

**APPENDIX D
WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD) LAYOUT**

												OMB No.:	1205-NEW	
												Expires:	xx/xx/xxxx	
												Average Response Time Range:		2.7 - 3.2 Minutes/Record
No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Wagner-Peyser Employment Service/ Jobs for Veterans State Grants		WIA Adults			WIA Dislocated Workers Rapid Response NEGs			WIA Youth	TAA
					SI	SC	SI	SC	I T	SI	SC	I T	14 - 21	
SECTION A - INDIVIDUAL INFORMATION														
Section A.01: Identifying Data														
100	Unique Participant Identifier	AN 12	Record the unique identification number assigned to the participant. At a minimum, this identifier for a person <u>must</u> be the same for every period of participation in the WIA Title I programs, including National Emergency Grants, and in every local area across the state and where the participant is receiving services or benefits financially assisted by the Wagner-Peyser, Veterans Employment and Training Service, and/or Trade Adjustment Assistance (TAA) programs.	XXXXXXXXXXXX	R	R	R	R	R	R	R	R	R	R
101	State Code of Residence	AN 2	Record the 2-letter FIPS alpha code of the state of the primary domicile of the participant. For example, the State of Alabama would be represented as "AL." Primary domicile is that location established or claimed as the permanent residence or "home" of the participant. If primary domicile is outside the United States, use the following numeric codes: 77 = All Other Countries 88 = Mexico 99 = Canada For persons on active military duty, states should record the two-letter Air/Army Post Office (APO) or Fleet Post Office (FPO) as defined by the Military Postal Service Agency. Leave "blank" if the State FIPS Code is not known.	XX	O	R	O	R	R	O	R	R	R	R
102	County Code of Residence	IN 3	Record the 3-digit FIPS Code of the County of the primary domicile of the participant. Primary domicile is that location established or claimed as the permanent residence or "home" of the participant. If primary domicile is outside the United States, use the following codes: 777 = All Other Countries 888 = Mexico 999 = Canada Leave "blank" if the County FIPS Code is not known.	000	O	R	O	R	R	O	R	R	R	R
103	Zip Code of Residence	IN 5	Record the 5-digit zipcode of the primary domicile of the participant. Primary domicile is that location established or claimed as the permanent residence or "home" of the participant. If primary domicile is outside the United States, use the following codes: 77777 = All Other Countries 88888 = Mexico 99999 = Canada For persons on active military duty, states should record the zipcode associated with the APO or FPO as defined by the Military Postal Service Agency.	00000	O	R	O	R	R	O	R	R	R	R
104	Economic/Labor Market Area and Physical Location Code	IN 9	Record the code (maximum of 9-digits) of the economic/labor market area and physical location in which the participant received his/her first staff-assisted service financially assisted by the program. Grantees have the flexibility to use the first 5-digits of this field for identifying the economic region or labor market area in which the participant began receiving staff-assisted services. The next 4-digits of this field should be used to identify the physical location in which the participant began receiving staff-assisted services. Unless otherwise specified by ETA, codes contained within this field are determined by the grantee. If the participant only received remote or virtual self-service or informational activities, Record 999999999 to indicate "statewide/virtual office." Record 000000000 if not known. A physical location means a designated One-Stop Career Center, an affiliated One-Stop partner site, or other specialized centers and sites designed to address special customer needs, such as a company work site for dislocated workers.	000000000	O	R	O	R	R	O	R	R	R	R

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					SI	SC	SI	SC	I	T	SI	SC	I	T
105	ETA-Assigned Local Workforce 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 received his/her first service financially assisted by the program. 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.	00000	O	R	O	R	R	O	R	R	R	R
Section A.02: Equal Opportunity Information														
200	Date of Birth	DT 8	Record the participant's date of birth.	YYYYMMDD	R	R	R	R	R	R	R	R	R	R
201	Gender	IN 1	Record 1 if the participant indicates that he is male. Record 2 if the participant indicate that she is female. Record 9 if the participant does not self-identify gender.	1 = Male 2 = Female '9 = Participant did not self-identify	R	R	R	R	R	R	R	R	R	R
202	Individual with a Disability	IN 1	Record 1 if the participant 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.) If the response is yes, answer data element #109. Record 0 if the participant indicates that he/she does not have a disability that meets the definition. Record 9 if the participant does not wish to disclose his/her disability status.	1 = Yes 0 = No '9 = Participant did not self-identify disclose	R	R	R	R	R	R	R	R	R	R
203	Category of Disability	IN 1	Record 1 if the impairment is primarily physical, including mobility and sensory impairments. Record 2 if the impairment is primarily mental, including cognitive and learning impairments. Record 3 if the impairment includes both physical and mental impairments. Record 9 if the participant does not wish to disclose his/her type of disability. Additional Reporting Instructions: 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.)	1 = Physical Impairment 2 = Mental Impairment 3 = Both Physical and Mental Impairments '9 = Participant did not self-identify disclose	R	R	R	R	R	R	R	R	R	R
204	Ethnicity Hispanic / Latino	IN 1	Record 1 if the participant 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 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her ethnicity.	1 = Yes 0 = No '9 = Participant did not self-identify	R	R	R	R	R	R	R	R	R	R
205	American Indian or Alaskan Native	IN 1	Record 1 if the participant 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. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her ethnicity.	1 = Yes 0 = No '9 = Participant did not self-identify	R	R	R	R	R	R	R	R	R	R
206	Asian	IN 1	Record 1 if the participant 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. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her ethnicity.	1 = Yes 0 = No '9 = Participant did not self-identify	R	R	R	R	R	R	R	R	R	R
207	Black or African American	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the black racial groups of Africa. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her ethnicity.	1 = Yes 0 = No '9 = Participant did not self-identify	R	R	R	R	R	R	R	R	R	R
208	Native Hawaiian or Other Pacific Islander	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her ethnicity.	1 = Yes 0 = No '9 = Participant did not self-identify	R	R	R	R	R	R	R	R	R	R

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209	White	IN 1	Record 1 if the participant 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. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her ethnicity.	1 = Yes 0 = No 9 = Participant did not self-identify	R	R	R	R	R	R	R	R	R	R
Section A.03: Veteran Characteristics														
300	Veteran Status	IN 1	Record 1 if the participant is a person who served on active duty in the armed forces and who was discharged or released from such service under conditions other than dishonorable. Record 0 if the participant does not meet the condition described above.	1 = Yes 0 = No	R	R	R	R	R	R	R	R	R ^{0Y}	R
301	Eligible Veteran Status	IN 1	Record 1 if the participant served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 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 2 if the participant 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 thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (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 0 if the participant does not meet any one of the conditions described above. Record 9 if Eligible Veteran Status is not known.	1 = Yes, Eligible Veteran 2 = Yes, Other Eligible Person 0 = No 9 = Status not known		R		R	R		R	R	R ^{0Y}	R
302	Campaign Veteran	IN 1	Record 1 if the participant is an eligible veteran (i.e., coding value 1 in Element #301) who 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 0 if the participant does not meet the condition described above. Leave "blank" if data element does not apply to the participant.	1 = Yes 0 = No		R ^{VET}		R ^{VET}	R ^{VET}		R ^{VET}	R ^{VET}	R ^{VET}	R ^{VET}
303	Disabled Veteran	IN 1	Record 1 if the participant is a veteran who served on active duty in the U.S. armed forces 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 participant is a veteran who served on active duty in the U.S. armed forces and who 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 0 if the participant does not meet any one of the conditions described above. Leave "blank" if data element does not apply to the participant.	1 = Yes 2 = Yes, special disabled 0 = No		R ^{VET}		R ^{VET}	R ^{VET}		R ^{VET}	R ^{VET}	R ^{VET}	R ^{VET}
304	Date of Actual Military Separation	DT 8	Record the date on which the participant separated from active duty with the U.S. armed forces. Leave "blank" if data element does not apply to the participant.	YYYYMMDD		R ^{VET}		R ^{VET}	R ^{VET}		R ^{VET}	R ^{VET}	R ^{VET}	R ^{VET}
305	Transitioning Service Member	IN 1	Record 1 if the participant is a person who is on active military duty status (including separation leave) with the U.S. armed forces and within 24 months of retirement or 12 months of separation from the armed forces. Record 0 if the participant does not meet the condition described above. Leave "blank" if data element does not apply to the participant.	1 = Yes 0 = No	O	R	O	R	R				R ^{0Y}	

