporation which verifies that the applicant is an Alaska Native • Certified Birth Certificate showing Native Hawaiian ethnicity • OHA (Office of Hawaiian Affairs) Registry Card • Kamehameha Schools Ho`oulu Hawaiian Data Center Certification Letter which states Native Hawaiian • Self-Attestation | For Adult Barriers to Employment Priority of Service: <ul style="list-style-type: none"> • Priority must be applied for the individual to receive individualized career services and training services |
| Individual with a Disability |  |   |  |   |   |  | | | | <ul style="list-style-type: none"> • School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) record • Self-Attestation | For Adult Barriers to Employment Priority of Service: <ul style="list-style-type: none"> • Priority must be applied for the individual to receive individualized career services and training services For ISY: <ul style="list-style-type: none"> • Must also be low-income |
| INDIVIDUAL INFORMATION: VETERAN CHARACTERISTICS & SELECTIVE SERVICE REGISTRATION | | | | | | | | | | | |
| Eligible Veteran Status |  |  |  | | |  |  | | | <p>Source documentation beyond Self-Attestation for this element is only required at the point in which a decision is made to enroll a covered person over a non-covered person and commit financial resources, which does not include staff time. (Per TEGL 10-09, Section 9.)</p> <p>Eligible Veteran:</p> <ul style="list-style-type: none"> • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • A Letter from the Veterans' Administration • NGB- 22 documenting Title 10 federal active duty service • Driver's license with Veteran designation • Self-Attestation <p>Eligible Spouse of Veteran:</p> <ul style="list-style-type: none"> • Veteran's DD214 or other separation documents, marriage certificate or IRS joint tax return, and copy of spouse's death record or medical records • Marriage certificate and Veteran's military records • Self-Attestation | <p>Eligible Veteran Status:</p> <ul style="list-style-type: none"> • Discharge status of anything other than dishonorable AND one of the below: <ul style="list-style-type: none"> ▪ 180 days of consecutive active duty ▪ 1 day in combat zone <p>Includes Eligible Spouse of Veteran:</p> <ul style="list-style-type: none"> • The spouse of any person who died on active duty or of a service connected disability • The spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance has been listed as missing in action, captured in the line of duty by hostile force, or forcibly detained or interned in the line of duty by a foreign government or power for more than 90 days • 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 was in existence |



























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| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Registered with Selective Service | | E | E | E | E | E | | | | <ul style="list-style-type: none"> Registration acknowledgment letter Registration acknowledgment card Selective Service System verification Military discharge (Form DD-214) or verification from an authorized representative of Veteran Affairs | <p>If an immigrant alien or refugee, parolee, asylee, seasonal agricultural worker or IRCA-legalized alien born after 12/31/59, and was 26 or older at U.S. entry, Selective Service registration is not required, but must provide:</p> <ul style="list-style-type: none"> Immigration and Naturalization Service (INS) documents (documenting age, date of entry into the United States and alien status as immigrant, refugee, parolee, asylee, seasonal agricultural worker or legalized non-immigrant under the IRCA) <p>If applicant 26 years or older, born on or after 1/1/60, has not registered with Selective Service:</p> <ul style="list-style-type: none"> Status information letter is required <p>For OSY & ISY turning 18:</p> <ul style="list-style-type: none"> Must register in order to remain enrolled in the program |
| INDIVIDUAL INFORMATION: EMPLOYMENT AND EDUCATION INFORMATION | | | | | | | | | | | |
| UC Eligible Status | D | D | D | | | D | | | | <ul style="list-style-type: none"> Cross-Match with State UI Database Cross-Match with State MIS Database Referral Transmittal by RESEA or WPRS Self-Attestation For: <ul style="list-style-type: none"> Filed claim and determined eligible Exhaustee | |
| Long-Term Unemployed at Program Entry (Unemployed for 27 or more consecutive weeks) | D | <div>P</div> <div>D</div> | D | | | D | | | | <ul style="list-style-type: none"> Public Assistance Records Refugee Assistance Records Cross-Match with Public Assistance Database Cross-Match with UI Database Self-Attestation | <p>For Adult Barriers to Employment Priority of Service:</p> <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services |
| Underemployed Individuals | | <div>P</div> | | | | | | | | <ul style="list-style-type: none"> Paystubs indicating less than full-time hours (32 per week) Current job description and resume/training/credentials W2 or IRS documentation showing previous wages that are higher than current wages Self-Attestation | <p>For Adult Barriers to Employment Priority of Service:</p> <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services <p>Underemployed Individuals Are Those Who Are:</p> <ul style="list-style-type: none"> Employed less than full-time who are seeking full-time employment Employed in a position that is inadequate with respect to their skills and training Employed who meet the definition of a low-income individual Employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment, per state and/or local policy |


















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| Dislocated Worker Category 1: Terminated or laid off, or has received notice of termination or layoff, and is eligible for or has exhausted entitlements to UC, and is unlikely to return to previous industry or occupation | | | E | | | E | | | | <p><u>1 Item Under Each Category</u></p> <p>1) Terminated/Laid Off:</p> <ul style="list-style-type: none">• Layoff letter, termination letter, or WARN Notice• Rapid Response record• Unemployment insurance records• Employer statement• DD-214 with other than dishonorable discharge <p>2) Eligible For/Exhausted UI:</p> <ul style="list-style-type: none">• Unemployment insurance records <p>3) Unlikely to Return:</p> <ul style="list-style-type: none">• Trade eligible/enrolled• RESEA services• DD-214 with other than dishonorable discharge• Labor market information showing occupation in decline• Documentation of physical or other limitations restricting return to previous occupation• Documentation of seasonal work and change in family situation, disability, natural disaster that resulted in lost wages, loss of agricultural land, or mechanization• Documention of layoff from seasonal work with no recall date | <p>Individuals Unlikely to Return Include:</p> <ul style="list-style-type: none">• Separating service members• Individuals who have worked in a declining industry or occupation, as documented on state or locally developed labor market statistic lists of such industries or occupations.• Individuals who cannot return to their previous industry or occupation because they have physical or other limitations, which would prevent reentry into the former industry or occupation• Individuals that may have worked seasonally can be considered unlikely to work in a previous industry or occupation as a temporary or seasonal worker, for a variety of reasons such as:<ul style="list-style-type: none">▪ Change in family situation that requires higher income▪ Disability that precludes returning to the same industry or occupation▪ Natural disaster that results in lost wages▪ Loss of agricultural land▪ Mechanization▪ Any significant variance to normal seasonal employment patterns resulting in uncertain return-to-work dates• Individuals laid off on a temporary basis without a specific recall date. An individual is considered as likely to return to a previous industry or occupation if they have a specific recall date from the employer of the qualifying dislocation that is within 12 weeks of termination or layoff. |
