

**WIA TITLE I-SECTION 167
MIGRANT AND SEASONAL FARMWORKER PROGRAM**

AUTOMATED REPORTING SYSTEM

**ELECTRONIC FILE RECORD LAYOUT, CODING GUIDELINES AND EDIT CHECKS
(REVISED — FEBRUARY 2002)**

WIA SECTION 167 MIGRANT AND SEASONAL FARMWORKER AUTOMATED REPORTING SYSTEM

GENERAL GUIDELINES (UPDATE)

This document is intended to facilitate preparation and submission of an electronic file of records for WIA Section 167 terminees. It describes the record layout, codes, and data verification edits that should be used to create such a file. The resulting file should be either:

- A fixed-field or comma-delimited-field ASCII text file (also called a DOS text file) containing the data record for each individual terminnee on a separate line. (Most database and spreadsheet programs contain an option for exporting data to an ASCII file).
- A dbf file.
- An Excel file.
- Other file formats, so long as prior arrangements are made with Social Policy Research Associates (SPR), DOL's data processing contractor.

This document indicates the order in which the data elements should be presented on each electronic record line and the starting column position for each data element for a fixed-field record. For a delimited-field file or a dbf file, observe the data-elements order and field width maximums indicated by the record layout; for comma-delimited files, separate data fields by commas. Please avoid the use of commas embedded in alpha fields or to denote placeholders in numeric fields (e.g., x,xxx); commas should be used only by grantees who are submitting comma-delimited files.

In general, submissions should follow the coding guidelines for individual items, shown in the attached instructions. In preparing submissions, please name data files using a MGGGGQYY convention, where:

- M stands for the MSFW program.
- GGGG stands for your unique 4-digit grant number (the first two numbers of which should be 76).
- Q stands for the quarter (e.g., 1 for the first quarter, etc.; use 5 for the "fifth quarter" submission that includes follow-up data for 4th quarter terminees).
- YY stands for the program year.

Submissions can be sent on either a floppy diskette or via email. If a floppy diskette is used, send a 3.5" IBM PC DOS compatible formatted diskette, and mail it to:

MSFW ARS Project
Andrew Wiegand
Social Policy Research Associates
1330 Broadway, Suite 1426
Oakland, California 94612

Include a memorandum in the package clearly identifying your organization, grant number, and the number of terminees being reported.

For those interested in sending submissions via email, please send to: susana_morales@spra.com or andrew_wiegand@spra.com

Any questions regarding formatting, record layout and related problems should be referred to Andrew Wiegand of SPR at (510-763-1499, ext. 636). Contact your Fed Rep if you have questions regarding item definitions or program policy.

**WIA SECTION 167 MIGRANT AND SEASONAL FARMWORKER
ELECTRONIC FILE RECORD LAYOUT, CODING GUIDELINES AND EDIT CHECKS**

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
1 Numeric	1	4	1. ETA- Assigned Grantee Code	Record the appropriate 4-digit ETA Assigned identification code. This code is the four-digit segment of the grant number.	(A) Must be a valid grantee code (B) Must correspond to the code for the grantee submitting the data
2 Numeric	5	2	2. Field Office Identifier (FIPS Code of the State where field office is located)	Record the FIPS Code of the state where the field office is located.	(A) Must be a valid State FIPS Code
3 Numeric	7	3	2. Field Office Identifier (FIPS Code of County)	Record the FIPS Code of the county where the field office is located.	(A) Must be a valid County FIPS Code.
4 Numeric	10	9	3. Participant Identification Number	Record the participant's identification number. If the applicant has no SSN or refuses to provide it, a substitute number may be assigned during intake. Grantees should make efforts to obtain a valid SSN prior to termination and record with transmittal. NOTE: Possession of a Social Security Number is not a prerequisite for participation. (To avoid duplication with Social Security numbers, grantee assigned numbers should be limited to no more than 8 digits, and the first two digits should be 99).	(A) Must be no more than nine digits. (B) Entry should contain only numbers; no dashes or alphas
5 Date (Numeric)	19	8	4. Date of Enrollment	Record the date (YYYYMMDD) on which the individual began to receive program services beyond core services that are informational or self-service.	A) Must be a valid date in YYYYMMDD format B) Must be eight digits.
6 Date (Numeric)	27	8	5. Date of Birth	Record the date (YYYYMMDD) of birth of the participant.	(A) Must be a valid date in YYYYMMDD format (B) Must be eight digits. (C) In combination with date of enrollment, must imply an age of 14 to 85.

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
7 Numeric	35	1	6. Gender	Record the code for: 1-Male 2-Female	(A) Must be 1 or 2.
			7. Race	This instruction applies to items 7a to 7e, below. Enter 1 for Yes or 2 for No to indicate in which racial designation(s) the individual belongs. Note: An individual can be coded 1 in more than one racial category. Ethnicity information (Hispanic) is coded separately, below; Hispanics can be of any race.	
8 Numeric	36	1	7a. American Indian or Alaskan Native	Record the code: 1 for Yes, or 2 for No	(A) Must be 1 or 2.
9 Numeric	37	1	7b. Asian	Record the code: 1 for Yes, or 2 for No	(A) Must be 1 or 2.
10 Numeric	38	1	7c. Black or African American	Record the code: 1 for Yes, or 2 for No	(A) Must be 1 or 2.
11 Numeric	39	1	7d. Hawaiian Native or Other Pacific Islander	Record the code: 1 for Yes, or 2 for No	(A) Must be 1 or 2.
12 Numeric	40	1	7e White	Record the code: 1 for Yes, or 2 for No	(A) Must be 1 or 2.
13 Numeric	41	1	8. Ethnicity	Record the code indicating the participant's ethnicity from among the following categories: 1-Hispanic - A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture in origin (including Spain), regardless of race. 2- Not Hispanic – A person NOT of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture in origin (including Spain), regardless of race.	(A) Must be 1 or 2
14 Numeric	42	1	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.)	(A) Must be 1 or 2

