

APPENDIX A: WORKFORCE INVESTMENT ACT TITLE I-B STANDARDIZED RECORD DATA (WIASRD)

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by Program Group					
					Adults		Dislocated Workers / NEGs		Youth	
					C	I T	C	I T	14 -	19 -
SECTION I - INDIVIDUAL INFORMATION Special Note: All information contained within this section of the WIASRD must be collected from the individual at the time of participation in the program and should not be updated.										
101	Individual Identifier	AN 9	Record the unique identification number assigned to the individual. At a minimum, this identifier for a person <u>must</u> be the same for every period of participation in the WIA Title IB programs, including National Emergency Grants, and in every local area across the state and where the individual is receiving services or benefits financially assisted by Labor Exchange (Wagner-Peyser/VETS) and/or Trade Adjustment Assistance (TAA) programs.	XXXXXXXXXX	R	R	R	R	R	R
102	Date of Birth	DT 8	Record the individual's date of birth.	YYYYMMDD	R	R	R	R	R	R
103	Gender	IN 1	Record 1 if the person indicates that he is male. Record 2 if the person indicate that she is female. If the person does not self-identify gender, leave "blank" or Record 0 .	1 = Male 2 = Female	R	R	R	R	R	R
104	Individual with a Disability	IN 1	Record 1 if the individual indicates that he/she has any "disability," as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. (For definitions and examples of "physical or mental impairment" and "major life activities," see paragraphs (1) and (2) of the definition of the term "disability" in 29 CFR 37.4, the definition section of the WIA non-discrimination regulations.) Record 2 if the individual indicates that he/she does not have a disability that meets the definition. If the individual does not wish to disclose his/her disability status, leave "blank" or Record 0 .	1 = Yes 2 = No	R	R	R	R	R	R
105	Ethnicity Hispanic/ Latino	IN 1	Record 1 if the person indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Record 2 if the individual indicates that he/she does not meet any of these conditions. If the individual does not self-identify his/her ethnicity, leave "blank" or Record 0 .	1 = Yes 2 = No	R	R	R	R	R	R
106	American Indian or Alaska Native	IN 1	Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition. If the individual does not self-identify his/her race as American Indian or Alaska Native, leave "blank" or Record 0 .	1 = Yes	R	R	R	R	R	R

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107	Asian	IN 1	Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. If the individual does not self-identify his/her race as Asian, leave "blank" or Record 0 .	1 = Yes	R	R	R	R	R	R
108	Black or African American	IN 1	Record 1 if the individual indicates that he/she is a person having origins in any of the black racial groups of Africa. If the individual does not self-identify his/her race as Black or African American, leave "blank" or Record 0 .	1 = Yes	R	R	R	R	R	R
109	Hawaiian Native or other Pacific Islander	IN 1	Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. If the individual does not self-identify his/her race as Hawaiian Native or Other Pacific Islander, leave "blank" or Record 0 .	1 = Yes	R	R	R	R	R	R
110	White	IN 1	Record 1 if the individual indicates that he/she is a person having origins in any of the of the original peoples of Europe, the Middle East, or North Africa. If the individual does not self-identify his/her race as White, leave "blank" or Record 0 .	1 = Yes	R	R	R	R	R	R
111	Eligible Veteran Status	IN 1	Record 1 if the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. Record 2 if the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; <u>or</u> was discharged or released because of a service connected disability; <u>or</u> as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., 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 or released from such duty with other than a dishonorable discharge. Record 3 if the individual is a person who is (a) the spouse of any person who died on active duty or of a service-connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. Record 4 if the individual does not meet any one of the conditions described above.	1 = Yes, <= 180 days 2 = Yes, Eligible Veteran 3 = Yes, Other Eligible Person 4 = No	R	R	R	R		R

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112	Campaign Veteran	IN 1	Record 1 if the veteran served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM). A current listing of the campaigns can be found at OPM's website http://www.opm.gov/veterans/html/vgmedal2.asp . Record 2 if the individual does not meet the condition described above.	1 = Yes 2 = No	R	R	R	R		
113	Disabled Veteran	IN 1	Record 1 if the individual is a veteran who served in the active U.S. military, naval, or air service and who is entitled to compensation regardless of rating (including those rated at 0%); or who but for the receipt of military retirement pay would be entitled to compensation, under laws administered by the Department of Veterans Affairs (DVA); or was discharged or released from activity duty because of a service-connected disability. Record 2 if the veteran is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the DVA for a disability, (i) rated at 30 percent or more or, (ii) rated at 10 or 20 percent in the case of a veteran who has been determined by DVA to have a serious employment handicap. Record 3 if the individual does not meet any one of the conditions described above.	1 = Yes 2 = Yes, special disabled 3 = No	R	R	R	R		R
114	Recently Separated Veteran	IN 1	Record 1 if the individual is a veteran who applied for participation under WIA title I within 48 months after discharge or release from active U.S. military, naval, or air service. Record 2 if the individual does not meet the condition described above.	1 = Yes 2 = No	R	R	R	R		R
115	Employment Status at Participation	IN 1	Record 1 if the participant is a person who either (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. Record 2 if the participant is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is currently on active military duty and has been provided with a firm date of separation from military service. Record 3 if the individual does not meet any one of the conditions described above.	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 3 = Not Employed	R	R	R	R	R	R
116	Limited English Language Proficiency	IN 1	Record 1 if the individual is a person who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English, or (b) who lives in a family or community environment where a language other than English is the dominant language. Record 2 if the individual does not meet the conditions described above.	1 = Yes 2 = No		R		R	R	R
117	Single Parent	IN 1	Record 1 if the individual is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18. Record 2 if the individual does not meet the condition described above.	1 = Yes 2 = No		R		R	R	R

