

**INFORMATION FOR YOUTH PROGRAM PARTICIPANTS ONLY**  
**INSTRUCTIONS**  
**WIA Section 167**  
**Migrant and Seasonal Farmworker - Data Record Format**

<b>Section I PROGRAM INFORMATION</b>
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- 1. ETA-Assigned Section 167 Grantee Code** - Record the appropriate 4-digit ETA Assigned identification code.
- 2. Field Office Identifier (FIPS Code of State/County)** - Record the FIPS Code of the State and the FIPS Code of the County where the field office is located.
- 3. Participant Identification Number** - Record the participant's identification number. Social Security Number (SSN) can be used if the applicant agrees to provide it. NOTE: Possession of a Social Security Number is not a prerequisite for participation.
- 4. Date of Enrollment** - Record the date (YYYYMMDD) on which the individual was determined eligible for the 167 program and began to receive program services except core services that are informational or self-services.

<b>Section II. CHARACTERISTICS OF PARTICIPANT</b>
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- 5. Date of Birth** - Record the date (YYYYMMDD) of birth of the participant.
- 6. Gender** - Record the code for: 1-Male 2-Female
- 7. Race** - Record the code indicating the participant's race/ethnic group from among the following categories:
  - 7a- **American Indian or Alaskan Native**-A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
  - 7b- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.
  - 7c- **Black or African American**- A person having origins in any of the black racial groups of Africa.
  - 7d- **Hawaiian Native or Other Pacific Islander**- A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.
  - 7e- **White**- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**8. Ethnicity-**

1. **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin (including Spain), regardless of race. NOTE: Among persons from Central and South American countries, only those who are of Spanish origin, descent, or culture should be included in the Hispanic category.

2. **Not Hispanic**

**9. Qualifies for Sec. 167 Program as a:** - Record appropriate status:

- 1-Farmworker
- 2- Dependent or Spouse of a Farmworker. (NOTE: If a participant qualifies as eligible under both categories, use Code 1 - Farmworker.)

**10. Enter FIPS Code of State/County of the Primary Domicile:** - Record the FIPS Code of the State and the FIPS Code of the County of the primary domicile of the participant. (Primary domicile is that location which is established or claimed as the permanent residence of the participant.)

**11. Farmworker Status** - Record status of the participant at the time of intake, as: 1-Migrant Farmworker (or dependent or spouse of migrant farmworker as defined in the Act or 2-Seasonal Farmworker (or dependent or spouse of seasonal farmworker as defined in the Act.

**12. Public Assistance Recipient** - If the participant, at the time of intake/eligibility determination, was listed on the welfare grant and was receiving cash payments from a means-tested, income transfer program or receiving Food Stamps, record appropriate status:

12a - Temporary Assistance to Needy Families(TANF)

1-Yes 2-No

12b - Other Cash Assistance General Assistance(GA), Refugee Cash Assistance, Supplemental Security Income [SSI/SSA]

1-Yes 2-No

12c - Food Stamps(Food Stamp Act of 1977)

1-Yes 2-No

**13. Family Size :**

13a - Record number of Individuals in the family under age 18 for whom custodial care is provided (00).

13b - Record number of Individuals in the Family, including the participant (00).

**14. Highest School Grade Completed** - Record the highest educational level completed by the participant, using the following codes:

00 - No educational grades completed

01-11 - The number of elementary or secondary grades completed [see note]

12 - High school graduate

88 - Attained Certificate of Equivalency for a high school degree (i.e., GED)

- 13-15 - If a high school graduate or equivalent, the number of school years completed including college, or full-time technical or vocational school
- 16 - Bachelor's degree or equivalent
- 17 - Education beyond Bachelor's degree

Note: Participants who completed 12th grade but did not receive a diploma or equivalent are to be coded "11".