| Dislocated Worker Category 2: Terminated or laid off, or has received notice of termination or layoff, and has been employed for sufficient duration (based on state policy) to demonstrate workforce attachment, but is not eligible for UC due to insufficient earnings, or the employer is not covered under the state UC law, and is unlikely to return to previous industry or occupation | | | E | | | E | | | | <p><u>1 Item Under Each Category</u></p> <p>1) Terminated/Laid Off:</p> <ul style="list-style-type: none">•Layoff letter, termination letter, or WARN Notice• Rapid Response record• Unemployment insurance records• Employer statement• DD-214 with other than dishonorable discharge <p>2) Workforce Attachment:</p> <ul style="list-style-type: none">• W-2, tax returns, paystubs• Employer records <p>3) Ineligible for UI:</p> <ul style="list-style-type: none">• Unemployment insurance records• Employer not covered under UI law <p>4) Unlikely to Return:</p> <ul style="list-style-type: none">• Trade eligible/enrolled• RESEA services• DD-214 with other than dishonorable discharge• Labor market information showing occupation in decline• Documentation of physical or other limitations restricting return to previous occupation• Documentation of seasonal work and change in family situation, | |














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| | | | | | | | | | | disability, natural disaster that resulted in lost wages, loss of agricultural land, or mechanization <ul style="list-style-type: none"> • Documentation of layoff from seasonal work with no recall date | |
| Dislocated Worker Category 3: Individual is terminated or laid off, or has received notice of termination or layoff, from employment as a result of the Permanent closure of or substantial layoff at a plant, facility or enterprise | | | E | | | E | | | | Terminated/Laid Off - Permanent Closure <ul style="list-style-type: none"> • Layoff letter, termination letter, or WARN Notice • Rapid Response record • Unemployment insurance records (Business Closing) • Employer statement • DD-214 with other than dishonorable discharge Terminated /Laid Off - Substantial Layoff: <ul style="list-style-type: none"> • Layoff letter, termination letter, or WARN Notice • Rapid Response record • Employer statement • DD-214 with other than dishonorable discharge | Substantial Layoff: <ul style="list-style-type: none"> • The layoff of 6 employees or 25% of that employer’s workforce, whichever is less or when an employer provides a WARN. |
| Dislocated Worker Category 4: Individual is employed at a facility at which the employer has made a general announcement that the facility will close | | | E | | | E | | | | General Announcement of Closure: <ul style="list-style-type: none"> • Employer statement • Media announcement | A General Announcement of Plant Closing: <ul style="list-style-type: none"> • A communication by an employer stating intent to close a business within 180 days, or suspend operations for a period of time which would create a significant economic hardship on the employees, their families and the community |
| Dislocated Worker Category 5: Individual was previously self-employed (including farmers, ranchers and fishermen), but is unemployed due to general economic conditions in the community of residence or because of natural disaster | | | E | | | E | | | | <u>1 Item Under Each Category</u> 1) Proof of Self Employment <ul style="list-style-type: none"> • Most recent 1099-MISC - Miscellaneous Income tax form • Most recent 1040 - Schedule C Profit or Loss From Business tax form • Most recent 1040 - Schedule SE Self Employment tax form • Balance sheets and other profit and loss statements 2) Proof of Economic Conditions or Natural Disaster <ul style="list-style-type: none"> • Federal or state declaration of disaster • Unemployment insurance records • Bankruptcy documents • IRS documentation • Insurance claims • Letter from lawyer, lender or accountant • Proof of income loss or decline in profits | For Category 5: <ul style="list-style-type: none"> • An individual who was self-employed (including employment as a farmer, rancher, or fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters, is further defined by Local Workforce Development Boards. |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Dislocated Worker Category 6: Displaced Homemaker: An individual who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income; or is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, or a call or order to active duty, or a permanent change of station, or the service-connected death or disability of the member; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment | | | E | | | E | | | | <ul style="list-style-type: none"> • Intake Application or Enrollment Form • Cross-Match with Public Assistance Records • Copy of Spouse's Layoff Notice • Copy of Spouse's Death Record • Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) • Copy of Divorce Records • Copy of Applicable Court Records • Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) • Needs Assessment • Individual Employment Plan | |
| Dislocated Worker Category 7: The spouse of a member of the Armed Forces on active duty, 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 | | | E | | | E | | | | <ul style="list-style-type: none"> • Marriage license or IRS joint tax return, military orders, and documentation of previous employment or unemployment insurance records | |
| Dislocated Worker Category 8: The spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. | | | E | | | E | | | | <ul style="list-style-type: none"> • Marriage license or IRS joint tax return, military orders, and 1 of the below: <ul style="list-style-type: none"> ▪ Unemployment insurance records ▪ Paystubs indicating less than full-time hours (32 per week) ▪ Current job description and resume/training/credentials ▪ W2 or IRS documentation showing previous wages that are higher than current wages | |













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| Dislocated Worker Category 12 Grant (DWG) Eligibility: Individual does not meet criteria outlined for Dislocated Workers in categories 1 - 8 above, but is an individual that meets DWG eligibility outlined under WIOA Title ID National programs, Sec. 170 National dislocated worker grants, relating to Sec 170(b)(1)(A) workers affected by major economic dislocations OR Sec 170(b)(1)(B) workers affected by an emergency or major disaster. | | | | | | E | | | | <p><u>For Disaster Recovery DWG, 1 of the Following:</u></p> <p>1) Individuals temporarily or permanently laid off as a consequence of the emergency or disaster</p> <ul style="list-style-type: none"> • Unemployment insurance records • Layoff letter/WARN Notice • Employer statement • Rapid Response record • DD-214 with other than dishonorable discharge <p>2) Long-term unemployed individuals, as defined by the grant</p> <ul style="list-style-type: none"> • Unemployment insurance records showing unemployed 14 out of the past 27 weeks • IWD employment records showing sporadic work history <p>3) Self-employed individuals who became unemployed or significantly underemployed as a result of the disaster or emergency</p> <ul style="list-style-type: none"> • Proof of Self Employment <ul style="list-style-type: none"> ▪ Most recent 1099-MISC - Miscellaneous Income tax form ▪ Most recent 1040 - Schedule C Profit or Loss From Business tax form ▪ Most recent 1040 - Schedule SE Self Employment tax form ▪ Balance sheets and other profit and loss statements • Proof of Disaster Impact <ul style="list-style-type: none"> ▪ Unemployment insurance records ▪ Bankruptcy documents ▪ IRS documentation ▪ Insurance claims ▪ Letter from lawyer, lender or accountant ▪ Proof of income loss or decline in profits <p><u>For Employment Recovery DWG:</u></p> <ul style="list-style-type: none"> • Please see grant specific Employment Recovery DWG Manual | |
| Highest School Grade Completed at Program Entry | | | | | | | | | D | <ul style="list-style-type: none"> • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form • Electronic Records • Case notes • Self- Attestation | |
| Highest Educational Level Completed at Program Entry | | | | | | | | | D | <ul style="list-style-type: none"> • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form • Electronic Records • Case notes • Self- Attestation | |




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| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| School Status at Program Entry |  |  |  |   |   |  | | |  | <ul style="list-style-type: none"> • Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form • Electronic Records • Case notes • Self-Attestation | For OSY: <ul style="list-style-type: none"> • If recipient of a secondary school diploma or its recognized equivalent must also be low-income individual and either one of the following: <ul style="list-style-type: none"> ▪ Basic Skills Deficient or ▪ An English Language Learner |
