

U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION WIA/WTSR
	CORRESPONDENCE SYMBOL OYO
	DATE August 22, 2000

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 14-99, CHANGE 1

TO : ALL STATE WORKFORCE LIAISONS
 ALL STATE EMPLOYMENT SECURITY ADMINISTRATORS
 ALL STATE WORKER ADJUSTMENT LIAISONS
 ALL ONE-STOP CAREER CENTER SYSTEM LEADS

[signature of Lenita Jacobs-Simmons]

FROM : LENITA JACOBS-SIMMONS
 Deputy Assistant Secretary

SUBJECT : Instructions for the Preparation of the WIA
 Transition Summer Report

1. Purpose. To revise and provide clarification to the instructions for the Workforce Investment Act (WIA) of 1998 Transition Summer Report (WTSR).

2. References.

(a) Training and Employment Guidance Letter (TEGL) No. 10-97, Change 1, (July 24, 1998), Instructions for Preparation of the JTPA Summary Program Report (JSPR);

(b) TEGL No. 14-98, (March 26, 1999), Program Guidance for the Calendar Year 1999 Summer Youth Employment and Training Program;

(c) TEGL No. 10-97, Change 2, (May 21, 1999), Instructions for Preparation of the JTPA Summary Program Report (JSPR); and

(d) TEGL No. 3-99, (January 31, 2000), Program Guidance For Implementation of Comprehensive Youth Services Under the Workforce Investment Act During the Summer of 2000.

3. Background. The WTSR is designed to capture data on summer youth employment opportunities during the Summer 2000 transition from JTPA Title II-B to WIA Title I-B. A number of line items in the current instructions for the WTSR have been revised to provide clarification.

4. Revisions.

RESCISSIONS None	EXPIRATION DATE November 30, 2000
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Item 2 - General Instructions. These instructions have been modified to provide more explanation of the reporting process and

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to define the roles of States and Regional Offices in this process.

Item D - Report Period. Current instructions require the beginning and ending date of the reporting period to be entered. However, local programs will have different periods of operation for summer employment activities, regardless of whether they operate JTPA II-B or the WIA Title I-B summer employment opportunities component or both. The one parameter for local programs is that no summer employment activity would have started before April 1, 2000 and all summer employment activities will be complete by September 30, 2000. Therefore, the WTSR reporting period for all States is April 1, 2000 - September 30, 2000. This reporting period will be automatically generated for each report and does not need to be entered by local programs or the State.

Lines 9 -14 - Race/Ethnic Group. Current instructions require that the sum of the Race/Ethnic Group categories (lines 9-14) should equal the Total Participants (Line 1). This precludes participants from indicating more than one Race/Ethnic Group. The instructions have been modified to allow more than one Race/Ethnic Group to be selected.

Line 17 - Total Number of Youth for Whom Additional Services are Planned. Current instructions require that all participants in summer employment opportunities who have any additional services planned at the completion of the summer activities be included in this total. The instructions have been modified to focus on youth for whom follow-up services are the only additional services planned beyond completion of summer employment opportunities.

Line 18 - Total Expenditures (including 15% Governor's Reserve Funds Used for Summer Employment Opportunities). Clarification is provided to better explain what expenditures should be included in this line item.

Line 18a - Total Expenditures from 15% Governor's Reserve Fund. Clarification has been added to show that this is a stand-alone, non-additive information item.

5. Reporting Requirements. See attachment A for the revised reporting requirements.

6. **Action Required**. State Liaisons are requested to distribute the attached WTSR instructions to all offices within the State which need such information to implement the WTSR reporting requirements.

7. **Inquiries**. Questions concerning this TEGL should be directed to the appropriate ETA Regional Office. Questions or problems concerning the submission of data electronically should be directed to Shakil Khandoker at (202) 219-6149 or via e-mail at Skhandoker@doleta.gov.

8. **Attachment**. WIA Transition Summer Report (WTSR) Format Instructions and Form

Attachment A

WIA TRANSITION SUMMER REPORT (WTSR) FORMAT INSTRUCTIONS

JTPA Title II-B and WIA Title I-B

1. **Purpose.** The WIA Transition Summer Report (WTSR)(ETA 9082) displays participant enrollment information, financial and cost information, and data on the characteristics of individuals who participated in the JTPA Title II-B grant program and the summer employment opportunities component of WIA Title I-B.

2. **General Instructions.** The State will electronically submit the WTSR via the Internet. This process is modeled after that which is currently used for the Welfare to Work program, the JTPA electronic reporting system (Field Memorandum No. 24-00), and the WIA financial reporting process described in TEGL No. 16-99. With this on-line reporting, States and direct grantees will be the sole source of data entry. The report can be accessed at:
<http://www.eta-reports.doleta.gov>. States will use the same password/PIN as in JTPA reporting. Edit checks will be built into the system to alert States and grantees of inappropriate data entries.