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118	UC Eligible Status at Participation	IN 1	<p>Record 1 if the individual is a person who (a) filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system.</p> <p>Record 2 if the individual is a person who meets condition (a) described above, but was not referred to service through the state's WPRS system.</p> <p>Record 3 if the individual has exhausted all UC benefit rights for which he/she has been determined monetarily eligible, including extended supplemental benefit rights.</p> <p>Record 4 if the individual was neither an UC Claimant nor an Exhaustee.</p>	<p>1 = Claimant Referred by WPRS 2 = Claimant Not Referred by WPRS 3 = Exhaustee 4 = Neither Claimant nor Exhaustee</p>		R		R	R	R
119	Low Income	IN 1	<p>Record 1 if the individual is a person who (A) receives, or is a members of a family which receives, cash payments under a federal, state or local income-based public assistance program, or (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to program participation (exclusive of unemployment compensation, child support payments, payments described in subparagraph A and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C 402)) that, in relation to family size does not exceed the higher of (i) the poverty line, for an equivalent period, or (ii) 70 percent of the lower living standard income level, for an equivalent period; or (C) is a member of a household that receives (or has been determined within the 6-month period prior to program participation) Food Stamps under the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.); or (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or (E) is a foster child on behalf of whom State or local government payments are made; or (F) is a person with a disability whose own income meets the income criteria established in WIA section 101(25)(A) or (B), but is a member of a family whose income does not meet the established criteria.</p> <p>Record 2 if the individual does not meet the criteria presented above.</p>	<p>1 = Yes 2 = No</p>		R			R	R
120	Temporary Assistance to Needy Families (TANF)	IN 1	<p>Record 1 if the individual is a person who is listed on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program.</p> <p>Record 2 if the individual does not meet the condition described above.</p>	<p>1 = Yes 2 = No</p>		R			R	R

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121	Other Public Assistance Recipient	IN 1	<p>Record 1 if the individual is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), and Supplemental Security Income (SSI-SSA Title XVI). <u>Do not</u> include foster child payments.</p> <p>Record 2 if the individual does not meet the above criteria.</p>	1 = Yes 2 = No		R			R	R
122	Highest School Grade Completed	IN 2	<p>Use the appropriate code to record the highest school grade completed by the individual.</p> <p>Record 87 if the individual completes the 12th grade and attained a high school diploma. Record 88 if the individual completes the 12th grade and attained a GED or equivalent. Record 89 if the individual with a disability receives a certificate of attendance/completion. Record 90 if the individual attained other post-secondary degree or certification.</p>	00 = No school grades completed 01 - 12 = Number of elementary/secondary school grades completed 13 - 15 = Number of college, or full-time technical or vocational school years completed 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree 87 = Attained High School Diploma 88 = Attained GED or Equivalent 89 = Attained Certificate of Attendance/Completion 90 = Attained Other Post-Secondary Degree or Certification		R		R	R	R
123	Displaced Homemaker	IN 1	<p>Record 1 if the individual is a person who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p> <p>Record 2 if the individual does not meet the conditions described above.</p>	1 = Yes 2 = No			R	R		
124	Date of Actual Qualifying Dislocation	DT 8	Record the date of separation or dislocation from employment. This date is the last day of employment at the dislocation job. If there is no dislocation job (e.g., displaced homemaker), leave "blank."	YYYYMMDD			R	R		

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125	Homeless Individual and/or runaway youth	IN 1	<p>Record 1 if the individual (adult or youth) is a person who lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately 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; or a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.</p> <p>Record 2 if the individual does not meet the conditions described above.</p>	1 = Yes 2 = No		R				R	R
126	Offender	IN 1	<p>Record 1 if the individual (adult or youth) is a person who either (a) is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes.</p> <p>Record 2 if the individual does not meet any one of the conditions described above.</p>	1 = Yes 2 = No		R				R	R
127	Pregnant or Parenting Youth	IN 1	<p>Record 1 if the individual is a person who is either under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18.</p> <p>Record 2 if the individual does not meet the described above.</p>	1 = Yes 2 = No						R	R
128	Youth Who Needs Additional Assistance	IN 1	<p>Record 1 if the individual is a person who is between the ages of 14 and 21, and requires additional assistance to complete an educational program, or to secure and hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan.</p> <p>Record 2 if the individual does not meet the conditions described above.</p>	1 = Yes 2 = No						R	R

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129	School Status at Participation	IN 1	<p>Record 1 if the individual has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school.</p> <p>Record 2 if the individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time.</p> <p>Record 3 if the individual has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school.</p> <p>Record 4 if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p>Record 5 if the individual is not attending any school and has either graduated from high school or holds a GED.</p>	<p>1 = In-school, H.S. or less</p> <p>2 = In-school, Alternative School</p> <p>3 = In-school, Post-H.S.</p> <p>4 = Not attending school or H.S. Dropout</p> <p>5 = Not attending school; H.S. graduate</p>						R	R
130	Basic Literacy Skills Deficiency	IN 1	<p>Record 1 if the participant is a person who computes or solves problems, reads, writes, or speaks English at or below the 8th grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. In addition, states and grantees have the option of establishing their own definition, which must include the above language. In cases where states or grantees establish such a definition, that definition will be used for basic literacy skills determination.</p> <p>Record 2 if the individual does not meet the conditions described above.</p>	<p>1 = Yes</p> <p>2 = No</p>						R	R
131	Foster Care Youth	IN 1	<p>Record 1 if the individual is a person who is in foster care or has been in the foster care system.</p> <p>Record 2 if the individual does not meet the condition described above.</p>	<p>1 = Yes</p> <p>2 = No</p>						R	R