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Section A.04: Employment and Education Information															
400	Employment Status at Participation	IN 1	<p>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 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.</p> <p>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 a transitioning service member.</p> <p>Record 0 if the participant does not meet any one of the conditions described above.</p>	<p>1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 0 = Not Employed</p>	R	R	R	R	R	R	R	R	R	R	R
401	UC Eligible Status	IN 1	<p>Record 1 if the participant 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 participant 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 participant has exhausted all UC benefit rights for which he/she has been determined monetarily eligible, including extended supplemental benefit rights.</p> <p>Record 0 if the participant was neither a UC Claimant nor an Exhaustee. Leave "blank" if this data element does not apply to the participant.</p>	<p>1 = Claimant Referred by WPRS 2 = Claimant Not Referred by WPRS 3 = Exhaustee 0 = Neither Claimant nor Exhaustee</p>		R		R	R		R	R	R	R	
402	Highest School Grade Completed	IN 2	<p>Use the appropriate code to record the highest school grade completed by the participant.</p> <p>Record 87 if the participant attained a high school diploma. Record 88 if the participant attained a GED or equivalent. Record 89 if the participant with a disability receives a certificate of attendance/completion as a result of successfully completing an Individual Education Plan (IEP). Record 90 if the participant attained other post-secondary degree or certification. Record 91 if the participant attained an associates diploma or degree (AA/AS)</p> <p>Record 00 if no school grades completed. Leave "blank" if this data element does not apply to the participant.</p>	<p>1 - 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 91 = Attained Associates Diploma or Degree '00 = No school grades completed</p>		R		R	R		R	R	R	R	
Section A.05: Migrant and Seasonal Farmworker Characteristics															

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500	Farmworker Status	IN 1	Record 1 if the participant is a person who, during the last 12 months, received at least 50 percent of his or her total earned income from qualifying farmwork, worked at least an aggregate of 25 or more days or parts of days in qualifying farm work, and was not employed in farmwork year round by the same employer. Record 2 if the participant is a person who had to travel to a job site that is far enough away from his or her permanent residence that they cannot return to their residence within the same day. Full-time students traveling in organized groups, rather than with their families, are excluded. Record 3 if the participant meets both conditions above. Record 0 if the participant does not meet any one of the conditions described above. Leave "blank" if this data element does not apply to the participant.	1 = Farmworker 2 = Migrant 3 = Migrant Farmworker 0 = No		R			R	R		R		
501	Type of Qualifying Farmwork	IN 1	Record 1 if the participant was primarily employed in agricultural labor as classified by the North American Industrial Classification System (NAICS) for agricultural production and services establishments. Record 2 if the participant was primarily employed in food processing work as classified in the NAICS definitions 3116, 311421, 311941, and 311411 for food processing establishments. Leave "blank" if this data element does not apply to the participant.	1 = Agricultural Production and Services 2 = Food Processing Establishments		R ^{FW}		R ^{FW}	R ^{FW}		R ^{FW}	R ^{FW}	R ^{FW}	
Section A.06: Public Assistance Information														
600	Temporary Assistance to Needy Families (TANF)	IN 1	Record 1 if the participant 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. Record 0 if the participant does not meet the condition described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No					R				R	
601	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)	IN 1	Record 1 if the individual is a person who is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program. Record 2 if the individual is a person who is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program. Record 3 if the individual is receiving or has received both SSI and SSDI in the last six months prior to participation in the program. Record 0 if the individual does not meet any of the conditions described above.	1 = SSI only 2 = SSDI only 3 = Yes, Both SSI and SSDI 0 = No		R		R	R		R	R	R	R
602	Other Public Assistance Recipient	IN 1	Record 1 if the participant 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), or Food Stamp Assistance. Do not include foster child payments. Record 0 if the participant does not meet the above criteria. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No					R				R	
Section A.07: Additional Reportable Characteristics														
700	Homeless Individual and/or runaway youth	IN 1	Record 1 if the participant 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. Record 0 if the participant does not meet the conditions described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No		R ^{VET}			R				R	

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701	Offender	IN 1	Record 1 if the participant 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. Record 0 if the participant does not meet any one of the conditions described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No		R ^{VET}				R				R	
702	Low Income	IN 1	Record 1 if the participant 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. Record 0 if the participant does not meet the criteria presented above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No		R		R	R		R	R	R	R	R
703	Limited English Language Proficiency	IN 1	Record 1 if the participant 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 0 if the participant does not meet the conditions described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No		R		R	R		R	R	R	R	R
704	Single Parent	IN 1	Record 1 if the participant is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18. Record 0 if the participant does not meet the condition described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No					R			R	R		
705	Displaced Homemaker	IN 1	Record 1 if the participant 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. Record 0 if the participant does not meet the conditions described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No							R	R			
706	Date of Actual Dislocation	DT 8	Record the participant's date of actual dislocation from employment. This date is the last day of employment at the dislocation job. Leave "blank" if there is no dislocation job (e.g., displaced homemaker) or this data element does not apply to the participant.	YYYYMMDD								R	R		R
707	Most Recent Date of Qualifying Separation	DT 8	Record the participant's most recent date of separation from trade-impacted employment that qualifies the individual to receive benefits and/or services under the Trade Act. Leave "blank" if there is no qualifying separation date or the separation date is the same as the Date of Actual Dislocation or this data element does not apply to the participant.	YYYYMMDD											R
708	Tenure with Employer at Separation	IN 3	Record the total number of months that the participant was employed with the employer of record as of the participant's most recent qualifying date of separation. Leave "blank" if this data element does not apply to the participant.	000											R

Section A.08: Additional Youth Characteristics

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800	School Status at Participation	IN 1	Record 1 if the participant 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 participant 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 participant 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 participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the participant is not attending any school and has either graduated from high school or holds a GED. Leave "blank" if this data element does not apply to the participant.	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										R	
801	Pregnant or Parenting Youth	IN 1	Record 1 if the participant 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. Record 0 if the participant does not meet the conditions described above. Leave "blank" if data element does not apply to the participant.	1 = Yes 0 = No										R	
802	Youth Who Needs Additional Assistance	IN 1	Record 1 if the participant 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. Record 0 if the participant does not meet the conditions described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No										R	
803	Basic Literacy Skills Deficiency	IN 1	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. Record 0 if the participant does not meet the conditions described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No										R	
804	Foster Care Youth	IN 1	Record 1 if the participant is a person who is currently in foster care or has been in the foster care system at any point during his/her lifetime. Record 0 if the participant does not meet the conditions described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No										R	
SECTION B - ONE-STOP PROGRAM PARTICIPATION INFORMATION															
900	Date of 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. If the participant receives services from multiple programs, grantees should use the earliest date of service as the "date of participation."	YYYYMMDD	R	R	R	R	R	R	R	R	R	R	R
901	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 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	R	R	R	R	R
902	Adult (local formula)	IN 1	Record 1 if the participant received services financially assisted under WIA section 133(b)(2)(A) Record 0 if the participant did not receive services under the condition described above. Record 9 if grantee is unable to track enrollment in the program. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No '9 = Unknown			R	R	R						
903	Dislocated Worker (local formula)	IN 1	Record 1 if the participant received services financially assisted under WIA section 133(b)(2)(B) Record 0 if the participant did not receive services under the condition described above. Record 9 if grantee is unable to track enrollment in the program. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No '9 = Unknown						R	R	R			

**APPENDIX D
WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD) LAYOUT**

						OMB No.:		1205-NEW							
						Expires:		xx/xx/xxxx							
						Average Response Time Range:		2.7 - 3.2 Minutes/Record							
No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Wagner-Peyser Employment Service/ Jobs for Veterans State Grants		WIA Adults			WIA Dislocated Workers Rapid Response NEGs			WIA Youth	TAA	
					SI	SC	SI	SC	I T	SI	SC	I T	14 - 21		
904	Date of First WIA Youth Service	IN 1	Record the date on which the individual began receiving his/her first service funded by the WIA Youth program following a determination of eligibility to participate in the program. Leave "blank" if the participant did not receive WIA Youth services.	YYYYMMDD										R	
905	Youth (Statewide 15% Activities)	IN 1	Record 1 if the participant received services financially assisted by Statewide 15% funds. Record 2 if the participant received services financially assisted by both Statewide 15% funds and local youth formula funds. Record 0 if the participant did not receive any services financially assisted by Statewide 15% funds. Record 9 if grantee is unable to track enrollment in the program. Leave "blank" if this data element does not apply to the participant.	1 = Yes, Statewide 15% only 2 = Yes, Both Statewide 15% and Local Formula '0 = No, Did Not Receive Statewide 15% funded services 9 = Unknown										R	
906	Dislocated Worker (Statewide 15% Activities)	IN 1	Record 1 if the participant received services financially assisted under WIA section 134(a) Record 0 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. Record 9 if grantee is unable to track enrollment in the program. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No '9 = Unknown						R	R	R			
907	Adult (Statewide 15% Activities)	IN 1	Record 1 if the participant received services financially assisted under WIA section 134(a). Record 0 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. Record 9 if grantee is unable to track enrollment in the program. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No '9 = Unknown				R	R	R					
908	Rapid Response	IN 1	Record 1 if the individual participated in rapid response activities authorized at WIA section 134(a)(2)(A)(i). Record 0 if the participant did not receive services under the condition described above. Record 9 if grantee is unable to track enrollment in the program. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No '9 = Unknown						R	R	R			
909	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 0 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. Record 9 if grantee is unable to track enrollment in the program. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No '9 = Unknown						R	R	R			
910	NEG Project ID	AN 4	Record the first Project I.D. Number where the participant received services financially assisted under a National Emergency Grant (NEG). (For example, Utah projects may be numbered UT-02, so the WISRD entry would be UT02) - WIA title ID, section 173. Record 0 if the participant did not receive any services funded by a NEG or it is not known. Leave "blank" if this data element does not apply to the participant.	XXXX						R	R	R			
911	Second NEG Project ID	AN 4	Record the second Project I.D. Number where the participant received services financially assisted under a NEG. If the individual received services financially assisted by more than two NEGs, record only the first two Project I.D. Numbers. Record 0 if the participant did not receive any services funded by a NEG or it is not known. Leave "blank" if this data element does not apply to the participant.	XXXX						R	R	R			
912	Special ETA Project ID	AN 4	Record the special ETA project ID number (code to be assigned by ETA where applicable) where the participant received services funded under a special state demonstration or pilot project. Record 0000 if the participant did not receive services funded under a special project.	XXXX	R	R	R	R	R	R	R	R	R	R	R