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
15 Numeric	43	2	10. Enter FIPS Code of State of the Primary Domicile	Record the FIPS Code of the State of the primary domicile of the participant. (Primary domicile is that location that is established or claimed as the permanent residence or "home" of the participant.) If outside U.S. enter 88 for Mexico, 99 for Canada, or 77 for all other.	(A) Must be a valid State FIPS Code, or 77, 88, or 99.
16 Numeric	45	3	10. Enter FIPS Code of County of the Primary Domicile	Record the FIPS Code of the County of the primary domicile of the participant. (Primary domicile is that location that is established or claimed as the permanent residence or "home" of the participant.) If 88 is entered in field 15, enter 888. If 99 is entered in field 15, enter 999. If 77 is entered in field 15, enter 777.	(A) Must be a valid County FIPS Code, or 777, 888, or 999 (if field 15 is 77, 88, or 99).
17 Numeric	48	1	11. Farmworker Status	Record status, at the time of eligibility determination, of the participant. NOTE: Where participant is a dependent of a farmworker, record the status of the eligible farmworker. 1- Migrant Farmworker 2- Seasonal Farmworker	(A) Must be 1 or 2.
			12. Public Assistance Recipient	This instruction applies to items 12a through 12c, below. Enter 1 for Yes or 2 for No to indicate if the participant, at the time of intake/eligibility determination, was a welfare recipient receiving cash payments from a means-tested, income transfer program or receiving Food Stamps. Record the appropriate code for the items that follow (12a. through 12c.) indicating whether or not the individual is a recipient of each of the following categories.	
18 Numeric	49	1	12a – Temporary Assistance to Needy Families (TANF)	Enter 1 for Yes or 2 for No	(A) Must be 1 or 2.
19 Numeric	50	1	12b – Other Cash Assistance	Other cash assistance includes General Assistance (GA), Refugee Cash Assistance (RCA), and Supplemental Security Income (SSI). Enter 1 for Yes or 2 for No.	(A) Must be 1 or 2.
20 Numeric	51	1	12c - Food Stamps (Food Stamp Act of 1977)	Enter 1 for Yes or 2 for No	(A) Must be 1 or 2.
			13. Family Size		

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
21 Numeric	52	2	13a. Number of Dependents in the family Under Age 18	Record the number of dependents in the family under age 18.	(A) Must be in the range of 0 through 99.
22 Numeric	54	2	13b. Number of Individuals in Family	Record the total number of individuals in the Family, including the participant (00).	(A) Must be in the range of 0 through 99.
23 Numeric	56	2	14. Highest School Grade Participant Completed	Record the highest educational level completed by the participant, using the following codes: 00 - No educational grades completed 01-11 - Number of elementary or secondary grades completed [see note] 12 - High school graduate 88 – Attained high school equivalency degree (GED) 13-15 - If a high school graduate or equivalent, enter the number of school years completed including college, or full-time technical or vocational school 16 - Bachelor's degree or equivalent 17 – Education beyond the Bachelor's degree Note: Participants who completed 12th grade but did not receive a diploma or equivalent are to be coded "11".	(A) Must be in the range of 0 through 17, or 88 for those who received a GED as their highest level of education.
24 Numeric	58	1	15. Student Status at Time of Registration	Record whether or not the participant (adult or youth) 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. NOTE: Record "yes" for those enrolled whether full-time or part-time and whether in secondary or post-secondary schooling. 1-Yes 2-No	(A) Must be 1 or 2.

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
25 Numeric	59	1	16. Labor Force Status at Entry	<p>Record the appropriate code indicating the labor force status of the participant at time of intake, whether employed or not employed.</p> <p>An employed individual is one who, during the 7 consecutive days prior to intake,</p> <ul style="list-style-type: none"> * did any work at all as a paid employee, or * worked in his or her own business, profession or farm, or * worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or * 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. <p>A not employed individual is one who does not meet the definition of employed.</p> <p style="text-align: center;">1-Employed 2-Not employed</p>	(A) Must be 1 or 2.
26 Numeric	60	5	17. Total Preprogram Earnings During the 12-month Eligibility Determination Period.	<p>Record total preprogram earnings of the terminnee during the 12-month eligibility determination period. Earnings include salaries or wages, and also include any bonuses, tips, gratuities, and commissions or overtime pay earned (00000). Record 0 if there were no earnings during this period.</p> <p>NOTE: Terminnee can have "0" earnings only if he/she is a dependent of a farmworker.</p>	<p>Enter whole dollar amounts. No commas or decimal values.</p> <p>(A) Must be greater than or equal to 0.</p> <p>(B) Can only be 0 if field 14 is 2.</p>

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
27 Numeric	65	1	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.	(A) Must be in range of 1 through 3.
28 Numeric	66	1	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	(A) Must be 1 or 2.
			20. Additional Barriers to Employment	Record all the appropriate codes for the following categories as they apply to the participant.	
29 Numeric	67	1	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	(A) Must be 1 or 2.
30 Numeric	68	1	20b. Offender/ Criminal Justice Barrier	An individual (adult or juvenile) who is or has been subject to the criminal justice process, resulting in a barrier to employment. 1 = Yes 2 = No	(A) Must be 1 or 2.

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
31 Numeric	69	1	20c. Homeless	<p>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 includes a runaway youth.</p> <p>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.</p> <p>1 = Yes 2 = No</p>	(A) Must be 1 or 2.
32 Numeric	70	1	20d. Displaced Homemaker	<p>An individual who has been providing unpaid services to family members in the home and who:</p> <p>(1) has been dependent on the income of another family member but is no longer supported by that income: and</p> <p>(2) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p> <p>1 = Yes 2 = No</p>	(A) Must be 1 or 2.
33 Numeric	71	1	20e. Lacks Significant Work History	<p>An individual who had not worked for any nonagricultural employer for longer than three (3) consecutive months in the 24 months prior to intake.</p> <p>1 = Yes 2 = No</p>	(A) Must be 1 or 2.
34 Numeric	72	1	20f. Long-term Agricultural Employment	<p>An individual who has engaged in agricultural work as the primary source of income for a minimum of four (4) years prior to intake.</p> <p>1 = Yes 2 = No</p>	(A) Must be 1 or 2.
35 Numeric	73	1	20g. Pregnant or Parenting Youth	<p>An individual under 22 years of age and who is pregnant, or (male or female) who is providing custodial care for one or more dependents under age 18.</p> <p>1 = Yes 2 = No</p>	(A) Must be 1 or 2.
36 Numeric	74	1	20h. Substance Abuse	<p>An individual who has an alcohol and/or other drug problem.</p> <p>1 = Yes 2 = No</p>	(A) Must be 1 or 2.

