

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIA/Performance
	CORRESPONDENCE SYMBOL OWI/DAS/INAP
	DATE

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO.

TO: ALL WORKFORCE INVESTMENT ACT SECTION 166 INDIAN AND NATIVE AMERICAN GRANTEEES

FROM: JANE OATES
Assistant Secretary

SUBJECT: Reporting Guidance and Instructions for the Workforce Investment Act (WIA), Section 166, Indian and Native American (INA) Supplemental Youth Service Program Including Performance Accountability Reporting for the American Recovery and Reinvestment Act of 2009

1. Purpose. The purpose of this guidance is to issue a revised youth reporting form Employment and Training Administration (ETA) Form 9085 (OMB Control No. 1205-0422) and instructions, which incorporates reporting requirements for the American Recovery and Reinvestment Act of 2009 (Recovery Act).

2. References.

- American Recovery and Reinvestment Act of 2009 (Pub. Law 111-5);
- Workforce Investment Act (WIA) of 1998, as amended (29 U.S.C. 2801 et seq.);
- WIA regulations at 20 CFR 668.460 and 668.610;
- Training and Employment Letter (TEGL) 14-08 - Guidance for Implementation of the Workforce Investment Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009;
- TEGL 16-08 - Guidance for Implementation of the Workforce Investment Act (WIA) Funding in the American Recovery and Reinvestment Act of 2009 as required by Subtitle D, Section 166, Native American Programs; and
- The Division of Indian and Native American Program (DINAP) Bulletin No. 00-18 - Final Workforce Investment Act (WIA) Section 166 Reports, Instructions and Timeline.

RESCISSIONS None	EXPIRATION DATE Continuing
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3. **Rescissions.** Youth Reporting forms and instruction included in DINAP Bulletin No. 00-18.
4. **Background.** The Employment and Training Administration (ETA) requires the collection and reporting of data on eligible persons served under the WIA, Section 166 Supplemental Youth Service Program (SYSP) to assess the performance and delivery of services. The recent release of additional funds under the Recovery Act is intended to serve a greater number of youth and requires the collection and reporting of participant data to evaluate program performance.

As with all federal funds awarded to grant recipients, it is expected the WIA, Section 166 program will provide full transparency and accountability for Recovery Act funds.

INA grantees are still required to submit quarterly participant data reports on all youth served by the SYSP (See 6: Frequency of Reporting) and will also be required to distinguish between youth served with Recovery Act funds and youth served with regular WIA Section 166 funds and report "Recovery Act" youth through a supplemental (monthly) youth report. In this supplemental report, INA grantees will report aggregate counts of all Recovery Act youth participants, including the characteristics of participants, the numbers of participants in summer employment, services received, attainment of a work readiness skill, required by the Recovery Act, and successful completion of summer youth employment.

Three factors in the Recovery Act make it necessary to modify the existing reporting mechanism: 1) A change in eligibility increasing the age limit to 24; 2) inclusion of the work readiness attainment rate as a performance indicator; and 3) An emphasis on using funds for summer employment. In addition to Recovery Act reporting requirements, all WIA INA supplemental youth fund recipients must submit the data required by ETA Form 9085, Office of Management and Budget (OMB) No. 1205 - 0422. ETA Form 9085 will be updated and revised to include the supplemental Recovery Act information, resulting in a comprehensive report for the collection of data elements for both Recovery Act and regular WIA, Section 166, youth participants. By aligning Recovery Act with regular program reporting, the grantees will report critical information with a minimal additional burden.

5. Changes to Youth Reporting. Changes that have been made to the SYSP Report (ETA Form 9085) are provided below. The data elements provided below are also highlighted in yellow on the form that is included in the attached reporting instructions.

Changes Made in Order to Incorporate Recovery Act Participants

- Reporting frequency will be monthly (Recovery Act Report only);
- Maximum age requirement for eligibility has been increased to 24 (Recovery Act participants only);
- Collect information on participants in summer employment;
- Collect information on participants that exited summer employment;
- Collect information on participants that successfully completed work readiness;
- Collect information on participants that successfully completed summer employment;
- Work Readiness Attainment Rate added as an indicator;
- Summer Employment Completion Rate added as an indicator; and
- Collect information on the number of youth served between the ages of 14-18, 19-21, and 22-24.