**15. Student Status at Time of Enrollment** - Record whether or not the participant is attending any school (including elementary, intermediate, junior high school, secondary or postsecondary, or alternative school or program whether full- or part-time), or is between school terms and intends to return to school. 1-Yes 2-No

**16. Labor Force Status at Entry** - Record the appropriate code indicating the labor force status of the participant at time of intake, whether employed, or not employed.

An employed individual is one who, during the 7 consecutive days prior to intake,

- a. did any work at all (at least 1 hour) as a paid employee, or
- b. worked in his or her own business, profession or farm, or
- c. worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or
- d. is one who was not working, but has a job or business from which he or she was temporarily absent because of vacation, illness, bad weather, labor-management dispute, or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs.

Not Employed - An individual who does not meet the definition of employed.

1-Employed 2-Not employed

**17. Preprogram Earnings During the 12-Month Eligibility Determination Period:** - Record total preprogram earnings of the participant during the 12 months eligibility determination period. Earnings include salaries or wages, and also include any bonuses, tips, gratuities, commissions or overtime pay earned. Record "(000)" if there were no earnings during this period.

**18. Unemployment Insurance Status:** - Record the participant's UI status in one of the following categories:

1. Claimant - An individual who has filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal unemployment insurance programs, and who has not exhausted benefit rights or whose benefit period has not ended.

2. Exhaustee - An individual who has exhausted all UI benefit rights for which the applicant has been determined monetarily eligible, including extended supplemental benefit rights.

3. None - Neither category above applies.

- 19. Veteran Status:** - Record whether or not the participant served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable 1-Yes 2-No
- 20 Additional Barriers to Employment** - Record all the appropriate codes for the following categories as they apply to the participant.
- 20a. **Limited English Language Proficiency** - Inability of a participant, whose native language is not English, to communicate in English, resulting in a barrier to employment. 1- Yes 2- No.
- 20b. **Offender** - An individual (adult or juvenile): (1) who is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or (2) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. 1- Yes 2- No.
- 20c. **Homeless (including runaway youth)** - An individual who lacks a fixed, regular, adequate nighttime residence; or any individual who has a primary nighttime residence that is a public or private operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. Also included runaway youth. The term does not include a person imprisoned or detained pursuant to an Act of Congress or State law. Participants who may temporarily be sleeping in a shack or in their car/pickup while away from home should not, as a result of that alone, be recorded as homeless. 1- Yes 2- No.
- 20d. **Displaced Homemaker** - An individual who has been providing unpaid services to family members in the home and who: (a) has been dependent on the income of another family member but is no longer supported by that income: and (b) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. 1- Yes 2- No.
- 20e. **Lacks Significant Work History** - An individual who had not worked for any nonagricultural employer for longer than three (3) consecutive months in the 24 months prior to intake. 1- Yes 2- No.
- 20f. **Long-term Agricultural Employment** - An individual who has engaged in agricultural work as the primary source of income for a minimum of four (4) years prior to intake. 1- Yes 2- No.
- 20g. **Pregnant or Parenting Youth** - An individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under the age of 18. 1- Yes 2- No.
- 20h. **Substance Abuse** - An individual with an alcohol and/or drug problem, which constitutes or results in a substantial barrier to employment. 1- Yes 2- No.