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
37 Numeric	75	1	20i. Lacks Transportation	An individual who lacks access to adequate/reasonable transportation services, resulting in a barrier to receiving training or accepting employment. 1 = Yes 2 = No	(A) Must be 1 or 2.
38 Numeric	76	1	20j. Single Parent 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	(A) Must be 1 or 2. (B) Cannot be 1 unless field 21 is greater than 0.
39 Numeric	77	1	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	(A) Must be 1 or 2.
40 Numeric	78	1	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	(A) Must be 1 or 2.
41 Numeric	79	1	21. Basic Literacy Skills Deficient	Record whether or not the participant is basic literacy skills deficient: 1. Yes - The individual 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 (Spanish in Puerto Rico) 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. 2. No – The individual does not meet the above definition. 9. Not Applicable/Not Reported – This information not obtained or reported.	(A) Must be 1, 2 or 9.

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
42 Numeric	80	4	22a. Reading Skills Grade Level	Record the grade level equivalent (to one decimal place precision) 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). Enter 13.0 if the participant is determined to read at a level above that of a high school graduate, or if testing is waived on account of degree holder status (BA, MA, or PhD). Enter 99.9 for a participant who refused testing or who otherwise could not be tested or for whom testing was not needed (e.g., Related Assistance services-only participants). NOTE: Raw scores should not be entered in this field.	(A) Grade level must be in the range of 00.0 through 13.0, or 99.9.
43 Alpha	84	10	22b. Name of Test (if tested)	Record the name, if appropriate, of the test used, whether or not a grade-level equivalent can be provided.	(A) Limit entry to 10 characters.
44 Numeric	94	4	23a. Math Skills Grade Level	Record the grade level equivalent (to one decimal place precision) 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 computational level (determined within the last 12 months). Enter 13.0 if the participant is determined to have math skills at a level above that of a high school graduate, or if testing is waived on account of degree holder status (BA, MA, or PhD). Enter 99.9 for a participant who refused testing or who otherwise could not be tested or for whom testing was not needed (e.g., Related Assistance services-only participants). NOTE: Raw scores should not be entered in this field.	(A) Grade level must be in the range of 00.0 through 13.0, or 99.9.
45 Alpha	98	10	23b. Name of Test (if tested)	Record the name, if appropriate, of the test used whether or not a grade-level equivalent can be provided.	(A) Limit entry to 10 characters.
46 Numeric	108	8	24. Date of First Intensive Services	Record the date (YYYYMMDD) on which the participant first received Intensive services. Intensive Services include specialized assessments of skill levels, work experience, diagnostic testing, English as a Second Language (ESL) training, development of an individual employment plan, group or individual counseling, case management for participants seeking training services, short-term prevocational services, and remedial reading, writing, or communication skills training.	(A) Must be a valid date in YYYYMMDD format. (B) Must be on or later than the date in field 5 (date of enrollment). (C) Must be earlier than the date in field 82 (date of exit).

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
47 Numeric	116	8	25. Date of First Training Services	Record the date (YYYYMMDD) on which the participant first received Training services. Training services include, but are not limited to, occupational skills training; OJT; skill upgrading; entrepreneurial training; and job readiness training.	(A) Must be either blank or a valid date in YYYYMMDD format. (B) Must be on or later than the date in field 5 (date of enrollment). (C) Must be earlier than the date in field 82 (date of exit).
			26. Actual Total Hours	Enter the actual total hours (funded by the 167 grant) in each of the following categories. NOTE: enter 0 if the service was not provided.	
48 Numeric	124	4	26a. Basic Skills Training funded by 167 grant.	Training services include, but are not limited to, remedial reading, writing, communication, mathematics and/or English for non-English speakers. Record the actual hours of training under this category that were funded by the 167 grant. Enter 0 if no training was received.	(A) Must be in the range of 0 to 9999. Values above 5,000 will be flagged for your review. (B) Must be 0 if field 47 is blank.
49 Numeric	128	4	26b. Occupational Skills Training (Non-OJT) funded by 167 grant.	Training, including vocational education and classroom training, designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. Record the total hours of training under this category that were funded by the 167 grant. Enter 0 if no training was received.	(A) Must be in the range of 0 to 9999. Values above 5,000 will be flagged for your review. (B) Must be 0 if field 47 is blank.
50 Numeric	132	4	26c. Integrated Basic/Occupational Skills Training funded by 167 grant.	A training program that combines elements of both Basic Skills Training and Occupational Skills Training (Non-OJT) as described immediately above. Record the total hours of training under this category that were funded by the 167 grant. Enter 0 if no training was received.	(A) Must be in the range of 0 to 9999. Values above 5,000 will be flagged for your review. (B) Must be 0 if field 47 is blank.