Non Recovery Act Changes to Apply to the Regular Formula Funded Program

- Reporting frequency changed from semi-annual to Quarterly;
- Collect information on number of youth served with disabilities;
- Collect information on number of in-school youth served;
- Collect information on number of out-of-school youth served;
- Collect information on number of eligible veterans served.

6. **Frequency of Reporting.** Beginning with the April – June 2009 quarter, INA grantees will begin submitting the ETA Form 9085 youth program report for the “regular” SYSP on a quarterly basis. These reports will be due 45 days after the end of the calendar quarter. In addition to the quarterly program report, INA grantees will also have to submit the Recovery Act report no later than 10 days after the end of each quarter. Should the due date of the report fall on a Saturday, Sunday, or holiday, the report is due the prior business day. The first monthly Recovery Act report was due on July 15th for the month of June. For this first report, grantees should also include any Recovery Act participants that participated in the program prior to June 2009.

7. **How to Determine if an Individual Should be Counted as a Recovery Act Participant or a “Regular” Section 166 Participant.** It is the intent of Congress that Recovery Act funds be spent concurrently with regular youth formula funds and that there is an increase in the total number of youth participants served by the SYSP. Therefore, Recovery Act participants should be served concurrently with regular

youth program participants. While youth participants between the ages of 22-24 must be counted as Recovery Act participants, grantees must decide whether to count youth participants between the ages of 14-21 as Recovery Act participants

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or as regular Section 166 participants. The funding source that is used to serve the participant (i.e., Recovery Act funds or regular Section 166 funds) will be the base for this determination. Grantee Directors are encouraged to coordinate with their accounting department to determine how participants will be tracked by funding source.

8. **Mechanism for Reporting.** The revised Bear Tracks software will be released in mid July 2009. Until the new software is released, grantees should use their existing system to track youth participants. The on-line reporting system located at www.eta-reports.doleta.gov currently used to submit regular SYSP reports will be used to submit the monthly Recovery Act report and the quarterly report, except that a button will be added for the monthly Recovery Act report.

9. **Financial Reporting for Youth Recovery Act Funds.** Grantees are expected to establish separate internal budget and account codes to distinguish between Recovery Act and regular SYSP funds. The same on-line reporting process and ETA-9130 quarterly financial report will be used for reporting on Recovery Act funds. The new Recovery Act fund source is "5N0" and will appear on the list of reports in the on-line reporting system.

10. **Performance Outputs and Outcomes.**

A. The Recovery Act specifies "Work Readiness" as the program *outcome* measure. Additionally, *output* information will be collected as referenced in the attached instructions, section 5. Examples include:

- participants in summer employment;
- participants that exited summer employment;
- participants that successfully completed work readiness;
- participants that successfully completed summer employment; and
- Summer Employment Completion Rate.

B. The regular youth program will continue to provide complete, comprehensive information as required in Form 9085.

11. **Transparency and Accountability.** The Recovery Act contains many provisions stressing transparency and accountability in the use of the funding provided by the

Act, including the creation of a new website, www.recovery.gov. The emphasis on these provisions, along with national interest in the effect the Recovery Act has on our nation's economy, will translate into increased attention to the workforce system's implementation of the Recovery Act. Consistent with the law, ETA will make the reported information publicly available on www.recovery.gov.

12. Paperwork Reduction Act (PRA) Statement. The annual public reporting burden for the collection of information described in this TEGl is estimated to average approximately 80 hours per grantee for the monthly and quarterly reports and 416 hours per grantee for recordkeeping. This TEGl contains two revisions in the collection of information: 1) grantees will submit more frequent (monthly) reports on Recovery Act participants; and 2) grantees will submit quarterly reports on regular youth participants that were previously submitted semi-annually.