**APPENDIX D
WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD) LAYOUT**

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					SI	SC	SI	SC	I T	SI	SC	I T	14 - 21			
913	Rapid Response Event Number	AN 12	<p>LEAVE ELEMENT BLANK PENDING FURTHER INSTRUCTION FROM ETA. Record the 12-digit unique number of the event through which rapid response services were provided to the participant. This unique identification number is the same one provided to the state or local area through the USDOL Rapid Response Information Network. For example, a Maryland rapid response event will be numbered as RR-MD-2006-0001, where the last 4-digits are incremented as each new rapid response event is entered during that calendar year (so the WISRD entry would be RRM20060001). If the individual received services through more than one rapid response event within the same period of participation, then the last (or most recent) rapid response event number should be recorded.</p> <p>Record 0 if the rapid response event number is not known.</p> <p>Leave "blank" if this data element does not apply to the participant.</p>	XXXXXXXXXXXX								R	R	R		
914	Adult Education	IN 1	<p>Record 1 if the participant received services financially assisted under WIA Title II</p> <p>Record 0 if the participant did not receive any services under the condition described above.</p> <p>Record 9 if grantee is unable to track enrollment in the program.</p>	<p>1 = Yes</p> <p>0 = No</p> <p>'9 = Unknown</p>	O	O	O	O	O	O	O	O	O	O	O	O
915	Job Corps	IN 1	<p>Record 1 if the participant received services financially assisted under WIA Title I-C</p> <p>Record 0 if the participant did not receive any services under the condition described above.</p> <p>Record 9 if grantee is unable to track enrollment in the program.</p>	<p>1 = Yes</p> <p>0 = No</p> <p>'9 = Unknown</p>	R	R	R	R	R	R	R	R	R	R	R	R
916	National Farmworker Jobs Program	IN 1	<p>Record 1 if the participant received services financially assisted under WIA Title I-D, Section 167</p> <p>Record 0 if the participant did not receive any services under the condition described above.</p> <p>Record 9 if grantee is unable to track enrollment in the program.</p>	<p>1 = Yes</p> <p>0 = No</p> <p>'9 = Unknown</p>	R	R	R	R	R	R	R	R	R	R	R	R
917	Indian and Native American Programs	IN 1	<p>Record 1 if the participant received services financially assisted under WIA Title I-D, Section 166</p> <p>Record 0 if the participant did not receive any services under the condition described above.</p> <p>Record 9 if grantee is unable to track enrollment in the program.</p>	<p>1 = Yes</p> <p>0 = No</p> <p>'9 = Unknown</p>	R	R	R	R	R	R	R	R	R	R	R	R
918	Veterans' Programs	IN 1	<p>Record 1 if the participant received services financially assisted by both the Local Veterans Employment Representative (LVER) Program and Disabled Veterans Outreach Program (DVOP).</p> <p>Record 2 if the participant only received services financially assisted by the LVER program</p> <p>Record 3 if the participant only received services financially assisted by the DVOP program</p> <p>Record 0 if the individual did not receive services under any of the conditions described above.</p> <p>Record 9 if grantee is unable to track enrollment in the program.</p> <p>Leave "blank" if this data element does not apply to the participant.</p>	<p>1 = Yes, Both LVER and DVOP</p> <p>2 = Yes, LVER only</p> <p>3 = Yes, DVOP only</p> <p>0 = No</p> <p>'9 = Unknown</p>		R		R	R			R	R	R ^{0Y}	R	
919	Trade Adjustment Assistance (TAA)	IN 1	<p>Record 1 if under the TAA program</p> <p>Record 2 if under the NAFTA-TAA program</p> <p>Record 3 if under both programs</p> <p>Record 0 if the participant did not receive services under any of the conditions described above.</p> <p>Record 9 if grantee is unable to track enrollment in the program.</p> <p>Leave "blank" if this data element does not apply to the participant.</p>	<p>1 = TAA</p> <p>2 = NAFTA-TAA</p> <p>3 = Both TAA and NAFTA-TAA</p> <p>0 = No</p> <p>'9 = Unknown</p>											R	
920	Petition Number	IN 8	<p>Record the petition number of the certification which applies to the individual's group. If there is more than one petition number (for example, certifications under both the TAA and NAFTA-TAA programs), record the petition number of the program from which the training is paid, unless a waiver was issued. Do NOT include any alphanumeric suffix; record the petition number ONLY.</p> <p>Leave "blank" if this data element does not apply to the participant.</p>	00000000												R
921	Vocational Education	IN 1	<p>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))</p> <p>Record 0 if the participant did not receive any services under the condition described above.</p> <p>Leave "blank" if this data element does not apply to the participant.</p>	<p>1 = Yes</p> <p>0 = No</p>	O	O	O	O	O	O	O	O	O	O	O	O
922	Vocational Rehabilitation	IN 1	<p>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).</p> <p>Record 2 if the participant received services financially assisted by the Vocational Rehabilitation and Employment (VR&E) Program authorized by 38 USC Chapter 31.</p> <p>Record 3 if the participant received services from both vocational rehabilitation programs.</p> <p>Record 0 if the participant did not receive any services under the condition described above.</p> <p>Leave "blank" if this data element does not apply to the participant.</p>	<p>1 = Yes</p> <p>2 = VR&E</p> <p>3 = Both VR and VR&E</p> <p>'0 = No</p>	O	O	O	O	O	O	O	O	O	O	O	O

**APPENDIX D
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						OMB No.: 1205-NEW									
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No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Wagner-Peyser Employment Service/ Jobs for Veterans State Grants		WIA Adults			WIA Dislocated Workers Rapid Response NEGs			WIA Youth	TAA	
					SI	SC	SI	SC	I T	SI	SC	I T	14 - 21		
923	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 0 if the participant did not receive services financially assisted under the Wagner-Peyser Act. Record 9 if grantee is unable to track enrollment in the program. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No 9 = Unknown	R	R									
924	YouthBuild	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 if the participant did not receive any services under the condition described above. Record 9 if grantee is unable to track enrollment in the program.	1 = Yes 0 = No 9 = Unknown	R	R	R	R	R	R	R	R	R	R	R
925	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 if the participant did not receive any services under the condition described above. Record 9 if grantee is unable to track enrollment in the program.	1 = Yes 0 = No 9 = Unknown	R	R	R	R	R	R	R	R	R	R	R
926	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 if the participant did not receive any services under the condition described above. Leave "blank" if it is not known.	1 = Yes 0 = No	O	O	O	O	O	O	O	O	O	O	O
927	Other WIA or Non-WIA Programs	IN 1	Record 1 if the participant received services financially assisted from any other WIA or non-WIA program not listed above that provided the individual with services. Record 0 if the participant did not receive any services under the condition described above. Leave "blank" if it is not known.	1 = Yes 0 = No	O	O	O	O	O	O	O	O	O	O	O
928	Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)	IN 2	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. 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. Record 3 if the participant was found to be deceased or no longer living. Record 4 if the participant is providing care for a family member with a health/medical condition 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. Record 5 if the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. Record 6 if the 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 only). Record 98 if the participant retired from employment. to disclose a SSN. Record 0 if the participant exited for a reason other than one of the conditions listed above. Note: Exit Reason "98 = Retirement" has been added for program management purposes only and individuals who exit the program based on this reason will not be excluded from calculation of the performance measures. Rather, these individuals will be included in the performance measure calculations.	1 = Institutionalized 2 = Health/Medical 3 = Deceased 4 = Family Care 5 = Reserve Forces Called to Active Duty 6 = Relocated to Mandated Residential Program 98 = Retirement 99 = Not a Valid SSN 0 = Other	O	R	O	R	R	O	R	R	R	R	R
SECTION C - ONE-STOP SERVICES AND ACTIVITIES															
Section C.01 - Core Services															
1000	Most Recent Date Received Self-Services/ Informational Activities	DT 8	Record the most recent date on which the participant received self-services 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. Leave "blank" if the participant did not receive self-services and informational activities or this data element does not apply to the participant.	YYYYMMDD	R		R			R					

