

The PY 99 MSFW National Data Book: Summary Tabulations Based on Client-Level Data

April 2001

Prepared for:

Office of Seasonal Farm Worker Programs
Employment and Training Administration
U.S. Department of Labor
200 Constitution Avenue NW
Washington, D.C. 20210

DOL Contract No. K-5950-6-00-80-30

This page intentionally left blank.

Insert blank page here when making double-sided copies

CONTENTS

DATA TABLES

A. *Universe: All PY 99 Terminees*

Table 1: Counts of Terminees, by State and Type of Terminee

Table 2: Characteristics of Terminees, by Type of Terminee

B. *Universe: PY 99 E&T Terminees*

Table 3: Characteristics of E&T Terminees, by Farmworker Status

C. *Universe: PY 99 Services-Only Terminees*

Table 4: Services Received for Services-Only Terminees, by Farmworker Status

D. *Universe: PY 99 E&T Terminees*

Table 5: Services Received by E&T Terminees, by Farmworker Status

Table 6: Services Received by E&T Terminees, by Gender and Race/Ethnicity

Table 7: Services Received by E&T Terminees, by Age and Education Completed

Table 8: Services Received by E&T Terminees, by Selected Barriers to Employment

Table 9: Outcomes Obtained by E&T Terminees, by Farmworker Status

Table 10: Outcomes Obtained by E&T Terminees, by Gender and Race/Ethnicity

Table 11: Outcomes Obtained by E&T Terminees, by Age and Education

Table 12: Outcomes Obtained by E&T Terminees, by Selected Barriers to Employment

APPENDIX A: TECHNICAL NOTES TO TABLES

APPENDIX B: SPIR REPORTING INSTRUCTIONS

This page intentionally left blank.

Insert blank page here when making double-sided copies

Data Tables

Table 1
COUNTS OF TERMINEES, BY STATE AND TYPE OF TERMINEE
(Universe: All PY 99 Terminees)

	Total	E&T Terminees	Services- Only	Objective Assessment Only
U.S. Total	24,042	9,731	13,858	453
Alabama	276	138	135	3
Arizona	431	369	62	--
Arkansas	544	72	472	--
California	3,711	2,073	1,450	188
Colorado	531	206	325	--
Connecticut	69	55	14	--
Delaware	116	13	98	5
Florida	2,471	907	1,522	42
Georgia	378	154	212	12
Hawaii	106	106	--	--
Idaho	542	172	370	--
Illinois	877	77	797	3
Indiana	163	35	119	9
Iowa	432	120	308	4
Kansas	239	215	17	7
Kentucky	541	404	137	--
Louisiana	165	106	59	--
Maine	109	44	62	3
Maryland	122	24	94	4
Massachusetts	124	78	46	--
Michigan	496	65	409	22
Minnesota	519	112	407	--
Mississippi ¹	--	--	--	--
Missouri	392	233	159	--
Montana	626	99	498	29
Nebraska	262	60	202	--
Nevada	7	7	--	--
New Hampshire	23	1	22	--
New Jersey	469	45	424	--
New Mexico	293	127	166	--
New York	1,414	171	1,240	3
North Carolina	1,140	212	884	44
North Dakota	119	29	90	--

¹ This grantee did not submit SPIR data in time to be included in the PY 99 Data Book. Thus, any terminations for this grantee are not included in the total tabulations throughout this report.

Table 1 (continued)

	Total	E&T Terminees	Services- Only	Objective Assessment Only
Ohio	1,004	113	870	21
Oklahoma	370	181	189	--
Oregon	234	208	26	--
Pennsylvania	829	99	695	35
Puerto Rico	474	455	19	--
South Carolina	113	86	24	3
South Dakota	40	12	25	3
Tennessee	256	214	42	--
Texas	1,470	1,110	360	--
Utah	75	32	43	--
Vermont	65	45	19	1
Virginia	115	79	24	12
Washington	388	275	113	--
West Virginia	16	10	6	--
Wisconsin	748	235	513	--
Wyoming	138	48	90	--

Note: Numbers represent an unduplicated count of records submitted by MSFW grantees during any of the 5 reporting periods covering PY 99 and with valid termination codes.

Table 2
CHARACTERISTICS OF TERMINEES, BY TYPE OF TERMINEE
(Universe: All PY 99 Terminees for Nationwide)

	Total	E&T Terminees	Services- Only	Objective Assessment Only
Total Terminees	24,042	9,731	13,858	453
Migrant Status				
Migrants	46	25	60	60
Seasonal	54	75	40	40
Gender				
Female	46	47	45	53
Male	54	53	55	47
Age				
Under 16	--	--	--	--
16-21	18	30	10	17
22-44	61	58	64	64
45 and older	21	12	27	19
Race/Ethnicity				
White (not Hispanic)	9	15	5	9
Black (not Hispanic)	11	9	11	15
Hispanic	79	72	83	72
Amer. Indian or Alaskan Native	1	1	1	4
Asian or Pacific Islander	1	2	--	--
Qualification for Program				
Farmworker	88	83	92	88
Dependent/spouse of farmworker	12	17	8	12
Number of Dependents Under Age 18				
None	43	44	43	42
1 or 2	34	35	32	36
3 or more	23	21	25	23
Educational Status				
Full-time high school student	1	2	1	2
Completed 8th grade or less	46	30	58	44
Completed 9th through 11th grade	26	29	25	27
Completed 12th grade or (GED)	23	35	15	23
Completed 13th grade or more	3	5	2	4
Reading Skills Grade Level				
Less than 7th grade	47	47	--	49
7th or 8th grade	15	15	--	18
9th grade and above	39	39	--	33
Math Skills Grade Level				
Less than 7th grade	55	54	--	67
7 th or 8th grade	19	19	--	16
9 th grade and above	26	27	--	18

Table 2 (Nationwide continued)

	Total	E&T Terminees	Services- Only	Objective Assessment Only
Public Assistance, Any type	20	24	17	17
Cash Welfare Recipient				
AFDC	4	6	3	2
GA, RCA, SSI	4	5	3	2
Receives Food Stamps	18	21	15	16
Labor Force Status at Entry				
Employed	23	14	29	19
Unemployed	71	79	66	77
Not in labor force	6	7	5	4
Weeks Worked in Past Year				
None	12	19	6	7
1 to 15	28	28	28	35
16 to 26	27	23	30	32
27 to 51	33	28	36	26
52	1	1	--	1
Unemployment Compensation Status				
Claimant	9	10	8	19
Exhaustee	6	6	6	7
None	85	84	86	74
Preprogram Earnings in Past Year				
None (not employed in past year)	12	19	6	8
Less than \$2,500	23	26	20	24
\$2,500 to \$4,999	24	20	27	28
\$5,000 to \$7,499	21	15	25	23
\$7,500 or more	20	20	21	17
Veteran				
Total veterans	7	3	10	2
Vietnam era	--	--	--	1
Additional Barriers to Employment				
Limited English language	53	43	60	46
Offender	2	3	1	4
Homeless	5	2	8	3
Displaced homemaker	1	2	1	2
Lacks work history	61	65	59	44
Long-term agricultural employment	72	60	80	71
Pregnant or parenting youth	3	4	3	3
Substance abuse	1	1	--	3
Lacks transportation	30	28	32	33
Single head of household	15	16	14	15
Individual with a disability	2	2	2	3
Grantee-identified barrier	18	30	9	45

Note: Numbers represent counts (Total Terminees) or percentages (all remaining items). A '--' denotes a percentage less than 1%.

Table 3
CHARACTERISTICS OF E&T TERMINEES, BY FARMWORKER STATUS
(Universe: All PY 99 E&T Terminees for Nationwide)

	<u>Total</u>	<u>Migrants</u>	<u>Seasonals</u>
Total Terminees	9,731	2,450	7,281
Migrant Status			
Migrants	25	100	--
Seasonal	75	--	100
Gender			
Female	47	47	47
Male	53	53	53
Age			
Under 16	--	--	--
16-21	30	29	30
22-44	58	58	58
45 and older	12	13	12
Race/Ethnicity			
White (not Hispanic)	15	2	20
Black (not Hispanic)	9	3	12
Hispanic	72	94	65
Amer. Indian or Alaskan Native	1	--	1
Asian or Pacific Islander	2	1	2
Qualification for Program			
Farmworker	83	79	84
Dependent/spouse of farmworker	17	21	16
Number of Dependents Under Age 18			
None	44	43	45
1 or 2	35	35	35
3 or more	21	22	20
Educational Status			
Full-time high school student	2	2	1
Completed 8th grade or less	30	34	28
Completed 9th through 11th grade	29	29	29
Completed 12th grade or (GED)	35	31	36
Completed 13th grade or more	5	4	6
Reading Skills Grade Level			
Less than 7th grade	47	68	40
7th or 8th grade	15	14	15
9th grade and above	39	18	45
Math Skills Grade Level			
Less than 7th grade	54	73	48
7th or 8th grade	19	15	21
9th grade and above	27	12	31

Table 3 (Nationwide continued)

	Total	Migrants	Seasonals
Public Assistance, Any type	24	19	26
Cash Welfare Recipient			
AFDC	6	4	7
GA, RCA, SSI	5	2	6
Receives Food Stamps	21	17	22
Labor Force Status at Entry			
Employed	14	13	14
Unemployed	79	80	79
Not in labor force	7	7	7
Weeks Worked in Past Year			
None	19	21	19
1 to 15	28	28	28
16 to 26	23	27	22
27 to 51	28	23	29
52	1	--	2
Unemployment Compensation Status			
Claimant	10	9	10
Exhaustee	6	4	7
None	84	87	84
Preprogram Earnings in Past Year			
None (not employed in past year)	19	21	19
Less than \$2,500	26	20	29
\$2,500 to \$4,999	20	23	19
\$5,000 to \$7,499	15	18	14
\$7,500 or more	20	18	20
Veteran			
Total veterans	3	1	3
Vietnam era	--	--	--
Additional Barriers to Employment			
Limited English language	43	49	41
Offender	3	1	4
Homeless	2	5	1
Displaced homemaker	2	1	2
Lacks work history	65	69	64
Long-term agricultural employment	60	65	58
Pregnant or parenting youth	4	4	4
Substance abuse	1	--	2
Lacks transportation	28	28	28
Single head of household	16	11	18
Individual with a disability	2	1	2
Grantee-identified barrier	30	35	28

Note: Numbers represent counts (Total Terminatees) or percentages (all remaining items). A '--' denotes a percentage less than 1%.