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SECTION II - PROGRAM ACTIVITIES AND SERVICES INFORMATION										
SECTION II.A - PROGRAM PARTICIPATION DATA										
301	ETA-Assigned Local Board/Statewide Code	IN 5	Record the 5-digit ETA assigned Local Board/Statewide code where the individual was determined eligible to participate in the program and began receiving services financially assisted by the program. <u>Additional Notes:</u> (1) If the individual was served by the local area and also by other non-local funds (e.g. statewide funds or a national emergency grant), record the code for the Local Board. (2) If the individual was served by two or more local areas, record the code for the local area in which the individual resides. This instruction is not intended to determine how the state measures performance for the local areas.	00000	R	R	R	R	R	R
302	Date of Program Participation	DT 8	Record the date on which the individual begins receiving his/her first service funded by the program following a determination of eligibility to participate in the program.	YYYYMMDD	R	R	R	R	R	R
303	Date of Exit	DT 8	Record the date on which the last service funded by the program or a partner program is received by the participant. Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no planned gap in service and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program.	YYYYMMDD	R	R	R	R	R	R
304	Adult (local formula)	IN 1	Record 1 if the participant received services financially assisted under WIA section 133(b)(2)(A) Record 2 if the participant did not receive services under the condition described above.	1 = Yes 2 = No	R	R				
305	Dislocated Worker (local formula)	IN 1	Record 1 if the participant received services financially assisted under WIA section 133(b)(2)(B) Record 2 if the participant did not receive services under the condition described above.	1 = Yes 2 = No			R	R		
306	Youth (local formula)	IN 1	Record 1 if the participant received services financially assisted under WIA section 128(b) Record 2 if the participant did not receive services under the condition described above.	1 = Yes 2 = No					R	R
307	Youth (Statewide 15% Activities)	IN 1	Record 1 if the participant received services financially assisted under WIA section 134(a). Record 2 if the participant did not receive services under the condition described above, or received services by a local area with statewide funds passed down from the state to the local area.	1 = Yes 2 = No					R	R
308	Dislocated Worker (Statewide 15% Activities)	IN 1	Record 1 if the participant received services financially assisted under WIA section 134(a) Record 2 if the participant did not receive services under the condition described above, or received services by a local area with statewide funds passed down from the state to the local area.	1 = Yes 2 = No			R	R		

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309	Incumbent Worker (Statewide 15% Activities)	IN 1	Record 1 if the participant received services financially assisted under WIA section 134(a)(3)((A)(iv)(I)) Record 2 if the participant did not receive services under the condition described above, or received services by a local area with statewide funds passed down from the state to the local area.	1 = Yes 2 = No	R	R	R	R	R	R
310	Adult (Statewide 15% Activities)	IN 1	Record 1 if the participant received services financially assisted under WIA section 134(a) Record 2 if the participant did not receive services under the condition described above, or received services by a local area with statewide funds passed down from the state to the local area.	1 = Yes 2 = No	R	R				
311	Rapid Response	IN 1	Record 1 if the individual participated in rapid response activities authorized at WIA section 134(a)(2)(A)(i) at any time prior to or subsequent to participation in the program. Record 2 if the participant did not receive services under the condition described above.	1 = Yes 2 = No			R	R		
312	Rapid Response (Additional Assistance)	IN 1	Record 1 if the individual participated in a program financially assisted by WIA section 134(a)(2)(A)(ii). Record 2 if the participant did not participate in a program or otherwise receive services under the condition described above, or received services by a local area with statewide funds passed down from the state to the local area.	1 = Yes 2 = No			R	R		
313a	NEG Project ID	AN 4	Record the first Project I.D. Number where the individual received services financially assisted under a National Emergency Grant (NEG). (For example, Utah projects may be numbered UT-02, so the WIASRD entry would be UT02) - WIA title ID, section 173. Record 0000 or leave "blank" if the individual did not receive any services funded by a NEG.	XXXX			R	R		
313b	Second NEG Project ID	AN 4	Record the second Project I.D. Number where the individual received services financially assisted under a NEG. Record 0000 or leave "blank" if the individual did not receive any services funded by a second NEG.	XXXX			R	R		
313c	Third NEG Project ID	AN 4	Record the third Project I.D. Number where the individual received services financially assisted under a NEG. Record 0000 or leave "blank" if the individual did not receive any services funded by a third NEG. If the individual received services financially assisted by more than three NEG's, record <u>only</u> the first three Project I.D. Numbers.	XXXX			R	R		

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314	Adult Education	IN 1	Record 1 if the participant received services financially assisted under WIA Title II Record 0 or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
315	Job Corps	IN 1	Record 1 if the participant received services financially assisted under WIA Title I-C Record 0 or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
316	National Farmworker Jobs Program	IN 1	Record 1 if the participant received services financially assisted under WIA Title I-D, Section 167 Record 0 or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
317	Indian and Native American Programs	IN 1	Record 1 if the participant received services financially assisted under WIA Title I-D, Section 166 Record 0 or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
318	Veterans' Programs	IN 1	Record 1 if the participant received services financially assisted by DVOP/LVER funds (WIA section 121(b)(1)(B)(ix)) Record 2 if the participant received training services financially assisted under WIA section 168. Record 0 or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes, DVOP/LVER 2 = Yes, VWIP	O	O	O	O	O	O
319	Trade Adjustment Assistance (TAA)	IN 1	Record 1 if the participant received services financially assisted under the Trade Adjustment Act (WIA section 121(b)(1)(B)(viii)) Record 2 if the participant did not receive services financially assisted under the Trade Adjustment Act.	1 = Yes 2 = No	R	R	R	R	O	O
320	Vocational Education	IN 1	Record 1 if the participant received services financially assisted under the Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2471) (WIA section 121(b)(1)(B)(vii)) Record 0 or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O