**APPENDIX D
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					SI	SC	SI	SC	I T	SI	SC	I T	14 - 21		
1001	Most Recent Date Received Career Guidance Services	DT 8	Record the most recent date on which the participant received staff assisted career guidance services. Career guidance services include the provision of information, materials, suggestions, or advice which are intended to assist the job seeker in making occupation or career decisions. Leave "blank" if the participant did not receive a career guidance service or this data element does not apply to the participant.	YYYYMMDD		R			R			R			
1002	Most Recent Date Received Workforce Information Services	DT 8	Indicate the most recent date that the participant received staff assisted workforce information services including information on state and local labor market conditions; industries, occupations and characteristic 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; and job identification of high growth and high demand industries. Leave "blank" if the participant did not receive a staff-assisted workforce information service or the data element does not apply to the participant.	YYYYMMDD		R			R			R			
1003	Most Recent Date Received Job Search Activities	DT 8	Record the most recent date that the participant was provided staff assisted job search activities which are designed to help the participant plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan. "Resume Assistance" - Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same. "Job Search Workshops" - An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. "Job Finding Clubs" - Have all the elements of a Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs. "Job Search Planning" - Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area. Leave "blank" if the participant did not receive a staff assisted job search activity or the data element does not apply to the participant. <u>Additional Note:</u> This definition excludes participants who receive workforce information services or attend a TAP employment workshop. Those services will be collected and reported separately.	YYYYMMDD		R			R			R			
1004	Most Recent Date Referred to Employment	DT 8	Indicate the most recent date that the participant received a staff assisted referral to employment. A referral to employment is (a) the act of bringing to the attention of an employer a job seeker or group of registered job seekers who are available for a job and (b) the record of such a referral. Leave "blank" if the participant did not receive a referral to employment or this data element does not apply to the participant.	YYYYMMDD		R			R			R			
1005	Most Recent Date Received Other Staff-Assisted Core Services	DT 8	Record the most recent date on which the participant received other core services requiring a significant expenditure of staff time. These additional staff assisted core services may include, but are not limited to, (a) reemployment services; (b) federal bonding program; (c) job development contacts; (d) referrals to educational services; and (e) tax credit eligibility determination. Leave "blank" if the participant did not receive any other staff-assisted core services or this data element does not apply to the participant.	YYYYMMDD		R			R			R			

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					SI	SC	SI	SC	I T	SI	SC	I T	14 - 21		
1006	Most Recent Date Referred to Federal Training	DT 8	Record the most recent date that the participant was referred to a training program supported by the Federal Government, such as WIA-funded projects, TAA, NAFTA, and Job Corps. This definition does include DVA-OJT. Leave "blank" if the participant did not receive a referral to federal training or this data element does not apply to the participant.	YYYYMMDD		R ^{VET}									
1007	Most Recent Date Placed in Federal Training	DT 8	Record the most recent date on which the participant was verified to have entered any training program supported by the Federal Government, such as WIA-funded projects, TAA, NAFTA, and Job Corps. This definition does include DVA-OJT. Leave "blank" if the participant did not enter any training program supported by the Federal Government or this data element does not apply to the participant.	YYYYMMDD		R ^{VET}									
1008	Most Recent Date Referred to Federal Job	DT 8	Record the most recent date that the participant was referred to a job opening filed with a placement office by a department or agency of the Federal Government or other entity under the jurisdiction of the U.S. Office of Personnel Management. Leave "blank" if the participant did not receive a referral to a Federal job or this data element does not apply to the participant.	YYYYMMDD		R ^{VET}									
1009	Most Recent Date Referred to Federal Contractor Job	DT 8	Record the most recent date that the participant who is a disabled veteran, campaign veteran, or recently separated veteran was referred to a job opening listed by an employer identified as a Federal contractor. Leave "blank" if the participant did not receive a referral to a job opening listed by an employer identified as a Federal contractor or this data element does not apply to the participant.	YYYYMMDD		R ^{VET}									
Section C.02 - DVOP/LVER Staff Assisted Core Services															
1100	Most Recent Date Received Job Search Activities (DVOP)	DT 8	Record the most recent date that a participant was provided job search activities which are designed to help the participant plan and carry out a successful job hunting strategy by a DVOP staff person. The services include resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan. Leave "blank" if the participant did not receive a job search activity or this data element does not apply to the participant.	YYYYMMDD		R									
1101	Most Recent Date Received Job Search Activities (LVER)	DT 8	Record the most recent date that a participant was provided job search activities which are designed to help the participant plan and carry out a successful job hunting strategy by a LVER staff person. The services include resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan. Leave "blank" if the participant did not receive a job search activity or this data element does not apply to the participant.	YYYYMMDD		R									
1102	Most Recent Date Referred to Employment (DVOP)	DT 8	Indicate the most recent date that a participant was referred to employment by a DVOP staff person. A referral to employment is (a) the act of bringing to the attention of an employer a job seeker or group of registered job seekers who are available for a job and (b) the record of such a referral. Leave "blank" if the participant did not receive a referral to employment or this data element does not apply to the participant.	YYYYMMDD		R									
1103	Most Recent Date Referred to Employment (LVER)	DT 8	Indicate the most recent date that a participant was referred to employment by a LVER staff person. A referral to employment is (a) the act of bringing to the attention of an employer a job seeker or group of registered job seekers who are available for a job and (b) the record of such a referral. Leave "blank" if the participant did not receive a referral to employment or this data element does not apply to the participant.	YYYYMMDD		R									

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					SI	SC	SI	SC	I T	SI	SC	I T	14 - 21		
1104	Most Recent Date Referred to Federal Training (DVOP)	DT 8	Record the most recent date that a participant was referred by a DVOP staff person to a training program supported by the Federal Government, such as WIA-funded projects, TAA, NAFTA, and Job Corps. This definition does include DVA-OJT. Leave "blank" if the participant did not receive a referral to Federal training or this data element does not apply to the participant.	YYYYMMDD		R									
1105	Most Recent Date Referred to Federal Training (LVER)	DT 8	Record the most recent date that a participant was referred by a LVER staff person to a training program supported by the Federal Government, such as WIA-funded projects, TAA, NAFTA, and Job Corps. This definition does include DVA-OJT. Leave "blank" if the participant did not receive a referral to Federal training or this data element does not apply to the participant.	YYYYMMDD		R									
1106	Most Recent Date Placed in Federal Training (DVOP)	DT 8	Record the most recent date on which the participant was verified by DVOP staff to have entered any training program supported by the Federal Government, such as WIA-funded projects, TAA, NAFTA, and Job Corps. This definition does include DVA-OJT. Leave "blank" if the participant did not enter any Federal training or this data element does not apply to the participant.	YYYYMMDD		R									
1107	Most Recent Date Placed in Federal Training (LVER)	DT 8	Record the most recent date on which the participant was verified by LVER staff to have entered any training program supported by the Federal Government, such as WIA-funded projects, TAA, NAFTA, and Job Corps. This definition does include DVA-OJT. Leave "blank" if the participant did not enter any Federal training or this data element does not apply to the participant.	YYYYMMDD		R									
1108	Most Recent Date Referred to Federal Job (DVOP)	DT 8	Record the most recent date that the participant was referred by a DVOP staff person to a job opening filed with a placement office by a department or agency of the Federal government or other entity under the jurisdiction of the U.S. Office of Personnel Management. Leave "blank" if the participant did not receive a referral to a Federal job or this data element does not apply to the participant.	YYYYMMDD		R									
1109	Most Recent Date Referred to Federal Job (LVER)	DT 8	Record the most recent date that a participant was referred by a LVER staff person to a job opening filed with a placement office by a department or agency of the Federal government or other entity under the jurisdiction of the U.S. Office of Personnel Management. Leave "blank" if the participant did not receive a referral to a Federal job or this data element does not apply to the participant.	YYYYMMDD		R									
1110	Most Recent Date Referred to Federal Contractor Job (DVOP)	DT 8	Record the most recent date that the participant who is a disabled veteran, campaign veteran, or recently separated veteran was referred by a DVOP staff person to a job opening listed by an employer identified as a Federal contractor. Leave "blank" if the participant did not receive a referral to a job opening listed by an employer identified as a Federal contractor or this data element does not apply to the participant.	YYYYMMDD		R									
1111	Most Recent Date Referred to Federal Contractor Job (LVER)	DT 8	Record the most recent date that the participant who is a disabled veteran, campaign veteran, or recently separated veteran was referred by a LVER staff person to a job opening listed by an employer identified as a Federal contractor. Leave "blank" if the participant did not receive a referral to a job opening listed by an employer identified as a Federal contractor or this data element does not apply to the participant.	YYYYMMDD		R									

