

APPENDIX A: TAPR DATA ELEMENT SPECIFICATIONS

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	OMB No. 1205-0392, Exp. 1/31/2009: DATA ELEMENT DEFINITIONS/INSTRUCTIONS
			Section I: Identification and Participant Characteristics
1	State FIPS Code	AN 2	Record the two - letter FIPS alpha code for the reporting state. For example, the state of Alabama would be recorded as "AL."
2	Individual Identifier	AN 9	Record the unique identification number assigned to the individual. At a minimum, this identifier for a person must be the same for every period of participation in the TAA program and in every local area across the state and where the individual is receiving services or benefits financially assisted by Labor Exchange (Wagner-Peyser/VETS) and/or WIA Title IB, including National Emergency Grants.
3	Date of Birth	DT 8	Record the individual's date of birth.
4	Gender	IN 1	Record 1 if the person indicates that he is male. Record 2 if the person indicate that she is female. If the person does not self-identify gender, leave "blank" or Record 0 .
5	Individual with a Disability	IN 1	Record 1 if the individual indicates that he/she has any "disability," as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. (For definitions and examples of "physical or mental impairment" and "major life activities," see paragraphs (1) and (2) of the definition of the term "disability" in 29 CFR 37.4, the definition section of the WIA non-discrimination regulations.) Record 2 if the individual indicates that he/she does not have a disability that meets the definition. If the individual does not wish to disclose his/her disability status, leave "blank" or Record 0 .
6	Ethnicity Hispanic / Latino	IN 1	Record 1 if the person indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Record 2 if the individual indicates that he/she does not meet any of these conditions. If the individual does not self-identify his/her ethnicity, leave "blank" or Record 0 .
7	American Indian or Alaska Native	IN 1	Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition. If the individual does not self-identify his/her race as American Indian or Alaska Native, leave "blank" or Record 0 .
8	Asian	IN 1	Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Phillippine Islands, Thailand, and Vietnam. If the individual does not self-identify his/her race as Asian, leave "blank" or Record 0 .
9	Black or African American	IN 1	Record 1 if the individual indicates that he/she is a person having origins in any of the black racial groups of Africa. If the individual does not self-identify his/her race as Black or African American, leave "blank" or Record 0 .
10	Hawaiian Native or other Pacific Islander	IN 1	Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. If the individual does not self-identify his/her race as Hawaiian Native or Other Pacific Islander, leave "blank" or Record 0 .
11	White	IN 1	Record 1 if the individual indicates that he/she is a person having origins in any of the of the original peoples of Europe, the Middle East, or North Africa. If the individual does not self-identify his/her race as White, leave "blank" or Record 0 .

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12	Eligible Veteran Status	IN 1	Record 1 if the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. Record 2 if the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; 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 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. Record 3 if the individual is a person who is (a) the spouse of any person who died on active duty or of a service-connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued 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 4 if the individual does not meet any one of the conditions described above.
13	Employment Status	IN 1	Record 1 if the participant is a person who either (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. Record 2 if the participant is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member. Record 3 if the individual does not meet any one of the conditions described above.
14	Limited English Language Proficiency	IN 1	Record 1 if the individual is a person who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English, or (b) who lives in a family or community environment where a language other than English is the dominant language. Record 2 if the individual does not meet the conditions described above.
15	UC Eligible Status	IN 1	Record 1 if the individual is a person who (a) filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system. Record 2 if the individual is a person who meets condition (a) described above, but was not referred to service through the state's WPRS system. Record 3 if the individual has exhausted all UC benefit rights for which he/she has been determined monetarily eligible, including extended supplemental benefit rights. Record 4 if the individual was neither an UC Claimant nor an Exhaustee.
16	Pell Grant Recipient	IN 1	Record 1 if the individual is or has been notified s/he will be receiving a Pell Grant. This information may be updated at any time during participation in the program. Record 2 if the individual does not meet the condition described above.