| Date of Actual Dislocation |  |  |  | | |  | | | | <ul style="list-style-type: none"> • Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self-Attestation | |
| Most Recent Date of Qualifying Separation | | | | | | |  | | | <ul style="list-style-type: none"> • Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self-Attestation | |
| Tenure with Employer at Separation | | | | | | |  | | | <ul style="list-style-type: none"> • Verification from Employer • Worker List from Firm • Cross-Match • Intake Application or Enrollment Form • Case notes • Self-Attestation | |
| Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10 |  | | | | | | | | | <ul style="list-style-type: none"> • Cross-Match with Public Assistance Records • Cross-Match with State MIS Database • Employment Records • Case notes • Self-Attestation | |
| INDIVIDUAL INFORMATION: PUBLIC ASSISTANCE & LOW INCOME INFORMATION | | | | | | | | | | | |
| Temporary Assistance to Needy Families (TANF) |  |   |  | | |  | | - | | <ul style="list-style-type: none"> • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records | For Data Validation: <ul style="list-style-type: none"> • Require only if participant has received Individualized Career Services or Training For Adult Public Assistance Priority of Service: <ul style="list-style-type: none"> • Priority must be applied for the individual to receive individualized career services and training services |
| Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry |  |   |  | | |  | | | | <ul style="list-style-type: none"> • TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records | For Data Validation: <ul style="list-style-type: none"> • Require only if participant has received Individualized Career Services or Training For Adult Barriers to Employment Priority of Service: <ul style="list-style-type: none"> • Priority must be applied for the individual to receive individualized career services and training services |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
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| Supplemental Security Income (SSI) |  |   |  | | | | | | | <ul style="list-style-type: none"> SSI Receipt of Benefits Verification Referral Transmittal from SSA SSI Eligibility Verification Cross-Match with SSA Database | For Data Validation: <ul style="list-style-type: none"> Require only if participant has received Individualized Career Services or Training For Adult Public Assistance Priority of Service: <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services |
| Social Security Disability Insurance (SSDI) |  |  |  | | | | | | | <ul style="list-style-type: none"> SSDI Receipt of Benefits Verification Referral Transmittal from SSA SSDI Eligibility Verification Cross-Match with SSA Database | For Data Validation: <ul style="list-style-type: none"> Require only if participant has received Individualized Career Services or Training |
| Supplemental Nutrition Assistance Program (SNAP) |  |   |  | | | | | | | <ul style="list-style-type: none"> SNAP Eligibility Verification Documentation of SNAP Benefit Receipt Referral Transmittal from SNAP Cross-Match | For Data Validation: <ul style="list-style-type: none"> Require only if participant has received Individualized Career Services or Training For Adult Public Assistance Priority of Service: <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services |
| Other Public Assistance Recipient to include General/Refugee Cash Assistance) | |   |  | | | | | | | <ul style="list-style-type: none"> Copy of Authorization to Receive Cash Public Assistance Copy of Public Assistance Check Medical Card Showing Cash Grant Status Public Assistance Eligibility Verification Cross-Match | For Data Validation: <ul style="list-style-type: none"> Require only if participant has received Individualized Career Services or Training For Adult Public Assistance Priority of Service: <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services |
| Family Size | |  | | |  |  | | | | Family Size: <ul style="list-style-type: none"> Lease Most recent years tax return Human services records Public housing records Landlord contact School records Case notes Family-of-One: <ul style="list-style-type: none"> Medical records Physician’s statement School record of disability determination Vocational rehabilitation letter Social Security disability records Workers compensation record Social services records Psychologist records Veteran administration record Court record Case notes | Family Size: <ul style="list-style-type: none"> Two or more persons related by blood,marriage, or decree or court, who are living in a single residence. Required for determining low-income status Family-of-One: <ul style="list-style-type: none"> The applicant's income only needs to be considered when: <ul style="list-style-type: none"> Has a verified, documented disability Single, widowed, permanently separated,or divorced without dependent children living in a single residence with that individual, and who is not a dependent child <ul style="list-style-type: none"> A foster child on behalf of whom state or local government payments are made A runaway, emancipated, or court-adjudicated youth who is separated from the family |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|---|--|---|--|--|--|-----|------|-----|---|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Low Income Status at Program Entry |  |   |  |   |   |  | | | | <ul style="list-style-type: none"> Award Letter From Veteran’s Administration Bank Statements Pay Stubs Compensation Award Letter Court Award Letter Pension Statement Employer Statement/Contact Family or Business Financial Records Housing Authority Verification Quarterly Estimated Tax for Self-Employed Persons Social Security Benefits UI Claim Documents Copy of Authorization to Receive Cash Public Assistance Copy of Public Assistance Check Public Assistance Eligibility Verification Cross-Match with Refugee Assistance Records Cross-Match with Public Assistance Records Cross-Match with UI Wage Records Self-Attestation (Data validation & youth eligibility only) | <p>For Data Validation:</p> <ul style="list-style-type: none"> Require only if participant has received Individualized Career Services or Training <p>For Youth Living in a High Poverty Area:</p> <ul style="list-style-type: none"> Case notes documenting High Poverty Area status <p>For Adult Low Income Priority of Service:</p> <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services Individuals with a disability whose own income meets the low income requirements, but who is a member of a family whose income does not meet this requirement meet low income status priority of service <p>For OSY:</p> <ul style="list-style-type: none"> Must also be one of the following: <ul style="list-style-type: none"> Basic skills deficient English Language Learner Youth who need additional assistance to enter or complete an educational program or to secure employment <p>For ISY:</p> <ul style="list-style-type: none"> Must also be one of the following: <ul style="list-style-type: none"> Basic skills deficient English Language Learner Offender Homeless individual, or youth aged 14 to 21, or a runaway Individual in foster care or has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child who is likely to remain in foster care until 18 years of age, or in an out-of-home placement Pregnant or parenting Individual with a disability Individual who requires additional assistance to complete an educational program or to secure or hold employment |
| INDIVIDUAL INFORMATION: ADDITIONAL YOUTH CHARACTERISTICS | | | | | | | | | | | |
| Pregnant or Parenting Youth | | | |   |   | | | | | <ul style="list-style-type: none"> Needs Assessment WIC Eligibility Verification TANF Single Parent Eligibility Verification Intake Application or Enrollment Form Individual Service Strategy Case notes Self-Attestation | <p>For ISY:</p> <ul style="list-style-type: none"> Must also be low-income |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|---|---|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Youth Who Needs Additional Assistance | | | | E D | E D | | | | | See State policy on definition: <ul style="list-style-type: none"> Intake Application or Enrollment Form Case notes Needs Assessment Individual Service Strategy Self-Attestation | For ISY: <ul style="list-style-type: none"> Must also be low-income |