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
51 Numeric	136	4	26d. On-the-job Training (OJT) funded by 167 grant	Training by an employer that is provided to a paid participant while engaged in productive work in a job that: (a) provides knowledge or skills essential to the full and adequate performance of the job; (b) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (c) is limited in duration appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant as appropriate. Enter 0 if no training was received.	(A) Must be in the range of 0 to 9999. Values above 1,200 will be flagged for your review. (B) Must be 0 if field 47 is blank.
52 Numeric	140	4	26e. Work Experience funded by 167 grant	A short-term or part-time work activity that provides an individual with the opportunity to acquire appropriate work habits and behaviors. Record the total hours under this category that were funded by the 167 grant. Enter 0 if no training was received.	(A) Must be in the range of 0 to 9999. Values above 2,000 will be flagged for your review. (B) Must be 0 if field 47 is blank.
53 Numeric	144	1	27. Received Worker Safety Training	Record whether or not the participant received any training that consists of instruction in any of the following: safe and proper ways to operate or maintain machinery, safe handling and use of toxic chemicals, proper use of protective clothing and devices, first aid, or other topics related to worker safety on the job site. 1 = Yes 2 = No	(A) Must be a 1 or 2. (B) Must be 2 if field 47 is blank.
54 Numeric	145	1	28. Enrolled in a program or activity leading to an educational or occupational credential or license.	A credential is defined as any nationally recognized degree or certificate or a state/locally recognized credential. Credentials will include, but are not limited to, a high school diploma, GED or other recognized equivalents, postsecondary degrees, recognized skills standards and licensure or industry recognized certificates. 1 = Yes 2 = No	(A) Must be a 1 or 2. (B) Must be 2 if field 47 is blank.
			29. Occupational Skills Training Code		

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
55 Numeric	146	1	29a. Occupational Skills Training Code: Type of Code	For the occupation for which training was received and recorded under Items 26b-26d, above, select the occupational code type 1 = 5-digit OES code 2 = 5 or 6-digit O*Net code 3 = 6-digit CIP code (classroom training only) 9 = None NOTE: If training was provided for more than one occupation, record the code for the last significant occupational training.	(A) If any of fields 49, 50, or 51 are greater than 0, then this item must not be 9 (or blank). (B) Must be 9 (or blank; 0 also treated as blank) if fields 49, 50, and 51 are all 0.
56 Numeric	147	9	29b. Occupational Skills Training Code	For the occupation for which training was received and recorded under field 55 above, determine and enter the occupational code. NOTE: Enter the specific code here without any punctuation.	(A) Must be a valid code for the type listed in field 55, if any of fields 49, 50, 51 are greater than 0. (B) Must be 0 or blank if fields 49, 50, 51 are all 0.
			30. Related Assistance Services Received	For each of the following Related Assistance services record whether or not the services were provided while an individual was a participant, <i>regardless of the funding source.</i>	
57 Numeric	156	1	30a. Transportation	Transportation (public or private) assistance or cash paid to or for participants or members of their families for the purpose of transportation. 1 = Yes 2 = No	(A) Must be 1 or 2.
58 Numeric	157	1	30b. Health Care	A Related Assistance service that includes, but is not limited to, preventive and clinical medical treatment, voluntary family planning services, and necessary psychiatric, psychological and prosthetic services. 1 = Yes 2 = No	(A) Must be 1 or 2.
59 Numeric	158	1	30c. Family Care (including child care)	A Related Assistance service that helps participants meet their family care needs during program participation. Family care ranges from adult to child care inside or outside the home to after-school programs (inside or outside the home). It usually includes supervision and shelter. 1 = Yes 2 = No	(A) Must be 1 or 2.

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
60 Numeric	159	1	30d. Housing, Resettlement, or Rental Assistance	Housing, Resettlement, or Rental Assistance is defined as: a Related Assistance service that assists participants in maintaining or obtaining adequate shelter, including utilities, for themselves and their families, or relocating in order to accept or maintain employment or to obtain education or training while participating in the program. 1 = Yes 2 = No	(A) Must be 1 or 2.
61 Numeric	160	1	30e. Nutritional Assistance	A Related Assistance service that includes the provision of food and other nutritional assistance (other than counseling) to eligible program participants and their dependents. 1 = Yes 2 = No	(A) Must be 1 or 2.
62 Numeric	161	1	30f. Translation and Interpretation Services	A Related Assistance service that involves a bilingual agent who hears or reads the language of one party and speaks or writes another language for another party. One of the two parties must be a program participant. 1 = Yes 2 = No	(A) Must be 1 or 2.
63 Numeric	162	1	30g. Other	Any other appropriate Related Assistance service provided that is not listed above. 1 = Yes 2 = No	(A) Must be 1 or 2.
64 Numeric	163	1	31. Referred by One-Stop Partner	Was the participant referred by a One-Stop partner to the Section 167 grantee? 1 = Yes 2 = No	(A) Must be 1 or 2.
65 Numeric	164	1	32. Participant Referred to One-Stop Partner by the Section 167 grantee	Was the participant referred to another One-Stop Partner by the Section 167 grantee? 1 = Yes 2 = No	(A) Must be 1 or 2.
			33. Partner Program Participation	The following instruction applies to items 33a through 33o. In each instance indicate whether or not the individual is participating in each of the following programs. Record only those programs that are coordinated, possibly through a formal coenrollment, by inclusion in the individual's service plan, or through follow-up services. Record 1 - Yes or 2 - No, for each item below.	
66 Numeric	165	1	33a. Concurrent Participation: WIA Title I State/local program (Subtitle B)	Record 1 = Yes 2 = No	(A) Must be 1 or 2

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
67 Numeric	166	1	33b. Concurrent Participation: Adult Education	Adult Education funded by WIA Title II. 1 = Yes 2 = No	(A) Must be 1 or 2
68 Numeric	167	1	33c. Concurrent Participation: Job Corps	Job Corps programs funded by WIA Title I-Subtitle C. 1 = Yes 2 = No	(A) Must be 1 or 2
69 Numeric	168	1	33d. Concurrent Participation: Native American Programs	Native American Programs funded by WIA Title I-Subtitle D. 1 = Yes 2 = No	(A) Must be 1 or 2
70 Numeric	169	1	33e. Concurrent Participation: Veterans Workforce Investment Programs	Record 1 = Yes 2 = No	(A) Must be 1 or 2
71 Numeric	170	1	33f. Concurrent Participation: Trade Adjustment Act (TAA)	Record 1 = Yes 2 = No	(A) Must be 1 or 2
72 Numeric	171	1	33g. Concurrent Participation: NAFTA-TAA	Record 1 = Yes 2 = No	(A) Must be 1 or 2
73 Numeric	172	1	33h. Concurrent Participation: Vocational Education	As described in the Perkins Vocational and Applied Tech Education Act 1 = Yes 2 = No	(A) Must be 1 or 2
74 Numeric	173	1	33i. Concurrent Participation: Vocational Rehabilitation	Vocation Rehabilitation funded by WIA Title IV. 1 = Yes 2 = No	(A) Must be 1 or 2