**APPENDIX D
WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD) LAYOUT**

						OMB No.: 1205-NEW									
						Expires: xx/xx/xxxx									
						Average Response Time Range: 2.7 - 3.2 Minutes/Record									
No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Wagner-Peyser Employment Service/ Jobs for Veterans State Grants		WIA Adults			WIA Dislocated Workers Rapid Response NEGs			WIA Youth	TAA	
					SI	SC	SI	SC	I	T	SI	SC	I	T	14 - 21
1112	Most Recent Date Received Other Staff-Assisted Core Services (DVOP)	DT 8	Record the most recent date on which the individual received other services requiring a significant expenditure of DVOP staff time. These additional core services may include, but are not limited to: (a) reemployment services; (b) federal bonding program; (c) job development contacts; (d) referrals to educational services; and (e) tax credit eligibility determination. Leave "blank" if the participant did not receive any other staff-assisted core services or this data element does not apply to the participant.	YYYYMMDD		R									
1113	Most Recent Date Received Other Staff-Assisted Core Services (LVER)	DT 8	Record the most recent date on which the individual received other services requiring a significant expenditure of LVER staff time. These additional core services may include, but are not limited to: (a) reemployment services; (b) federal bonding program; (c) job development contacts; (d) referrals to educational services; and (e) tax credit eligibility determination. Leave "blank" if the participant did not receive any other staff-assisted core services or this data element does not apply to the participant.	YYYYMMDD		R									
Section C.03 - Intensive and Training Services															
1200	Most Recent Date Received Intensive Services	DT 8	Record the most recent date on which the participant received intensive services (excluding case management) as described in WIA section 134(d)(3). Leave "blank" if the participant did not receive intensive services or this data element does not apply to the participant.	YYYYMMDD		R				R				R	
1201	Most Recent Date Received Career Guidance Services (DVOP)	DT 8	Record the most recent date that a participant received career guidance services, which includes the provision of information, materials, suggestions, or advice by DVOP staff which are intended to assist the job seeker in making occupation or career decisions. Leave "blank" if the participant did not receive a career guidance service or this data element does not apply to the participant.	YYYYMMDD		R									
1202	Most Recent Date Received Career Guidance Services (LVER)	DT 8	Record the most recent date that a participant received career guidance services, which includes the provision of information, materials, suggestions, or advice by LVER staff which are intended to assist the job seeker in making occupation or career decisions. Leave "blank" if the participant did not receive a career guidance service or this data element does not apply to the participant.	YYYYMMDD		R									
1203	Most Recent Date Attended TAP Workshop (DVOP)	DT 8	Record the most recent date on which the participant attended a Transitional Assistance Program (TAP) Employment Workshop facilitated by DVOP or DVOP-funded contractor staff. Leave "blank" if the participant did not attend a TAP Employment Workshop or this data element does not apply to the participant.	YYYYMMDD		R									
1204	Most Recent Date Attended TAP Workshop (LVER)	DT 8	Record the most recent date on which the participant attended a Transitional Assistance Program (TAP) Employment Workshop facilitated by LVER or LVER-funded contractor staff. Leave "blank" if the participant did not attend a TAP Employment Workshop or this data element does not apply to the participant.	YYYYMMDD		R									
1205	Most Recent Date Received Intensive Services (DVOP)	DT 8	Record the most recent date on which the participant received staff assisted intensive services (excluding case management) as described in WIA section 134(d)(3) from a DVOP staff person: a) conduct of a comprehensive assessment; b) the development of an individual employment plan; c) the completion of both those service elements to be reported as a single instance of intensive services; and d) the reporting of a single instance of intensive services by a DVOP specialist to occur only once within a single period of participation. Please note that states should not report provision of adult basic education and literacy activities as part of this specification. Receipt of staff assisted intensive services also does not require prior participation in "core services." Leave "blank" if the participant did not receive intensive services or this data element does not apply to the participant.	YYYYMMDD		R									

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WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD) LAYOUT**

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No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Wagner-Peyser Employment Service/ Jobs for Veterans State Grants		WIA Adults			WIA Dislocated Workers Rapid Response NEGs			WIA Youth	TAA
					SI	SC	SI	SC	I T	SI	SC	I T	14 - 21	
1206	Most Recent Date Received Intensive Services (LVER)	DT 8	Record the most recent date on which the participant received staff assisted intensive services (excluding case management) as described in WIA section 134(d)(3) from a LVER staff person: a) conduct of a comprehensive assessment; b) the development of an individual employment plan; c) the completion of both those service elements to be reported as a single instance of intensive services; and d) the reporting of a single instance of intensive services by a LVER specialist to occur only once within a single period of participation. Please note that states should not report provision of adult basic education and literacy activities as part of this specification. Receipt of staff assisted intensive services also does not require prior participation in "core services." Leave "blank" if the participant did not receive intensive services or this data element does not apply to the participant.	YYYYMMDD		R								
1207	Received Pre-Vocational Activities	IN 1	Record 1 if the participant, at any time during participation in the program, 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. Record 0 if the participant did not receive any of the services described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No					R				R	
1208	Date Entered Training #1	DT 8	Record the date on which the participant's first training service actually began. Leave "blank" if the individual did not receive training services or if this data element does not apply to the participant.	YYYYMMDD					R				R	R
1209	Type of Training Service #1	IN 1	Use the appropriate code to indicate the type of approved training being provided to the participant. Record 0 if the participant did not receive a training service. Leave "blank" if this data element does not apply to the participant.	1 = On-the-Job Training 2 = Skill Upgrading & Retraining 3 = Entrepreneurial Training 4 = ABE or ESL in Combination with Training 5 = Customized Training 6 = Other Occupational Skills Training 7 = Other Basic Skills Training (TAA and WIA Youth programs only) 0 = No training service					R				R	R
1210	Occupational Skills Training Code #1	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. Leave "blank" if occupational code is not available or not known. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual receives multiple training services, use the occupational skills training code for the most recent training.	00000000					R				R	R
1211	Training Completed #1	IN 1	Record 1 if the individual completed approved training. Record 0 if the individual did not complete training (withdrew). Leave "blank" if the individual did not receive training services or if this data element does not apply to the participant.	1 = Yes 0 = No (Withdraw)					R				R	R
1212	Date Completed, or Withdrew from, Training #1	DT 8	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the individual completed training. Leave "blank" if the individual did not receive training services or if this data element does not apply to the participant.	YYYYMMDD					R				R	R
1213	Date Entered Training #2	DT 8	Record the date on which the individual's second training service actually began. Leave "blank" if the individual did not receive a second training service or this data element does not apply to the participant.	YYYYMMDD					R				R	R

**APPENDIX D
WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD) LAYOUT**

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					SI	SC	SI	SC	I	T	SI	SC	I	T	14 - 21
1214	Type of Training Service #2	IN 1	If the participant received a second type of training, record the appropriate code to indicate the type of approved training being provided to the participant. Record 0 if the participant did not receive a second training service. Leave "blank" if this data element does not apply to the participant.	1 = On-the-Job Training 2 = Skill Upgrading & Retraining 3 = Entrepreneurial Training 4 = ABE or ESL in Combination with Training 5 = Customized Training 6 = Other Occupational Skills Training 7 = Other Basic Skills Training (TAA and WIA Youth programs only) 0=No second training service						R			R	R	R
1215	Occupational Skills Training Code #2	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. Leave "blank" if occupational code is not available or not known. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual receives multiple training services, use the occupational skills training code for the most recent training.	00000000						R			R	R	R
1216	Training Completed #2	IN 1	Record 1 if the individual completed approved training. Record 0 if the individual did not complete training (withdrew). Leave "blank" if the individual did not receive a second training service or this data element does not apply to the participant.	1 = Yes 0 = No (Withdrew)						R			R	R	R
1217	Date Completed, or Withdrew from, Training #2	DT 8	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the individual completed training. Leave "blank" if the individual did not receive a second training service or this data element does not apply to the participant.	YYYYMMDD						R			R	R	R
1218	Date Entered Training #3	DT 8	Record the date on which the individual's third training service actually began. If the individual received more than 3 training services, record the date on which the individual actually began the last (or most recent) training service. Leave "blank" if the individual did not receive a third training service or this data element does not apply to the participant.	YYYYMMDD						R			R	R	R
1219	Type of Training Service #3	IN 1	If the participant received a third type of training, record the appropriate code to indicate the type of approved training being provided to the participant. Record 0 if the participant did not receive a third services. Leave "blank" if this data element does not apply to the participant. Additional Note: If the participant receives more than three training services, record the last (or most recent) training services received by the participant in this field.	1 = On-the-Job Training 2 = Skill Upgrading & Retraining 3 = Entrepreneurial Training 4 = ABE or ESL in Combination with Training 5 = Customized Training 6 = Other Occupational Skills Training 7 = Other Basic Skills Training (TAA and WIA Youth programs only) 0 = No third training service						R			R	R	R