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321	Vocational Rehabilitation	IN 1	Record 1 if the participant received services financially assisted under parts A and B of title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.), WIA title IV, and section 121(b)(1)(B)(vii) Record 0 or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
322	Wagner-Peyser Act	IN 1	Record 1 if the participant received services financially assisted under the Wagner-Peyser Act (29 USC 49 et seq.) WIA section 121 (b)(1)(B)(ii). Record 2 if the participant did not receive services financially assisted under the Wagner-Peyser Act.	1 = Yes 2 = No	R	R	R	R	R	R
323	YouthBuild (Dept. of Housing and Urban Development)	IN 1	Record 1 if the participant received services financially assisted under the YouthBuild Program as authorized under the Housing and Community Development Act of 1992. Record 0 or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
324	Title V Older Worker Program	IN 1	Record 1 if the participant received services financially assisted under the Older Americans Act of 1998 (WIA section 121(b)(1)(B)(vi)) Record 0 or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
325	Employment and Training Services Related to Food Stamps	IN 1	Record 1 if the participant received <u>employment and training</u> services from the Food Stamps program (WIA section 121(b)(2)(B)(iii)). Record 0 or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
326	Other Non-WIA Programs	IN 1	Record 1 if the participant received services financially assisted from any other non-WIA program not listed above that provided the individuals with services authorized under WIA. Record 0 or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by Program Group					
					Adults		Dislocated Workers / NEGs		Youth	
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327	Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)	IN 2	<p>Record 1 if the participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days.</p> <p>Record 2 if the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days.</p> <p>Record 3 if the participant was found to be deceased or no longer living.</p> <p>Record 4 if the participant is providing care for a family member that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days.</p> <p>Record 5 if the participant is a reservist who is called to active duty for at least 90 days.</p> <p>Record 6 if the youth participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system (exclusion for youth participants <u>only</u>).</p> <p>Record 00 or blank if the participant exited for a reason other than one of the conditions described above.</p>	01 Institutionalized 02 Health/Medical 03 Deceased 04 Family Care 05 Reservists Called to Active Duty 06 Relocated to Mandated Residential Program	R	R	R	R	R	R
SECTION II.B - SERVICES AND OTHER RELATED ASSISTANCE DATA										
328	Received Supportive Services (except needs-related payments)	IN 1	<p>Record 1 if the individual received supportive services (WIA section 134(e)(2)) which include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the individual to participate in activities authorized under WIA title IB. For youth, support services (WIA section 101(46)) for youth include (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) referrals to medical services; and (f) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.</p> <p>Record 2 if the individual did not receive any supportive services.</p>	1 = Yes 2 = No	R	R	R	R	R	R
329	Needs-Related payments (Adults/Dislocated Workers in training services) or stipends (Youth in training)	IN 1	<p>Record 1 if the individual received needs related payments WIA title IB funded for the purpose of enabling the individual to participate in approved training funded under WIA Title IB.</p> <p>Record 2 if the individual did not receive any needs-related payments or stipends.</p>	1 = Yes 2 = No		R		R	R	R
330	Received Disaster Relief Assistance	IN 1	<p>Record 1 if the individual received disaster relief assistance as part of a National Emergency Grant (NEG), which includes, but is not limited to, providing food, clothing, shelter and related humanitarian services; performing demolition, cleaning, repair, renovation and reconstruction of damaged and destroyed public structures, facilities and lands located within the designated disaster area, as defined in the grant award document.</p> <p>Record 2 if the individual did not receive any disaster relief assistance as part of a NEG.</p>	1 = Yes 2 = No			R	R		

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by Program Group					
					Adults		Dislocated Workers / NEGs		Youth	
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				18	21					
331	Received Core Self-Services and Informational Activities	IN 1	<p>Record 1 if the individual received core self-service and informational activities. Self-service and informational activities are those core services accessible to the general public electronically or through a physical location that are designed to inform and educate individuals about the labor market and their employment strengths, weaknesses, and the range of services appropriate to their situation, and that do not require significant staff involvement with the individual.</p> <p>Record 2 if the individual did not receive any core self-service and informational activities as described above.</p> <p>Record 0 or leave "blank" if not known.</p>	1 = Yes 2 = No	R	R	R	R		
332	Date of First Staff Assisted Core Service	DT 8	Record the date on which the individual received his/her first staff assisted core service (excluding self-service and informational activities). Otherwise, leave "blank" if the individual did not receive staff assisted core services.	YYYYMMDD	R		R			
333	Received Workforce Information Services	IN1	<p>Record 1 if the individual received workforce information services which includes, but is not limited to, providing information on state and local labor market conditions; industries, occupations and characteristics of the workforce; area business identified skills needs; employer wage and benefit trends; short- and long-term industry and occupational projections; worker supply and demand; and job vacancies survey results. Workforce information also includes local employment dynamics information such as workforce availability; business turnover rates; job creation; job destruction; new hire rates, worker residency, commuting pattern information; and the identification of high growth and high demand industries.</p> <p>Record 2 if the individual did not receive any workforce information services as described above.</p> <p>Record 0 or leave "blank" if not known.</p>	1 = Yes 2 = No	R	R	R	R	R	R
334	Date of First Intensive Service	DT 8	Record the date on which the individual received his/her first intensive service. Otherwise, leave "blank" if the individual did not receive intensive services.	YYYYMMDD		R		R		
335	Date Entered Training	DT 8	Record the date on which the individual's training actually began. If multiple training services were received, record the earliest date on which the individual entered training. Otherwise, leave "blank" if the individual did not receive training services.	YYYYMMDD		R		R		R
336	Date Completed, or Withdrew from, Training	DT 8	Record the date on which the individual completed or withdrew permanently from training. If multiple training services were received, record the most recent date on which the individual completed training. Otherwise, leave "blank" if the individual did not receive training services.	YYYYMMDD		R		R		R