After the State has entered the WTSR data into the system and certified its completeness and accuracy by entrance of the assigned PIN, the appropriate Regional Office (RO) is responsible for reviewing and accepting the data within 10 working days. During this period, Regions are encouraged to communicate with States, as necessary, to resolve any identified concerns. Additional instructions for reporting the data on-line will be provided at a later date. This report will be due according to the following schedule:

	<u>Data as of</u>	<u>Due to RO</u>
End of PY 2000 Quarter 1	Sept 30	Oct 31

3. **Facsimile of Form.** See the form attached to the end of this document. These data items will appear differently on the Internet screen.

4. **Instructions for Completing the WIA Transition Summer Report (WTSR) for JTPA Title II-B and WIA Title I-B**

A. State's Name and Address

Enter the name and address of the recipient State.

B. Type of Grant

Designate the source of funding for the grant for which data are being provided on this WTSR, i.e., JTPA Title II-B or WIA Title I-B. For those areas operating under both JTPA Title II-B and WIA Title I-B, check both boxes.

C. State's Grant Number

Enter the recipient State's grant number which corresponds to the Type of Grant in Item B above. For those areas operating under both JTPA Title II-B and WIA Title I-B, check both boxes. The grant number was assigned by the Employment and Training Administration (ETA) in a separate issuance.

D. Report Period

The WTSR reporting period, beginning on April 1, 2000 and ending on September 30, 2000, will be automatically generated for each report and does not need to be entered by local grantees or the State.

E. Signature and Title (at bottom of the page)

The authorized official of the Governor signs here and enters his/her title.

F. Date Signed

Enter the date the report is certified by the authorized official.

G. Telephone Number

Enter the area code and telephone number of the authorized official.

SECTION I - STATEWIDE PARTICIPANT SUMMARY

Line 1. Total Participants

Enter the total number of youth who participated in the JTPA Title II-B grant program and/or the summer employment opportunities component of WIA Title I-B through the end of the report period (September 30, 2000).

"Participant," for reporting purposes, means an individual who has been determined to be eligible to participate in and who is receiving services funded under JTPA Title II-B or the summer employment opportunities component of WIA Title I-B or both. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving services.

Line 2. Total Participants in Academic-Basic Educational Skills Enrichment

Enter the number of JTPA Title II-B participants who were enrolled in academic basic educational skills enrichment activities. This includes participants who have such activities linked with work experience or as a stand-alone activity. This entry may not exceed the entry for Line 1.

This reporting item applies only to JTPA Title II-B participants (both those who terminate as JTPA participants and those who transition into WIA Title I-B participants on July 1). Those participants who register as WIA Title I-B participants and are never enrolled in JTPA Title II-B are not included in this line.

The definition of Academic-Basic Educational Skills enrichment means "the enhancement of the traditional educational skills of reading, mathematics, and writing attained through classroom or project-based learning methods."

NOTE: For the number of youth in line 2, show the percentage of youth who maintained and the percentage of youth who gained academic-basic educational skills of reading, mathematics, and/or writing during the summer reporting period. The results should be reported in the "Remarks" section. For example: Line 2: Maintained Skills - 78%, Gained Skills - 12%.

Although ETA is not recommending any particular testing protocol, pre and post testing is encouraged when assessing skill gains of youth.

Service providers are encouraged to select assessment instruments that have been identified as appropriate tools for measuring basic educational skills attained in the academic enrichment component of the summer program.

Line 3. Total Number of JTPA Participants Terminated on or Before June 30, 2000

Enter the total number of JTPA participants that terminated on or before June 30, 2000; i.e., those participants who do not transition into WIA Title I-B.

SECTION II - PARTICIPANT CHARACTERISTICS SUMMARY

Gender

Line 4. Male

Line 5. Female

Distribute the participants by line according to gender. The sum of LINES 4 and 5 should equal Total Participants (LINE 1).

Age

Line 6. 14 - 15 Years

Line 7. 16 - 18 Years

Line 8. 19 - 21 Years

Distribute the participants by line according to age (based on date of birth) at the time of eligibility for JTPA participants or at the time of registration (entry into the program) for WIA participants. The sum of LINES 6 thru 8 should equal Total Participants (LINE 1).

Race/Ethnic Group

Line 9. American Indian or Alaska Native

Line 10. Asian

Line 11. Black or African American

Line 12. Hispanic or Latino

Line 13. Native Hawaiian or Other Pacific Islander

Line 14. White

Distribute the participants by line according to the Race/Ethnic Groups listed above. Participants may select more than one Race/Ethnic Group which means that the sum of Lines 9 thru 14 may be greater than the number of Total Participants (LINE 1).

NOTE: The Race/Ethnic category listed above reflects OMB's Standards for the Classification of Federal Data on Race and Ethnicity (October 30, 1997, Vol. 62, No. 210, Pgs. 58782-58790).

School Status

Line 15. In-School Youth

Enter the total number of participants who are currently enrolled in and are attending any school or are between school terms and intend to return to school. For JTPA participants who are grandfathered into WIA, the JTPA in-school youth definition applies. JTPA in-school youth means a youth who has not yet attained a high-school diploma and is attending school full time. For WIA participants who register July 1 or after (not grandfathered into WIA), in-school youth are those who do not meet the definition of WIA out-of-school youth.