**APPENDIX D
WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD) LAYOUT**

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					SI	SC	SI	SC	I	T	SI	SC	I	T	14 - 21
1220	Occupational Skills Training Code #3	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. Leave "blank" if occupational code is not available or not known or if this data element does not apply to the participant. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual receives multiple training services, use the occupational skills training code for the most recent training. If the individual received more than 3 training services, use the occupational skills training code for the last (or most recent) training service.	00000000						R			R	R	R
1221	Training Completed #3	IN 1	Record 1 if the individual completed approved training. Record 0 if the individual did not complete training (withdrew). Leave "blank" if the individual did not receive a third training service or this data element does not apply to the participant.	1 = Yes 0 = No (Withdraw)						R			R	R	R
1222	Date Completed, or Withdrew from, Training #3	DT 8	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the individual completed training. Leave "blank" if the individual did not receive a third training service or this data element does not apply to the participant.	YYYYMMDD						R			R	R	R
1223	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 0 if the individual does not meet the condition described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No						R			R		
1224	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 0 if the individual does not meet the condition described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No						R			R	R	R
1225	Waiver from Training Requirement	IN 1	Use the appropriate code to indicate the reason for which a waiver from the training requirements was issued to the individual. Record 7 if the reason for the training waiver is not known or the participant was issued a waiver prior to enactment of the 2002 Trade Act amendments. Record 0 if the individual did not receive a training waiver. Leave "blank" if this data element does not apply to the participant.	1 = Recall 2 = Marketable Skills 3 = Retirement 4 = Health 5 = Enrollment Unavailable 6 = Training Not Available 7 = Reason Unknown/Served Prior to 2002 Amendments 0 = No											R
Section C.04 - Additional Services for WIA Youth Customers															
1300	Enrolled in Education	IN 1	Record 1 if the participant 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 participant 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 0 if the participant was not enrolled in education. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No											R
1301	Most Recent Date Received Educational Achievement Services	DT 8	Record the most recent date on which the participant received an educational achievement service. Educational achievement services include, but are not limited to, tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies. Leave "blank" if the participant did not receive educational achievement services or this data element does not apply to the participant.	YYYYMMDD											R
1302	Most Recent Date Participated in Alternative School	DT 8	Record the most recent date on which the individual participated in alternative school. Leave "blank" if the individual did not participate in alternative school or this data element does not apply to the participant.	YYYYMMDD											R

**APPENDIX D
WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD) LAYOUT**

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					SI	SC	SI	SC	I	T	SI	SC	I	T	14 - 21
1303	Most Recent Date Received Summer Employment Opportunities	DT 8	Record the most recent date on which the participant received summer employment opportunities directly linked to academic and occupational learning. Leave "blank" if the participant did not receive summer employment opportunities or this data element does not apply to the participant.	YYYYMMDD										R	
1304	Most Recent Date Participated in Work Experience	DT 8	Record the most recent date on which the individual participated in work experience, whether paid or unpaid, including internships and job shadowing. Leave "blank" if the individual did not participate in work experience or this data element does not apply to the participant.	YYYYMMDD										R	
1305	Most Recent Date Received Leadership Development Opportunities	DT 8	Record the most recent date on which 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. Leave "blank" if the participant did not receive a follow-up service or this data element does not apply to the participant.	YYYYMMDD										R	
1306	Most Recent Date Received Supportive Services	DT 8	Record the most recent date on which the participant received a supportive service. Support services for youth participants 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. Leave "blank" if the participant did not receive supportive services or this data element does not apply to the participant.	YYYYMMDD										R	
1307	Most Recent Date Received Adult Mentoring Services	DT 8	Record the most recent date on which the participant received adult mentoring services. Adult mentoring services may last for a duration of at least twelve (12) months and may occur both during and after program participation. Leave "blank" if the participant did not receive adult mentoring services or this data element does not apply to the participant.	YYYYMMDD										R	
1308	Most Recent Date Received Career Guidance/Counseling Services	DT 8	Record the most recent date on which the participant received career guidance/counseling services. Leave "blank" if the participant did not receive career guidance/counseling services or this data element does not apply to the participant.	YYYYMMDD										R	
1309	Most Recent Date Received Follow-up Services	DT 8	Record the most recent date on which the participant received follow-up services after exiting the program. Follow-up services for youth participants 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. All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Leadership development opportunities, adult mentoring, and supportive services that are provided to the youth participant as follow-up services should not be recorded here. Leave "blank" if the participant did not receive follow-up services or data element does not apply to the participant.	YYYYMMDD										R	
1310	Date of Completion of Youth Services	DT 8	Record the date the participant received their last service in the WIA Youth program other than follow-up services. This element is only required for participants who completed the WIA Youth program but are co-enrolled in the WIA Adult program or another partner program that would extend their exit date beyond their completion date in WIA Youth. Additional Note: This date is equivalent to the date of exit for purposes of the literacy/numeracy measure. That is, if the participant's date of completion of youth services was during the second or third year then they would not be included in the literacy/numeracy measure in that year or future years. This date would also be the trigger for the start of WIA youth follow-up services.											R	

Section C.05 - Other Related Assistance and Support Services for Adult Customers

**APPENDIX D
WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD) LAYOUT**

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					SI	SC	SI	SC	I	T	SI	SC	I	T	14 - 21
1400	Received Supportive Services (except needs-related payments)	IN 1	Record 1 if the participant 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. Record 0 if the participant did not receive any supportive services as described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No					R	R		R	R		
1401	Received Needs-Related Payments	IN 1	Record 1 if the participant received needs related payments (WIA section 134(e)(3)) for the purpose of enabling the individual to participate in approved training funded under WIA Title IB. Record 0 if the participant did not receive any needs-related payments as described above. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No						R			R		
1402	Received Services through a Disaster National Emergency Grant	IN 1	Record 1 if the individual received a temporary job working in clean-up and recovery of the affected area and received workforce services through a Disaster National Emergency Grant (Disaster NEG), including core, intensive, and training services as defined in the WIA. Record 2 if the individual received a temporary job through a Disaster NEG working in clean-up and recovery of the affected area, but received no other workforce services through the Disaster NEG. Record 3 if the individual received workforce services through a Disaster NEG, including core, intensive, and training services as defined in the WIA, but did not receive a temporary job through the Disaster NEG. Leave "blank" if the NEG participant did not receive services through a Disaster NEG or this data element does not apply to the participant.	1 = Temporary job and workforce services 2 = Temporary job only 3 = Workforce services only								R ^{NEG}	R ^{NEG}		
1403	Most Recent Date Received Rapid Response Services	DT 8	Record the most recent date on which the participant received a rapid response service authorized under WIA section 134(a)(2)(A). Rapid response encompass the activities necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible, following either a permanent closure or mass layoff, or a natural or other disaster resulting in a mass job dislocation. Leave "blank" if the participant did not receive rapid response services or this data element does not apply to the participant.	YYYYMMDD									R	R	
1404	Travel While in Training	IN 1	Record 1 if the participant received a travel allowance while in training. Record 0 if the participant did not receive a travel allowance while in training. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No											R
1405	Subsistence While in Training	IN 1	Record 1 if the participant received a subsistence allowance while in training. Record 0 if participant did not receive a subsistence allowance. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No											R
1406	Basic Trade Readjustment Allowances (TRA)	IN 1	Record 1 if the participant received any Basic Trade Readjustment Allowances (TRA) while participating in the TAA program. Record 0 if the participant did not receive Basic TRA while participating in the TAA program. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No											R
1407	Additional Trade Readjustment Allowances (TRA)	IN 1	Record 1 if the participant received any Additional Trade Readjustment Allowances (TRA) while participating in the TAA program. Record 0 if the participant did not receive Additional TRA while participating in the TAA program. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No											R
1408	Remedial Trade Readjustment Allowances (TRA)	IN 1	Record 1 if the participant received any Remedial Trade Readjustment Allowances (TRA) while participating in the TAA program. Record 0 if the participant did not receive Remedial TRA while participating in the TAA program. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No											R
1409	Job Search Allowance	IN 1	Record 1 if the participant received a job search allowance. Record 0 if the participant did not receive a job search allowance. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No											R

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					SI	SC	SI	SC	I T	SI	SC	I T	14 - 21		
1410	Relocation Allowance	IN 1	Record 1 if the participant received a relocation allowance. Record 0 if the participant did not receive a relocation allowance. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No											R
1411	ATAA Wage Subsidy	IN 1	Record 1 if the participant received a wage subsidy under the ATAA program. Record 0 if the participant did not receive any wage subsidies under the ATAA program. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No											R
1412	Liable/Agent State Identifier	IN 1	Record 1 if the information contained within the participant's record is being reported to the Department by the liable state. The definition for liable state can be found under 20 CFR 617.26(a). Record 2 if the information contained within the participant's record is being reported to the Department by the agent state. The definition for agent state can be found under 20 CFR 617.26(b). Leave "blank" if this data element does not apply to the participant.	1 = Liable State 2 = Agent State											R
SECTION D - PROGRAM OUTCOMES INFORMATION															
Section D.01 - Employment and Job Retention Data															
1500	Employed in 1st Quarter After Exit Quarter	IN 1	Record 1 if the participant was employed in the first quarter after the quarter of exit. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Record 3 if information on the participant's employment status in the first quarter after the quarter of exit is not yet available. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No 3 = Information not yet available	R	R	O	R	R	O	R	R	R	R	R
1501	Type of Employment Match 1st Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the participant's employment status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If participants are not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Leave "blank" if this data element does not apply to the participant. Additional Note: If the participant is found employed in a wage record source (e.g., Federal, Military) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	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 0 = Not employed	R	R	O	R	R	O	R	R	R	R	R
1502	Occupational Code (if available)	AN 8	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system. This information can be based on any job held after exit from the program. Leave "blank" if occupational code is not available or not known, or the data element does not apply. Additional Notes: 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. If the individual had multiple jobs, use the occupational code for the most recent job held.	00000000					R				R	R ^{0Y}	R
1503	Federal Contractor Job	IN 1	Record 1 if the participant, who is either a disabled veteran, campaign veteran, or recently separated veteran, entered into a job opening listed by an employer identified as a Federal contractor. This information can be based on any job held at the time of exit through the third quarter after the exit quarter. Record 0 if the participant does not meet the condition described above. Record 9 if not known. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No 9 = Unknown		R ^{VET}									