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by Program Group					
					Adults		Dislocated Workers / NEGs		Youth	
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337	Established Individual Training Account (ITA)	IN 1	Record 1 if any of the individual's services were purchased utilizing an Individual Training Account established for adults or dislocated workers and funded by WIA title I. Record 2 if the individual does not meet the condition described above.	1 = Yes 2 = No		R		R		
338	Pell Grant Recipient	IN 1	Record 1 if the individual is or has been notified s/he will be receiving a Pell Grant at any time during participation in the program. This information may be updated at any time during participation in the program. Record 2 if the individual does not meet the condition described above.	1 = Yes 2 = No		R		R	R	R
339	Received Pre-Vocational Activities	IN 1	Record 1 if the individual received short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training (i.e., intensive services for adults and dislocated workers). Record 2 if the individual did not receive any of the services described above.	1 = Yes 2 = No		R		R		
340	Type of Training Service #1	IN 1	Use the appropriate code to indicate the type of approved training being provided to the individual. Record 0 or leave "blank" if the individual did not receive training services.	1 = On-the-Job Training 2 = Skill Upgrading & Retraining 3 = Entrepreneurial Training 4 = Adult Education & Literacy Activities in Combination with Training 5 = Customized Training 6 = Other Occupational Skills Training		R		R		R
341	Type of Training Service #2	IN 1	If the individual has received a second type of training, record the appropriate code to indicate the type of approved training being provided to the individual. Record 0 or leave blank if the individual did not receive a second training service. <u>Additional Note:</u> If the individual receives more than two training services, record the two most recent training services received by the individual.	1 = On-the-Job Training 2 = Skill Upgrading & Retraining 3 = Entrepreneurial Training 4 = Adult Education & Literacy Activities in Combination with Training 5 = Customized Training 6 = Other Occupational Skills Training		O		O		O
342	Occupational Skills Training Code	IN 8	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Record 00000000 or leave "blank" if occupational code is not available or not known. <u>Additional Notes:</u> If all 8 digits of the occupational skills code are not collected, record as many digits as are available and pad the rest of the field with "0s." If the individual receives multiple training services, use the occupational skills training code for the most recent training.	00000000		R		R		R

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by Program Group						
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								18	21		
SECTION II.C - ADDITIONAL YOUTH SERVICES DATA											
343	Enrolled in Education	IN 1	Record 1 if the individual is enrolled in secondary school, post-secondary school, adult education programs, or any other organized program of study. States may use this coding value if the youth was either already enrolled in education at the time of participation in the program or became enrolled in education at any point while participating in the program. Record 2 if the individual was not enrolled in education.	1 = Yes 2 = No						R	R
344	Received Educational Achievement Services	IN 1	Record 1 if the participant received educational achievement services. Educational achievement services include, but are not limited to, tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies; and alternative secondary school offerings. Record 2 if the individual did not receive any of the services described above.	1 = Yes 2 = No						R	R
345	Received Employment Services	IN 1	Record 1 if the participant received employment services. Employment services include paid and unpaid work experiences, including internships, and job shadowing; and occupational skills training. Record 2 if the individual did not receive any of the services described above.	1 = Yes 2 = No						R	R
346	Received Summer Employment Opportunities	IN 1	Record 1 if the participant received summer employment opportunities directly linked to academic and occupational learning. Record 2 if the individual did not receive any of the services described above.	1 = Yes 2 = No						R	R
347	Received Additional Support for Youth Services	IN 1	Record 1 if the participant received supports for youth services that include, but are not limited to, the following: (a) adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation or (b) comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth. Record 2 if the individual did not receive any of the services described above.	1 = Yes 2 = No						R	R
348	Received Leadership Development Opportunities	IN 1	Record 1 if the participant received services that include, but are not limited to, opportunities that encourage responsibility, employability, and other positive social behaviors such as (a) exposure to post-secondary educational opportunities; (b) community and service learning projects; (c) peer-centered activities, including peer mentoring and tutoring; (d) organizational and team work training, including team leadership training; (e) training in decision making, including determining priorities; and (f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources. Record 2 if the individual did not receive any of the services described above.	1 = Yes 2 = No						R	R

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					Adults		Dislocated Workers / NEGs		Youth		
					C	I T	C	I T	14 - 18	19 - 21	
349	Received Follow-up Services	IN 1	<p>Record 1 if the participant received 12 months of follow-up services. Follow-up services for youth include (a) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; (b) assistance in securing better paying jobs, career development and further education; (c) work-related peer support groups; (d) adult mentoring; and (e) tracking the progress of youth in employment after training.</p> <p>Record 2 if the individual did not receive 12 months of follow-up services.</p> <p>Record 0 or leave "blank" if the youth has not exited <u>or</u> has exited and is continuing to receive follow-up services, but has not yet received 12 months of follow-up services.</p> <p><u>Additional Note:</u> If a youth reenrolls in WIA within 12 months of exit, Record 1 if follow-up services were provided throughout the period from exit to re-enrollment.</p>	<p>1 = Yes</p> <p>2 = No</p>						R	R
SECTION III - PROGRAM OUTCOMES INFORMATION											
SECTION III.A - EMPLOYMENT AND JOB RETENTION DATA											
601	Employed in 1st Quarter After Exit Quarter	IN 1	<p>Record 1 if the participant was employed in the first quarter after the quarter of exit.</p> <p>Record 2 if the participant was not employed in the first quarter after the quarter of exit.</p> <p>Record 3 if information on the participant's employment status in the first quarter after the quarter of exit is not yet available.</p>	<p>1 = Yes</p> <p>2 = No</p> <p>3 = Information not yet available</p>	R	R	R	R	R	R	R
602	Type of Employment Match 1st Quarter After Exit Quarter	IN 1	<p>Use the appropriate code to identify the method used in determining the individual's employment status in the first quarter following the quarter of exit. If the individual is found in more than once source of employment, record the data source for which the individual's earnings are greatest.</p> <p>Record 0 or leave "blank" if the individual was not employed in the first quarter after the quarter of exit.</p>	<p>1 = UI Wage Records (In-State & WRIS)</p> <p>2 = Federal Employment Records (OPM, USPS)</p> <p>3 = Military Employment Records (DOD)</p> <p>4 = Other Administrative Wage Records</p> <p>5 = Supplemental through case management, participant survey, and/or verification with the employer</p> <p>6 = Information not yet available</p>	R	R	R	R	R	R	R
603	Occupational Code (if available)	AN 8	<p>Record the 8-digit occupational code that best describes the individual's employment using the O*Net Version 4.0 (or later versions) classification system.</p> <p>Record 00000000 or leave "blank" if occupational code is not available or not known.</p> <p><u>Additional Notes:</u> This information can be based on any job held after exit and only applies to adults, dislocated workers and older youth who entered employment in the quarter after the exit quarter. If all 8 digits of the occupational skills code are not collected, record as many digits as are available and pad the rest of the field with "0s." If the individual had multiple jobs, use the occupational code for the most recent job held.</p>	00000000	R	R	R	R			R