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
75 Numeric	174	1	33j. Concurrent Participation: Wagner-Peyser	Wagner-Peyser funded under WIA Title III. 1 = Yes 2 = No	(A) Must be 1 or 2
76 Numeric	175	1	33k. Concurrent Participation: Welfare-to-Work	As described in 20CFR part 645. 1 = Yes 2 = No	(A) Must be 1 or 2
77 Numeric	176	1	33l. Concurrent Participation: Title V activities	Authorized under Title V of the Older Americans Act of 1965. 1 = Yes 2 = No	(A) Must be 1 or 2
78 Numeric	177	1	33m. Concurrent Participation: Employment and Training Programs under Community Services Block Grant	Record 1 = Yes 2 = No	(A) Must be 1 or 2
79 Numeric	178	1	33n. Concurrent Participation: Employment and Training Programs under Dept. HUD	Record 1 = Yes 2 = No	(A) Must be 1 or 2
80 Numeric	179	1	33o. Concurrent Participation: Other non-WIA programs	Record for participation in any non-WIA program not listed above that provided the individual with services authorized under WIA. 1 = Yes 2 = No	(A) Must be 1 or 2
81 Numeric	180	1	34. Pell Grant Recipient	The individual is or has been notified that they will be receiving a Pell Grant. Note: This item may be updated at anytime while the individual is receiving WIA services (except follow-up services). Record yes if the individual received a Pell Grant at any time during WIA participation 1 = Yes 2 = No	(A) Must be 1 or 2

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
82 Numeric	181	8	35. Date of Exit	<p>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.</p> <p>NOTE: This can only be left blank if individual is a youth program participant (i.e., receiving services funded by a youth program grant) who has not yet exited the program. All adult program participants must have exited the program prior to being included in the data submission.</p>	<p>If individual is an adult program participant:</p> <p>(A) Must be valid date in YYYYMMDD format. (B) Must be on or after the date in field 5 (date of enrollment) (C) Must be within range of the program year.</p> <p>If individual is a youth program participant, the above edit checks still apply, but this field also may be blank if the youth has not yet exited the program.</p>

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
83 Numeric	189	1	36. Category of Exit	<p>Record the appropriate category as defined below:</p> <ol style="list-style-type: none"> 1. Employment and Training Terinee – Received and/or completed any job-related core (beyond core informational or self-services, and eligibility determination), intensive, or training services. 2. Related Assistance Services ONLY Terinee - Received non-job related services, without having received job-related core, intensive, or training services. 3. Other Reasons for Exit – A participant who did not complete the program and exited for other reasons, as specified in Item 37 below. <p>NOTE: Individuals who receive training-related services AND intensive, or training services should be coded 1.</p> <p>NOTE: This can only be left blank if individual is a youth participant who has not yet exited the program. All adult program participants must have exited the program prior to being included in the data submission.</p>	<p>If individual is an adult program participant:</p> <p>(A) Must be 1, 2, or 3.</p> <p>(B) Must equal 1 or 3 if either field 46 or field 47 is not blank, or if any of fields 48-53 are greater than 0.</p> <p>(C) Must equal 2 if field 47 is blank and all of fields 48-53 are 0.</p> <p>(D) If equals 2, then at least one of fields 57-63 must be 1.</p> <p>If individual is a youth program participant, the above edit checks still apply, but this field also may be blank if the youth has not yet exited the program.</p>

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
84 Numeric	190	1	37. Other Reasons for Exit	<p>Record the appropriate category as defined below:</p> <ol style="list-style-type: none"> 1. Institutionalized – Participant is residing in an institution or facility providing 24 hour support, such as a prison or hospital, and is expected to remain in that institution for at least 90 days. 2. Health/Medical – Participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the 167 program. NOTE: Does not include temporary conditions expected to last for less than 90 days. 3. Deceased 4. 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. 5. Entered Post-Secondary Education – Participant entered 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 post-secondary education programs offered by degree-granting institutions that do not lead to an academic degree. 6. Moved/Cannot Locate/Voluntary Separation – Participant cannot be located or has moved to an area that prevents them from completing their program, or has voluntarily left the program. 	<p>(A) Must be blank unless field 83 = 3.</p> <p>(B) Must not be blank if field 83 = 3.</p>
85 Numeric	191	8	38. Date Entered Unsubsidized Employment	<p>Record the date (YYYYMMDD) on which the participant entered unsubsidized employment. Leave this field blank if the participant did not enter unsubsidized employment.</p>	<p>(A) Must be either blank or have a valid date (YYYYMMDD).</p> <p>(C) Must be blank if field 83 is not 1.</p> <p>(C) If not blank, then date must be on or after the date in field 5 (date of enrollment).</p> <p>(D) Must be on or before the date in field 82 (date of exit).</p>
			39. For Those Who Entered Employment, Check Yes for All that Apply	<p>This instruction applies to items 39a through 39c. Record 1-Yes or 2-No, for each category as appropriate. If client did not enter unsubsidized employment, all items 39a through 39c should be coded as 2=No.</p>	