- 20i. **Lacks Transportation** - An individual who lacks access to adequate public and adequate/reasonable private transportation services, resulting in a barrier to receiving training or accepting employment. 1- Yes 2- No.
- 20j. **Single Head with Dependents Under Age 18** - A single, separated, divorced, or widowed individual who has responsibility for one or more dependent children under age 18. 1- Yes 2- No.
- 20k. **Individual with a Disability** - Any individual who has a physical (motion, vision, hearing) or mental (learning or developmental) impairment that substantially limits one or more of such person=s major life activities and has a record of such an impairment, or is regarded as having such an impairment. 1-Yes 2-No
- 20l. **TANF Exhaustee:** An adult or youth who received assistance under the TANF program and eligibility for TANF is exhausted in the individual's state of residence. 1- Yes 2- No.
- 21. Basic Literacy Skills Deficient-** Record whether or not the participant is a person who meets the State or local level definition of basic literacy skills deficient. This definition must include a determination that an individual (a) computes or solves problems, reads, writes or speaks English at or below grade level 8.9; or (b) is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual=s family or in society. 1-Yes 2-No.
- 22a. Reading Skills Grade Level - 22a.** Record the grade level equivalent in English (Spanish in Puerto Rico) reading at which the participant is functioning at program entry as determined by a generally accepted standardized or criterion-referenced test (administered within the last 12 months) or a school record of reading level (determined within the last 12 months). The format is (00.0). Enter 99.9 if the participant refused testing or was administratively exempt from objective assessment (e.g., a training-related services only participant). Note: No reading test is required for individuals with a four-year college degree or above.
- 22b.** Enter Name of Test: Note: Enter name of test whether or not a grade-level equivalent can be provided.
- 23a. Math Skills Grade Level - 23a.** Record the grade level equivalent in computational (math) skills at which the participant is functioning at program entry as determined by a generally accepted standardized or criterion-referenced test (administered within the last 12 months) or a school record of math level (determined within the last 12 months); The format is (00.0). Enter 99.9 if the participant refused testing or was administratively exempt from objective assessment (e.g., a training-related services only participant). Note: No math test is required for individuals with a four-year college degree or above (BA, MA, Ph.D., etc.).

- 23b.** Record the name of the test used. Note: enter name of test whether or not a grade-level equivalent can be provided.

<b>Section III. TRAINING AND EDUCATIONAL ACTIVITIES &amp; RELATED SERVICES</b>
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- 1. Date of Exit** - Record the date (YYYYMMDD) after which the participant is no longer receiving employment, training or other services (except post-termination services) funded under this program.
- 1A. Youth Status at Exit** - Record whether the youth, at exit, was engaged in any of the following:
1. Enrolled in Secondary Education - Participant is currently enrolled in a Secondary school, leading toward a High School diploma or GED.
  2. Enrolled in Post-secondary Education - Participant is currently enrolled in a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). This does not include entry into a post-secondary education programs offered by degree-granting institutions that do not lead to a degree.
  3. Entered Advanced Training - Advanced training is an occupational skills employment/training program, not funded under Title I of WIA, which does not duplicate training received under Title I. This category includes only training outside of the 167 program, One-Stop, WIA, and partner system.
  4. Entered Military Service - Joined the Army, Navy, Air Force, Marines or Coast Guard, or entered into active duty from Reserve or National Guard units in cases of unplanned military buildup.
  5. Entered a Qualified Apprenticeship - Entered an apprenticeship program which is operated jointly by an employer and a union, under an agreement with a State Apprenticeship agency.
  6. Entered Unsubsidized Employment - Entered any employment, including self-employment, not financed by either funds provided under WIA or by direct wage subsidies provided by any type of public funds.
  7. None of the above.
- 1B. Youth Attainment at Exit** - Record whether the youth attained any of the following since their date of enrollment:
1. Advanced one (or more) school grade levels - Record this item if the student's grade level in school (at date of exit) is at least one year greater than their grade level at enrollment.
  2. Completed High School - Record this item if youth, during the course of their participation in the 167 program, completed high school and received their high school diploma.