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					Adults		Dislocated Workers / NEGs		Youth	
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				18	21					
604	Entered Training-Related Employment	IN 1	<p>Record 1 if the employment in which the individual entered uses a substantial portion of the skills taught in the training received by the individual. This information can be based on any job held after exit and only applies to adults, dislocated workers and older youth who entered employment in the quarter after the exit quarter.</p> <p>Record 2 if the employment in which the individual entered does not use a substantial portion of the skills taught in the training received by the individual.</p>	1 = Yes 2 = No		R		R		

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by Program Group					
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605	Entered non-Traditional Employment	IN 1	Record 1 if the participant's employment is in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work. Non-traditional employment can be based on either local or national data, and both males and females can be in non-traditional employment. This information can be based on any job held after exit and only applies to adults, dislocated workers and older youth who entered employment in the quarter after the exit quarter. Record 2 if the individual does not meet the condition described above.	1 = Yes 2 = No	R	R	R	R		
606	Employed in 2nd Quarter After Exit Quarter	IN 1	Record 1 if the participant was employed in the second quarter after the quarter of exit. Record 2 if the individual was not employed in the second quarter after the quarter of exit. Record 3 if the individual has exited but employment information is not yet available.	1 = Yes 2 = No 3 = Information not yet available	R	R	R	R		R
607	Type of Employment Match 2nd Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the individual's employment status in the second quarter following the quarter of exit. If the individual is found in more than once source of employment, record the data source for which the individual's earnings are greatest. Record 0 or leave "blank" if the individual was not employed in the second quarter after the quarter of exit.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available	R	R	R	R		R
608	Employed in 3rd Quarter After Exit Quarter	IN 1	Record 1 if the participant was employed in the third quarter after exit; Record 2 if the individual was not employed in the third quarter after exit. Record 3 if the individual has exited but employment information is not yet available.	1 = Yes 2 = No 3 = Information not yet available	R	R	R	R	R	R
609	Type of Employment Match 3rd Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the individual's employment status in the third quarter following the quarter of exit. If the individual is found in more than once source of employment, record the data source for which the individual's earnings are greatest. Record 0 or leave "blank" if the individual was not employed in the third quarter after the quarter of exit.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available	R	R	R	R	R	R

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by Program Group					
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610	Employed in 4th Quarter After Exit Quarter	IN 1	Record 1 if the participant was employed in the fourth quarter after exit; Record 2 if the individual was not employed in the fourth quarter after exit. Record 3 if the individual has exited but employment information is not yet available.	1 = Yes 2 = No 3 = Information not yet available	R	R	R	R		R
611	Type of Employment Match 4th Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the individual's employment status in the fourth quarter following the quarter of exit. If the individual is found in more than once source of employment, record the data source for which the individual's earnings are greatest. Record 0 or leave "blank" if the individual was not employed in the fourth quarter after the quarter of exit.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available	R	R	R	R		R
SECTION II.B - WAGE RECORD DATA										
612	Wages 3rd Quarter Prior to Participation Quarter	DE 8.2	Record total earnings from wage records for the third quarter prior to the quarter of participation. Please enter 999999.99 if data are not yet available for this item, or data are too far in the past to obtain from the UI wage records. Otherwise, leave "blank" if this data element does not apply.	000000.00	R	R	R	R		R
613	Wages 2nd Quarter Prior to Participation Quarter	DE 8.2	Record total earnings from wage records for the second quarter prior to the quarter of participation. Please enter 999999.99 if data are not yet available for this item, or data are too far in the past to obtain from the UI wage records. Otherwise, leave "blank" if this data element does not apply.	000000.00	R	R	R	R		R
614	Wages 1st Quarter Prior to Participation Quarter	DE 8.2	Record total earnings from wage records for the first quarter prior to the quarter of participation. Please enter 999999.99 if data are not yet available for this item, or data are too far in the past to obtain from the UI wage records. Otherwise, leave "blank" if this data element does not apply.	000000.00	R	R	R	R		
615	Wages 1st Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the first quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Otherwise, leave "blank" if this data element does not apply.	000000.00	R	R	R	R	R	R

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by Program Group					
					Adults		Dislocated Workers / NEGs		Youth	
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616	Wages 2nd Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the second quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Otherwise, leave "blank" if this data element does not apply.	000000.00	R	R	R	R		
617	Wages 3rd Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the third quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Otherwise, leave "blank" if this data element does not apply.	000000.00	R	R	R	R	R	R
618	Wages 4th Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the fourth quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Otherwise, leave "blank" if this data element does not apply.	000000.00	R	R	R	R		R
SECTION III.C - EDUCATION, CREDENTIAL, AND SKILL ATTAINMENT DATA										
619	Type of Recognized Credential	IN 1	Use the appropriate code to record the type of recognized educational or occupational certificate/credential/diploma/degree attained by the individual who received training services. Record 0 if the individual received training services, but did not attain a recognized credential. Credentials must be attained either during participation or by the end of the third quarter after the quarter of exit from services (other than follow-up services). <u>Credential</u> : Defined as any nationally recognized degree or certificate or a state/locally recognized credential. Credentials will include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees, recognized skills standards, licensure, apprenticeships or industry recognized certificates. States should include all credentials recognized by the state education agency. Local workforce investment board certificates that recognize successful completion of training services that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment are included in this definition.	1 = High School Diploma/GED 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Occupational Skills Licensure 5 = Occupational Skills Certificate or Credential 6 = Other Recognized Educational or Occupational Skills Credential/Certificate		R		R		R
620	Goal #1 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the youth is basic literacy skills deficient.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills						R
621	Date Goal #1 Was Set	DT 8	Record the date on which the goal was set for the youth, except that the date of the first goal set must be recorded as the registration date.	YYYYMMDD						R
622	Attainment of Goal #1	IN 1	Record 1 if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. Record 2 if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. Record 3 if the goal was set, but attainment is pending. This code should not be used after exit. When the youth exits, this field should be marked with a "1" or "2" for all goals that have been set.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending						R