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
86 Numeric	199	1	39a. Entered Qualified Apprenticeship Program	An apprenticeship program which is operated jointly by an employer and a union, under an agreement with a State Apprenticeship agency. Record 1-Yes or 2-No	(A) Must be either 1 or 2. (B) Cannot be 1 unless field 85 has a valid date. (C) Must be 2 if field 85 is blank.
87 Numeric	200	1	39b. 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. Record 1-Yes or 2-No	(A) Must be either 1 or 2. (B) Cannot be 1 unless field 85 has a valid date. (C) Must be 2 if field 85 is blank.
88 Numeric	201	1	39c. Self-Employment	Self-directed work in which goods or services produced by, or obtained by, the individual (or others working for him/her) are offered for sale. Record 1-Yes or 2-No	(A) Must be either 1 or 2. (B) Cannot be 1 unless field 85 has a valid date. (C) Must be 2 if field 85 is blank.
			40. For Those Who Entered Employment, Provide Employment Information	Record the requested information as appropriate.	
89 Numeric	202	2	40a. Hours Worked per Week	Record the usual number of hours of work scheduled per week (00), including overtime. If participant did not enter unsubsidized employment, this field should be 0.	(A) Must be 0 (or blank) if field 85 is blank. (B) Must be in the range 1 through 99 if field 85 has a valid date.
90 Currency	204	5	40b. Hourly Wage at Placement	Record the hourly wage at placement (00.00). Hourly wage includes any bonuses, tips, gratuities, commissions, and overtime pay earned. Decimal point in entry must be explicit.	(A) Must be 0 (or blank) if field 85 is blank. (B) Must be in the range of 1.00 to 99.99 if field 85 has a valid date (note: values below 1.00 are flagged)

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
91 Numeric	209	1	40c. Fringe Benefits Available/Received	Record whether or not the employer makes available (or will make available following the completion of a probationary period) to the individual (whether or not the individual accepts) fringe benefits, beyond those required by law (e.g., Unemployment Insurance, worker's compensation), including health insurance benefits, holiday or vacation pay, sick leave, or a pension plan (not including social security). For individuals holding multiple jobs, this item should be recorded as "yes" if any job provides fringe benefits. Enter 1-Yes or 2-No.	(A) Must be 1 or 2 if field 85 is not blank. (B) Cannot be 1 unless field 85 has a valid date.
			40d. Occupational Code		
92 Numeric	210	1	40d(1). Occupational Code: Type of Code	Indicate the occupational code type used to describe the job attained by the terminatee. For individuals who are holding multiple jobs, record the code for the primary job. The primary job is the one associated with the greatest number of hours worked. 1 = 5-digit OES code 2 = 5 or 6-digit O*Net code 0 = None	(A) Must be 1, or 2 if field 85 is not blank. (B) Cannot be 1 or 2 unless field 85 has a valid date.
93 Numeric	211	9	40d(2). Occupational Code: Code	Record the occupational code most appropriate for the job attained by the terminatee. For individuals who are holding multiple jobs, record the code for the primary job. The primary job is the one associated with the greatest number of hours worked.	(A) If field 85 is not blank, then must be a valid code for the occupational code type indicated in field 92 above. (B) If field 85 is not blank then must not be blank. (C) If field 85 is blank then must be blank (0 also treated as blank).
94 Numeric	220	2	40e. FIPS Code of State Where Job is Located	Enter the FIPS Code of the State where the job is located.	(A) If field 85 is not blank then must be a valid FIPS code (B) If field 85 is blank then must be blank (0 also treated as blank).

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
95 Numeric	222	1	40f. Job Covered by Unemployment Insurance	Enter whether or not the job is covered by Unemployment Insurance. 1 = Yes 2 = No	(A) If field 85 is not blank then must be 1 or 2 (B) Must be blank (or 2) if field 85 is blank.
			40g. Training Related Placements		
96 Numeric	223	1	40g(1). Was Employment Training Related	Training-related employment is employment in which the individual uses a substantial portion of the skills taught in the training received by the individual. 1 = Yes 2 = No	(A) Must be 1 or 2 if field 85 is not blank. (B) Must be blank (or 2) if field 85 is blank
97 Numeric	224	1	40g(2). Method Used to Determine whether Training was Related	Training-related employment may be determined by any appropriate method or methods selected by the grantee, including comparison of the occupation of employment with the occupation of training, comparison of the industry of employment with the occupation of training using valid crosswalks, by a comparison of the job's activities with the skills taught in the training program, or other method. Methods used should be documented. Categories to be used are: 1 = Comparison between occupation codes of training activity and of the job. 2 = Comparison of the industry of employment with the occupation of training using an appropriate crosswalk. 3 = Other appropriate method.	(A) Must be 1, 2 or 3 if field 85 is not blank. (B) Must be blank (or 0) if field 85 is blank.
98 Numeric	225	1	41. Entered Non-Traditional Employment	Record whether participant entered employment in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work. 1 = Yes 2 = No	(A) Must be 1 or 2 if field 85 is not blank. (B) Must be blank (or 2) if field 85 is blank.

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
99 Numeric	226	1	42. Attainment of recognized educational or occupational certificate, credential, diploma or degree	Record whether or not the individual attained any nationally recognized degree or certificate or a state/locally recognized credential. Credentials will include, but are not limited to, a high school diploma, GED or other recognized equivalents, postsecondary degrees, recognized skills standards and licensure or industry recognized certificates. 1 = Yes 2 = No	(A) Must be either 1 or 2. (B) Cannot equal 1 if field 54 equals 2.
			43. Type of recognized educational or occupational certificate, credential, diploma or degree	If yes, to field 99 above, then must indicate all that apply from the list below: Yes = 1 No = 2	
100 Numeric	227	1	43a. High school diploma or equivalent (including GED).	Record whether or not the participant received a GED Certificate or high school diploma, or equivalency. Yes = 1 No = 2	(A) Must be 1 or 2 if field 99 = 1. (B) Cannot be 1 unless field 99 = 1.
101 Numeric	228	1	43b. AA or AS diploma or degree	Record whether or not the participant received a AA or AS diploma or degree. Yes = 1 No = 2	(A) Must be 1 or 2 if field 99 = 1. (B) Cannot be 1 unless field 99 = 1.
102 Numeric	229	1	43c. BA or BS diploma or degree	Record whether or not the participant received a BA or BS diploma or degree. Yes = 1 No = 2	(A) Must be 1 or 2 if field 99 = 1. (B) Cannot be 1 unless field 99 = 1.
103 Numeric	230	1	43d. Occupational skills license	Record whether or not the participant received an occupational skills license. Yes = 1 No = 2	(A) Must be 1 or 2 if field 99 = 1. (B) Cannot be 1 unless field 99 = 1.