| Foster Care Youth Status at Program Entry | D | P D | D | E D | E D | D | | | | <ul style="list-style-type: none"> Written Confirmation from Social Services Agency Case notes Foster Care Agency Referral Transmittal Intake Application or Enrollment Form Needs Assessment Individual Service Strategy Self-Attestation | For Adult Barriers to Employment Priority of Service: <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services For OSY & ISY: <ul style="list-style-type: none"> Individual in foster care or has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship, guardianship or adoption, a child who is likely to remain in foster care until 18 years of age, or in an out-of-home placement For ISY: <ul style="list-style-type: none"> Must also be low-income |
| INDIVIDUAL INFORMATION: ADDITIONAL REPORTABLE CHARACTERISTICS | | | | | | | | | | | |
| Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry | D | P D | D | E D | E D | D | | | | <ul style="list-style-type: none"> Intake Application or Enrollment Form Written Statement or Referral Transmittal from a Shelter or Social Service Agency Needs Assessment Case notes Individual Service Strategy A letter from caseworker or support provider Self-Attestation | For Adult Low Income Priority of Service: <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services For ISY: <ul style="list-style-type: none"> Must also be low-income |
| Ex-Offender Status at Program Entry | D | P D | D | E D | E D | D | | | | <ul style="list-style-type: none"> Documentation from the Juvenile or Adult Criminal Justice System Written Statement or Referral Document from a Court or Probation Officer Referral Transmittal from a Reintegration Agency Intake Application or Enrollment Form Case notes Needs Assessment Individual Service Strategy Federal Bonding Program Application Self-Attestation | For Adult Barriers to Employment Priority of Service: <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services For ISY: <ul style="list-style-type: none"> Must also be low-income |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|---|--|---|--|--|--|-----|------|-----|---|---|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| English Language Learner at Program Entry • Includes individuals facing substantial cultural barriers |  |  |  |  |  |  | | | | <ul style="list-style-type: none"> Assessment Test Results Applicable Records from Education Institution (transcripts, or other school documentation) Intake Application or Enrollment Form Individual Service Strategy Case notes Self-Attestation | For Adult Barriers to Employment Priority of Service: <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services For OSY: <ul style="list-style-type: none"> Must also be recipient of a secondary school diploma or its recognized equivalent and a low-income individual For ISY: <ul style="list-style-type: none"> Must also be low-income |
| Basic Skills Deficient/Low Levels of Literacy at Program Entry: |  |  |  |  |  |  | | | | <ul style="list-style-type: none"> Assessment Test Results Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) Case notes | For Data Validation: <ul style="list-style-type: none"> Require only if participant has received Individualized Career Services or Training For Adult Basic Skills Deficiency and/or Barriers to Employment Priority of Service: <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services Individuals Who Are Basic-Skills Deficient must meet at least one of the following: <ul style="list-style-type: none"> Lacks a high school diploma or equivalency and is not enrolled in secondary education; or Is enrolled in Title II adult education (including enrolled for English Language Acquisition); or Has poor English-language skills and would be appropriate for ESL, even if the individual isn’t enrolled at the time of WIOA participation; or The career planner makes observations of deficient functioning, and, as justification, records those observations in the data management system; or Scores below 9.0 grade level (8.9 or below) on the Test of Adult Basic Education (TABE); Comprehensive Adult Student Assessment Systems (CASAS) or other allowable assessments as per National Reporting System (NRS) developed by the U.S. Department of Education’s Division of Adult Education and Literacy; or Individual does not earn the National Career Readiness Certificate (NCRC) (e.g., one or more of the scores are below a Level 3 on the Workplace Documents, Applied Math, or Graphic Literacy assessments) For OSY: <ul style="list-style-type: none"> Must also be recipient of a secondary school diploma or its recognized equivalent and a low-income individual For ISY: <ul style="list-style-type: none"> Must also be low-income |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|--|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Single Parent at Program Entry - •Includes single pregnant women | D |  D | D | D | D | D | | | | <ul style="list-style-type: none"> Needs Assessment TANF Single Parent Eligibility Verification Intake Application or Enrollment Form Individual Service Strategy or Employment Plan Case notes Self-Attestation | For Adult Barriers to Employment Priority of Service: <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services |
| Displaced Homemaker at Program Entry (WIOA) | D |  D | D | | | D | | | | <ul style="list-style-type: none"> Intake Application or Enrollment Form Cross-Match with Public Assistance Records Copy of Spouse's Layoff Notice Copy of Spouse's Death Record Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) Copy of Divorce Records Copy of Applicable Court Records Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) Needs Assessment Individual Employment Plan Self-Attestation | For Adult Barriers to Employment Priority of Service: <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services |
| Migrant and Seasonal Farmworker Status | D |  D | D | | | D | | | | <ul style="list-style-type: none"> Cross-Match with Public Assistance Records NFJP Eligibility Documents used to determine low-income status Employer Contract/Letter Program application Cross-Match with State MIS Database Cross-Match with H-1B Records Case notes Self-Attestation | For Adult Barriers to Employment Priority of Service: <ul style="list-style-type: none"> Priority must be applied for the individual to receive individualized career services and training services |
| ONE STOP CENTER PROGRAM PARTICIPATION INFORMATION | | | | | | | | | | | |
| Date of Program Entry (WIOA) | D | D | D | D | D | D | | | | <ul style="list-style-type: none"> Individual Plan for Employment Electronic Records Program intake documents, such as eligibility determination documentation or program enrollment forms | |
| Date of Program Exit (WIOA) | D | D | D | D | D | D | D | | D | <ul style="list-style-type: none"> A copy of the letter sent to the individual indicating that the case was closed WIOA status/exit forms Electronic Records Attendance records Review of service records identifying the last qualifying service (and lack of a planned gap) | For Grants Funded by the National Apprenticeship Act: <ul style="list-style-type: none"> Validate only for registered apprentices who have completed. Validate for all pre-apprentices, as appropriate. Validate RA completions with a copy of the Certificate of Completion, electronic record (e.g., from the AI Demographic Portal or SAA system), email or other written transmission from the Registration Agency stating the apprentice completed (but has not yet received their Certificate of Completion). Validate for all pre-apprentices using documentation from educational or work experience provider including attendance records or a letter stating successful completion. |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Date of First Case Management and Employment Service | | | | | | | D | | | <ul style="list-style-type: none"> • Cross-Match • Case notes | |
| Date of First WIOA Youth Service | | | | D | D | | | | | <ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • Individual Service Strategy | |
| Recipient of Incumbent Worker Training | D | D | D | | | D | | | | <ul style="list-style-type: none"> • Signed Incumbent Worker Training agreement • Cross-Match • Case notes | |
| Rapid Response | D | | D | | | D | D | | | <ul style="list-style-type: none"> • Cross-Match • Case notes • Rapid Response List • Self-Attestation | |
| TAA Petition Number | | | | | | | D | | | <ul style="list-style-type: none"> • Employer Worker List • Designation of Eligibility Form • Case notes | |