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by Program Group						
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623	Date Attained Goal #1	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the participant had a planned gap in service where he/she was placed in hold status during which services were not received, but the participant planned to return to the program.	YYYYMMDD						R	
624	Goal #2 Type	IN 1	See Item 625	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills						R	
625	Date Goal #2 Was Set	DT 8	Leave blank if goal #2 is not set. See Item 626 for other specifications.	YYYYMMDD						R	
626	Attainment of Goal #2	IN 1	Leave blank if goal #2 is not set. See Item 627 for other specifications.	1 = Attained 2 = Set, but not attained before 1 year anniversary date 3 = Set, but attainment is pending						R	
627	Date Attained Goal #2	DT 8	Leave blank if goal #2 is not set. See Item 628 for other specifications.	YYYYMMDD						R	
628	Goal #3 Type	IN 1	Leave blank if goal #3 is not set. See Item 625 for other specifications.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills						R	
629	Date Goal #3 Was Set	DT 8	Leave blank if goal #3 is not set. See Item 626 for other specifications.	YYYYMMDD						R	
630	Attainment of Goal #3	IN 1	Leave blank if goal #3 is not set. See Item 627 for other specifications.	1 = Attained 2 = Set, but not attained before 1 year anniversary date 3 = Set, but attainment is pending						R	
631	Date Attained Goal #3	DT 8	Leave blank if goal #3 is not set. See Item 628 for other specifications.	YYYYMMDD						R	
632 to 667	Information on Additional Youth Goals		Space will be provided in the record layout so that information on additional goals can be reported as needed to fully reflect goals set and attained by each youth. All goals set in the program year and the preceding program year should be reported. States should report all goals set during the youth's period of participation.							R	

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668	Attained Diploma, GED, or Certificate	IN 1	<p>Record 1 if the individual attained a secondary school (high school) diploma recognized by the State. Record 2 if the individual attained a GED or high school equivalency diploma recognized by the State. Record 3 if the individual attained a certificate in recognition of an individual's attainment of technical or occupational skills. Record 4 if the individual did not attain a diploma, GED, or certificate.</p> <p><u>SPECIAL NOTE:</u> Fields #668 and #669 will be used to calculate both the current WIA Younger Youth Diploma Rate and the common measure Attainment of a Degree or Certificate for all youth (14-21). To achieve positive outcomes on both measures, the state should make sure that coding values 1 or 2 are reported when the youth receives a diploma or equivalent either during participation in the program or by the end of the first quarter after the quarter of exit. If the youth receives another degree or certificate beyond the first quarter after the quarter of exit, the state should <u>not</u> update the record.</p> <p>If the youth received a certificate by the end of the first quarter after exit and then another certificate in either the second or third quarter after exit, the state should record the most recent certificate attained because positive credit on the Attainment of Degree or Certificate youth common measure extends through the third quarter after the quarter of exit.</p>	<p>1 = Individual attained a secondary school (high school) diploma. 2 = Individual attained a GED or high school equivalency diploma. 3 = Individual attained a certificate in recognition of an individual's attainment of technical or occupational skills. 4 = Individual did not attain a diploma, GED, or certificate</p>					R	R
669	Date Attained Degree or Certificate	DT 8	<p>Record the date on which the individual attained a diploma, GED, or certificate. Leave "blank" if the individual did not attain a diploma, GED, or certificate.</p> <p><u>SPECIAL NOTE:</u> For recording multiple degrees or certificates, please see the special note under WIASRD Element #668.</p>	YYYYMMDD					R	R
670	School Status at Exit	IN 1	<p>Record 1 if the individual has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. Record 2 if the individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time. Record 3 if the individual has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school. Record 4 if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the individual is not attending any school and has either graduated from high school or holds a GED.</p>	<p>1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school or H.S. Dropout 5 = Not attending school; H.S. graduate</p>					R	R

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by Program Group						
					Adults		Dislocated Workers / NEGs		Youth		
					C	I T	C	I T	14 - 18	19 - 21	
671	Youth Placement Information	IN 1	Use the appropriate code to record the primary activity the youth entered in the first quarter following the exit quarter (youth may qualify for more than one activity). For example, if the youth enters advanced training and has entered a qualified apprenticeship, please record 4. Record 0 if the youth did not enter any one of the activities listing in the coding value.	1 = Entered post-secondary education 2 = Entered advanced training 3 = Entered military service 4 = Entered a qualified apprenticeship						R	R
672	Youth Retention Information	IN 1	Use the appropriate code to record the primary activity the youth entered in the third quarter following the exit quarter (youth may qualify for more than one activity). For example, if the youth enters advanced training and has entered a qualified apprenticeship, please record 4. Record 0 if the youth did not enter any one of the activities listing in the coding value.	1 = In post-secondary education 2 = In advanced training 3 = In military service 4 = In a qualified apprenticeship						R	R
SECTION III.D - ADDITIONAL YOUTH LITERACY AND NUMERACY ASSESSMENT DATA											
701	Category of Assessment	IN 1	Record 1 if the participant was assessed using approved tests for Adult Basic Education (ABE) Record 2 if the participant was assessed using approved tests for English-As-A-Second Language (ESL) Record 0 or leave "blank" if the individual was not assessed in literacy or numeracy.	1 = ABE 2 = ESL						R	R
702	Type of Assessment Test	IN 1	Use the appropriate code to record the type of assessment test that was administered to the youth participant. Record 0 or leave "blank" if the individual was not assessed in literacy or numeracy.	1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved Assessment Tool						R	R
703	Functional Area	IN 1	Use the appropriate code for the functional area of the assessment test that was administered to the youth participant. Record 0 or leave "blank" if the individual was not assessed in literacy or numeracy.	1 = Reading 2 = Writing 3 = Language 4 = Mathematics 5 = Speaking 6 = Oral 7 = Other Literacy Functional Area 8 = Other Numeracy Functional Area						R	R