3. Completed GED – Record this item if the youth, during the course of their participation in the 167 program, successfully completed the General Educational Development test.
  4. Attained Post-Secondary diploma – Record this item if the youth, during the course of their participation in the 167 program, successfully attained a diploma (e.g., AA, AS, BA, BS) from an accredited degree-granting institution.
  5. None of the above –Record this item if none of the above 4 items were attained while the youth was enrolled in the 167 program.
2. **Educational Achievement Services.** Educational achievement services include, but are not limited to: Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies, and alternative secondary school service. Record whether the participant received such services using 1-Yes or 2-No.
  3. **Employment Services.** Preparation for and success in employment services include, but are not limited to: Paid and unpaid work experience, internships, job shadowing, and occupational skills training. Record whether the participant received such services using 1-Yes or 2-No.
  4. **Received Summer Youth Employment Opportunities.** Record 1-Yes for youth who received summer youth employment opportunities. If youth did not receive such services, record 2-No. Please note: summer employment opportunities must be directly linked to academic and occupational learning.
  5. **Support Services for Youth.** Support services for youth include, but are not limited to: Linkages to community services; Assistance with transportation; Assistance with child care and dependent care; Assistance with housing; Referrals to medical services; and Assistance with uniforms or other appropriate work attire and work related tools, including such items as eye glasses and protective eye gear, primarily provided to assist a youth in achieving employment-related success. Record whether the participant received such services using 1-Yes or 2-No.
  6. **Citizen and Leadership Services.** Citizen and leadership services are intended to develop the potential of youth as citizens and leaders and include, but are not limited to: Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours. Record whether the participant received such services using 1-Yes or 2-No.
  7. **Received Follow-Up Services.** Record 1-Yes, Received 12 months of follow-up services, or 2-No, Did not receive 12 months of follow-up services.
  8. **Goal #1 Type.** Record the type of goal:
    1. Basic Skills
    2. Occupational Skills

3. Work Readiness Skills
4. Unsubsidized Employment

**9. Date goal #1 was set.** Record the date (YYYYMMDD) on which the first goal was set.

**10. Attainment of Goal #1.**

- a. **Attained** - Attainment of a goal is to be based on individual assessments using widely accepted and recognized measurement/assessment techniques.
- b. **Set, but not attained** - Goals not attained include goals whose anniversary date has passed without the attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set.
- c. **Set, but attainment pending** - Includes goals that have not been attained, but have anniversary dates after the end of the report quarter. This category also includes goals that have been postponed because of gaps in service where the participant was placed in a hold status during which services were not received, but the participant planned to return to the program.

**11. Date Attained Goal #1.** Record the date (YYYYMMDD) on which the first goal was attained.

**12. Goal #2 Type.** Record the type of goal:

1. Basic Skills
2. Occupational Skills
3. Work Readiness Skills
4. Unsubsidized Employment

**13. Date goal #2 was set.** Record the date (YYYYMMDD) on which the second goal was set.

**14. Attainment of Goal #2.**

- a. **Attained** - Attainment of a goal is to be based on individual assessments using widely accepted and recognized measurement/assessment techniques.
- b. **Set, but not attained** - Goals not attained include goals whose anniversary date has passed without the attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set.
- c. **Set, but attainment pending** - Includes goals that have not been attained, but have anniversary dates after the end of the report quarter. This category also includes goals that have been postponed because of gaps in service where the participant was placed in a hold status during which services were not received, but the participant planned to return to the program.

**15. Date Attained Goal #2.** Record the date (YYYYMMDD) on which the second goal was attained.

**16. Goal #3 Type.** Record the type of goal:

1. Basic Skills
2. Occupational Skills
3. Work Readiness Skills
4. Unsubsidized Employment

**17. Date goal #3 was set.** Record the date (YYYYMMDD) on which the third goal was set.

**18. Attainment of Goal #3.**

- a. **Attained** - Attainment of a goal is to be based on individual assessments using widely accepted and recognized measurement/assessment techniques.
- b. **Set, but not attained** - Goals not attained include goals whose anniversary date has passed without the attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set.
- c. **Set, but attainment pending** - Includes goals that have not been attained, but have anniversary dates after the end of the report quarter. This category also includes goals that have been postponed because of gaps in service where the participant was placed in a hold status during which services were not received, but the participant planned to return to the program.

**19. Date Attained Goal #3.** Record the date (YYYYMMDD) on which the third goal was attained.

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