Table 4
SERVICES RECEIVED FOR SERVICES -ONLY TERMINEES, BY FARMWORKER STATUS
(Universe: All PY 99 Services-Only Terminatees for Nationwide)

	<u>Total</u>	<u>Migrants</u>	<u>Seasonals</u>
Total Terminatees	13,858	8,338	5,520
Percent Receiving Various Support Services, Funded by Any Source			
Transportation	9	10	6
Health care	2	1	5
Family care	1	1	2
Counseling	18	18	17
Housing, rental, or resettlement	5	3	8
Translation & interpretation	6	6	6
Emergency assistance	44	44	44
Meals & nutrition assistance	29	33	23
Stipends	--	--	--
Other	17	15	20
Not specified	22	20	24
Percent Receiving Various Support Services, Funded by Section 402			
Transportation	8	10	6
Health care	2	1	4
Family care	1	--	2
Counseling	18	18	17
Housing, rental, or resettlement	4	3	7
Translation & interpretation	6	6	6
Emergency assistance	41	40	43
Meals & nutrition assistance	26	29	21
Stipends	--	--	--
Other	15	13	19
Not specified	23	22	25
Concurrent Participation			
JTPA II-A, -B, or -C; 204(d); III	--	--	--
JOBS program participant	--	--	--
Other federally funded programs	--	--	--
None of above	100	100	100

Note: Numbers represent counts (Total Terminatees) or percentages (all remaining items). A '--' denotes a percentage less than 1%. "Not specified" represents those services-only terminatees who were not indicated as having received any supportive service.

This page intentionally left blank.

Insert blank page here when making double-sided copies

Table 5
SERVICES RECEIVED BY E&T TERMINEES, BY FARMWORKER STATUS
(Universe: All PY 99 E&T Terminees for Nationwide)

	<u>Total</u>	<u>Migrants</u>	<u>Seasonals</u>
Total Terminees	9,731	2,450	7,281
Percent Who Received:			
Any of those below	81	78	82
Basic skills training	22	21	22
Occ skills training (non-OJT)	39	36	40
Integrated skills training	15	13	16
On-the-job training (OJT)	16	18	16
Work experience	10	10	10
Worker safety training	1	--	1
Any two or more of those above	19	19	20
Average TOTAL Hours of Those Who Received:			
Basic skills training	182	123	201
Occ skills training (non-OJT)	547	474	570
Integrated skills training	722	721	723
On-the-job training (OJT)	316	287	329
Work experience	446	495	430
Worker safety training	13	21	11
Average SECTION 402 Hours of Those Who Received:			
Basic skills training	181	123	201
Occ skills training (non-OJT)	539	475	558
Integrated skills training	720	721	720
On-the-job training (OJT)	312	284	324
Work experience	446	495	430
Worker safety training	12	15	12
Percent of Terminees, by Duration of TOTAL Training Hours			
None	19	22	18
1 to 40 hours	9	11	8
41 to 100 hours	8	6	8
101 to 250 hours	19	22	18
251 to 500 hours	18	17	18
501 to 1,000 hours	12	8	13
Over 1,000 hours	16	14	17
Percent of Terminees, by Duration of SECTION-402 Training Hours			
None	20	23	19
1 to 40 hours	9	11	8
41 to 100 hours	8	6	8
101 to 250 hours	19	22	18
251 to 500 hours	17	17	17
501 to 1,000 hours	12	8	13
Over 1,000 hours	16	14	17

Table 5 (Nationwide continued)

	Total	Migrants	Seasonals
Percent Getting Training Assistance			
With training services	46	37	49
Training assistance only	18	19	18
Percent Receiving Various Support Services, Funded by Any Source			
Any of those below	77	76	78
Transportation	18	16	19
Health care	5	3	6
Family care	4	2	4
Counseling	32	33	32
Housing, rental, or resettlement	9	11	8
Translation & interpretation	6	6	5
Emergency assistance	13	16	13
Meals & nutrition assistance	15	21	13
Stipends	42	45	41
Other	23	21	24
Percent Receiving Various Support Services, Funded by Section 402			
Any of those below	76	73	77
Transportation	17	15	17
Health care	3	2	4
Family care	3	2	3
Counseling	32	33	32
Housing, rental, or resettlement	8	10	7
Translation & interpretation	5	6	5
Emergency assistance	13	14	12
Meals & nutrition assistance	12	17	11
Stipends	41	45	41
Other	22	19	23
Areas of Occupational Skill Training (among those who received it)			
Managerial/professional/technical	11	9	12
Sales and related	1	--	1
Clerical and admin support	14	14	14
Service	16	12	17
Agriculture and related	5	2	6
Production and related	53	62	51
Concurrent Participation			
JTPA II-A, -B, or -C; 204(d); III	2	2	2
JOBS program participant	--	--	--
Other federally funded programs	3	3	2
None of above	96	95	96

Note: Numbers represent counts (Total Terminees), hours (Average hours in training), or percentages (all remaining items). Average hours in training, by training type, is restricted to those who received that training type. Percentages of the Areas of Occupational Skill Training are restricted to those who received occupational skills training (either classroom-based or OJT); all other percentages are based on Total Terminees. A '--' denotes a percentage less than 1%. See Appendix A for details.

Table 6
SERVICES RECEIVED FOR E&T TERMINEES, BY GENDER AND RACE/ETHNICITY
(Universe: All PY 99 E&T Terminees for Nationwide)

	Gender		Race/Ethnicity			
	Female	Male	White	Black	Hisp	Other
Total Terminees	4,587	5,144	1,499	906	7,057	269
Percent Who Received:						
Any of those below	82	79	81	71	82	86
Basic skills training	27	17	10	29	23	45
Occ skills training (non-OJT)	38	40	47	27	39	23
Integrated skills training	15	15	7	5	18	5
On-the-job training (OJT)	11	21	22	7	16	21
Work experience	14	6	6	20	10	5
Worker safety training	1	1	--	2	1	--
Any two or more of those above	21	18	8	14	23	12
Average TOTAL Hours of Those Who Received:						
Basic skills training	209	142	449	232	151	167
Occ skills training (non-OJT)	528	564	722	376	524	269
Integrated skills training	695	745	951	489	715	556
On-the-job training (OJT)	309	320	368	382	303	258
Work experience	452	435	279	556	438	529
Worker safety training	13	13	3	6	17	--
Average SECTION 402 Hours of Those Who Received:						
Basic skills training	208	143	471	233	150	167
Occ skills training (non-OJT)	523	552	675	376	525	269
Integrated skills training	695	741	912	489	715	556
On-the-job training (OJT)	303	317	366	382	297	258
Work experience	452	435	279	556	438	529
Worker safety training	12	12	4	6	15	--
Percent of Terminees, by Duration of TOTAL Training Hours						
None	18	21	19	29	18	14
1 to 40 hours	9	9	3	7	9	22
41 to 100 hours	8	7	5	7	8	18
101 to 250 hours	17	20	21	18	18	19
251 to 500 hours	19	16	13	18	19	9
501 to 1,000 hours	13	10	18	11	10	13
Over 1,000 hours	16	17	21	9	17	5
Percent of Terminees, by Duration of SECTION-402 Training Hours						
None	19	21	20	29	19	14
1 to 40 hours	9	9	4	7	9	22
41 to 100 hours	8	7	5	7	8	18
101 to 250 hours	17	21	22	18	18	19
251 to 500 hours	19	15	12	18	18	10
501 to 1,000 hours	13	10	18	11	10	13
Over 1,000 hours	16	17	19	9	17	5

Table 6 (Nationwide continued)

	Gender		Race/Ethnicity			
	Female	Male	White	Black	Hisp	Other
Percent Getting Training Assistance						
With training services	50	43	44	43	46	75
Training assistance only	17	19	18	29	17	14
Percent Receiving Various Support Services, Funded by Any Source						
Any of those below	79	76	76	83	77	82
Transportation	21	16	15	32	18	20
Health care	5	5	5	8	5	2
Family care	6	2	2	4	4	3
Counseling	36	29	29	53	30	48
Housing, rental, or resettlement	7	10	12	7	8	9
Translation & interpretation	7	4	3	2	6	10
Emergency assistance	15	12	11	27	13	9
Meals & nutrition assistance	15	15	12	21	15	12
Stipends	45	39	24	43	46	31
Other	22	23	38	26	19	46
Percent Receiving Various Support Services, Funded by Section 402						
Any of those below	78	74	74	83	75	81
Transportation	19	14	12	31	16	19
Health care	3	3	2	6	3	2
Family care	5	1	2	3	3	3
Counseling	35	29	29	52	30	47
Housing, rental, or resettlement	6	9	9	6	7	9
Translation & interpretation	7	4	3	2	6	10
Emergency assistance	14	11	10	26	12	9
Meals & nutrition assistance	12	12	7	19	13	12
Stipends	45	39	24	42	46	31
Other	21	22	36	25	18	43
Areas of Occupational Skill Training (among those who received it)						
Managerial/professional/technical	17	7	23	13	6	9
Sales and related	2	1	1	1	1	1
Clerical and admin support	25	5	6	19	16	11
Service	29	6	8	31	17	15
Agriculture and related	3	6	3	2	6	11
Production and related	24	75	58	34	54	53
Concurrent Participation						
JTPA II-A, -B, or -C; 204(d); III	2	1	1	3	2	1
JOBS program participant	--	--	--	--	--	--
Other federally funded programs	3	3	7	3	2	--
None of above	95	96	93	96	97	99

Note: Numbers represent counts (Total Terminées), hours (Average hours in training), or percentages (all remaining items). Average hours in training, by training type, is restricted to those who received that training type. Percentages of the Areas of Occupational Skill Training are restricted to those who received occupational skills training (either classroom-based or OJT); all other percentages are based on Total Terminées. A '--' denotes a percentage less than 1%. See Appendix A for details.

Table 7
SERVICES RECEIVED FOR E&T TERMINEES, BY AGE AND EDUCATION COMPLETED
(Universe: All PY 99 E&T Terminees for Nationwide)

	Age			Educational Status		
	LT 22	22-44	45 plus	LT 9th	9 to 11	Grad
Total Terminees	2,940	5,633	1,158	2,915	2,932	3,884
Percent Who Received:						
Any of those below	86	79	76	78	80	83
Basic skills training	20	22	24	28	27	13
Occ skills training (non-OJT)	47	36	33	33	33	47
Integrated skills training	17	14	15	19	16	11
On-the-job training (OJT)	14	17	19	18	16	16
Work experience	14	9	5	5	11	13
Worker safety training	1	1	1	1	1	--
Any two or more of those above	22	18	19	23	22	15
Average TOTAL Hours of Those Who Received:						
Basic skills training	175	185	187	169	157	242
Occ skills training (non-OJT)	663	479	499	526	478	597
Integrated skills training	759	697	736	721	717	729
On-the-job training (OJT)	305	315	347	304	300	340
Work experience	395	499	422	398	418	477
Worker safety training	13	11	13	16	14	5
Average SECTION 402 Hours of Those Who Received:						
Basic skills training	176	184	189	170	152	246
Occ skills training (non-OJT)	646	474	500	527	478	578
Integrated skills training	754	696	736	721	717	720
On-the-job training (OJT)	299	310	346	299	294	337
Work experience	394	500	422	396	418	478
Worker safety training	14	9	13	14	13	3
Percent of Terminees, by Duration of TOTAL Training Hours						
None	14	21	24	22	20	17
1 to 40 hours	7	9	11	11	10	6
41 to 100 hours	7	8	7	8	8	6
101 to 250 hours	17	20	17	17	21	18
251 to 500 hours	19	17	16	16	17	19
501 to 1,000 hours	14	11	10	9	8	16
Over 1,000 hours	22	14	14	16	15	17
Percent of Terminees, by Duration of SECTION-402 Training Hours						
None	14	22	25	23	20	18
1 to 40 hours	7	9	11	11	10	6
41 to 100 hours	7	8	7	9	8	6
101 to 250 hours	18	20	17	17	21	18
251 to 500 hours	19	16	15	15	16	19
501 to 1,000 hours	14	11	10	9	8	16
Over 1,000 hours	21	14	14	16	15	17