| Other Reasons for Exit (WIOA) | D | D | D | D | D | D | D | | | <ul style="list-style-type: none"> • Information from partner services • WIOA or program status/exit forms • Electronic Records • Withdrawal form with explanation • Information from institution or facility • Case notes | <p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> • File documentation with notes from program staff • Information from partner services • WIOA status/exit forms • Electronic Records • Withdrawal form with explanation • Information from institution or facility <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p> |
| TAA Application Date | | | | | | | D | | | <ul style="list-style-type: none"> • Cross-Match • Designation on Eligibility form • TAA Application Form • Electronic Records | |
| Date of First TAA Benefit or Service | | | | | | | D | | | <ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records | |
| ONE STOP SERVICES: GENERAL SERVICES OVERVIEW | | | | | | | | | | | |
| Date of First Basic Career Service (Staff-Assisted) | D | D | D | | | D | | | | <ul style="list-style-type: none"> • Case notes • Cross-Match • Electronic Records | Page 15 of 40 |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|---|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Most Recent Date Received Basic Career Services (Self-Service/Information-Only) | D | D | D | | | D | | | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |
| Most Recent Date Received Basic Career Services (Staff-Assisted) | D | D | D | | | D | | | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |
| Date of Most Recent Career Service (WIOA) | D | D | D | | | D | | | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |
| Most Recent Date Received Staff-Assisted Services (DVOP specialist) | D | D | D | | | D | | D | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |
| Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program | D | D | D | | | D | | D | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |
| Date of Most Recent Reportable Individual Contact | D | D | D | | | D | | | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |
| ONE STOP SERVICES: BASIC CAREER SERVICES | | | | | | | | | | | |
| Most Recent Date Received Staff-Assisted Career Guidance Services | D | | | | | | | | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |
| Most Recent Date Received Staff-Assisted Job Search Activities | D | | | | | | | | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |
| Most Recent Date Referred to Employment | D | | | | | | | | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |
| Most Recent Date Referred to Federal Training | D | | | | | | | | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |
| Most Recent Date Received Unemployment Insurance (UI) Claim Assistance | D | | | | | | | | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|---|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Most Recent Date Referred to Other Federal/State Assistance | D | | | | | | | | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |
| ONE STOP SERVICES: INDIVIDUALIZED CAREER SERVICES | | | | | | | | | | | |
| Date of First Individualized Career Service | D | D | D | | | D | | | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |
| Most Recent Date Received Individualized Career Service | D | D | D | | | D | | | | <ul style="list-style-type: none"> Case notes Cross-Match Electronic Records | |
| Date Individual Employment Plan Created | D | D | D | | | D | D | D | | <ul style="list-style-type: none"> Cross-Match Case notes Individual Employment Plan or Individual Service Strategy Electronic Records | |
| Type of Work Experience | D | D | D | D | D | D | | | | <ul style="list-style-type: none"> Case notes Signed Work Experience Agreement Electronic Records | |
| Date Received Financial Literacy Services | D | D | D | D | D | D | | | | <ul style="list-style-type: none"> Activity sheets Sign-in sheets Attendance record Vendor contract Case notes Electronic Records | |
| Transitional Jobs | | D | D | | | D | | | | <ul style="list-style-type: none"> Electronic Records Case notes Signed Transitional Job Agreement | |
| ONE STOP SERVICES: TRAINING SERVICES | | | | | | | | | | | |
| Received Training (WIOA) | D | D | D | D | D | D | | | | <ul style="list-style-type: none"> Cross-Match Vendor/Training Provider Records Signed Training Contract Individual Training Account Electronic Records | |
| Eligible Training Provider - Name - Training Service #1 (WIOA) | | D | D | | | D | | | | <ul style="list-style-type: none"> Vendor Training Records Receipts Cross-Match Attendance Sheets or Records Signed Training Contract Individual Training Account | |
| Date Entered Training #1 (WIOA) | | D | D | D | D | D | D | | | <ul style="list-style-type: none"> Individual Training Account Vendor Training Records Electronic Records Attendance Sheets or Records Case notes | |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|---|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Type of Training Service #1 (WIOA) | | D | D | D | D | D | D | | | <ul style="list-style-type: none">• Copy of enrollment record• Case notes• Cross-Match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records | This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-Match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance. |
| Occupational Skills Training Code #1 | | D | D | D | D | D | D | | D | <ul style="list-style-type: none">• Cross-Match• Case notes• Signed Individual Employment Plan or Training Plan• Signed Training Contract• Individual Training Account | Grantees funded under the National Apprenticeship Act: May also include <ul style="list-style-type: none">• ETA 671 or the SAA equivalent• Printout from the RAPIDS AI (Apprentice Information) Demographic Portal• Page 1 of the relevant Appendix A providing the OST code |
| Training Completed #1 | | D | D | D | D | D | D | | | <ul style="list-style-type: none">• Cross-Match• Vendor Training Records• Attendance Sheets or Records• Case notes• Electronic Record• Individual Training Account | |
| Date Completed, or Withdrew from, Training #1 | | D | D | D | D | D | D | | | <ul style="list-style-type: none">• Cross-Match• Vendor Training Records• Attendance Sheets or Records• Case notes• Electronic Record | |
| Date Entered Training #2 | | D | D | D | D | D | | | | <ul style="list-style-type: none">• Individual Training Account• Vendor Training Records• Electronic Record• Attendance Sheets or Records• Case notes | |
| Type of Training Service #2 (WIOA) | | D | D | D | D | D | | | | <ul style="list-style-type: none">• Copy of enrollment record• Case notes• Cross-Match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records | This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none">• Copy of enrollment record• File documentation with notes from program staff• Cross-Match between dates of service and vendor training information• Vendor training documentation• Electronic Records• Individual Training Account• Attendance records The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance. |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|---|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Occupational Skills Training Code #2 | | D | D | | | D | | | | <ul style="list-style-type: none"> • Cross-Match • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • Individual Training Account | |
| Training Completed #2 | | D | D | D | D | D | | | | <ul style="list-style-type: none"> • Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record • Individual Training Account | |
| Date Completed, or Withdrew from, Training #2 | | D | D | D | D | D | | | | <ul style="list-style-type: none"> •Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record • Individual Training Account | |
| Date Entered Training #3 | | D | D | D | D | D | | | | <ul style="list-style-type: none"> • Individual Training Account • Vendor Training Records • Electronic Record • Attendance Sheets or Records • Case notes | |
| Type of Training Service #3 (WIOA) | | D | D | D | D | D | | | | <ul style="list-style-type: none"> • Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records | <p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p> |
| Occupational Skills Training Code #3 | | D | D | | | D | | | | <ul style="list-style-type: none"> • Cross-Match • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • Individual Training Account | |
| Training Completed #3 | | D | D | D | D | D | | | | <ul style="list-style-type: none"> •Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Records • Individual Training Account | |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|---|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Date Completed, or Withdrew from, Training #3 | | D | D | D | D | D | | | | <ul style="list-style-type: none"> •Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Records • Individual Training Account | |