**APPENDIX D
WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD) LAYOUT**

						OMB No.:		1205-NEW							
						Expires:		xx/xx/xxxx							
						Average Response Time Range:		2.7 - 3.2 Minutes/Record							
No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Wagner-Peyser Employment Service/ Jobs for Veterans State Grants		WIA Adults			WIA Dislocated Workers Rapid Response NEGs			WIA Youth	TAA	
					SI	SC	SI	SC	I T	SI	SC	I T	14 - 21		
1504	Recalled by Layoff Employer	IN 1	Record 1 if the participant was recalled by the employer where the qualifying separation took place. Record 0 if the participant does not meet the condition described above. Record 9 if not known. Leave "blank" this data element does not apply to the participant.	1 = Yes 0 = No 9 = Unknown											R
1505	Entered Training-Related Employment	IN 1	Record 1 if the employment in which the participant entered uses a substantial portion of the skills taught in the training received by the participant. This information can be based on any job held after exit and only applies to adults, dislocated workers, older youth and TAA participants who entered employment in the quarter after the exit quarter. Record 0 if the employment in which the participant entered does not use a substantial portion of the skills taught in the training received by the participant. Record 9 if not known. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No 9 = Unknown					R				R	R ^{OY}	R
1506	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 0 if the participant does not meet the condition described above. Record 9 if not known. Leave "blank" if this data element does not apply to the participant.	1 = Yes 0 = No 9 = Unknown				R	R		R	R	R ^{OY}		
1507	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 0 if the participant was not employed in the second quarter after the quarter of exit. Record 3 if the participant has exited but employment information is not yet available.	1 = Yes 0 = No 3 = Information not yet available	R	R	O	R	R	O	R	R	R ^{OY}		R
1508	Type of Employment Match 2nd Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the participant's employment status in the second quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the second quarter after the exit quarter. If participants are not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the second quarter after the quarter of exit. Leave "blank" if this data element does not apply to the participant. Additional Note: If the participant is found employed in a wage record source (e.g., Federal, Military) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	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 0 = Not employed	R	R	O	R	R	O	R	R	R ^{OY}		R
1509	Employed in 3rd Quarter After Exit Quarter	IN 1	Record 1 if the participant was employed in the third quarter after exit; Record 0 if the participant was not employed in the third quarter after exit. Record 3 if the participant has exited but employment information is not yet available.	1 = Yes 0 = No 3 = Information not yet available	R	R	O	R	R	O	R	R	R ^{OY}		R

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					SI	SC	SI	SC	I	T	SI	SC	I	T	14 - 21
1510	Type of Employment Match 3rd Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the participant's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If participants are not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the third quarter after the quarter of exit. Leave "blank" if this data element does not apply to the participant. Additional Note: If the participant is found employed in a wage record source (e.g., Federal, Military) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	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 0 = Not employed	R	R	O	R	R	O	R	R	R	R ^{0Y}	R
1511	Employed in 4th Quarter After Exit Quarter	IN 1	Record 1 if the participant was employed in the fourth quarter after exit. Record 0 if the participant was not employed in the fourth quarter after exit. Record 3 if the participant has exited but employment information is not yet available.	1 = Yes 0 = No 3 = Information not yet available	O	O	O	R	R	O	R	R	R	R ^{0Y}	O
1512	Type of Employment Match 4th Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the participant's employment status in the fourth quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If participants are not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the fourth quarter after the quarter of exit. Leave "blank" if this data element does not apply to the participant. Additional Note: If the participant is found employed in a wage record source (e.g., Federal, Military) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	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 0 = Not employed	O	O	O	R	R	O	R	R	R	R ^{0Y}	O
Section D.02 - Wage Record Data															
1600	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. Leave "blank" if data element does not apply to the participant.	000000.00	R	R	O	R	R	O	R	R	R	R ^{0Y}	R
1601	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. Leave "blank" if data element does not apply to the participant.	000000.00	R	R	O	R	R	O	R	R	R	R ^{0Y}	R
1602	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. Leave "blank" if data element does not apply to the participant.	000000.00	R	R	O	R	R	O	R	R			R
1603	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. Leave "blank" if data element does not apply to the participant.	000000.00	R	R	O	R	R	O	R	R	R	R	R
1604	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. Leave "blank" if this data element does not apply.	000000.00	R	R	O	R	R	O	R	R	R	R ^{0Y}	R

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					SI	SC	SI	SC	I	T	SI	SC	I	T	14 - 21
1605	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. "blank" if this data element does not apply to the participant. Leave	000000.00	R	R	O	R	R	O	R	R	R	R ^{0Y}	R
1606	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. Leave "blank" if this data element does not apply to the participant.	000000.00	O	O	O	R	R	O	R	R	R	R ^{0Y}	O
Section D.03 - Education and Credential Data															
1700	Type of Recognized Credential	IN 1	Use the appropriate code to record the type of recognized diploma, degree, or certificate attained by the participant who received training services. Record 0 if the participant received training services, but did not attain a recognized diploma, degree, or certificate. Leave "blank" if this data element does not apply to the participant. Diplomas, degree, or certificates 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).	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 6 = Other Recognized Diploma, Degree, or Certificate 0 = No recognized credential									R	R ^{0Y}	
1701	School Status at Exit	IN 1	Record 1 if the participant 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 participant 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 participant 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 participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the participant is not attending any school and has either graduated from high school or holds a GED. Leave "blank" if this data element does not apply to the participant.	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										R	
1702	Youth Placement Information	IN 1	Use the appropriate code to record the primary activity the participant entered in the first quarter following the exit quarter (youth may qualify for more than one activity). For example, if the participant enters advanced training and has entered a qualified apprenticeship, please Record 4. Record 0 if the participant did not enter any one of the activities listed in the coding values. Leave "blank" if this data element does not apply to the participant.	1 = Entered post-secondary education 2 = Entered advanced training 3 = Entered military service 4 = Entered a qualified apprenticeship the above 0 = None of										R	
1703	Youth Retention Information	IN 1	Use the appropriate code to record the primary activity the participant entered in the third quarter following the exit quarter (youth may qualify for more than one activity). For example, if the participant enters advanced training and has entered a qualified apprenticeship, please Record 4. Record 0 if the participant did not enter any one of the activities listed in the coding values. Leave "blank" if this data element does not apply to the participant.	1 = In post-secondary education 2 = In advanced training 3 = In military service 4 = In a qualified apprenticeship above 0 = None of the										R	

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					SI	SC	SI	SC	I	T	SI	SC	I	T	14 - 21	
1704	Attained Degree or Certificate	IN 1	<p>Record 1 if the participant attained a secondary school (high school) diploma recognized by the State. Record 2 if the participant attained a GED or high school equivalency diploma recognized by the State. Record 3 if the participant attained a certificate in recognition of an individual's attainment of technical or occupational skills or other post-secondary degree/diploma. Record 0 if the participant did not attain a diploma, GED, or certificate. Leave "blank" if the data element does not apply to the participant.</p> <p>SPECIAL NOTE: Fields #1704 and #1705 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 not update the record.</p> <p>If the youth did not receive a high school diploma or GED by the end of the first quarter after exit, but did receive one or more certificates while either participating in the program or by the end of the third quarter after exit, the state should record the most recent certificate attained.</p>	1 = Attained a secondary school (high school) diploma. 2 = Attained a GED or high school equivalency diploma. 3 = Attained a certificate or other post-secondary degree/diploma. 0 = Did not attain a diploma, GED, degree or certificate										R		
1705	Date Attained Degree or Certificate	DT 8	Record the date on which the participant attained a degree or certificate. Leave "blank" if the participant did not attain a degree or certificate. or if this data element does not apply.	YYYYMMDD											R	
Section D.04 - Youth Literacy and Numeracy Assessment Data																
1800	Category of Assessment	IN 1	<p>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 3 if the participant was assessing using approved tests for both ABE and ESL. Record 0 if the participant was not assessed. Leave "blank" if this data element does not apply to the participant.</p>	1 = ABE 2 = ESL 3 = Both ABE and ESL 0 = Not assessed											R	
1801	Type of Assessment Test	IN 1	Use the appropriate code to record the type of assessment test that was administered to the participant. States may only use coding value 8 = Other Approved Assessment Tool in circumstances where the state has received prior approval from USDOL/USDOE. Record 0 or if the participant was not assessed in literacy or numeracy. Leave "blank" if this data element does not apply to the participant.	1 = TABE 7-8, 9-10 2 = CASAS 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = Other Approved Assessment Tool 0 = Not assessed											R	
1802	Functional Area	IN 1	Use the appropriate code for the functional area of the assessment test that was administered to the participant. States may only use coding values 7 & 8 where the state has received approval from USDOL/USDOE to use an "Other Approved Assessment Tool" under WISRD Element #1801. Record 0 if the participant was not assessed in literacy or numeracy. Leave "blank" if this data element does not apply to the participant.	1 = Reading 2 = Writing 3 = Language 4 = Mathematics 5 = Speaking 6 = Oral 7 = Other Literacy Functional Area 8 = Other Numeracy Functional Area 0 = Not assessed											R	
1803	Date Administered Pre-Test	DT 8	Record the date on which the pre-assessment test was administered to the participant. Leave "blank" if the participant was not assessed in literacy or numeracy or this data element does not apply to the participant.	YYYYMMDD											R	