Table 7 (Nationwide continued)

	Age			Educational Status		
	LT 22	22-44	45 plus	LT 9th	9 to 11	Grad
Percent Getting Training Assistance						
With training services	46	47	45	52	48	40
Training assistance only	12	20	22	20	19	16
Percent Receiving Various Support Services, Funded by Any Source						
Any of those below	75	78	77	77	82	75
Transportation	17	20	17	18	20	17
Health care	5	5	7	5	6	4
Family care	3	4	2	4	4	3
Counseling	36	30	30	28	34	34
Housing, rental, or resettlement	6	9	11	9	9	9
Translation & interpretation	2	6	8	10	5	3
Emergency assistance	12	15	10	11	15	14
Meals & nutrition assistance	12	16	19	18	15	14
Stipends	45	41	43	46	44	37
Other	22	23	23	19	26	24
Percent Receiving Various Support Services, Funded by Section 402						
Any of those below	73	76	76	75	80	73
Transportation	15	18	15	16	18	16
Health care	3	3	5	3	5	3
Family care	2	3	2	4	3	2
Counseling	36	30	30	27	34	34
Housing, rental, or resettlement	5	8	10	8	8	7
Translation & interpretation	2	6	8	10	5	3
Emergency assistance	11	14	9	10	14	13
Meals & nutrition assistance	9	14	16	15	13	10
Stipends	45	40	42	45	44	37
Other	21	22	21	18	24	23
Areas of Occupational Skill Training (among those who received it)						
Managerial/professional/technical	18	8	5	3	4	19
Sales and related	1	1	1	1	1	1
Clerical and admin support	17	13	6	5	13	18
Service	14	18	11	13	22	14
Agriculture and related	4	5	9	9	5	3
Production and related	45	55	67	70	55	44
Concurrent Participation						
JTPA II-A, -B, or -C; 204(d); III	1	2	3	2	1	2
JOBS program participant	--	--	--	--	--	--
Other federally funded programs	4	2	2	2	2	4
None of above	95	96	96	96	97	95

Note: Numbers represent counts (Total Terminees), hours (Average hours in training), or percentages (all remaining items). Average hours in training, by training type, is restricted to those who received that training type. Percentages of the Areas of Occupational Skill Training are restricted to those who received occupational skills training (either classroom-based or OJT); all other percentages are based on Total Terminees. A '--' denotes a percentage less than 1%. See Appendix A for details.

Table 8
SERVICES RECEIVED FOR E&T TERMINEES, BY SELECTED BARRIERS
(Universe: All PY 99 E&T Terminees for Nationwide)

	<u>Qualifies as</u>		<u>Limited English</u>		<u>Long-term Agr</u>	
	<u>Frmwk</u>	<u>Dep</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
Total Terminees	8,039	1,692	4,172	5,559	5,811	3,920
Percent Who Received:						
Any of those below	80	85	81	80	79	83
Basic skills training	20	28	27	17	22	21
Occ skills training (non-OJT)	38	42	35	41	37	41
Integrated skills training	14	21	22	10	13	17
On-the-job training (OJT)	18	10	18	15	17	15
Work experience	9	12	4	14	10	10
Worker safety training	1	1	1	1	1	--
Any two or more of those above	18	26	25	15	19	21
Average TOTAL Hours of Those Who Received:						
Basic skills training	180	189	192	170	182	181
Occ skills training (non-OJT)	538	586	580	527	517	588
Integrated skills training	730	700	726	715	721	724
On-the-job training (OJT)	322	273	310	322	306	335
Work experience	473	351	422	452	417	488
Worker safety training	12	17	19	8	13	12
Average SECTION 402 Hours of Those Who Received:						
Basic skills training	179	189	191	171	184	178
Occ skills training (non-OJT)	526	590	582	511	505	584
Integrated skills training	726	700	726	708	716	723
On-the-job training (OJT)	318	264	307	317	302	329
Work experience	473	350	422	452	417	488
Worker safety training	10	17	17	9	12	9
Percent of Terminees, by Duration of TOTAL Training Hours						
None	20	15	19	20	21	17
1 to 40 hours	8	10	11	7	9	9
41 to 100 hours	8	7	8	7	8	7
101 to 250 hours	19	16	16	20	21	15
251 to 500 hours	17	21	17	18	16	20
501 to 1,000 hours	12	11	10	13	10	14
Over 1,000 hours	16	20	19	14	15	18
Percent of Terminees, by Duration of SECTION-402 Training Hours						
None	21	15	20	20	22	17
1 to 40 hours	8	10	11	7	9	9
41 to 100 hours	8	7	8	7	8	7
101 to 250 hours	19	17	16	21	21	15
251 to 500 hours	16	20	16	18	16	19
501 to 1,000 hours	12	11	10	13	10	13
Over 1,000 hours	15	20	19	14	15	18

Table 8 (Nationwide continued)

	Qualifies as		Limited English		Long-term Agr	
	Frmwk	Dep	Yes	No	Yes	No
Percent Getting Training Assistance						
With training services	46	46	52	42	46	46
Training assistance only	19	13	17	19	20	15
Percent Receiving Various Support Services, Funded by Any Source						
Any of those below	77	77	76	78	81	72
Transportation	18	19	16	20	19	18
Health care	5	6	5	5	5	5
Family care	3	7	4	3	3	4
Counseling	31	38	26	37	35	28
Housing, rental, or resettlement	9	5	9	9	11	6
Translation & interpretation	6	5	12	1	7	3
Emergency assistance	14	12	9	17	16	10
Meals & nutrition assistance	16	13	15	15	18	12
Stipends	39	53	48	37	40	45
Other	23	24	17	27	25	20
Percent Receiving Various Support Services, Funded by Section 402						
Any of those below	76	76	74	77	79	71
Transportation	17	16	14	19	17	16
Health care	3	3	4	3	3	4
Family care	2	6	4	2	3	3
Counseling	31	38	25	37	35	28
Housing, rental, or resettlement	8	5	8	7	9	5
Translation & interpretation	6	4	12	1	7	3
Emergency assistance	13	12	8	16	15	9
Meals & nutrition assistance	13	11	12	12	14	10
Stipends	39	53	47	37	39	45
Other	21	23	16	26	24	19
Areas of Occupational Skill Training (among those who received it)						
Managerial/professional/technical	11	14	3	15	8	16
Sales and related	1	2	--	1	1	2
Clerical and admin support	11	27	7	17	12	17
Service	15	20	12	18	16	16
Agriculture and related	5	2	9	3	3	8
Production and related	57	34	68	46	61	42
Concurrent Participation						
JTPA II-A, -B, or -C; 204(d); III	2	2	2	2	2	2
JOBS program participant	--	--	--	--	--	--
Other federally funded programs	3	2	2	3	3	3
None of above	96	96	97	95	96	96

Note: Numbers represent counts (Total Terminées), hours (Average hours in training), or percentages (all remaining items). Average hours in training, by training type, is restricted to those who received that training type. Percentages of the Areas of Occupational Skill Training are restricted to those who received occupational skills training (either classroom-based or OJT); all other percentages are based on Total Terminées. A '--' denotes a percentage less than 1%. See Appendix A for details.

Table 9**OUTCOMES OBTAINED BY E&T TERMINEES, BY FARMWORKER STATUS***(Universe: All PY 99 E&T Terminees for Nationwide)*

	Total	Migrants	Seasonals
Total Terminees	9,731	2,450	7,281
Entered Employment Rate	83	82	84
Summary of Termination Type (%)			
Entered employment ONLY	32	35	30
Obtained an enhancement ONLY	17	16	17
Both entered employment and obtained an enhancement	37	33	38
Other termination	14	15	14
Employment at Termination (%)			
Entered employment, total	69	69	70
Employed more than 20 hrs/wk	69	69	69
Employed with fringe benefits	46	39	49
Employed with UI coverage	60	55	62
Entered an apprenticeship	--	--	--
Obtained Employability Enhancements (%)			
Total, any type	54	50	55
Attained documented skill gain	44	40	45
Completed worksite objectives	10	11	10
Entered other training	--	--	--
Returned to full-time school	1	1	1
Completed a GED	2	1	2
Completed high school	--	--	--
Completed advanced degree	2	1	2
Type not specified	1	1	1
Other Terminations (%)			
Institutionalized	--	--	--
Health/medical (inc. death)	1	1	1
Moved/cannot locate	3	4	3
Lacks family care	--	--	--
Lacks transportation	--	--	--
Lacks housing	--	--	--
Separated/sanctioned	1	--	1
Voluntary, other	3	3	3
Other	6	6	5
Follow-up Outcomes, AMONG THOSE EMPLOYED AT TERMINATION (%)			
Employed, total	70	64	73
Employed with same employer as at termination	48	40	50

Table 9 (Nationwide continued)

	Total	Migrants	Seasonals
Characteristics of Jobs at Termination, AMONG THOSE EMPLOYED			
Hours worked per week (%)			
1 to 19 hours	--	--	--
20 to 34 hours	8	4	9
35 hours or more	92	96	91
Average hours worked (in hrs)	39	40	39
Hourly wage (%)			
Less than \$5.00	--	--	--
\$5.00 to \$5.99	19	13	21
\$6.00 to \$7.49	39	43	37
\$7.50 to \$9.99	30	35	28
\$10.00 or more	12	8	14
Average hourly wage (in dollars)	\$7.62	\$7.45	\$7.68
Occupation of jobs held (%)			
Managerial/prof./technical	10	8	10
Sales and related	1	1	2
Clerical and admin support	13	12	13
Service	14	11	15
Agriculture and related	5	2	5
Production and related	57	67	55
Characteristics of Jobs at Follow-up, AMONG THOSE EMPLOYED			
Hours worked per week (%)			
1 to 19 hours	--	--	--
20 to 34 hours	6	4	6
35 hours or more	94	95	94
Average hours worked (in hrs.)	40	40	40
Hourly Wages (%)			
Less than \$5.00	--	--	--
\$5.00 to \$5.99	15	12	15
\$6.00 to \$7.49	35	37	34
\$7.50 to \$9.99	34	38	32
\$10.00 or more	16	13	18
Average hourly wage (in dollars)	\$7.99	\$7.73	\$8.07

Note: Numbers represent counts (Total Terminees), averages (Average hours worked; Average hourly wages), or percentages (all remaining items). Items under the heading "Characteristics of Jobs," at either Termination or Follow-up, are calculated based on those employed at termination or follow-up, respectively; all other percentages are based on Total Terminees. A '--' denotes a percentage less than 1%. See Appendix A for details.