Line 16. Out-of-School Youth

Enter the total number of participants who are not enrolled in or attending any school or are not between school terms or do not intend to return to school. For JTPA participants who are grandfathered into WIA, the JTPA out-of-school definition applies. For JTPA an out-of-school youth is a youth who does not meet the definition of an in-school youth above. For WIA participants who register July 1 or after (not grandfathered into WIA), the WIA out-of-school definition applies. Under WIA an "out-of-school youth" means an eligible youth who is a school dropout; or an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed. A youth's dropout status is determined at the time of registration. Therefore, a youth who is out-of-school at the time of registration and subsequently placed in an alternative school, may be considered an out-of-school youth. However, a youth who is enrolled in an alternative school at the time of registration, is not considered a school dropout.

Note: The sum of LINES 15 and 16 should equal Total Participants (LINE 1).

Line 17. Total Number of Youth for Whom Additional Services are Planned

Enter the total number of participants from LINES 15 and 16 whose additional services following completion of summer employment activities are follow-up services only. Youth for whom summer employment activities are part of a comprehensive year-round service strategy should not be included in this total.

Line 18. Total Expenditures including the 15% Governor's Reserve (Statewide Activities) Funds Used for Summer Employment Opportunities.

Enter the total dollar amount of Federal youth funds expended for allowable program activities on JTPA Title II-B through June 30, 2000 and/or summer employment opportunities under WIA Title I-B through the end of the reporting period. Total expenditures exclude administrative costs. WIA requires that summer employment opportunities be directly linked to academic and occupational learning. While specific summer employment activities will vary by local area, examples of activities include: intake; assessment; development of an individual service strategy; case management; work experience; academic basic skills enrichment activities; work readiness activities; on-the-job training; and follow-up services. Expenditures should reflect activities that occur during the locally defined time period of operation for the summer employment component within the established reporting period (April 1 - September 30, 2000). The total expenditures should also include any expenditures from the Statewide activity funds that were used for summer employment opportunities.

Line 18a. Total Expenditures from the 15% Governor's Reserve (Statewide Activities) Fund

If any portion of the up to 15% Statewide activity funds were used for summer employment opportunities, enter that total dollar amount on LINE 18a. If there were no expenditures from the statewide activity fund used for summer employment opportunities, enter zero. This line item is a stand-alone, non-additive category and remember that it should have been included as a portion of LINE 18 if these funds were used. Costs reported on LINE 18a will have to be allocated to both in-school youth (LINE 18b) and out-of-school youth (LINE 18c).

Line 18b. Total Expenditures for In-School Participants

Of the amount on LINE 18, enter the total dollar amount of Federal youth funds, including any portion of the Statewide activities funds (if applicable), expended on in-school participants.

Line 18c. Total Expenditures for Out-of-School Participants

Of the amount on LINE 18, enter the total dollar amount of Federal youth funds, including any portion of the Statewide activities funds (if applicable), expended on out-of-school participants.

Note: The sum of LINES 18b and 18c should equal Total Expenditures (LINE 18).

Line 19. Average Cost Per Participant

Enter the total dollar amount of Federal youth funds, including any portion of the Statewide activities funds (if applicable), expended, divided by the total number of participants.

NOTE: PLEASE USE WHOLE DOLLAR AMOUNTS ONLY; NO CENTS.

WIA TRANSITION SUMMER REPORT (WTSR)
"Title I, Sec.129"

U.S. Department of Labor
 Employment and Training Administration

OMB No. 1205 - 0411
 Expiration Date: 11/30/2000

A. State's Name and Address	B. Grant Type 9 JTPA Title II-B 9 WIA Title I, Sec. 129	C. State's Grant Number 9 JTPA _____ 9 WIA _____	
		D. Report Period From: _____	To: _____

Section I - STATEWIDE PARTICIPANT SUMMARY

1	Total Participants	
2	Total Participants in Academic-Basic Educational Skills Enrichment	
3	Total Number of JTPA Participants Terminated on or Before June 30, 2000	

Section II - PARTICIPANTS CHARACTERISTICS SUMMARY

4	Male		11	Black or African American	
5	Female		12	Hispanic or Latino	
6	Age: 14 - 15 Years		13	Native Hawaiian or Other Pacific Islander	
7	16 - 18 Years		14	White	
8	19 - 21 Years		15	In-School Youth	
9	American Indian Or Alaska Native		16	Out-of-School Youth	
10	Asian		17	Total Number of Youth for Whom Additional Services are Planned	

Section III - FINANCIAL SUMMARY

18	Total Expenditures (including 15% Governor's Reserve Fund Used for Summer Employment Opportunities)		19	Average Cost per Participant	
18a	Total Expenditures from 15% Governor's Reserve Fund				
18b	Total Expenditures for In-School Participants				
18c	Total Expenditures for Out-of-School Participants				

Remarks:

E. Signature and Title	F. Date Signed	G. Telephone No.
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These reporting requirements are approved by the Office of Management and Budget under the Paperwork Reduction Act of 1995, OMB Approval No. 1205-0411. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents obligation to reply to these reporting requirements are Mandatory (WIA, Sections 136, 185, 186 and 189). Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Youth Opportunity, Room N-4469, 200 Constitution Avenue, N.W., Washington, DC 20210.