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17	Highest School Grade Completed	IN 2	Use the appropriate code to record the highest school grade completed by the individual. Record 87 if the individual completes the 12th grade and attained a high school diploma. Record 88 if the individual completes the 12th grade and attained a GED or equivalent. Record 89 if the individual with a disability receives a certificate of attendance/completion. Record 90 if the individual attained other post-secondary degree or certification. Record 91 if the individual attained an associates diploma or degree (AA/AS)
18	Most Recent Date of Qualifying Separation	DT 8	Record the most recent date of separation from trade-impacted employment that qualifies the individual to receive benefits and/or services under the Trade Act.
19	Tenure with Employer at Most Recent Qualifying Separation	IN 3	Record the total number of months that the individual was employed with the employer of record as of the individual's most recent qualifying date of separation.
20	Date of Application	DT 8	Record the date on which the individual first applied for Trade Act services/benefits under the applicable certification.
21	Petition Number	IN 8	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.
22	Program Type	IN 1	Record 1 if under the TAA program. Record 2 if under the NAFTA-TAA program. Record 3 if under both programs.
23	Date of Program Participation	DT 8	Record the date on which the individual begins receiving his/her first service funded by the program following a determination of eligibility to participate in the program.
Section II: Activity and Service Record			
24	Date Entered Training	DT 8	Record the date on which the individual's training actually began. If multiple training services were received, record the earliest date on which the individual entered training. NOTE: Trade Act-approved training which begins under the WIA dislocated worker program may have a date entered training that is earlier than the participant's application date. Otherwise, leave "blank" if the individual did not receive training services.

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25	Date Completed, or Withdrew from, Training	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. Otherwise, leave "blank" if the individual did not receive training services.
26	Training Completed	IN 1	Record 1 if the individual completed approved training. Record 2 if the individual did not complete training (withdrew). Otherwise, leave "blank" or Record 0 if the individual did not receive training services.
27	Travel While in Training	IN 1	Record 1 if participant received a travel allowance while in training. Record 2 if the participant did not receive a travel allowance. Otherwise, leave "blank" or Record 0 if the individual did not receive training services.
28	Subsistence While in Training	IN 1	Record 1 is participant receive a subsistence allowance while in training. Record 2 if participant did not receive a subsistence allowance. Otherwise, leave "blank" or Record 0 if the individual did not receive training services.
29	Occupational Skill Training Code	IN 8	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Record 00000000 or leave "blank" if occupational code is not available or the individual did not receive training services. 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.
30	Received Occupational Skills (classroom) Training	IN 1	Record 1 if the participant received occupational (classroom) training during participation in the TAA program. Record 2 if participant did not receive occupational (classroom) training. Otherwise, leave "blank" or Record 0 if the individual did not receive training services.
31	Received On-the-Job Training	IN 1	Record 1 if the participant received on-the-job training during participation in the TAA program. Record 2 if participant did not receive on-the-job training. Otherwise, leave "blank" or Record 0 if the individual did not receive training services.
32	Received Remedial Training	IN 1	Record 1 if the participant received remedial training during participation in the TAA program. Record 2 if participant did not receive remedial training. Otherwise, leave "blank" or Record 0 if the individual did not receive training services.
33	Received Customized Training	IN 1	Record 1 if the individual received customized training during participation in the TAA program. Record 2 if the individual did not receive customized training. Otherwise, leave "blank" or Record 0 if the individual did not receive training services.
34	Basic Trade Readjustment Allowances (TRA)	IN 1	Record 1 if the individual received any Basic Trade Readjustment Allowances (TRA) while participating in the TAA program. Record 2 if the individual did not receive Basic TRA while participating in the TAA program.
35	Additional Trade Readjustment Allowances (TRA)	IN 1	Record 1 if the individual received any Additional Trade Readjustment Allowances (TRA) while participating in the TAA program. Record 2 if the individual did not receive Additional TRA while participating in the TAA program.

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36	Remedial Trade Readjustment Allowances (TRA)	IN 1	Record 1 if the individual received any Remedial Trade Readjustment Allowances (TRA) while participating in the TAA program. Record 2 if the individual did not receive Remedial TRA while participating in the TAA program.
37	Waiver from Training Requirement	IN 1	Use the appropriate code to indicate the reason for issuing a waiver from the training requirements 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.
38	Job Search Allowance	IN 1	Record 1 if the participant received a job search allowance. Record 2 if the individual did not receive any job search allowance.
39	Relocation Allowance	IN 1	Record 1 if the participant received a relocation allowance. Record 2 if the individual did not receive any relocation allowance.
40	Date of WIA Title IB Participation	DT 8	Record the date on which the individual began receiving his/her first service funded by a WIA Title IB or National Emergency Grant program following a determination of eligibility to participate in the program. Otherwise, leave "blank."
41	Other Federal Co-Enrollment	IN 1	Use the appropriate code to indicate the Federal program(s) in which the individual was co-enrolled. Record 0 if the participant was not co-enrolled in any other Federal program(s). <u>Additional Note</u> : This field is required to be reported when the TAA participant is co-enrolled in another Federal employment and job training program.