Table 10**OUTCOMES OBTAINED BY E&T TERMINEES, BY GENDER AND RACE/ETHNICITY***(Universe: All PY 99 E&T Terminees for Nationwide)*

	Gender		Race/Ethnicity			
	Female	Male	White	Black	Hisp	Other
Total Terminees	4,587	5,144	1,499	906	7,057	269
Entered Employment Rate	82	84	90	85	81	93
Summary of Termination Type (%)						
Entered employment ONLY	27	36	36	24	31	37
Obtained an enhancement ONLY	22	12	13	16	18	13
Both entered employment and obtained an enhancement	36	37	42	47	35	43
Other termination	14	14	9	13	16	6
Employment at Termination (%)						
Entered employment, total	64	74	79	72	66	81
Employed more than 20 hrs/wk	64	74	78	72	66	80
Employed with fringe benefits	43	49	55	47	44	59
Employed with UI coverage	56	63	68	63	58	69
Entered an apprenticeship	--	--	--	1	--	--
Obtained Employability Enhancements (%)						
Total, any type	58	50	55	63	53	56
Attained documented skill gain	45	42	46	50	42	51
Completed worksite objectives	13	8	13	16	9	7
Entered other training	--	--	--	1	--	--
Returned to full-time school	1	1	1	1	1	--
Completed a GED	3	1	1	2	2	1
Completed high school	1	--	--	1	--	--
Completed an advanced degree	2	2	7	2	--	--
Type not specified	1	1	--	--	1	1
Other Terminations (%)						
Institutionalized	--	--	1	--	--	--
Health/medical (inc. death)	1	1	1	1	1	--
Moved/cannot locate	2	3	2	2	3	1
Lacks family care	1	--	--	--	--	--
Lacks transportation	--	--	--	1	--	1
Lacks housing	--	--	--	--	--	--
Separated/sanctioned	1	--	--	2	1	--
Voluntary, other	3	3	2	3	3	3
Other	5	6	3	3	7	1
Follow-up Outcomes, AMONG THOSE EMPLOYED AT TERMINATION (%)						
Employed, total	70	71	81	70	67	88
Employed with same employer as at termination	48	48	59	47	44	72

Table 10 (Nationwide continued)

	Gender		Race/Ethnicity			
	Female	Male	White	Black	Hisp	Other
Characteristics of Jobs at Termination, AMONG THOSE EMPLOYED						
Hours worked per week (%)						
1 to 19 hours	--	--	--	--	--	--
20 to 34 hours	12	5	9	11	7	5
35 hours or more	88	95	91	89	93	95
Average hours worked (in hrs)	38	40	40	39	39	39
Hourly wage (%)						
Less than \$5.00	--	--	--	--	--	--
\$5.00 to \$5.99	26	14	14	33	19	19
\$6.00 to \$7.49	45	34	32	36	40	38
\$7.50 to \$9.99	22	36	31	20	31	25
\$10.00 or more	7	17	23	10	10	18
Average hourly wage (in dollars)	\$7.00	\$8.10	\$8.45	\$7.57	\$7.42	\$7.86
Occupation of jobs held (%)						
Managerial/prof./technical	15	6	18	11	6	10
Sales and related	3	1	1	2	1	1
Clerical and admin support	25	5	5	18	15	13
Service	28	5	8	32	14	15
Agriculture and related	2	6	4	2	5	13
Production and related	28	77	64	35	58	49
Characteristics of Jobs at Follow-up, AMONG THOSE EMPLOYED						
Hours worked per week (%)						
1 to 19 hours	1	--	--	--	--	2
20 to 34 hours	9	3	7	6	6	3
35 hours or more	90	97	93	94	94	95
Average hours worked (in hrs.)	39	40	40	39	39	39
Hourly Wages (%)						
Less than \$5.00	--	--	--	--	--	--
\$5.00 to \$5.99	22	9	11	28	14	18
\$6.00 to \$7.49	44	29	27	35	38	33
\$7.50 to \$9.99	26	40	35	25	35	30
\$10.00 or more	8	23	28	12	13	19
Average hourly wage (in dollars)	\$7.17	\$8.63	\$8.89	\$7.40	\$7.76	\$8.00

Note: Numbers represent counts (Total Terminees), averages (Average hours worked; Average hourly wages), or percentages (all remaining items). Items under the heading "Characteristics of Jobs," at either Termination or Follow-up, are calculated based on those employed at termination or follow-up, respectively; all other percentages are based on Total Terminees. A '--' denotes a percentage less than 1%. See Appendix A for details.

Table 11**OUTCOMES OBTAINED BY E&T TERMINEES, BY AGE AND EDUCATION COMPLETED***(Universe: All PY 99 E&T Terminees for Nationwide)*

	Age			Educational Status		
	LT-22	22-44	45 plus	LT 9th	9-11	Grad
Total Terminees	2,940	5,633	1,158	2,915	2,932	3,884
Entered Employment Rate	85	83	80	80	81	87
Summary of Termination Type (%)						
Entered employment ONLY	27	34	38	34	31	31
Obtained an enhancement ONLY	19	16	16	18	17	16
Both entered employment and obtained an enhancement	42	36	29	31	36	42
Other termination	12	15	17	17	16	11
Employment at Termination (%)						
Entered employment, total	69	70	67	66	67	74
Employed more than 20 hrs/wk	69	70	67	65	67	73
Employed with fringe benefits	49	46	43	45	44	49
Employed with UI coverage	60	60	57	57	59	63
Entered an apprenticeship	--	--	--	--	--	--
Obtained Employability Enhancements (%)						
Total, any type	62	52	45	48	53	58
Attained documented skill gain	48	43	38	42	42	47
Completed worksite objectives	14	9	7	5	10	14
Entered other training	1	--	--	--	--	--
Returned to full-time school	3	--	--	--	2	1
Completed a GED	3	2	1	2	4	1
Completed high school	1	--	--	--	1	--
Completed an advanced degree	4	1	--	--	--	4
Type not specified	1	1	1	1	1	1
Other Terminations (%)						
Institutionalized	--	--	--	--	--	--
Health/medical (inc. death)	--	1	2	1	1	1
Moved/cannot locate	3	3	3	3	3	2
Lacks family care	--	--	--	--	--	--
Lacks transportation	--	--	--	--	--	--
Lacks housing	--	--	--	--	--	--
Separated/sanctioned	1	1	1	1	1	--
Voluntary, other	3	3	2	3	3	2
Other	5	6	8	8	6	4
Follow-up Outcomes, AMONG THOSE EMPLOYED AT TERMINATION (%)						
Employed, total	72	70	65	65	66	77
Employed with same employer as at termination	47	48	46	42	42	55

Table 11 (Nationwide continued)

	Age			Educational Status		
	LT-22	22-44	45 plus	LT 9th	9-11	Grad
Characteristics of Jobs at Termination, AMONG THOSE EMPLOYED						
Hours worked per week (%)						
1 to 19 hours	--	--	--	--	--	--
20 to 34 hours	9	7	6	5	8	9
35 hours or more	91	92	94	95	92	90
Average hours worked (in hrs)	39	39	40	40	39	39
Hourly wage (%)						
Less than \$5.00	--	--	--	--	--	--
\$5.00 to \$5.99	22	18	20	16	22	19
\$6.00 to \$7.49	36	39	42	43	39	35
\$7.50 to \$9.99	29	31	28	31	29	30
\$10.00 or more	12	13	11	10	10	16
Average hourly wage (in dollars)	\$7.69	\$7.61	\$7.39	\$7.44	\$7.36	\$7.92
Occupation of jobs held (%)						
Managerial/prof./technical	14	7	4	2	3	16
Sales and related	2	1	1	1	2	1
Clerical and admin support	16	12	6	5	12	17
Service	12	16	10	12	18	13
Agriculture and related	4	4	9	8	5	3
Production and related	51	59	69	72	61	49
Characteristics of Jobs at Follow-up, AMONG THOSE EMPLOYED						
Hours worked per week (%)						
1 to 19 hours	--	--	--	--	--	--
20 to 34 hours	6	6	4	4	6	7
35 hours or more	93	94	96	96	94	93
Average hours worked (in hrs.)	40	39	40	40	39	40
Hourly Wages (%)						
Less than \$5.00	--	--	--	--	--	--
\$5.00 to \$5.99	16	13	16	12	18	14
\$6.00 to \$7.49	34	35	39	40	38	31
\$7.50 to \$9.99	33	34	32	36	30	34
\$10.00 or more	17	17	13	12	14	20
Average hourly wage (in dollars)	\$8.03	\$8.03	\$7.66	\$7.74	\$7.69	\$8.29

Note: Numbers represent counts (Total Terminees), averages (Average hours worked; Average hourly wages), or percentages (all remaining items). Items under the heading "Characteristics of Jobs," at either Termination or Follow-up, are calculated based on those employed at termination or follow-up, respectively; all other percentages are based on Total Terminees. A '--' denotes a percentage less than 1%. See Appendix A for details.

Table 12**OUTCOMES OBTAINED BY E&T TERMINEES, BY SELECTED BARRIERS***(Universe: All PY 99 E&T Terminees for Nationwide)*

	<u>Qualifies as</u>		<u>Limited English</u>		<u>Long-term Agr</u>	
	<u>Frmwk</u>	<u>Dep</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
Total Terminees	8,039	1,692	4,172	5,559	5,811	3,920
Entered Employment Rate	84	82	80	86	85	81
Summary of Termination Type (%)						
Entered employment ONLY	33	27	32	31	33	30
Obtained an enhancement ONLY	15	23	17	17	16	18
Both entered employment and obtained an enhancement	37	35	33	39	37	36
Other termination	14	14	17	12	13	16
Employment at Termination (%)						
Entered employment, total	71	63	67	71	71	66
Employed more than 20 hrs/wk	71	62	66	71	71	66
Employed with fringe benefits	47	44	47	46	46	47
Employed with UI coverage	61	55	58	61	61	58
Entered an apprenticeship	--	--	--	--	--	--
Obtained Employability Enhancements (%)						
Total, any type	53	59	50	56	53	55
Attained documented skill gain	43	46	44	44	43	44
Completed worksite objectives	10	12	5	15	11	10
Entered other training	--	1	--	--	--	--
Returned to full-time school	1	3	--	2	1	2
Completed a GED	2	4	3	2	2	3
Completed high school	--	1	--	1	--	1
Completed an advanced degree	1	2	--	3	1	2
Type not specified	1	2	1	1	1	1
Other Terminations (%)						
Institutionalized	--	--	--	--	--	--
Health/medical (inc. death)	1	1	1	1	1	1
Moved/cannot locate	3	3	4	2	3	3
Lacks family care	--	1	--	--	--	1
Lacks transportation	--	--	--	--	--	1
Lacks housing	--	--	--	--	--	--
Separated/sanctioned	1	1	1	1	1	1
Voluntary, other	3	3	3	3	3	3
Other	6	5	8	4	5	7
Follow-up Outcomes, AMONG THOSE EMPLOYED AT TERMINATION (%)						
Employed, total	71	69	66	73	70	71
Employed with same employer as at termination	49	40	42	52	49	46

Table 12 (Nationwide continued)