According to the Paperwork Reduction Act (PRA) of 1995 (Pub. Law 104-13), no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number (See 44 U.S.C. Section 3512).

13. OMB 1512 Reporting Requirement: Section 1512 of the Recovery Act requires recipients of Recovery Act funds to report on the use of Recovery Act funding no later than the 10th day after the end of each calendar quarter (beginning the quarter ending September 30, 2009). The Office and Management and Budget (OMB) issued implementing guidance for its Section 1512 recipient reporting on June 22, 2009 (OMB# M-09-15). These OMB reports will contain detailed information on the projects and activities funded by the Recovery Act. In addition to being posted on the agency's website, the White House will also post the information on Recovery.gov to maximize the public's access to information. Per President Obama's goal, this will ensure the government provides an unprecedented level of transparency into how Federal dollars are being spent.

As envisioned by the Recovery Act, this level of transparency is essential to drive accountability for the timely, prudent and effective spending of Recovery Act dollars. Section 1512 reports are an OMB requirement and will be submitted separate from

the ETA 9130 financial reports (OMB No. 1205-0461). A separate advisory regarding OMB 1521 reporting guidance is forthcoming.

14. Inquiries. Questions should be directed to your designated Federal Project Officer.

Andrea Brown	(202) 693-3736	Duane Hall	(972) 850-4637
Craig Lewis	(202) 693-3384	Si Seciwa	(415) 625-7987
Dawn Anderson	(202) 693-3745	Guy Suetopka	(415) 625-7988

15. Attachments.

Attachment A: ETA 9085 form and instructions.

OMB Control Number 1205-0422
Expiration Date: 02/28/2010

Workforce Investment Act, Section 166 Indian and Native American Programs

General Reporting Instructions for the Supplemental Youth
Services Program Report and the American Recovery and
Reinvestment Act Report (ETA Form 9085)

Revised 2009

Prepared By
Office of Performance and Technology
Employment and Training Administration

Public Burden Statement: This reporting requirement is approved under the Paperwork Reduction Act of 1995, OMB Control No. 1205-0422. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number and expiration date. Public reporting burden for this collection of information, which is required for obtaining or retaining benefits (PL 105-220, Sec. 166), is estimated to average 26 hours per response, including time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. The reason for the collection of information is general program oversight, evaluation and performance assessment. Send comments regarding this burden, to the U.S. Department of Labor, Employment and Training Administration, Indian and Native American Programs, 200 Constitution Avenue, NW, Room S-4206, Washington, D.C. 20210.

I. GENERAL INSTRUCTIONS

Workforce Investment Act (WIA) section 166 grantees are required to submit performance reports to the United States Department of Labor, Employment and Training Administration (USDOL/ETA) to comply with the record keeping and reporting requirements of the Supplemental Youth Services Program (SYSP) grant and the American Recovery and Reinvestment Act. The reports collect socio-economic information on program participants at the time of enrollment. They also collect achievements and outcomes that youth attained while participating in the program.

Note that grantees are to submit separate reports, one covering their regular SYSP participants and another report covering participants served with Recovery Act funds. Information on each is collected for the most recent reporting period and cumulatively from the beginning of the report period. **Note:** SYSP reports will continue to be required on a quarterly basis. However, Recovery Act participants' interim reports will be required on a monthly basis. The information contained on these reports will be used to determine the levels of participation, services received, and accomplishments for each program grant. The SYSP quarterly reports will describe participant characteristics, services, and outcomes of those served with regular SYSP funds, while the Recovery Act monthly reports will describe similar information for those served with Recovery Act funds.

II. DUE DATES

SYSP quarterly reports are due no later than 45 days after the end of each reporting quarter. The table below shows the expected due dates for the Section 166 SYSP quarterly reports.

Report Quarter	Due Dates
April - June	August 15 th
July - September	November 14 th
October - December	February 14 th
January - March	May 15 th

NOTE: Recovery Act reports are due monthly, no later than 10 days after the end of the quarter. Should the due date of the report fall on a Saturday, Sunday, or holiday, the report is due the prior business day.