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Section III: Outcomes			
42	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.
43	Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)	IN 2	Record 01 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 02 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 03 if the participant was found to be deceased or no longer living. Record 04 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 05 if the participant is a member of the National Guard or other reserve military unit and is called to active duty for at least 90 days. Record 98 if the participant retired from employment. Record 99 if the participant either disclosed an invalid social security number (SSN) or chose not to disclose a SSN. Record 00 or blank if the participant exited for a reason other than one of the conditions described above. <u>Additional Note:</u> 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.
44	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 2 if the participant was not employed in the first quarter after the quarter of exit.
45	Type of Employment Match 1st Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the individual's employment status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than once source of employment using wage records, record the data source for which the individual's earnings are greatest. Record 0 or leave "blank" if the individual was not employed in the first quarter after the quarter of exit. <u>Additional Note:</u> If the participant is found employed in a wage record source (e.g., State/local government employment records) 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.

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46	Occupational Code of Employment (if available)	IN 8	Record the 8-digit occupational code that best describes the individual's employment using the O*Net Version 4.0 (or later versions) classification system. This information can be based on any job held after exit from the program. Record 00000000 or 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 had multiple jobs, use the occupational code for the most recent job held.
47	Employed in 2nd Quarter After Exit Quarter	IN 1	Record 1 if the participant was employed in the second quarter after the quarter of exit. Record 2 if the individual was not employed in the second quarter after the quarter of exit.
48	Type of Employment Match 2nd Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the individual's employment status in the second quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the second quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than once source of employment using wage records, record the data source for which the individual's earnings are greatest. Record 0 or leave "blank" if the individual was not employed in the second quarter after the quarter of exit. Additional Note: If the participant is found employed in a wage record source (e.g., State/local government employment records) 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.
49	Employed in 3rd Quarter After Exit Quarter	IN 1	Record 1 if the participant was employed in the third quarter after exit; Record 2 if the individual was not employed in the third quarter after exit.
50	Type of Employment Match 3rd Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the individual's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than once source of employment using wage records, record the data source for which the individual's earnings are greatest. Record 0 or leave "blank" if the individual was not employed in the third quarter after the quarter of exit. Additional Note: If the participant is found employed in a wage record source (e.g., State/local government employment records) 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.
51	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 too far in the past to obtain from the UI wage records. Otherwise, leave blank if this data element does not apply.

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52	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 too far in the past to obtain from the UI wage records. Otherwise, leave blank if this data element does not apply.
53	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 too far in the past to obtain from the UI wage records. Otherwise, leave blank if this data element does not apply.
54	Wages 1st Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the first quarter after the quarter of exit. Otherwise, leave "blank" if this data element does not apply.
55	Wages 2nd Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the second quarter after the quarter of exit. Otherwise, leave "blank" if this data element does not apply.
56	Wages 3rd Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the third quarter after the quarter of exit. Otherwise, leave "blank" if this data element does not apply.
57	Recalled by Layoff Employer	IN 1	Record 1 if the individual was recalled by the employer where the qualifying separation took place. Record 2 if the individual does not meet the condition described above.
58	Participated in ATAA	IN 1	Record 1 if the individual received wage subsidy under the Alternative Trade Adjustment Assistance (ATAA) program. Record 2 if the individual does not meet the condition described above.

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No.	DATA ELEMENT NAME	CODE VALUE
1	State FIPS Code	XX
2	Individual Identifier	XXXXXXXXX
3	Date of Birth	YYYYMMDD
4	Gender	1 = Male 2 = Female
5	Individual with a Disability	1 = Yes 2 = No
6	Ethnicity Hispanic / Latino	1 = Yes 2 = No
7	American Indian or Alaska Native	1 = Yes
8	Asian	1 = Yes
9	Black or African American	1 = Yes
10	Hawaiian Native or other Pacific Islander	1 = Yes
11	White	1 = Yes