	Qualifies as		Limited English		Long-term Agr	
	Frmwk	Dep	Yes	No	Yes	No
Characteristics of Jobs at Termination, AMONG THOSE EMPLOYED						
Hours worked per week (%)						
1 to 19 hours	--	--	--	--	--	--
20 to 34 hours	7	13	6	9	6	11
35 hours or more	93	87	94	90	94	89
Average hours worked (in hrs)	40	38	40	39	40	39
Hourly wage (%)						
Less than \$5.00	--	--	--	--	--	--
\$5.00 to \$5.99	18	23	18	20	16	24
\$6.00 to \$7.49	38	42	39	38	39	37
\$7.50 to \$9.99	31	25	33	28	32	27
\$10.00 or more	13	9	10	14	13	11
Average hourly wage (in dollars)	\$7.64	\$7.51	\$7.47	\$7.72	\$7.68	\$7.52
Occupation of jobs held (%)						
Managerial/prof./technical	9	14	3	13	7	13
Sales and related	1	3	1	2	1	2
Clerical and admin support	10	27	6	16	10	16
Service	14	18	10	16	14	15
Agriculture and related	5	2	8	3	3	8
Production and related	61	36	72	50	64	46
Characteristics of Jobs at Follow-up, AMONG THOSE EMPLOYED						
Hours worked per week (%)						
1 to 19 hours	--	1	--	--	--	1
20 to 34 hours	5	9	3	7	5	8
35 hours or more	94	91	96	93	95	92
Average hours worked (in hrs.)	40	39	40	39	40	39
Hourly Wages (%)						
Less than \$5.00	--	--	--	--	--	--
\$5.00 to \$5.99	14	17	11	17	14	16
\$6.00 to \$7.49	34	43	37	34	34	37
\$7.50 to \$9.99	34	29	38	31	35	31
\$10.00 or more	17	11	14	18	17	16
Average hourly wage (in dollars)	\$8.08	\$7.40	\$7.86	\$8.06	\$8.07	\$7.85

Note: Numbers represent counts (Total Terminees), averages (Average hours worked; Average hourly wages), or percentages (all remaining items). Items under the heading "Characteristics of Jobs," at either Termination or Follow-up, are calculated based on those employed at termination or follow-up, respectively; all other percentages are based on Total Terminees. A '--' denotes a percentage less than 1%. See Appendix A for details.

This page intentionally left blank.

Insert blank page here when making double-sided copies

**Appendix A:
Technical Notes to Tables**

This page intentionally left blank.

Insert blank page here when making double-sided copies

NOTES TO TABLES

The numbers appearing in the tables are either raw counts (e.g., total terminatees), percentages (e.g., the percentage of terminatees who are males and females), or averages (e.g., average hours worked per week).

- **Raw counts:** These represent the number of terminatees who have the characteristic in question, as identified in the grantees' data submissions.
- **Percentages:** These represent the percentage of terminatees with the characteristics in question, calculated as column percentages. **Almost always percentages are calculated using as the base the total number of terminatees** (i.e., those identified by the column heading), after excluding those with missing data. The exceptions, which are explicitly noted, occur when the characteristics of jobs in which training occurred or those held at termination or follow-up are described, which use as the base those terminatees in the column heading who received occupational training or were employed at termination or follow-up, respectively. Regardless of the base, percentages are reported after rounding to the nearest whole number.
- **Averages:** Averages are calculated for selected items that are measured on a continuous scale (e.g., hourly wage, hours in training) and are always computed after excluding missing data and values of "0" (e.g., those not employed and hence with no hourly wage, or those who spent no time in the specified training activity).

Information presented in the remainder of this Appendix identifies the universe of observations for various tabulations, describes data cleaning and checking procedures, including adjustments for missing values, and concludes with specifications for the row and column headings in each of the tables.

UNIVERSE RESTRICTIONS

Data tabulations included in the PY 99 Data Book are based on the data submitted by Migrant and Seasonal Farmworker (MSFW) grantees as part of their Standardized Participant Information Reporting (SPIR) requirements.¹ Definitions and instructions for coding SPIR data are appended to this report, as Appendix B.

All records submitted by grantees for PY 99 are included in these tabulations, except the small number of records without a valid termination code. Thus, included are some records with out-of-range termination dates.

Data reported in the Data Book strictly speaking reflect counts and characteristics of *terminations* rather than *terminatees*. Thus, a participant who was enrolled and terminated from the MSFW program more than once during the course of the same program year would be counted multiple times.

A major selection filter for the tables relates to the termination type, with distinctions made between those who received *services-only*, *objective-assessment-only*, or *employment and training (E&T) services*. These distinctions are made on the basis of the participant's termination category (SPIR item #34) in the following way:

- The universe for Tables 1 and 2 includes *all terminatees*, regardless of their termination type (i.e., termination types 1 through 5).
- The universe for Table 3 includes only *E&T Terminatees* (i.e., termination types 1,2, and 5).

¹ Please note that one state did not provide data through SPIR reporting for PY 99 and thus any terminations from this grantee are not included in this Data Book.

- The universe for Table 4 includes only *services-only terminees* (i.e., termination type 3 only).
- The universe for Tables 5 through 12 includes only *E&T terminees* (i.e., termination types 1, 2, and 5), excluding both services-only terminees and those who received objective-assessment only (i.e., excluding termination types 3 and 4).

DATA CHECKING AND CLEANING

Data reported by grantees were subject to some data quality checks, to identify outliers or other patterns of implausible data. If a data item for a terminnee failed to pass our data quality check, we typically replaced the terminnee's data on that item with a missing value code. Primarily, the data cleaning entailed examining each grantee's data submission for violations of the *Record Layout, Coding Guidelines, and Edit Checks*, distributed by DOL. This cleaning was generally of two types. First, values that were out-of-range according to the Coding Guidelines were set to missing, if the non-missing value supplied by the grantee was not otherwise clearly interpretable. For example, if a terminnee were coded '3' on an item for which '1' and '2' were the only valid codes, according to the Coding Guidelines, the '3' would be replaced by a missing value code. Second, inconsistencies between items (again, according to the coding guidelines) were handled by setting one or both of the inconsistent items to missing. For example, the hourly wage of the job held at termination (item #36b) was set to missing if the terminnee was not indicated as having entered employment at termination (item #34 coded '1').

Exceptions to our strict adherence to the *Coding Guidelines* occurred when we could indisputably identify the value the grantee intended, even if a technical violation of the Guidelines did occur. For example, those who did not enter employment at termination (item #34 not equal to '1') were supposed to have been coded '2' (signifying 'no') on items #35a through #35d denoting whether the terminnee's job at termination had each of various characteristics (e.g., whether the terminnee was self-employed, etc.). However, some grantees left these items blank for terminnees not entering employment at termination, technically in violation of the coding guidelines. Because it is clear that items #35a through #35d are not applicable for those not entering employment at termination, we changed the grantee's null value to a '2' before preparing the Data Book, so that the grantee's data would conform to the guidelines.

For a very few other items, implausibly low or high values on continuous variables were also changed, usually by setting them to missing, even though they were strictly speaking not in violation of the reporting instructions. For example, hourly wages at termination (item #36b), for those who were employed at termination, of less than \$1.00 or more than \$75 were assumed to be erroneous and were set to missing. We were very conservative in making changes of this sort to avoid altering the data to fit our preconceptions. Only, values that were clearly implausible were altered, and these instances are explicitly indicated in a subsequent section of the Appendix.

With these exceptions, the data recorded in these tabulations are thus as they were reported by grantees, even where the results might be counterintuitive or suspect for one reason or another. For example, substantial proportions of services-only terminees are listed as not having received any supportive service (Table 3), even though this is contradictory on the face of it. Moreover, some SPIR items are intrinsically subject to under-reporting. For example, unless the intake worker has clear evidence that a terminnee has a problem with substance abuse, the terminnee is likely to be coded 'no' on the relevant SPIR item (SPIR item #23h). Estimates for some items reported in the Data Book should therefore be viewed as conservative.

ADJUSTMENTS FOR MISSING DATA

In most cases, tabulations could be computed straightforwardly after excluding terminnees with out-of-range or implausible values. For example, some terminnees had missing, invalid, or implausible birth dates in their SPIR record, making it impossible to compute the individual's age at enrollment. Because there was no particular reason for believing that these persons were younger or older than the average terminnee, we calculated the age distribution shown in Tables 2 and 3 after excluding those with "bad" data on this item.

In some instances, however, there were reasons for believing that simply computing tabulations after excluding missing data, without an adjustment, could impart a bias of some kind to the results. For example, some persons who had entered employment at termination had missing information as to whether their job at termination offered fringe benefits. Computing the percentage of *all* terminées who were employed at termination with fringe benefits by simply excluding these individuals would yield misleading results, because, by virtue of being employed at termination, those with missing data on the item measuring receipt of fringe benefits are more likely to be employed with fringe benefits than the “average” E&T terminée (a substantial proportion of whom were not even employed at termination).

To correct for such bias, proportional adjustments were used. These adjustments amounted to computing the conditional probability that the terminée had the characteristics in question (in this case, received fringe benefits at termination), given that the terminée had some other relevant attribute (e.g., was employed at termination). Items for which proportionate adjustments were applied were:

- Employed at termination more than 20 hours/week
- Employed at termination with fringe benefits
- Employed at termination with UI coverage
- Employed at follow-up.
- Employed at follow-up with the same employer as at termination.

Details on the adjustment are described below, where relevant.

NOTES TO THE CALCULATION OF COLUMN HEADINGS

Termination Type. Tables 1 and 2 show results according to termination type (item #34), with E&T terminées defined as those coded ‘1’, ‘2’, or ‘5’; Services-Only terminées defined as those coded ‘3’; and Objective-Assessment-Only terminées defined as those coded ‘4’.

Farmworker Status. This appears as the column heading in Tables 3, 4, 5, and 9, and is based of SPIR item #11.

Gender and Race/Ethnicity. These appear as the column headings for Tables 6 and 10 and are based on SPIR items #7 and #8.

Age and Educational Status. These appear as the column heading for Tables 7 and 11 and are defined below, Notes to the Calculation of Terminée Characteristics.

Selected Barriers to Employment. These appear as the column heading for Tables 8 and 12 and are based on SPIR item #9 (Qualifies for the Program as a Farmworker or Dependent of a Farmworker), item #23a (Limited English Speaker), and item #23f (Long-term Agricultural Employment).

NOTES TO THE CALCULATION OF TERMINEE CHARACTERISTICS (TABLES 1-3)

Farmworker Status. This is based on SPIR item #11.

Gender. This is based on SPIR item #7.

Age. This is computed as days elapsed from Date of Birth (SPIR Item #6) to Date of Enrollment (SPIR item #5), divided by 365.25. Ages less than 14 or greater than 85 were assumed to be invalid and were set to missing.

Race/Ethnicity. This is based on SPIR item #8.

Qualification for Program. This is based on SPIR item #9.

Number of Dependent Children. This is based on SPIR item #13a.

Educational Status. This item was based on SPIR items #14 (highest grade completed) and #15 (student status). “Full-time high school students” represent those coded ‘yes’ on item #15 *and*

whose highest grade completed (item #14) ranged from 0 to 11, inclusive. The 2 categories of dropouts represent non-full-time students whose highest grade completed was 0 to 8 or 9 to 11, respectively. The remaining categories of Educational Status were computed for those whose highest grade completed was 12 or greater, without regard to item #15.