III. SUBMISSION PROCEDURES

Information contained on the SYSP Quarterly Performance Report must be submitted directly to ETA's Enterprise Business Support System (EBSS) (formerly called the Enterprise Information Management System (EIMS) via technical instructions issued through the USDOL/ETA, Indian and Native American Programs (INAP), or the ETA performance website (www.doleta.gov/performance). Grantees will only be permitted to update reported results for the 1st quarter prior to the current report quarter's submission.

SYSP Quarterly Performance Report (ETA Form 9085)



INDIAN AND NATIVE AMERICAN YOUTH PROGRAM (including youth served under the American Recovery and Reinvestment Act)



OMB Control No: 1205-0422
Expires: 02/ 28 /2010

SECTION I - Grantee Identifying Information			
Grantee Name and Address: _____ _____		Grant Number: _____	
		Report End Date: ____/____/____	
	Previous Period (A)	Current Period (B)	Program-to-Date (C)
SECTION II - Participation / Exiter Summary - [Enter participants who enrolled in the program and Exited during the program year.]			
1. Total Participants			
a. Participation in Summer Employment			
2. Total Exiters			
a. Summer Employment Exiters			
3. Total Current Participants			
SECTION III - Participant Characteristics Summary - [Enter characteristics of participants at enrollment]			
Gender	4. Male		
	5. Female		
Education	6. High School / Pre-High School Student		
	7. High School Graduate or Equivalent		
	8. Post High School Student		
	9. School Dropout		
Barriers	10. Pregnant and/or Parenting Youth		
	11. Offender		
	12. Foster Child		
	13. Public Assistance Recipient		
	14. Basic Skills Deficiency		
	15. Individual With Disability		
School Status	16. In-school youth		
	17. Out-of-school youth		
Age	18. 14 - 18		
	19. 19 - 21		
	20. 22 - 24 (Recovery Act Participants Only)		
VETS	21. Eligible Veterans		

SYSP Quarterly Performance Report (ETA Form 9085) (continued)

SECTION IV - Participant Goals and/or Attainments Summary - (Enter goals attained after receiving program services)						
22. Completed Work Readiness						
23. Completed Internship or Vocational Exploration Program						
24. Completed Career Assessment						
25. Entered Unsubsidized Employment (Including Military)						
26. Remained in School						
27. Returned to School Full Time						
28. Enrolled in Job Corps						
29. Improved Basic Skills by at Least Two Grade Levels						
30. Attained High School Diploma						
31. Attained GED						
32. Completed Occupational Skills Training						
33. Completed Leadership Skills Training						
34. Entered Other (Non-Supplemental Youth) Training Program						
35. Successful Completion of Summer Employment						
SECTION V. Performance Outcomes / Performance	Value	Numerator Denominator	Value	Numerator Denominator	Value	Numerator Denominator
36. Attainment of Two or More Goals						
37. Educational Attainment for Dropouts						
SECTION VI. Recovery Act - Indicators of Performance	Value	Numerator Denominator	Value	Numerator Denominator	Value	Numerator Denominator
38. Work Readiness Attainment Rate						
39. Summer Employment Completion Rate						
Grantee Remarks						
Certification: I Certify that to the best of my knowledge and belief that this report is correct and complete for the purpose set forth in the Grant Agreement.						
Name of Grantee Certifying Official:		Telephone Number:		Email:		
<p>Public Burden Statement: This reporting requirement is approved under the Paperwork Reduction Act of 1995, OMB Control No. 1205-0422. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number and expiration date. Public reporting burden for this collection of information, which is required for obtaining or retaining benefits (PL 105-220, Sec. 166), is estimated to average 26 hours per response, including time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. The reason for the collection of information is general program oversight, evaluation and performance assessment. Send comments regarding this burden, to the U.S. Department of Labor, Employment and Training Administration, Indian and Native American Programs, 200 Constitution Avenue, NW, Room S-4206, Washington, D.C. 20210.</p>						

Instructions for Completing the SYSP and Recovery Act Performance Reports

Section I. Grantee Identifying Information

Grantee Name and Address – Enter the grantee name and mailing address as it appears on the appropriate Notice of Obligation (NOO) or equivalent official document from the U.S. Department of Labor.