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					SI	SC	SI	SC	I	T	SI	SC	I	T	14 - 21
1804	Pre-Test Score	IN 3	Record the raw scale score achieved by the participant on the pre-assessment test. Leave "blank" if the participant was not assessed in literacy or numeracy or if this data element does not apply to the participant.	000										R	
1805	Educational Functioning Level	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant was not assessed in literacy or numeracy. Leave "blank" if the data element does not apply to the participant.	1 = Beginning ESL Literacy 2 = Beginning ABE/Low Beginning ESL 3 = Beginning Basic ABE/High Beginning ESL 4 = Low Intermediate ABE/ESL 5 = High Intermediate ABE/ESL 6 = Low Adult Secondary Education/Advanced ESL 7 = High Adult Secondary Education 0 = Not assessed										R	
1806	Date Administered Post-Test (Year #1)	DT 8	Record the date on which the post-test was administered to the participant 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 participant did not receive a post-test during his/her first year of participation in the program or the data element does not apply to the participant.	YYYYMMDD										R	
1807	Post-Test Score (Year #1)	IN 3	Record the raw scale score achieved by the participant. Leave "blank" if the participant did not receive a post-test during his/her first year of participation in the program or if the data element does not apply to the participant.	000										R	
1808	Educational Functioning Level (Year #1)	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant did not receive a post-test during his/her first year of participation in the program. "blank" if this data element does not apply to the participant. Leave	1 = Beginning ESL Literacy 2 = Beginning ABE/Low Beginning ESL 3 = Beginning Basic ABE/High Beginning ESL 4 = Low Intermediate ABE/ESL 5 = High Intermediate ABE/ESL 6 = Low Adult Secondary Education/Advanced ESL 7 = High Adult Secondary Education 0 = Did not receive post-test										R	
1809	Date Administered Post-Test (Year #2)	DT 8	Record the date on which the post-test was administered to the participant 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 participant did not receive a post-test during his/her second year of participation in the program or this data element does not apply to the participant. <i>Additional Note:</i> For WISRD Elements #1809-1811, 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	
1810	Post-Test Score (Year #2)	IN 3	Record the raw scale score achieved by the participant. Leave "blank" if the participant did not receive a post-test during his/her second year of participation in the program or if the data element does not apply to the participant.	000										R	

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					SI	SC	SI	SC	I	T	SI	SC	I	T	14 - 21
1811	Educational Functioning Level (Year #2)	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant did not receive a post-test during his/her second year of participation in the program. Leave "blank" if the data element does not apply to the participant.	1 = Beginning ESL Literacy 2 = Beginning ABE/Low Beginning ESL 3 = Beginning Basic ABE/High Beginning ESL 4 = Low Intermediate ABE/ESL 5 = High Intermediate ABE/ESL 6 = Low Adult Secondary Education/Advanced ESL 7 = High Adult Secondary Education 0 = Did not receive post-test										R	
1812	Date Administered Post-Test (Year #3)	DT 8	Record the date on which the post-test was administered to the participant 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 participant did not receive a post-test during his/her third year of participation in the program or the data element does not apply to the participant. <u>Additional Note:</u> For WISRD Elements #1812-1814, 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	
1813	Post-Test Score (Year #3)	IN 3	Record the raw scale score achieved by the participant. Record 0 if the participant did not receive a post-test during his/her third year of participation in the program. Leave "blank" if the data element does not apply to the participant.	000										R	
1814	Educational Functioning Level (Year #3)	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant did not receive a post-test during his/her third year of participation in the program. Leave "blank" if the data element does not apply to the participant.	1 = Beginning ESL Literacy 2 = Beginning ABE/Low Beginning ESL 3 = Beginning Basic ABE/High Beginning ESL 4 = Low Intermediate ABE/ESL 5 = High Intermediate ABE/ESL 6 = Low Adult Secondary Education/Advanced ESL 7 = High Adult Secondary Education 0 = Not assessed										R	
1815 to 1842	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 1801-1814 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 1815-1842 provided on the record layout.											R	
Section D.05 - Youth Skill Attainment Goals															
1900	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 younger youth participant is basic literacy skills deficient. Leave "blank" if this data element does not apply to the participant.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills										R ^{YY}	

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					SI	SC	SI	SC	I	T	SI	SC	I	T	14 - 21
1901	Date Goal #1 Was Set	DT 8	Record the date on which the first goal was set for the younger youth participant. Leave "blank" if data element does not apply to the participant.	YYYYMMDD										R ^{YY}	
1902	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 younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Leave "blank" if this data element does not apply to the participant.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending										R ^{YY}	
1903	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 younger youth participant had a planned gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave "blank" if this data element does not apply to the participant.	YYYYMMDD										R ^{YY}	
1904	Goal #2 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Record 0 if a second goal was not set for the younger youth participant. Leave "blank" if this data element does not apply to the participant.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills 0 = 2nd goal not set										R ^{YY}	
1905	Date Goal #2 Was Set	DT 8	Record the date on which the second goal was set for the younger youth participant. Leave "blank" if no second goal was set or data element does not apply to the participant.	YYYYMMDD										R ^{YY}	
1906	Attainment of Goal #2	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 younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Record 0 if a second goal was not set for the younger youth participant. Leave "blank" if this data element does not apply to the participant.	1 = Attained 2 = Set, but not attained before 1 year anniversary date 3 = Set, but attainment is pending 0 = 2nd goal not set										R ^{YY}	
1907	Date Attained Goal #2	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 younger youth participant had a planned gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave "blank" if no second goal was set, or this data element does not apply to the participant.	YYYYMMDD										R ^{YY}	
1908	Goal #3 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the younger youth participant is basic literacy skills deficient. Record 0 if a third goal was not set for the younger youth participant. Leave "blank" if no third goal was set, or this data element does not apply to the participant.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills 0 = 3rd goal not set										R ^{YY}	
1909	Date Goal #3 Was Set	DT 8	Record the date on which the third goal was set for the younger youth participant. Leave "blank" if a third goal was not set for the younger youth participant, or this data element does not apply to the participant.	YYYYMMDD										R ^{YY}	
1910	Attainment of Goal #3	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 younger youth participant exits, this field should be marked with a "1" or "2" for all goals that have been set. Record 0 if a third goal was not set for the younger youth participant. Leave "blank" if this data element does not apply to the participant.	1 = Attained 2 = Set, but not attained before 1 year anniversary date 3 = Set, but attainment is pending 0 = 3rd goal not set										R ^{YY}	

**APPENDIX D
WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD) LAYOUT**

				OMB No.: 1205-NEW											
				Expires: xx/xx/xxxx											
				Average Response Time Range: 2.7 - 3.2 Minutes/Record											
No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Wagner-Peyser Employment Service/ Jobs for Veterans State Grants		WIA Adults			WIA Dislocated Workers Rapid Response NEGs			WIA Youth	TAA	
					SI	SC	SI	SC	I	T	SI	SC	I	T	14 - 21
1911	Date Attained Goal #3	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 younger youth participant had a planned gap in service where he/she was placed in hold status during which services were not received, but plans to return to the program. Leave "blank" if no third goal was set, or this data element does not apply to the participant.	YYYYMMDD										R ^{YY}	
1912 to 1947	Information on Additional Youth Goals		Space is 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 ^{YY}	
			Definitions:												
			SI: Self-Service and Informational Activities												
			SC: Staff-Assisted Core Services												
			IT: Intensive or Training Services												
			For more information on these definitions see TEGL 17-05 at: http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf												

OMB Burden Statement: These reporting instructions have been approved under the Paperwork Reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Obligation to respond is required to obtain or retain benefits (Workforce Investment Act [Section 185(a)(2)], Wagner-Peyser Act [29 USC 49j] and Trade Adjustment Assistance [20 CFR 617.61]). Public reporting burden for this collection of information, which is to assist with planning and program management and to meet Congressional and statutory requirements, includes time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection, including suggestions for reducing burden, to the U.S. Department of Labor, Employment and Training Administration, Office of Performance and Technology, Room S-5206, 200 Constitution Avenue, NW, Washington, DC 20210.