Reading Skills Grade Level. This was operationalized based on actual grade-level equivalents, as recorded in SPIR item #21. Those whose reading skills were reported based on the raw test score (i.e., in keeping with the SPIR instructions, these are values without an explicit decimal) were excluded from the computation.

Math Skills Grade Level. Identical procedures were used as for Reading Skills Grade Level, described above.

Public Assistance Recipient. Those considered to be public assistance recipients are those who received any of AFDC (SPIR item #12a), General Assistance (GA; item #12b), Refugee Cash Assistance (RCA; item #12c), Supplemental Security Income (SSI; item #12d), or Food Stamps (item #12e).

Cash Welfare Recipient. In keeping with the 1992 JTPA Amendments, cash welfare recipients include those receiving either AFDC, GA, RCA, or SSI (see Public Assistance Recipient, above, for definitions of these components).

Receives Food Stamps. This based on SPIR item #12e.

Labor Force Status at Entry. This based on SPIR item #16.

Weeks Worked in Past Year. This is based on SPIR item #17 (see Preprogram Earnings in Past Year, below, for additional notes).

Unemployment Compensation Status. This is based on SPIR item #19.

Preprogram Earnings in Past Year. This is based on SPIR item #18. Because of missing data on Weeks Worked (items #17) or Preprogram Earnings (item #18), the percentage recorded as not working in the past year differs (by less than 1 percentage point) across these two tabulations.

Additional Barriers to Employment. Except for "Grantee-Identified Barrier," these were defined straightforwardly based on items #23a to #23k. Terminées with a "Grantee-Identified Barrier" were those where some alpha entry was coded for item #23l; a 'no' was assumed in all other cases.

NOTES TO THE CALCULATION OF SERVICES RECEIVED FOR SERVICES -ONLY TERMINEES (TABLE 4)

Percent Receiving Various Support Services, Funded by Any Source. For each support-service type, a 'yes' is indicated if the service was either Section 402 funded or Non-402 funded, as denoted by items #32a through #32k. Multiple mentions are allowed. The percentage of services-only terminées who were not indicated as having received any supportive service are coded as "Not specified."

Percent Receiving Various Support Services, Funded by Section 402. This is defined as above except only Section 402-funded services are considered.

Concurrent Participation. This is defined from item #39. Multiple mentions are allowed. In keeping with coding guidelines, missing values are assumed to represent 'no'.

NOTES TO THE CALCULATION OF SERVICES RECEIVED FOR E&T TERMINEES (TABLES 5-8)

Percent Who Received. A 'yes' was indicated for terminées shown as receiving at least 1 hour of the training of the specified type, regardless of whether it was Section 402 funded or not, based on SPIR items #24 through #29. Multiple mentions are allowed. Terminées listed as receiving a

type of training funded by Section 402 were also assumed to have received training of that type regardless of the funding source, even if Total hours was listed as '0'.

Average TOTAL Hours of Those Who Received. These represent the average hours of training, for those who received training of the specified type, regardless of whether or not the training was funded by the Section 402 program (i.e., entries are taken from the 'Total' column for SPIR items #24 through #29). Total hours were replaced by Section 402 hours, if Section 402 hours were the greater of the two. Although, strictly speaking, values up to 9,999 are allowable for each training type, for purposes of these tabulations we treated implausibly high values as invalid, according to the following limits:

<u>Training Type</u>	<u>Upper Limit</u>
Basic skills classroom training	5,000
Occupational skills classroom training	5,000
Integrated skills classroom training	5,000
On-the-job training	1,200
Work experience training	2,000
Worker safety training	1,000

Values exceeding these limits were set to missing.

Average SECTION 402 Hours of Those Who Received. These represent the average hours of training, for those who received training of the specified type, if the training was funded by the Section 402 program (i.e., entries are taken from the 'Sec. 402' column for SPIR items #24 through #29). Persons with training hours exceeding the limits described above were set to missing.

Percent of Terminees, by Duration of TOTAL Hours. This tabulation is based on the summation of Total hours across each training type, including those who were recorded as having received '0' hours in all training types. For each training type, Total hours were replaced by Section 402 hours, if Section 402 hours were the greater of the two. Persons with training hours exceeding the limits described above were set to missing.

Percent of Terminees, by Duration of SECTION 402 Hours. This tabulation is based on the summation of Section 402 hours across each training type, including those who were recorded as having received '0' hours in all training types. Persons with training hours exceeding the limits described above were set to missing.

Percent Receiving Training Assistance. This represents the percentage receiving training assistance (item #30), either in addition to receiving hours in some training type or not.

Percent Receiving Various Support Services, Funded by Any Source. For each support-service type, a 'yes' is indicated if the service was either Section 402 funded or Non-402 funded, as denoted by items #32a through #32k. Multiple mentions are allowed. The percentage receiving "Any of those below" represents those who received a supportive service of a least 1 type, whether or not Section 402 funded.

Percent Receiving Various Support Services, Funded by Section 402. This is defined as above, except only Section 402-funded services are considered.

Areas of Occupational Skill training. This was based on SPIR item #31 and is defined only for those who received occupational skills training (either in the classroom or through OJT). See Notes to

the Calculation of Outcomes Obtained for details on the categorization of occupation into the broad categories shown in the Data Book.

Concurrent Participation. This is defined from item #39. Multiple mentions are allowed. In keeping with the coding guidelines, missing values are assumed to represent 'no.'

**NOTES TO THE CALCULATION OF OUTCOMES OBTAINED FOR E&T TERMINEES
(TABLES 9-12)**

Entered Employment Rate. This is defined as the number of those with termination type (SPIR item #34) coded "1," divided by the difference of the total number of E&T Terminees minus those with termination type coded "2."

Summary of Termination Type. The categories used in the Data Book are mutually exclusive; i.e., all terminees covered by each table fall into one and only category. Terminees are allocated to these categories based on responses to SPIR item #34 and #35d, as follows:

- Entered employment ONLY. Defined as termination type (item #34) coded '1' and Also attained employability enhancement (item #35d) coded 'no'.
- Obtained an enhancement ONLY. Defined as termination type (item #34) coded '2'.
- Both entered employment and obtained an enhancement. Defined as termination type (item #34) coded '1' and Also attained employability enhancement (item #35d) coded 'yes.'
- Other terminations. Defined as termination type (item #34) coded '5.'

Employment at Termination. These figures are based on SPIR items #34, #35a, #36c, and #36f and are calculated as the number with the characteristic in question, as a percentage of all E&T terminees. For all items beyond "Entered employment, total," a proportional adjustment is used to correct for biases introduced by missing data. This adjustment represents the number of terminees with the job attribute in question as a percentage of those employed at termination (and with non-missing data on the item in question), multiplied by the percentage who "Entered employment, total."

Obtained Employability Enhancements. These figures are based on SPIR items #34, #35d, and #37a through #37h. Multiple mentions are allowed. "Total, any type" represents those with *either* termination type (item #34) coded '1' or also attained employability enhancement (item #35d) coded 'yes.' Items #37g and #37h are combined into a single category, "Completed advanced degree." Those coded as having attained an enhancement "Total, any type" but who are coded 'no' or are missing on all items 37a to 37h are coded as "Type not specified."

Other Terminations. These figures are based on SPIR items #34 and #38. The category "Other or not specified" represents those coded '5' on termination type (item #34) who are either coded '10' on Reason for Other Termination (item #38) or are missing on the Reason for Other Termination.

Employed at Follow-up, Among Those Employed at Termination. These percentages are calculated based only on those *employed at termination* and using an adjustments for non-response bias, as follows:

$$(a + b/(b + c) * d + e)/(a + d + e + f) * 100, \text{ where}$$

a = the number for whom employment was confirmed by the employer at termination (item #40 is 'yes')

b = among those for whom employment was disconfirmed by the employer at termination (item #40 is 'no'), the number who were found to be employed as a result of participant contact (item #41 is '1')

c = among those for whom employment was disconfirmed by the employer at termination (item #40 is 'no'), the number who were found to be not employed as a result of participant contact (item #41 is '2')

d = the number for whom employment was disconfirmed by the employer at termination (item #40 is 'no'), regardless of whether direct participant contact was achieved

e = among those for whom contact with the employer at termination was not completed (item #40 is missing), the number who were found to be employed as a result of direct participant contact (item #41 is '1')

f = among those for whom contact with the employer at termination was not completed (item #40 is missing), the number who were found to be not employed as a result of participant contact (item #41 is '2')

Characteristics of Jobs at Termination, AMONG THOSE EMPLOYED. All figures are restricted to those who were *employed at termination*.

Hours worked per week. This is based on SPIR item #36a.

Hourly wage. This is based on SPIR item #36b. Values of the hourly wage less than \$1 or greater than \$75 were assumed to be coding errors and were set to missing.

Occupation of jobs held. This is based on SPIR item #36d. Occupation of jobs held is categorized using OES codes. Terminees whose occupation was reported using DOT codes had their occupation converted to OES codes using a crosswalk as follows:

Category	Range of OES Codes	Range of DOT Codes
Managerial/prof./technical	0 to 39999	0 to 199999999
Sales and related	40000 to 49999	250000000 to 299999999
Clerical and admin support	50000 to 59999	200000000 to 249999999
Service	60000 to 69999	300000000 to 399999999
Agriculture and related	70000 to 79999	400000000 to 499999999
Production and related	80000 to above	500000000 and above

Characteristics of Jobs at Follow-up, AMONG THOSE EMPLOYED. All figures are restricted to those who were *employed at follow-up*.

Hours worked per week. This is based on SPIR item #43.

Hourly wage. This is based on SPIR item #42. Values of the hourly wage less than \$1 or greater than \$75 were assumed to be coding errors and were set to missing.

This page intentionally left blank.

Insert blank page here when making double-sided copies

**Appendix B:
SPIR Reporting Instructions**

This page intentionally left blank.