| Established Individual Training Account (ITA) | | D | D | | | D | | | | <ul style="list-style-type: none"> • Cross-Match • Case notes • Individual Training Account Approval, Allocation or Activation Records | |
| Waiver from Training Requirement | | | | | | | D | | | <ul style="list-style-type: none"> • Waiver Documentation in Case File (that includes initial approval and renewals at 30 day intervals) • Cross-Match with State UI Records of TRA Checks • Verification Form from UI or Employment Counselor | |
| Date of Most Recent Case Management and Reemployment Service | | | | | | | D | | | <ul style="list-style-type: none"> • Cross-Match • Case notes | |
| Date Waiver From Training Requirement Issued | | | | | | | D | | | <ul style="list-style-type: none"> • Waiver Documentation in Case File • Cross-Match with State UI Database • Verification Form from UI or Employment Counselor | |
| Participated in Postsecondary Education During Program Participation (WIOA) | | D | D | D | D | D | | | | <ul style="list-style-type: none"> • Data match with postsecondary data system • Copy of enrollment record • Case notes • School records or verification of enrollment • Transcript or report card | <p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> • Data match with postsecondary data system • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card <p>The source documentation TEGL 23-19, Change 1 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p> |
| ONE STOP SERVICES: YOUTH PROGRAM ELEMENTS (Not Captured Elsewhere) | | | | | | | | | | | |
| Enrolled in Secondary Education Program (WIOA) | | D | D | D | D | D | | | D | <ul style="list-style-type: none"> • Copy of enrollment record • Case notes • School records or verification of enrollment • Transcript or report card • Data match to State K-12 data system | <p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match to State K-12 data system <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p> |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Most Recent Date Received Educational Achievement Services | | | | D | D | | | | | <ul style="list-style-type: none"> • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • Cross-Match | |
| Most Recent Date Received Alternative Secondary School Services | | | | D | D | | | | | <ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes | |
| Most Recent Date Received Work Experience Opportunities | | | | D | D | | | | | <ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes | |
| Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA) | | D | D | D | D | D | | | | <ul style="list-style-type: none"> • Case notes • School records or verification of enrollment • Transcript or report card • Cross-Match • Follow-up survey from program participants | <p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match with postsecondary data system <p>The source documentation TEGL 23-19, Change 1 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p> |
| Most Recent Date Received Education Offered Concurrently with Workforce Preparation | | | | D | D | | | | | <ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes | |
| Most Recent Date Received Leadership Development Opportunities | | | | D | D | | | | | <ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes | |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Most Recent Date Received Supportive Services | | D | D | D | D | D | | | | <ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes | |
| Most Recent Date Received Adult Mentoring Services | | | | D | D | | | | | <ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes | |
| Most Recent Date Received Comprehensive Guidance/ Counseling Services | | | | D | D | | | | | <ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes | |
| Most Recent Date Received Youth Follow-up Services | | | | D | D | | | | | <ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes | |
| Most Recent Date Youth Received Entrepreneurial Skills Training | | | | D | D | | | | | <ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes | |
| Most Recent Date Youth Received Services that provide labor market information and employment information | | | | D | D | | | | | <ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes | |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Most Recent Date Youth Received Postsecondary transition and preparatory activities | | | | D | D | | | | | <ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes | |
| ONE STOP SERVICES: OTHER RELATED ASSISTANCE AND SUPPORT SERVICES | | | | | | | | | | | |
| Received Needs-Related Payments | | D | D | | | D | | | | <ul style="list-style-type: none"> • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes | |
| Date Received First Basic TRA payment | | | | | | | D | | | <ul style="list-style-type: none"> • Cross-Match • Request for allowance • Electronic Records | |
| Date Received First Completion TRA Payment | | | | | | | D | | | <ul style="list-style-type: none"> • Cross-Match • Request for allowance • Electronic Records | |
| Date Received First A/RTAA Payment | | | | | | | D | | | <ul style="list-style-type: none"> • Cross-Match • Request for allowance • Electronic Records | |
| Number of A/RTAA Payments Current Quarter | | | | | | | D | | | <ul style="list-style-type: none"> • Cross-Match • Request for allowance • Electronic Records | |
| PROGRAM OUTCOMES: EMPLOYMENT AND JOB RETENTION DATA | | | | | | | | | | | |
| Employed in 1st Quarter After Exit Quarter (WIOA) | D | D | D | D | D | D | | D | | <ul style="list-style-type: none"> • UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor | <p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p> |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Type of Employment Match 1st Quarter After Exit Quarter (WIOA) | D | D | D | D | D | D | | D | | Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) | This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance. |
| Employed in 2nd Quarter After Exit Quarter (WIOA) | D | D | D | D | D | D | D | D | D | <ul style="list-style-type: none"> • UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor | This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance. |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Type of Employment Match 2nd Quarter After Exit Quarter (WIOA) | D | D | D | D | D | D | | D | D | Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) | |
| Employed in 3rd Quarter After Exit Quarter (WIOA) | D | D | D | D | D | D | | D | | <ul style="list-style-type: none"> • UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor | This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance. |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Type of Employment Match 3rd Quarter After Exit Quarter (WIOA) | D | D | D | D | D | D | | | D | Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) | |
| Employed in 4th Quarter After Exit Quarter (WIOA) | D | D | D | D | D | D | D | D | D | <ul style="list-style-type: none"> • UI wage data match/administrative wage match such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed Case notes verified by employer and signed by the counselor | This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance. |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Type of Employment Match 4th Quarter After Exit Quarter (WIOA) | D | D | D | D | D | D | | D | D | Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) | |
| Employment Related to Training (2nd Quarter After Exit) (WIOA) | D | D | D | D | D | D | | D | | <ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes | |
| Occupational Code (if available) | D | D | D | | | D | | D | | <ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes | |
| Entered Non-Traditional Employment | | D | D | | | | | | | <ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes | |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Occupational Code of Employment 2 nd Quarter After Exit Quarter (If available) | D | D | D | | | | | D | | <ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes | |
| Occupational Code of Employment 4 th Quarter After Exit Quarter (If available) | D | D | D | | | | | D | | <ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes | |
| Industry Code of Employment 1st Quarter After Exit Quarter | D | D | D | | | D | | D | | <ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes | |
| Industry Code of Employment 2nd Quarter After Exit Quarter | D | D | D | | | D | | D | | <ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes | |
| Industry Code of Employment 3rd Quarter After Exit Quarter | D | D | D | | | D | | D | | <ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes | |
| Industry Code of Employment 4th Quarter After Exit Quarter | D | D | D | | | D | | D | | <ul style="list-style-type: none"> • UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes | |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA) | D | D | D | D | D | D | | D | | Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) | |
| PROGRAM OUTCOMES: WAGE RECORD DATA | | | | | | | | | | | |
| Earnings 3rd Quarter Prior to Participation Quarter | D | D | D | | | D | | D | | Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) | |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Earnings 2nd Quarter Prior to Participation Quarter | D | D | D | | | D | | D | | Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) | |
| Earnings 1st Quarter Prior to Participation Quarter | D | D | D | | | D | D | D | | Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) | |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|---|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Earnings 1st Quarter After Exit Quarter (WIOA) | D | D | D | | | D | | D | | Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) | |
| Earnings 2nd Quarter After Exit Quarter (WIOA) | D | D | D | D | D | D | D | D | D | <ul style="list-style-type: none"> • UI wage data match/administrative wage match such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor | For non-state Apprenticeship grantees: <ul style="list-style-type: none"> •ETA performs UI wage data match on behalf of grant recipients This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance. |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Earnings 3rd Quarter After Exit Quarter (WIOA) | D | D | D | | | D | | D | | Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) | |
| Earnings 4th Quarter After Exit Quarter (WIOA) | D | D | D | | | D | | D | D | Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) | |
| PROGRAM OUTCOMES: EDUCATION AND CREDENTIAL DATA | | | | | | | | | | | |




| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|---|---|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Type of Recognized Credential (WIOA) | D | D | D | D | D | D | D | | D | <ul style="list-style-type: none"> • Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider | <p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> • Data match. • Copy of credential. • Copy of school record. • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p> |
| Date Attained Recognized Credential (WIOA) | D | D | D | D | D | D | D | | D | <ul style="list-style-type: none"> • Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider | <p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> • Data match. • Copy of credential. • Copy of school record. • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p> <p>For grants funded under the National Apprenticeship Act:</p> <ul style="list-style-type: none"> • Validate month and year only. |
| Type of Recognized Credential #2 (WIOA) | | D | D | D | D | D | | | D | <ul style="list-style-type: none"> • Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider | |
| Date Attained Recognized Credential #2 (WIOA) | | D | D | D | D | D | | | D | <ul style="list-style-type: none"> • Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider | <p>For grants funded under the National Apprenticeship Act:</p> <ul style="list-style-type: none"> • Validate month and year only |
| Type of Recognized Credential #3 (WIOA) | | D | D | D | D | D | | | | <ul style="list-style-type: none"> • Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider | |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|---|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Date Attained Recognized Credential #3 (WIOA) | | D | D | D | D | D | | | | <ul style="list-style-type: none"> • Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider | |
| Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA) | | D | D | D | D | D | | | | <ul style="list-style-type: none"> • Pre- and post-test results measuring EFL gain • Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units • Postsecondary education or training enrollment determined through data match, survey documentation, or program notes | |
| Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA) | | D | D | D | D | D | | | D | <ul style="list-style-type: none"> • Transcript • Report Card | For Grants funded by the National Apprenticeship Act: <ul style="list-style-type: none"> • Validate only as appropriate (e.g., for pre-apprentices, high school apprentices). |
| Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA) | | D | D | D | D | D | | | D | <ul style="list-style-type: none"> • Transcript • Report Card | For Grants funded by the National Apprenticeship Act: <ul style="list-style-type: none"> • Validate only as appropriate (e.g., for pre-apprentices, high school apprentices). |
| Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA) | | D | D | D | D | D | | | D | <ul style="list-style-type: none"> • Documentation of a skill gained through OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider documenting a skill gain • Progress report from employer documenting a skill gain | For Grants funded by the National Apprenticeship Act: <ul style="list-style-type: none"> • Also include proof of wage increase This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance. |
| Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA) | | D | D | D | D | D | | | D | <ul style="list-style-type: none"> • Results of knowledge-based exam or certification of completion • Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam | For Grants funded by the National Apprenticeship Act: <ul style="list-style-type: none"> • Also include proof of wage increase and copy of interim credential. This is a Joint Element with the Department of Education as outlined in TEGL 7-18: <ul style="list-style-type: none"> • Results of knowledge-based exam or certification of completion. • Documentation demonstrating progress in attaining technical or occupational skills • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance. |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|---|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA) | | D | D | D | D | D | | | | <ul style="list-style-type: none"> Case notes School records or verification of enrollment Transcript or report card Cross-Match | <p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> Copy of enrollment record File documentation with notes from program staff School records Transcript or report card. Data match with postsecondary data system <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p> |
| Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA) | | D | D | D | D | D | | | | <ul style="list-style-type: none"> Cross-Match Copy of Diploma, Credential or Degree Awarded by Education Institution Applicable Records from Education Institution (GED certificate, transcripts, report card, enrollment record or other school documentation) Signed File Documentation with Information Obtained from Education or Training Provider Case notes Self-Attestation | |
| PROGRAM OUTCOMES: ADDITIONAL YOUTH DATA | | | | | | | | | | | |
| Youth 2nd Quarter Placement (Title I) (WIOA) | | | | D | D | | | | D | <ul style="list-style-type: none"> Cross-Match Copy of registration record Case notes School records or verification of enrollment Transcript or report card Vendor/training provider training documentation | <p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> Cross-Match with other agencies Copy of enrollment record File documentation with notes from program staff School records Transcript or report card Vendor/training provider training documentation <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p> |
| Youth 4th Quarter Placement (Title I) (WIOA) | | | | D | D | | | | D | <ul style="list-style-type: none"> Cross-Match Copy of registration record Case notes School records or verification of enrollment Transcript or report card Vendor/training provider training documentation | <p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> Cross-Match with other agencies Copy of enrollment record File documentation with notes from program staff School records Transcript or report card Vendor/training provider training documentation <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p> |