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
104 Numeric	231	1	43e. Occupational skills certificate or credential	Record whether or not the participant received an occupational skills certificate or credential. Yes = 1 No = 2	(A) Must be 1 or 2 if field 99 = 1. (B) Cannot be 1 unless field 99 = 1.
105 Numeric	232	1	43f. Other	Record whether or not the participant received any other license, diploma degree or equivalent. Yes = 1 No = 2	(A) Must be 1 or 2 if field 99 = 1. (B) Cannot be 1 unless field 99 = 1.
			44. Employment Status at 6-month follow-up	Report follow-up employment only for those who were placed into employment (i.e., those for whom field 85 is not blank)	
106 Numeric	233	5	44a. Total earnings during 6 months since placement.	Record the total earnings earned by the participant during the six months since placement. Total earnings include any bonuses, tips, gratuities, commissions, and overtime pay earned. Note: Enter whole dollar amounts (00000). Enter 99999 for don't know	(A) Must be greater than 0 and less than 99999 if field 85 is not blank and date of placement is more than 30 weeks prior to end of reporting period (B) Must be blank (or 99999) if field 85 is blank (did not enter unsubsidized employment).
107 Numeric	238	1	44b. Has participant been employed at anytime during the 4 th , 5 th , or 6 th month after placement?	1 = Yes, employed sometime during this period 2 = No, not employed 3 = Don't know	(A) Must be a 1, 2 or 3 if field 85 is not blank and date of placement is more than 30 weeks prior to end of reporting period (B) Must be blank (or 3) if field 85 is blank (did not enter unsubsidized employment).

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
108 Numeric	239	1	44c. Is participant currently employed at follow-up	Record the participant's current employment status (at the 6 th month follow-up point). NOTE: The 6 month follow-up must occur between 181 and 210 days after the date of employment. 1 = Yes, employed 2 = No, not employed 3 = Don't know	(A) Must be a 1, 2 or 3, if field 85 is not blank and date of exit is more than 30 weeks prior to end of reporting period (B) Cannot equal 1 if field 107 does not equal 1. (C) Must be blank (or 3) if field 85 is blank.
109 Numeric	240	5	44d. Hourly wage if employed at follow-up	For those employed as of the 6 th month after placement, record participant's hourly wage (00.00). Enter 99.99 for don't know. There must be a decimal point in any non-blank entry.	(A) Must be greater than 1.00 and less than 99.99 if field 108=1 (B) Must be blank if field 85 is blank. (C) Must be blank if field 108 is 2.

All items on subsequent pages apply only to individuals who are Youth Program participants (those who receive services under the separate youth program grant). All fields should be included, but left blank, for Adult Program participants.

			45-54. Additional Questions that Apply Only to Youth Program Participants		All fields below must be blank if the individual is not a youth program participant.
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Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
110 Numeric	245	1	45. Educational Achievement Services	Record whether the participant received educational achievement services, which 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. 1 = Yes 2 = No	(A) Must be 1 or 2 if participant is a youth program participant. (B) Must be left blank if participant is not a youth program participant. (C) Must be left blank if field 6 indicates participant is older than 21.
111 Numeric	246	1	46. Employment Services	Record whether the participant received employment services, which include, but are not limited to, paid and unpaid work experiences (including internships and job shadowing), and occupational skills training. 1 = Yes 2 = No	(A) Must be 1 or 2 if participant is a youth program participant. (B) Must be left blank if participant is not a youth program participant. (C) Must be left blank if field 6 indicates participant is older than 21.
112 Numeric	247	1	47. Received Summer Youth Opportunities	Record whether the participant received summer employment opportunities. NOTE: Summer employment opportunities must be directly linked to academic and occupational learning. 1 = Yes 2 = No	(A) Must be 1 or 2 if participant is a youth program participant. (B) Must be left blank if participant is not a youth program participant. (C) Must be left blank if field 6 indicates participant is older than 21.

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
113 Numeric	248	1	48. Additional Support for Youth Services	Record whether the participant received supports for youth services, which include, but are not limited to, providing mentoring, comprehensive guidance and counseling (which may include drug and alcohol abuse counseling and referral) primarily provided to assist youth in achieving employment-related success. 1 = Yes 2 = No	(A) Must be 1 or 2 if participant is a youth program participant. (B) Must be left blank if participant is not a youth program participant. (C) Must be left blank if field 6 indicates participant is older than 21.
114 Numeric	249	1	49. Citizen and Leadership Services	Record whether the participant received citizen and leadership services, which 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). 1 = Yes 2 = No	(A) Must be 1 or 2 if participant is a youth program participant. (B) Must be left blank if participant is not a youth program participant. (C) Must be left blank if field 6 indicates participant is older than 21.
115 Numeric	250	1	50. Received Follow-Up Services	Record whether the participant received 12 months of follow-up services. 1 = Yes 2 = No	(A) Must be 1 or 2 if participant is a youth program participant. (B) Must be left blank if participant is not a youth program participant. (C) Must be left blank if field 6 indicates participant is older than 21.

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
116 Numeric	251	1	51. Goal #1 Type	Record the type of goal set for participant. 1. Basic Skills 2. Occupational Skills 3. Work Readiness Skills 4. Unsubsidized Employment	(A) Must be 1, 2, 3, or 4 if participant is a youth program participant. (B) Must be left blank if participant is not a youth program participant. (C) Must be left blank if field 6 indicates participant is older than 21.
117 Date (Numeric)	252	8	52. Date Goal #1 was Set	Record the date (YYYYMMDD) on which goal #1 was set.	(A) Must be a valid date (in YYYYMMDD format) if participant is a youth program participant. (B) Must be left blank if participant is not a youth program participant. (C) Must be left blank if field 6 indicates participant is older than 21. (D) Must be no earlier than the date identified in field 5 (Date of enrollment). (E) Must be on or before date of exit.