Insert blank page here when making double-sided copies

SECTION III. TRAINING & EDUCATIONAL ACTIVITIES & RELATED SERVICES - Cont'd -

32. Support Services Received:	402 Funded		Non-402 Funded	
32a. Transportation:	1. Yes	2. No	1. Yes	2. No
32b. Health Care:	1. Yes	2. No	1. Yes	2. No
32c. Family Care:	1. Yes	2. No	1. Yes	2. No
32d. Counseling:	1. Yes	2. No	1. Yes	2. No
32e. Housing or Rental Assistance:	1. Yes	2. No	1. Yes	2. No
32f. Resettlement Assistance:	1. Yes	2. No	1. Yes	2. No
32g. Translation & Interpretation Assistance:	1. Yes	2. No	1. Yes	2. No
32h. Emergency Assistance:	1. Yes	2. No	1. Yes	2. No
32i. Meals & Other Nutritional Assistance:	1. Yes	2. No	1. Yes	2. No
32j. Stipend:	1. Yes	2. No	1. Yes	2. No
32k. Other:	1. Yes	2. No	1. Yes	2. No

SECTION IV. PROGRAM TERMINATIONS AND OTHER OUTCOMES

33. Date of Termination: (MMDDYY) _____
34. Category of Termination:
- | | |
|--------------------------------|----|
| 1. Entered Employment | 2. |
| Employability Enhancement Only | |
| 3. Services Only | |
| 4. Objective Assessment Only | |
| 5. Other | |
35. For Those Who Entered Employment, Check All that Apply:
- | | | |
|---|--------|-----------|
| 35a. Entered Registered Apprenticeship Program: | 1. Yes | 2. No |
| 35b. Entered Military Service: | 1. Yes | 2. No |
| 35c. Self-Employment: | 1. Yes | 2. No |
| 35d. Also Attained Employability Enhancement | 1. Yes | 2. No 36. |
- For Those Who Entered Employment, Provide Employment information:
- 36a. Hours Worked Per Week: (00) _____
- 36b. Hourly Wage at Termination: (00.00) _____
- 36c. Fringe Benefits Available/Received, or with Fringe Benefits Available/Received Following Successful Completion of Probationary Period: 1. Yes 2. No
- 36d. Occupational Code: 36d(1). Type of Code _____ 36d(2). Code _____
- 36e. Enter FIPS Code of State Where Job is Located: _____
- 36f. Job Covered by Unemployment Insurance: 1. Yes 2. No
37. For Those Who Obtained an Employability Enhancement Only or, an Employability Enhancement **and** an Entered Employment, Check all that apply:
- | | | |
|---|--------|-------|
| 37a. Attained Documented Skill Gains: | 1. Yes | 2. No |
| 37b. Completion of Worksite Training Objective: | 1. Yes | 2. No |
| 37c. Entered Non-Section 402 Training or Training Provided by Another Sec. 402 Grantee: | 1. Yes | 2. No |
| 37d. Returned to Full-time school | 1. Yes | 2. No |
| 37e. Completed GED: | 1. Yes | 2. No |
| 37f. Completed High School: | 1. Yes | 2. No |
| 37g. Completed Associate Degree: | 1. Yes | 2. No |
| 37h. Completed Bachelor's Degree: | 1. Yes | 2. No |

SECTION IV. PROGRAM TERMINATIONS AND OTHER OUTCOMES - Cont'd -

38. For Those Who are Other Terminations (Code 5 in Item 34), Check the Reason for Other Termination:

- 1. Institutionalized
- 2. Health/Medical
- 3. Moved/Cannot Locate (e.g., Migrant who returned to homebase)
- 4. Death
- 5. Lacks Family Care
- 6. Lacks Transportation
- 7. Lacks Housing
- 8. Separated/Sanctioned for Administrative Reasons
- 9. Voluntary Separation
- 10. Other

39. Concurrent Participation:
Check all that apply.

- | | | |
|------------------------------------|--------|-------|
| 1. JTPA Title II-A | 1. Yes | 2. No |
| 2. JTPA Title II-B | 1. Yes | 2. No |
| 3. JTPA 204(d) - Older Workers | 1. Yes | 2. No |
| 4. JTPA Title II-C | 1. Yes | 2. No |
| 5. TPA Title III | 1. Yes | 2. No |
| 6. Other Federally Funded Programs | 1. Yes | 2. No |
| 7. JOBS Program Participant | 1. Yes | 2. No |

SECTION V. FOLLOW-UP INFORMATION ON THOSE EMPLOYED AT TERMINATION

40. Employment Confirmed by Employer: 1. Yes 2. No

41. If "No" to Item 40, Check the Following

Results of Participants Contacted:

- 1. Employment confirmed by participant
- 2. Participant is not employed
- 3. Participant was not contacted

42. Hourly Wage at Follow-up: (00.00) _____

43. Hours Normally Worked Per Week in Follow-up Job: (00) _____

44. Employed with Fringe Benefits Available/Received, or with Fringe Benefits Available/Received Following Successful Completion of Probationary Period:

- 1. Yes
- 2. No

45. Number of Weeks Worked with Same Employer in Follow-up period: (00) _____

INSTRUCTIONS
JTPA Title IV-A, Section 402
Migrant and Seasonal FarmworkerData Record Format

Section I – PROGRAM INFORMATION

1. **ETA-Assigned Section 402 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 Social Security Number (SSN)** - Record the participant's Social Security Number. If the applicant has no SSN or refuses to provide it, a substitute number may be assigned during intake. (If a substitute number is generated use this format-99PY0000 where PY is the program year and 0000 is a serial number.) Grantees should make efforts to obtain a valid SSN prior to termination and record transmittal. NOTE: Possession of a Social Security Number is not a prerequisite for participation.
4. **Number of Participant's Family Member(s) Who are Also Enrolled in 402 Program** - Record the number of members of the participant's family who are enrolled in any Section 402 program.
5. **Date of Enrollment** - Record the date (MMDDYY) on which the individual began to receive program services after initial intake, eligibility screening and eligibility determination, e.g. date of assessment, first day of Classroom Training, first day of On-the-Job Training.

Section II. – CHARACTERISTICS OF PARTICIPANT

6. **Date of Birth** - Record the date (MMDDYY) of birth of the participant.
7. **Gender** - - Record the code for: 1-Male 2-Female

8. **Race/Ethnicity** - Record the code indicating the participant's race/ethnic group from among the following categories:

1-White (Not Hispanic) - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

2-Black (Not Hispanic) - A person having origins in any of the black racial groups of Africa.

3-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. Persons from Brazil, Guiana, and Trinidad, for example, would be classified according to their race, and would not necessarily be included in the Hispanic category. Also, the Portuguese should be excluded from the Hispanic category and should be classified according to their race.

4-American Indian or Alaskan Native (Not Hispanic) -- A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

5-Asian or Pacific Islander (Not Hispanic) - 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), or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa. Hawaiian natives are to be recorded as Asian or Pacific Islanders.

6-Not Obtained - Record a 6 if participant, for any reason, does not provide this information.

9. **Qualifies for Sec. 402 Program as a:** - Record appropriate status: 1-Farmworker 2-Dependent (as defined in No. 13 below) 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. If primary domicile is in Canada, record 88 and 888. If Mexico, record 99 and 999. (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 (or participant's head of family if the participant is a dependent of a Farmworker) at the time of intake, as: 1-Migrant Farmworker 2-Seasonal Farmworker.
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 - AFDC 12b - General Assistance(GA) 12c - Refugee Cash Assistance 12d - Supplemental Security Income(SSI/SSA) 12e - Food Stamps(Food Stamp Act of 1977). 1-Yes 2-No.
13. **Family Size** - 13a. Record number of Dependent Children in the family under age 18 for whom custodial care is provided (00). 13b. Record number of Others in Family (00). Family size will be determined by adding one to the sum of these two items.
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 or equivalent
 - 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 - Master's degree or equivalent
 - 18 - Ph.D or equivalent

Note: Participants who completed 12th grade but did not receive a diploma or equivalent are to be coded "11".
15. **Student Currently Enrolled/Attending School Full-time** - Record whether or not the participant (adult or youth) who has not received a high school diploma or a GED certificate is currently enrolled in and attending full-time a secondary (but not a postsecondary vocational, technical or academic) school 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, unemployed, or not in the labor force.

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

1. did any work at all (at least 1 hour) as a paid employee, or
2. worked in his or her own business, profession or farm, or
3. worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or
4. 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, childcare problems, maternity or paternity leave, labor-management dispute, job training. Or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs.

An **unemployed individual** is one who, during the 7 consecutive days prior to intake, had no employment, was available for work except for temporary illness, and had made specific efforts to find employment some time during the 4-week period preceding intake. Individuals who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.

An individual is classified as not in the labor force if they are neither employed unemployed as defined above.

1-Employed 2-Unemployed 3-Not in the Labor Force

17. Number of Weeks Worked During the Most Recent 12 Months from Enrollment: -

Record the total number of weeks the participant was in the "Employed" status as defined in No. 16 immediately above. Record this information without regard to whether the individual is employed or unemployed at the time of intake (00).

18. Preprogram Earnings During the Most Recent 12 Months from Enrollment: - Record total preprogram earnings of the participant during the 12 months prior to intake. Earnings include salaries or wages, and also include any bonuses, tips, gratuities, commissions or overtime pay earned (00000). Record "(000)" if there were no earnings during this period.

NOTE: The earnings reported for this item do not have to be documented if this is not the 12-month period used in the eligibility determination process.

19. **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.

20. **Veteran Status:** - Record whether or not the participant is a person who (a) served on active duty in the military, naval, or air service (of the U.S.) for a period of more than 180 days and who was discharged or released with other than a dishonorable discharge or, (b) was discharged or released from active duty because of a service connected disability, or (c) was discharged as a member of a reserve component under an order to active duty pursuant to Section 672(a), (d), or (g), 673, or 673b of Title 10, who served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged from duty with other than a dishonorable discharge. (38 U.S.C. 2011(4)). 1-Yes 2-No

20a. **Vietnam Era Veteran:** - Record whether or not the participant is a Veteran who served in the Armed Forces of the United States between August 5, 1964 and May 7, 1975. 1-Yes 2-No

21. **Reading Skills Grade Level or Reading Skills Raw Test Score (if tested)** – Record either of the following: 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); or the raw test score in reading on a generally accepted standardized or criterion-referenced test administered at intake. If grade level is reported, the format is (00.0). If a raw score is reported, the format is (000). Note: No reading test is required for individuals with a four-year college degree or above (BA, MA, Ph.D., etc.).

21a. Record the name and version (or form) of the test used.

22. **Math Skills Grade Level or Math Skills Raw Test Score (if tested)** - Record either of the following: The grade level equivalent in 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); or the raw test score in math on a generally accepted standardized or criterion-referenced test administered at intake. If grade level is reported, the format is (00.0). If a raw score is reported, the format is (000). Note: No reading test is required for individuals with a four-year college degree or above (BA, MA, Ph.D., etc.).

22a. Record the name and version (or form) of the test used.

23. **Additional Barriers to Employment** - Record all the appropriate codes for the following categories as they apply to the participant.

23a. **Limited English Language Proficiency** - Inability of a participant, whose native language is not English, to communicate in English, resulting in a barrier to employment.

23b. **Offender** - Any adult or youth who requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction (excluding misdemeanors)

23c. **Homeless** - 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. 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.

23d. **Displaced Homemaker** - An individual who has been providing unpaid services to family members in the home and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment and who has been dependent either: (a) on public assistance and whose youngest child is within 2 years of losing eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.); or (b) on the income of another, family member but is no longer supported by that income.

23e. **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.

- 23f. **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.
- 23g. **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.
- 23h. **Substance Abuse** - An individual with an alcohol and/or drug problem, which constitutes or results in a substantial barrier to employment.
- 23i. **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.
- 23j. **One Person Head of Household with Dependents Under Age 18** – An individual who has the responsibility, and is the sole source of support within the family, for one or more dependent children under age 18.
- 23k. **Individual with a Disability** - An individual who has a physical or mental disability which constitutes or results in a substantial handicap to employment. This definition includes disabled veterans for reporting purposes. NOTE: This definition will be used for performance standards purposes. It may also be used in establishing income eligibility under the "family-of-one" provisions of program regulations. Record 1-Yes 2-No for each category above as appropriate.
- 23l. **Grantee-Identified Barrier** - An individual who meets criteria for having an additional barrier to employment. These criteria shall be defined by the grantee. Name of barrier: _____:

Section III. - Training & Educational Activities & Related Services

This section provides a record of the type and amount of education, training and supportive services a participant receives while in the program. For Items 24 through 29, it is necessary to record the number of actual hours the participant spent in the activity which was funded under Section 402 (Farmworker) and operated by, or for, the grantee (0000). All other education and training received by the participant, including education or training provided by another Section 402 grantee, should be added to the Sec. 402 number and recorded under the column headed "Total" (0000). [NOTE: This number, to the nearest whole number of hours (no fractions of hours) should be recorded.]