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by Program Group						
					Adults		Dislocated Workers / NEGs		Youth		
					C	I T	C	I T	14 - 18	19 - 21	
704	Date Administered Pre Test	DT 8	Record the date on which the pre-assessment test was administered to the youth participant. Leave "blank" if the individual was not assessed in literacy or numeracy.	YYYYMMDD						R	R
705	Pre-Test Score	IN 3	Record the raw scale score achieved by the youth participant on the pre-assessment test. Record 000 or leave "blank" if the individual was not assessed in literacy or numeracy.	000						R	R
706	Educational Functioning Level	IN 1	Record the educational functioning level that is associated with the youth participant's raw scale score. Record 0 or leave "blank" if the individual was not assessed in literacy or numeracy.	1 = Beginning ABE/ESL Literacy 2 = Beginning ABE/ESL Basic Education 3 = Low Intermediate ABE/ESL Education 4 = High Intermediate ABE/ESL Education 5 = Low Adult Secondary Education/Advanced ESL 6 = High Adult Secondary Education/Advanced ESL						R	R
707	Date Administered Post-Test (Year #1)	DT 8	Record the date on which the post-test was administered to the youth during his/her first year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered. Leave "blank" if the youth did not receive a post-test during his/her first year of participation in the program.	YYYYMMDD						R	R
708	Post-Test Score (Year #1)	IN 3	Record the raw scale score achieved by the youth participant. Record 000 or leave "blank" if the youth did not receive a post-test during his/her first year of participation in the program.	000						R	R
709	Educational Functioning Level (Year #1)	IN 1	Record the educational functioning level that is associated with the youth participant's raw scale score. Record 0 or leave "blank" if the youth did not receive a post-test during his/her first year of participation in the program.	1 = Beginning ABE/ESL Literacy 2 = Beginning ABE/ESL Basic Education 3 = Low Intermediate ABE/ESL Education 4 = High Intermediate ABE/ESL Education 5 = Low Adult Secondary Education/Advanced ESL 6 = High Adult Secondary Education/Advanced ESL						R	R

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by Program Group						
					Adults		Dislocated Workers / NEGs		Youth		
					C	I T	C	I T	14 - 18	19 - 21	
710	Date Administered Post-Test (Year #2)	DT 8	Record the date on which the post-test was administered to the youth during his/her second year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered. Leave "blank" if the youth did not receive a post-test during his/her second year of participation in the program. <u>Additional Note:</u> For WIASRD Elements #710-712, these fields are <u>only reported</u> for youth who remain basic skills deficient and continue to participate in the program for a second full year. At the completion of the second year, the individual should be post-tested and the information reported in these fields. To determine an increase of one or more levels, the individual's post-test scores from the second year in the program will be compared to the scores from the test that was administered at the latest point during the first year.	YYYYMMDD						R	R
711	Post-Test Score (Year #2)	IN 3	Record the raw scale score achieved by the youth participant. Record 000 or leave "blank" if the youth did not receive a post-test during his/her second year of participation in the program.	000						R	R
712	Educational Functioning Level (Year #2)	IN 1	Record the educational functioning level that is associated with the youth participant's raw scale score. Record 0 or leave "blank" if the youth did not receive a post-test during his/her second year of participation in the program.	1 = Beginning ABE/ESL Literacy 2 = Beginning ABE/ESL Basic Education 3 = Low Intermediate ABE/ESL Education 4 = High Intermediate ABE/ESL Education 5 = Low Adult Secondary Education/Advanced ESL 6 = High Adult Secondary Education/Advanced ESL						R	R

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by Program Group						
					Adults		Dislocated Workers / NEGs		Youth		
					C	I T	C	I T	14 - 18	19 - 21	
713	Date Administered Post-Test (Year #3)	DT 8	Record the date on which the post-test was administered to the youth during his/her third year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered. Leave "blank" if the youth did not receive a post-test during his/her third year of participation in the program. <u>Additional Note:</u> For WIASRD Elements #713-715, these fields are <u>only reported</u> for youth who remain basic skills deficient and continue to participate in the program for a third full year. At the completion of the third year, the individual should be post-tested and the information reported in these fields. To determine an increase of one or more levels, the individual's post-test scores from the third year in the program will be compared to the scores from the test that was administered at the completion of the second year.	YYYYMMDD						R	R
714	Post-Test Score (Year #3)	IN 3	Record the raw scale score achieved by the youth participant. Record 000 or leave "blank" if the youth did not receive a post-test during his/her third year of participation in the program.	000						R	R
715	Educational Functioning Level (Year #3)	IN 1	Record the educational functioning level that is associated with the youth participant's raw scale score. Record 0 or leave "blank" if the youth did not receive a post-test during his/her third year of participation in the program.	1 = Beginning ABE/ESL Literacy 2 = Beginning ABE/ESL Basic Education 3 = Low Intermediate ABE/ESL Education 4 = High Intermediate ABE/ESL Education 5 = Low Adult Secondary Education/Advanced ESL 6 = High Adult Secondary Education/Advanced ESL						R	R
716 to 743	Information on Additional Functional Areas		The collection of ABE/ESL assessment data for youth who are basic skills deficient is organized according to the Type of Assessment Test and Functional Area, providing space for the collection of up to 3 annual post-test scores in each functional area. Additional space has been provided on the record layout so that information on youth achievement in more than one functional area (e.g., reading, mathematics) can be reported as needed to fully reflect progress toward literacy or numeracy gains. For example, if the youth is assessed using TABE 9-10 in Reading and Math, data elements 702-715 will be used to track achievement in the Reading functional area (if necessary, for up to 3 full years) and then repeat to track achievement in the Math functional area (if necessary, for up to 3 full years) using the additional spaces 716-729 provided on the record layout.							R	R