Grant Number – Enter the grant number as it appears on the appropriate NOO or equivalent official document from the U.S. Department of Labor.

Report End Date – Enter the last month, day, and year (*mm/dd/yyyy*) of the period for which the report is being prepared. For example, if an SYSP report is being prepared for the quarter ending September 30, 2009, the Report Quarter End Date format should be represented as September 30, 2009. **Note:** For monthly Recovery Act reports enter the last day of the month for which the report is being prepared.

Section II. Participation and Exit Information

This section collects information on the number of individuals that participated in the SYSP during the report period and during the cumulative period from the beginning of the program year (including new and carry-over participants). It also includes the number of participants that exited the program during the report period and during the cumulative period from the beginning of the program year. Grantees are required to submit results for both the current period (**Column B**) and cumulative from the beginning of the program year (**Column C**). For regular SYSP reports, the current period will be a calendar quarter, while for the Recovery Act reports the current period will be the most recent month.

II.1 Total Participants Served - Enter the total number of youth participants who are enrolled in the SYSP for the reporting period (including new and carry-over participants). A participant is any individual who is determined eligible to participate in the program and receives a service funded by the program. Participant counts do not include individuals who only receive a determination of eligibility to participate in the program. Date of enrollment in the program begins on the day the participant first receives a service such as training assistance, supportive Service or is enrolled in a program activity such as classroom training, job readiness, work experience, etc.

II.1.a Participation in Summer Employment – Enter the number of participants placed in summer employment. Summer employment is defined as any work experience (subsidized or unsubsidized) that occurs between May 1 – September 30.

II.2 Total Exiters – Enter the total number of participants who exited from the program during the reporting period.

II.2.a Summer Employment Exiters – Enter the total number of individuals from line II.1.a who exited during the reporting period.

II.3 Total Current Participants - Enter the total number of youth participants who are currently enrolled in the program. This figure should equal the number of Total Participants (line II.1) minus the number of Total Exiters (line II.2) for the reporting period.

Section III. Participant Characteristics Summary Information

This section collects information on the socio-economic characteristics of individuals participating in the program. The information reflects the characteristics of participants at the time of enrollment and includes all participants (including new and carry-over participants) for the current reporting period and during the cumulative period from the beginning of the program year. Grantees are required to submit results for both the current period (**Column B**) and cumulative period from the beginning of the program year (**Column C**).

4. Male - Enter the total number of male participants enrolled for the reporting period.

5. Female - Enter the total number of female participants enrolled for the reporting period.

6. High School / Pre-High School Student - Enter the total number of youth participants who, at enrollment, are attending middle school, junior high school, high school or alternative school whether full or part-time. Participants that are between school terms (such as summer break) and intend to return to school should be included in this line item. [Lines 6 - 9 must equal Line 1 - Total Participants].

7. High School Graduate or Equivalent - Enter the total number of youth participants who, at enrollment, had received a high school diploma or equivalent (GED), but who are not attending post-secondary education (i.e., vocational/technical school, tribal college, community college, four year college, etc.) [Lines 6 - 9 must equal Line 1 - Total Participants].

8. Post High School Student - Enter the total number of youth participants who, at enrollment had received a high school diploma or a GED certificate and are currently attending post-secondary education (i.e., vocational/technical school, tribal college, community college, four year college, etc.). Participants that are between school terms (such as semester break) and intend to return to school should be included in this line item [Lines 6 - 9 must equal Line 1 - Total Participants].

9. School Dropout - Enter the total number of youth participants who, at enrollment, are no longer attending any school and who had not received a secondary school diploma or its recognized equivalent [Lines 6 - 9 must equal Line 1 - Total Participants].