| PROGRAM SPECIFIC: DISLOCATED WORKER GRANT | | | | | | | | | | | |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|-----|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Date of Completion of DWG Services | | | | | | D | | | | <ul style="list-style-type: none"> • Cross-Match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case notes with Follow-up Cross-Match to State MIS Database | |
| Employed at Completion of DWG Services | | | | | | D | | | | <ul style="list-style-type: none"> • UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Signed document from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor | |
| Received Services through a Disaster Recovery Dislocated Worker Grant | | | | | | D | | | | <ul style="list-style-type: none"> • UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Signed document from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor • State MIS • Grantee Electronic MIS Records | |
| MISCELLANEOUS DATA ELEMENTS AND USER DEFINED FIELDS | | | | | | | | | | | |
| Social Security Number | | | | | | D | | | | <ul style="list-style-type: none"> • SSN Card • Other Federal or State ID with SSN | |
| PROGRAM SPECIFIC: REGISTERED APPRENTICESHIP PROGRAM | | | | | | | | | | | |
| RAPIDS Number | | | | | | | | | D | <ul style="list-style-type: none"> • Cross-Match Note: Data validation is not required for State Apprenticeship Agency (SAA) States that do not use RAPIDS because registered apprentices will not have a RAPIDS Number. Grantees reporting from SAA states that do not use RAPIDS may use the unique identifier for this data element or they may use a corresponding number meeting the AN 12 data type and field length requirements for this data element. | |
| Date Enrolled in Pre-Apprenticeship | | | | | | | | | D | <ul style="list-style-type: none"> • Vendor/Training Provider Records • Signed Training Contract • Electronic Records • Attendance Sheets or Records • Case notes | Page 36 of 40 |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|---|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|--------------|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| In Pre-Apprenticeship Program with an Articulated Agreement | | | | | | | | | <div>D</div> | <ul style="list-style-type: none">• Memorandum of understanding (MOU) or similar agreement• Letter from Employer or Union• Vendor/Training Provider Records• Electronic Records• Attendance Sheets or Records• Case notes• Documentation from Union website | |
| Date Completed Pre-Apprenticeship | | | | | | | | | <div>D</div> | <ul style="list-style-type: none">• Vendor/Training Provider Records• Signed letter from an administrator or program manager of the quality pre-apprenticeship program• Completion certificate or similar document indicating completion• For grants funded under the National Apprenticeship Act, validate month and year only. | |
| Date Started Apprenticeship | | | | | | | | | <div>D</div> | <ul style="list-style-type: none">• Davis-Bacon Certificate• Documentation from RAPIDS AI (Apprentice Information) Demographic Portal• ETA Form 671 Section II (Apprenticeship Agreement) or the SAA equivalent with email or similar confirmation from a USDOL Office of Apprenticeship representative or a representative from the State Apprenticeship Agency (e.g., State Director or ATR (Apprenticeship Training Representative))• Documentation from SAA's information management system | |
| Expected Completion Date: Apprenticeship | | | | | | | | | <div>D</div> | <ul style="list-style-type: none">• Appendix A from the program’s Standards of Apprenticeship documenting length of time for the RAP (for Time-Based RAPs) or approximate length of time for competency-based or hybrid programs• Documentation from RAPIDS AI (Apprentice Information) Demographic Portal identifying the individual and their expected completion date• ETA Form 671 Section II (Apprenticeship Agreement) or the SAA equivalent• (Cross match) Other electronic record from RAPIDS or an SAA's information management system containing this information | |
| Type of Apprenticeship Program | | | | | | | | | <div>D</div> | <ul style="list-style-type: none">• Cover page of Appendix A from the program's Standards of Apprenticeship documenting length of time for the RAP (for Time-Based RAPs) or approximate length of time for competency-based or hybrid programs.• Davis-Bacon Certificate identifying the individual and type of program;• Printout from RAPIDS AI (Apprentice Information) Demographic Portal;• ETA Form 671 Section II (Apprenticeship Agreement) or the SAA Equivalent• Documentation from SAA's information management system• Cross-match | |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|--------------------------------------|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|---|---|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Date Completed Apprenticeship | | | | | | | | |  | <ul style="list-style-type: none"> • Certificate of Completion issued by the Registration Agency • Davis-Bacon Certificate • Printout from RAPIDS AI (Apprentice Information) Demographic Portal • Other electronic record from RAPIDS or SAA equivalent • For grants funded under the National Apprenticeship Act, validate month and year only. | |
| Type of Related Instruction Provider | | | | | | | | |  | <ul style="list-style-type: none"> • The name of the entity should clarify whether it is a JATC, Voc/Tech School, Community College, 4-year educational institution, or something else • Employer Agreement • Printout from RAPIDS AI (Apprentice Information) Demographic Portal • A Davis-Bacon Certification may be utilized if the sponsor is also the RI provider • Invoice or other financial document from the RI provider • Course schedule or [pages from] a catalogue for the entity • A printout or screen shot from the website • Cross-match | |
| Exit Wage | | | | | | | | |  | <ul style="list-style-type: none"> • Electronic record (printout/screen shot) from the RAPIDS AI (Apprentice Information) Demographic Portal • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) • ETA will conduct UI wage match for non-state grantees | |

| Data Element | Requirements by Program | | | | | | | | | Source Documentation (at least one of the following) | Program Specific Parameters (if applicable) |
|-----------------------------------|-------------------------|---------------|------------|-------------|-------------|-----|-----|------|--------------|--|--|
| | WP/MSFW | Title I Adult | Title I DW | Title I OSY | Title I ISY | DWG | TAA | JVSG | APP | | |
| Wage at Entry into Apprenticeship | | | | | | | | | <div>D</div> | <ul style="list-style-type: none"> • ETA Form 671 or SAA equivalent • Electronic record from RAPIDS (e.g., RAPIDS AI (Apprentice Information) Demographic Portal screen shot) or SAA equivalent • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Cross match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) | |

| U.S. Citizenship Status Documents | | | | |
|--|----|--|---|--|
| 1 Item from List A or 1 Item from List B and C | | | | |
| List A | OR | List B | & | List C |
| Establish Both Identify and Employment Authorization | | Establish Identity | | Establish Employment Authorization |
| U.S. Passport or U.S. Passport Card | | Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | | A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | | Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) |
| Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa | | School ID card with a photograph | | Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal |
| Employment Authorization Document that contains a photograph (Form I-766) | | Voter's registration card | | Native American tribal document |
| For an individual temporarily authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. | | U.S. Military card or draft record | | U.S. Citizen ID Card (Form I-197) |
| Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | | Military dependent's ID card | | Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| | | U.S. Coast Guard Merchant Mariner Card | | Employment authorization document issued by the Department of Homeland Security |
| | | Native American tribal document | | |
| | | Driver's license issued by a Canadian government authority | | |
| | | For persons under age 18 who are unable to present a document listed above: (1) School record or report card (2) Clinic, doctor, or hospital record (3) daycare or nursery school record | | |