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
118 Numeric	260	1	53. Attainment of Goal #1	<p>Record the status of participant's progress toward attaining goal #1.</p> <ol style="list-style-type: none"> 1. Attained – Attainment of a goal is to be based on individual assessments using widely accepted and recognized measurement/assessment techniques. 2. 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. 3. Set, but attainment pending – Includes goals that have not been attained, but have anniversary dates after the end of the reporting 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. 	<p>(A) Must be 1, 2, or 3 if field 117 is not blank.</p> <p>(B) Must be left blank if participant is not a youth program participant, or if field 6 indicates participant is older than 21.</p> <p>(C) Cannot be 2 unless the end of the reporting quarter is more than one year later than the date in field 117.</p> <p>(D) Cannot be 3 unless end of reporting quarter is less than one year after date in field 117.</p>
119 Date (Numeric)	261	8	54. Date Goal #1 was Attained	<p>Record the date (YYYYMMDD) on which goal #1 was attained.</p>	<p>(A) Must be a valid date (in YYYYMMDD format) if field 118 is 1.</p> <p>(B) Must be left blank if participant is not a youth program participant, or if field 6 indicates participant is older than 21.</p> <p>(C) Must be left blank if field 118 is not 1.</p> <p>(D) Must be no earlier than the date identified in field 117 (Date goal was set)</p>

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
120 Numeric	269	1	55. Goal #2 Type	Record the type of goal set for participant. 1. Basic Skills 2. Occupational Skills 3. Work Readiness Skills 4. Unsubsidized Employment	(A) Must be 1, 2, 3, 4, or blank if participant is a youth program participant. (B) Must be left blank if participant is not a youth program participant, or a second goal has not been set. (C) Must be left blank if field 6 indicates participant is older than 21.
121 Date (Numeric)	270	8	56. Date Goal #2 was Set	Record the date (YYYYMMDD) on which goal #2 was set.	(A) Must be a valid date (in YYYYMMDD format) if participant is a youth program participant and field 120 is not blank. (B) Must be left blank if participant is not a youth program participant. (C) Must be left blank if field 6 indicates participant is older than 21. (D) Must be no earlier than the date identified in field 5 (Date of enrollment) (E) Must be on or before date in field 82 (date of exit).

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
122 Numeric	278	1	57. Attainment of Goal #2	<p>Record the status of participant's progress toward attaining goal #2.</p> <ol style="list-style-type: none"> 1. Attained – Attainment of a goal is to be based on individual assessments using widely accepted and recognized measurement/assessment techniques. 2. 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. 3. Set, but attainment pending – Includes goals that have not been attained, but have anniversary dates after the end of the reporting 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. 	<p>(A) Must be 1, 2, or 3 if field 121 is not blank.</p> <p>(B) Must be left blank if participant is not a youth program participant, or if field 6 indicates participant is older than 21.</p> <p>(C) Cannot be 2 unless the end of the reporting quarter is more than one year later than the date in field 121.</p> <p>(D) Cannot be 3 unless the end of the reporting quarter is less than one year after the date identified in field 121.</p>
123 Date (Numeric)	279	8	58. Date Goal #2 was Attained	<p>Record the date (YYYYMMDD) on which goal #2 was attained.</p>	<p>(A) Must be a valid date (in YYYYMMDD format) if field 122 is 1.</p> <p>(B) Must be left blank if participant is not a youth program participant, or if field 6 indicates participant is older than 21.</p> <p>(C) Must be left blank if field 122 is not 1.</p> <p>(D) Must be no earlier than the date identified in field 121 (Date goal was set).</p>

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
124 Numeric	287	1	59. Goal #3 Type	Record the type of goal set for participant. 1. Basic Skills 2. Occupational Skills 3. Work Readiness Skills 4. Unsubsidized Employment	(A) Must be 1, 2, 3, 4, or blank if participant is a youth program participant. (B) Must be left blank if participant is not a youth program participant, or a third goal has not been set. (C) Must be left blank if field 6 indicates participant is older than 21.
125 Date (Numeric)	288	8	60. Date Goal #3 was Set	Record the date (YYYYMMDD) on which goal #3 was set.	(A) Must be a valid date (in YYYYMMDD format) if participant is a youth program participant, and field 124 is not blank. (B) Must be left blank if participant is not a youth program participant. (C) Must be left blank if field 6 indicates participant is older than 21. (D) Must be no earlier than the date identified in field 5 (Date of enrollment). (E) Must be on or before date in field 82 (date of exit).

Field Number & Type	Field Starting Column	Field Width	WIASPR Item and Description	Guidelines	Edit Checks
126 Numeric	296	1	61. Attainment of Goal #3	<p>Record the status of participant's progress toward attaining goal #3.</p> <ol style="list-style-type: none"> 1. Attained – Attainment of a goal is to be based on individual assessments using widely accepted and recognized measurement/assessment techniques. 2. 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. 3. Set, but attainment pending – Includes goals that have not been attained, but have anniversary dates after the end of the reporting 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. 	<p>(A) Must be 1, 2, or 3 if field 125 is not blank.</p> <p>(B) Must be left blank if participant is not a youth program participant, or if field 6 indicates participant is older than 21.</p> <p>(C) Cannot be 2 unless the end of the reporting quarter is more than one year later than the date in field 125.</p> <p>(D) Cannot be 3 unless the end of the reporting quarter is less than one year later than the date in field 125.</p>
127 Date (Numeric)	297	8	62. Date Goal #3 was Attained	<p>Record the date (YYYYMMDD) on which goal #3 was attained.</p>	<p>(A) Must be a valid date (in YYYYMMDD format) if field 126 is 1.</p> <p>(B) Must be left blank if participant is not a youth program participant, or if field 6 indicates participant is older than 21.</p> <p>(C) Must be left blank if field 126 is not 1.</p> <p>(D) Must be no earlier than the date identified in field 125 (Date goal was set)</p>