10. Pregnant and/or Parenting Youth - Enter the total number of youth participants who, at enrollment, are pregnant and/or parenting, or who are providing custodial care for one or more dependents under age 18 as appropriate. Parenting youth and youth providing custodial care may also include male youth.

11. Offender - Enter the total number of youth participants who, at enrollment: (a) are or have been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or (b) who require assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

12. Foster Child - Enter the total number of youth participants who, at enrollment, are under foster care as determined by the tribe or State.

13. Public Assistance Recipient - Enter the total number of youth participants who, at enrollment, were listed on the welfare grant and were receiving cash payments from a means-tested, income transfer program, receiving Food Stamps or commodities. The income transfer programs include TANF (SSA Title IV), [General Assistance (Tribal, BIA, State, or local government)], Refugee Assistance (PL 96-212), and SSI (SSA Title XVI).

14. Basic Skills Deficiency - Enter the total number of youth participants, who, at enrollment, have English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.

15. Individuals with a Disability - Enter the total number of youth participants, who, at enrollment, have a physical (motion, vision, and hearing) or mental (learning or developmental) impairment which substantially limits one or more of such person's major life activities and have a record of such an impairment.

16. In-School youth - Enter the total number of youth participants, who, at enrollment, are attending middle school, secondary (i.e., high school) or post-secondary school. The total for this line item should equal the sum of lines 6 and 8 above.

17. Out-of-school youth - Enter the total number of youth participants, who, at enrollment, are a high school graduate or equivalent but are not attending post-secondary education (i.e., vocational/technical school, tribal college, community college, four year college, etc.) or are a school dropout. The total for this line item should equal the sum of lines 7 and 9 above.

18. Age 14 -18 - Enter the total number of youth participants, who, at enrollment, are between the age of 14 and 17.

19. Age 19 -21 - Enter the total number of youth participants, who, at enrollment, are between the age of 19 and 21.

20. Age 22 -24 - Enter the total number of youth participants, who, at enrollment, are between the age of 22 and 24. **Note:** Youth between the ages of 22 and 24 are only eligible for youth services under the Reinvestment and Recovery Act of 2009. Only Recovery Act participants should be included in this category.

21. Eligible Veterans - Enter the total number of youth participants who, at enrollment, have served in the active military, naval, or air service, and who were discharged or released from such service under conditions other than dishonorable.

Section IV. Participant Goals and/or Attainment Summary

This section collects information on goals achieved and other outcomes attained by individuals participating in the Program. Grantees are required to certify and submit results for both the current period (**Column B**) and cumulative period from the beginning of the program year (**Column C**).

22. Attained Work Readiness - Enter the number of youth participants enrolled for the reporting period that had a measurable increase in work readiness skills including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

23. Completed Internship or Vocational Exploration Program - Enter the total number of youth participants enrolled for the reporting period who completed, during the course of their program participation, a work internship or a vocational exploration program designed to provide exposure to alternative career areas.

24. Completed Career Assessment - Enter the total number of youth participants enrolled for the reporting period who completed, during the course of their program participation, a formal career assessment of occupational interests, values, skills, or aptitudes, leading to an identification of careers for which the participant may be suited.

25. Entered Unsubsidized Employment (Including Military) - Enter the total number of youth participants enrolled for the reporting period who, upon termination, entered non-WIA funded employment, including entry into the Armed Forces or self-employment. [**Note:** Youth participants who, upon termination in the youth program, are hired as regular full time “employees” of the WIA program may also be counted in this line item even though they entered WIA funded employment].

26. Remained in School - Enter the total number of youth participants enrolled for the reporting period who were at-risk of dropping out of school but, who were retained in school as a result of continuing active participation in the Supplemental Youth program.

27. Returned to School Full Time - Enter the total number of youth participants enrolled for the reporting period who, at intake, were not attending school (exclusive of summer), and had not obtained a high school diploma or equivalent and returned to full-time secondary school (e.g., junior high school, middle school, and high school) including alternative school as a result of participating in the Supplemental Youth program.

28. Enrolled in Job Corps - Enter the total number of youth participants enrolled for the reporting period who enrolled in Job Corps.