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No.	DATA ELEMENT NAME	CODE VALUE
12	Eligible Veteran Status	1 = Yes, <= 180 days 2 = Yes, Eligible Veteran 3 = Yes, Other Eligible Person 4 = No
13	Employment Status	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 3 = Not Employed
14	Limited English Language Proficiency	1 = Yes 2 = No
15	UC Eligible Status	1 = Claimant Referred by WPRS 2 = Claimant Not Referred by WPRS 3 = Exhaustee 4 = Neither Claimant nor Exhaustee
16	Pell Grant Recipient	1 = Yes 2 = No

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No.	DATA ELEMENT NAME	CODE VALUE
17	Highest School Grade Completed	00 = No school grades completed 01 - 12 = Number of elementary/secondary school grades completed 13 - 15 = Number of college, or full-time technical or vocational school years completed 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree 87 = Attained High School Diploma 88 = Attained GED or Equivalent 89 = Attained Certificate of Attendance/Completion 90 = Attained Other Post-Secondary Degree or Certification 91 = Attained AS/AA Degree or Diploma
18	Most Recent Date of Qualifying Separation	YYYYMMDD
19	Tenure with Employer at Most Recent Qualifying Separation	000
20	Date of Application	YYYYMMDD
21	Petition Number	00000000
22	Program Type	1 = TAA 2 = NAFTA-TAA 3 = Both TAA and NAFTA-TAA
23	Date of Program Participation	YYYYMMDD
24	Date Entered Training	YYYYMMDD

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No.	DATA ELEMENT NAME	CODE VALUE
25	Date Completed, or Withdrew from, Training	YYYYMMDD
26	Training Completed	1 = Yes 2 = No
27	Travel While in Training	1 = Yes 2 = No
28	Subsistence While in Training	1 = Yes 2 = No
29	Occupational Skill Training Code	00000000
30	Received Occupational Skills (classroom) Training	1 = Yes 2 = No
31	Received On-the-Job Training	1 = Yes 2 = No
32	Received Remedial Training	1 = Yes 2 = No
33	Received Customized Training	1 = Yes 2 = No
34	Basic Trade Readjustment Allowances (TRA)	1 = Yes 2 = No
35	Additional Trade Readjustment Allowances (TRA)	1 = Yes 2 = No

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36	Remedial Trade Readjustment Allowances (TRA)	1 = Yes 2 = No
37	Waiver from Training Requirement	1 = Recall 2 = Marketable Skills 3 = Retirement 4 = Health 5 = Enrollment Unavailable 6 = Training Not Available 7 = Reason Unknown/Served Prior to 2002 Amendments
38	Job Search Allowance	1 = Yes 2 = No
39	Relocation Allowance	1 = Yes 2 = No
40	Date of WIA Title IB Participation	YYYYMMDD
41	Other Federal Co-Enrollment	1 = WIA Dislocated Worker 2 = Nat'l Emergency Grant 3 = Both 1 and 2 above 4 = Other Federal Employment and Job Training Program (in addition to either 1 or 2 or both) 5 = Other Federal Employment and Job Training Program (not including either 1 or 2)

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42	Date of Exit	YYYYMMDD
43	Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)	01 Institutionalized 02 Health/Medical 03 Deceased 04 Family Care 05 Reserve Forces Called to Active Duty 98 Retirement 99 Not a Valid SSN
44	Employed in 1st Quarter After Exit Quarter	1 = Yes 2 = No
45	Type of Employment Match 1st Quarter After Exit Quarter	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

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46	Occupational Code of Employment (if available)	00000000
47	Employed in 2nd Quarter After Exit Quarter	1 = Yes 2 = No
48	Type of Employment Match 2nd Quarter After Exit Quarter	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
49	Employed in 3rd Quarter After Exit Quarter	1 = Yes 2 = No
50	Type of Employment Match 3rd Quarter After Exit Quarter	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
51	Wages 3rd Quarter Prior to Participation Quarter	000000.00

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52	Wages 2nd Quarter Prior to Participation Quarter	000000.00
53	Wages 1st Quarter Prior to Participation Quarter	000000.00
54	Wages 1st Quarter After Exit Quarter	000000.00
55	Wages 2nd Quarter After Exit Quarter	000000.00
56	Wages 3rd Quarter After Exit Quarter	000000.00
57	Recalled by Layoff Employer	1 = Yes 2 = No
58	Participated in ATAA	1 = Yes 2 = No