24. **Basic Skills Training** - Training that includes, but is not limited to remedial reading, writing, Communication, mathematics and/or English for non-English speakers.
25. **Occupational Skills Training (Non-OJT)** - 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.
26. **Integrated Basic/Occupational Skills Training** - A training program which combines elements of both Basic Skills Training and Occupational Skills Training (Non-OJT) as described immediately above.
27. **On-the-Job Training (OJT)** - Training in the public or private sector which is given to an individual (who has previously been hired by an employer) while he or she is, engaged in productive work, and which provides knowledge or skills leading to the full and adequate performance of the job.
28. **Work Experience** - A short-term or, part-time work activity in the public or not-for-profit sector which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors.
29. **Worker Safety Training** - Training which 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.
30. **Training Assistance** - Activities other than those listed immediately above (Items 24 through 29) including, but not limited to: Orientation to the world of work, Job-related counseling and assessment, Employability assessment (other than that performed at intake), Job development, Job search assistance, Job referral and placement, Vocational exploration programs.

- 32h. **Emergency Assistance** - Any assistance provided, usually on short notice, consisting of food, shelter, medical assistance, transportation, or other needed services. Emergency assistance is provided only for a short period of time and only because of extraordinary circumstances.
- 32i. **Meals and Other Nutritional Assistance** - A supportive service(s) that includes the provision of food and other nutritional assistance to eligible program participants and their dependents.
- 32j. **Stipend** - A weekly allowance or payment for Living expenses paid to a participant while they are in training.
- 32k. **Other** - Any service provided which is not listed above.

Record 1-Yes or 2-No for each support service received under both 402 Funded and Non-402 Funded columns.

SECTION IV. PROGRAM TERMINATIONS & OTHER OUTCOMES

This section is concerned with the participant's termination from the program. It includes employment, employability enhancements, and other outcomes information.

- 33. **Date of Termination** - Record the date (MMDDYY) after which the participant is no longer receiving employment, training or other services (except post-termination services) funded under this program. Note: Individuals may be considered participants for a single period of up to 90 days of inactive status after last receipt of services, employment or training funded under a given program. During this 90-day period individuals may or may not receive additional services.
- 34. **Category of Termination** - Record the appropriate category as defined below:
 - 1. **Entered Employment** - Began work on an unsubsidized job, or entered into the Armed Forces (including entry into active duty from Reserve and National Guard units in cases of unplanned military buildup, e.g. such as that preceding Desert Shield/Storm), entry into employment in a registered apprenticeship program, or self employment.
 - 2. **Employability Enhancement Only** - An outcome other than entered employment, which is recognized as enhancing long-term employability and contributing to the potential for increased earnings and employment retention. This category is reserved for participants who attained an enhancement without entering unsubsidized employment. Outcomes in this category are restricted to:

(1) Entered Non-Section 402 Training, (2) Returned to Full-Time School, (3) Completed Major Level of Education, (4) Completion of Worksite Training Objective, and (5) Attained Basic/Occupational Skills Proficiency. NOTE: An Employability Enhancement outcome may not be recorded for a trainee placed in OJT solely as a result of that placement.

3. **Services Only** - Received support services, but did not receive any employment/training or entry/referral to unsubsidized employment.
 4. **Objective Assessment Only** - This category is reserved for participants on whom funds or staff resources were expended for Objective Assessment, but who did not receive any other services related to employment/training or entry/referral to unsubsidized employment.
 5. **Other** - All terminations not identified in 1, 2, 3 or 4 above.
35. **For Those Who Entered Employment, Check All that Apply** - Record 1-Yes or 2-No for each category as appropriate.
- 35a. **Entered Registered Apprenticeship Program** - An apprenticeship program which is operated jointly by an employer and a union, under an agreement with a State Apprenticeship agency.
 - 35b. **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, e.g. such as that preceding Desert Shield/Storm.
 - 35c. **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.
 - 35d. **Also Attained Employability Enhancement** - See definition of Employability Enhancement under 34. above. This category is for participants who achieve an employability enhancement in addition to entry into unsubsidized employment.

36. **For Those Who Entered Employment, Provide Employment Information** - Record the requested information as appropriate.
- 36a. **Hours Worked per Week** - Record the usual number of hours of work scheduled per week (00), including overtime.
 - 36b. **Hourly Wage at Termination** - Record the hourly wage at termination (00.00). Hourly wage includes any bonuses, tips, gratuities, commissions, and overtime pay earned.
 - 36c. **Fringe Benefits Available/Received** - Record whether or not the employer makes available (or will make available following completion of a probationary period) to the individual (whether or not the individual accepts) fringe benefits consisting of, at a minimum, health insurance benefits and coverage under Social Security or an equivalent pension plan. For individuals holding multiple jobs, this item should be recorded as "yes" if any job provides fringe benefits..
1-Yes 2-No
 - 36d. **Occupational Code and Type** - Record the occupational code (9-digit DOT, 5-digit OES, Census or other 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. 36d(1). Type_____ 36d(2). Code_____
 - 36e. **State Where Job is Located** - Enter the FIPS Code of the State where the job is located.
 - 36f. **Job Covered by Unemployment Insurance** - Enter whether or not the job is covered by Unemployment Insurance. 1-Yes 2-No
37. **For Those Who Obtained an Employability Enhancement Only or an Employability Enhancement and an Entered Employment** - Record a 1-Yes for each employability enhancement attained by the participant. 1-Yes 2-No
- 37a. **Attained Documented Skill Gains** - Record whether or not the participant, at termination, had demonstrated proficiency, as defined by the grantee in one or both of the following two skill areas in which the terminatee was deficient at enrollment: basic education skills and occupational skills. Skill gain must be achieved through active program participation and must be the result of a prior employability development planning process which identifies the participant's skill deficiencies, the training needed to overcome the deficiencies and the level of proficiency needed for attainment of the basic/occupational skills. Note: *Documented skill gains achieved from completion of a Pre-apprenticeship course, a Youth Employment Competency*

program, an adult basic education program, an English as a Second Language (ESL) program, or a course in remedial and/or supplemental basic skills are acceptable. Training needed to achieve this outcome may be funded from Section 402 or other sources.

- 37b. **Completion of Worksite Training Objective** - Record whether or not the participant, at termination, had attained a level of work readiness, through Worksite training, which had not been reached at entry. This includes the completion of a work experience, tryout employment assignment, and/or completion of an occupational skills, Pre-apprenticeship, or job-upgrading program.
- 37c. **Entered Non-Section 402 Training or Training Provided by Another Section 402 Grantee** - Record whether or not the participant, at termination, entered an occupational skills training program or postsecondary education program funded by a non-Section 402 entity, or another section 402 grantee which builds upon and does not duplicate training received under Section 402.
- 37d. **Returned to Full-time School** - Record whether or not the participant, at termination, had returned to full-time secondary school (e.g. junior high school, middle school and high school), including alternative school, if at the time of intake: 1) the individual was not attending school, exclusive of summer, and 2) had not obtained a high school diploma or equivalent. Participants who were at-risk youth who remained in school as a result of active program participation should be counted in this category.
- 37e. **Completed GED** - Record whether or not the participant, at termination, had received a GED Certificate or equivalent. Include only participants who had not attained this level of education at intake.
- 37f. **Completed High School** - Record whether or not the participant, at termination, had completed High School and been awarded a diploma.
- 37g. **Completed Associate Degree** - Fulfilled the requirements for a 2-year college level Associate (AA) Degree and been awarded a diploma.
- 37h. **Completed Bachelor's Degree** - Fulfilled the requirements for a 4-year (or 5year) college level Bachelor's (BA or BS) Degree and been awarded a diploma.

38. For Those Who are "Other Terminations" (Code 5 under 34 above) Check the Reason for Other Termination.

1. **Institutionalized.** The participant is residing in an institution or facility providing 24-hour support such as a prison or hospital.
2. **Health/Medical.** The participant is receiving medical treatment which precludes entry into employment or continued participation in the program.
3. **Moved/Cannot Locate.** The participant has either moved or cannot be located after utilizing the address/phone number and alternative contact information provided by the participant.
4. **Death.** The participant is deceased.
5. **Lacks Family Care.** The participant is responsible for the care of one or more family members which precludes entry into employment or continued participation in the program.
6. **Lacks Transportation.** The participant is without means of transportation between their domicile and the location of employment/training and/or other supportive services.
7. **Lacks Housing.** The participant lacks a fixed, regular, adequate nighttime residence which prohibits participation in the program.
8. **Separated/Sanctioned for Administrative Reasons.** The participant was separated from the program for administrative reasons other than those above. Include AFDC recipients who were required to participate but who are subsequently sanctioned for failure to participate without good cause.
9. **Voluntary Separation.** The participant voluntarily left the program for reasons other than above.
10. **Other.** Participant was terminated from the program for a reason that is not listed above.

39. **Concurrent Participation** - Record whether the individual's service strategy (CISS)/employability development plan (EDP) results in concurrent participation in any of the Federal assistance programs listed below. Check all that apply.
1. **JTPA Title II-A**
 2. **JTPA Title II-B**
 3. **JTPA 204(d) - Older Workers**
 4. **JTPA Title II-C**
 5. **JTPA Title III**
 6. **Other Federally Funded Programs**
 7. **JOBS Program Participant**

Section V. FOLLOW-UP INFORMATION--EMPLOYED AT TERMINATION
--

40. **Employment Confirmed by Employer** - Record 1-Yes or 2-No. Code "1" if the employer of the job the participant obtained at termination was contacted and indicated that the participant was still employed there during the reference week. Code "2" if the employer indicated that the participant was no longer there, or if the employer could not be contacted or refused to provide the information.
41. **If "NO" to Item 40, Check the Following Results of Participants Contacted** - Record appropriate category indicating results of follow-up attempt.
1. **Employment confirmed by participant**
 2. **Participant is not employed**
 3. **Participant was not contacted**

NOTE: Code "1" if the participant was contacted directly and indicated that he/she was employed during the reference week; Code "2" if the participant was contacted directly and indicated he/she was not employed during the reference week; Code "3" if the participant could not be located or refused to provide the required information.

42. **Hourly Wage at Follow-up** - Record hourly wage (00.00). Hourly wage includes any bonuses, tips, gratuities, commissions and overtime pay earned.
43. **Hours Normally Worked Per Week in Follow-up Job** - Record the usual number of hours, including overtime, (00) of work scheduled per week.

This page intentionally left blank.

Insert blank page here when making double-sided copies