29. Improved Basic Skills by at Least Two Grade Levels - Enter the total number of youth participants enrolled for the reporting period who advanced at least two grade levels in either reading or math skills as a result of participation in the Supplemental Youth Services Program. [**Note:** Skill gain must be achieved through active program participation and must be documented through standardized testing].

30. Attained High School Diploma - Enter the total number of youth participants enrolled for the reporting period who attained a State-recognized high school diploma while enrolled in the Supplemental Youth Program as a result of program participation.

31. Attained GED - Enter the total number of youth participants enrolled for the reporting period who attained a State-recognized GED while enrolled in the Supplemental Youth Program as a result of program participation.

32. Completed Occupational Skills Training - Enter the total number of youth participants enrolled for the reporting period who completed occupational skills training while enrolled in the Supplemental Youth Program as a result of program participation. [**Note:** occupational skills training include vocational education and on-the-job training].

33. Completed Leadership Skills Training - Enter the total number of youth participants enrolled for the reporting period who completed during the course of their program participation training that is intended to impart leadership skills. This category includes providing exposure to post-secondary educational opportunities; community and service learning projects; peer-centered activities (including

peer mentoring and tutoring); organizational and team work training (including team leadership training); training in decision-making (including determining priorities); citizenship training (including life skills training such as parenting and budgeting of resources); positive social behaviors; any organized group counseling program; or "youth camp".

34. Entered Other (Non - Supplemental Youth) Training Program - Enter the total number of youth participants enrolled for the reporting period who entered other training, including occupational skills training or post secondary education, using funds other than those from the INA Supplemental Youth Services Program which builds upon and does not duplicate training received under Section 166. [This category excludes those enrolled in Job Corps.]

35. Successful Completion of Summer Employment - Enter the total number of youth participants enrolled for the reporting period who; **1)** exited from summer employment as identified in Section II. Line 2.a above and; **2)** successfully completed their summer employment activity.

Section V. Grantee Performance Outcomes/Performance

This section collects information on outcomes achieved by participants of the SYSP. Grantees are required to submit results for both the current period (**Column B**) and cumulative period from the beginning of the program year (**Column C**). Grantees are required to report both the numerator and denominator values for each performance measure contained in this section.

36. Attainment of Two or More Goals - Of the participants that exited the program indicated in Section II, Line 2; enter the percentage of youth who attained at least two of the fourteen goals listed in Section IV, Lines 22 - 35. Calculate this value by dividing the total number of exiters who attained at least two of the fifteen goals listed in Section IV, Lines 22 - 35 by the number of youth that exited the program (Section II, Line 2). Also, provide the numerator and denominator used to calculate this measure.

Numerator: The number of Exiters who attained at least two of the fourteen goals listed in Section IV, Lines 22 - 35.

Denominator: The number of participants that exited the program. This number should match the number in Section II, Line 2.

37. Educational Attainment for Dropouts - Of the dropouts indicated in Section III, Line 9 - the number of youth that attained a high school diploma, attained a GED or improved basic skills by at least two grade levels.

Numerator: The number of dropouts that attained a high school diploma attained a GED or improved basic skills by at least two grade levels.

Denominator: The number of dropouts. This number should match the number in Section III, Line 9.

Section VI. Recovery Act - Indicators of Performance

38. Work Readiness Completion Rate – Of the youth that exited from summer employment as indicated in Section II, Line 2.a - the number of youth that have made measureable progress in attaining work readiness.

Numerator: The number of youth that have made measureable progress in attaining work readiness.

Denominator: The number of youth that exited summer employment. This number should match Section II, Line 2.a.

39. Summer Employment Completion Rate – Of the youth that exited from summer employment as indicated in Section II, Line 2.a - the number of youth that have successfully completed summer employment as indicated in Section IV, Line 35.

Numerator: The number of youth that have successfully completed summer employment. This number should match Section IV, Line 35.

Denominator: The number of youth that exited summer employment. This number should match Section II, Line 2.a.