The 2010 Trade Activity Participant Report

Data Preparation and Reporting Handbook

Prepared By
The Employment and Training Administration
United States Department of Labor

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TABLE OF CONTENTS

SECTION	PAGE

PREFACE

This **2010 Trade Adjustment Assistance Trade Activity Participant Report (TAPR) Data Preparation and Reporting Handbook** contains important reporting and record keeping instructions for use by all Cooperating State Agencies (CSAs) administering the Trade Adjustment Assistance (TAA) program, and related programs, funded by the United States Department of Labor (Department).

Contents of the Guideline

This guide contains both general reporting and record keeping instructions for use by CSAs administering workforce programs, and specific quarterly report formats to support the collection, maintenance, and reporting of customer information to the Department.

I. <u>Purposes of the document</u>: Describes the underlying rationale for CSAs use of the Handbook.

II. <u>General Reporting Guidance</u>: Provides additional instructions concerning the TAA elements covered by the guideline, due dates for the submission of all quarterly reports and records, and common submission procedures for use by all CSAs. It also provides foundational context for changes in TAA reporting, and a conceptual description of the new reporting model.

III. <u>Program Items Reported</u>: Contains a general introduction to assist CSAs in understanding how to read the individual record layout, relevant specifics about each section of the record layout and associated expectations of the timing of report elements reported.

IV. <u>Appendix</u>: Contains standardized report record layout.

I. PURPOSES OF THE HANDBOOK

The primary purpose of the TAPR is to:

1. Establish a standardized set of data elements, definitions, and specifications that will be used to describe the characteristics, activities, and outcomes of job seeker and employer customers served through the One-Stop delivery system;

2. Facilitate the collection and reporting of valid, consistent, and complete information on job seekers and employers in order to support the overall management, evaluation, and continuous improvement of the TAA program at the local, state, and federal levels;

3. Combine data reported for the TAA program into one source, instead of, as previously, recording on three different reports (ETA- 563 Quarterly Activity Report, TAPR, and Alternative Trade Adjustment Assistance Activity Report), and allow for better tracking of participant activity based upon individual and petition information.

The Department of Labor (DOL) ensures accuracy, uniformity, and comparability in the reporting of statistical data derived from state and local workforce agency operations through grantee adherence to federal definitions of reporting items, use of standardized report formats, observance of reporting due dates, and regular validation of reporting items. The reporting and record keeping requirements contained within this Handbook will support budget development activities by the Department, the Administration, and Congress, especially with regard to the impact of different levels of financial assistance on program services and outcomes.

The use of a standard set of reporting specifications at all levels of the workforce system helps improve the quality of services by reconciling conflicting administrative requirements and procedures and facilitating meaningful evaluation, realistic planning, and effective management of workforce development programs. When customer data are collected, maintained, and reported consistently at a basic level (e.g., CSA field office or One-Stop Career Center), performance information can be aggregated from each program and reported to higher levels with greater confidence that the data are comparable from customer to customer, from program to program, and from year to year.

Accurate and comprehensive management information on job seekers served through the one-stop delivery system is needed to make appropriate, cost-effective, and timely decisions about state and federal investments in workforce development activities. The performance information available through the TAPR is useful to One-Stop Career Center managers, public and private workforce agencies, service providers, state program administrators engaged in policy development and program planning, and evaluation researchers involved in the analysis of former

employers and job seekers served by the One-Stop delivery system. This information will also be useful to elected officials at all levels of governance and members of the public interested in the management and accountability of workforce program investments.

II. GENERAL REPORTING GUIDANCE

III. CONTEXT AND REPORTING STRUCTURE OF THE NEW TAPR

On February 17th, the President signed into law the Trade and Globalization Adjustment Assistance Act (TGAAA) as part of the American Recovery and Reinvestment Act. TGAAA contains significant reporting requirements, and guidance on the implementation of these new requirements must be finalized no later than August 17, 2009 or 180 days from enactment. States are required to submit TAA program data under the new reporting requirements beginning with the first quarter of fiscal year 2010.

The TGAAA mandates the collection and reporting of TAA participant activities and outcomes in several ways and includes:

1. New data elements that track individual benefits and services provided to TAA participants under the new law.
2. A requirement to make a range of currently available and newly required TAA participant data and outcome measures available:
   - On the Department's website according to selected criteria such as industry, congressional district, and State and National totals.
   - In an annual report to the Committee on Finance of the Senate and the Committee on Ways and Means of the House of Representatives.
3. A requirement that states provide information on "efforts made to improve outcomes for workers under the Trade Adjustment Assistance program,"

CSAs administering TAA programs are currently required to produce separate participation and performance reports using different formats, definitions, instructions, and submission procedures. In some instances, there is confusion about the time periods used for calculating program performance, what data are to be reported, and how the data are prepared for submission on a timely basis. These inconsistencies limit the reliability of reported data, consequently compromising the Department's ability to make the most effective use of participant data for establishing state-level funding needs, reporting on the progress of programs to the Administration and Congress, and impose unnecessary administrative burdens on CSAs that seek to coordinate service delivery and performance measurement in a local One-Stop environment.

The reporting and record keeping requirements contained in the TAPR are designed to strengthen data on TAA program activities and outcomes into a single streamlined reporting structure. This comprehensive reporting structure features a set of uniform quarterly report formats for capturing the full universe of TAA applicants, including TAA participants who receive benefits and services across programs. A standardized set of data elements that includes information on participant demographics, types of

services received, and performance outcomes is a key component of this reporting structure.

As the 2010 TAPR is intended to track information on TAA activity on a "real time" basis for individuals from the point of TAA eligibility determination through post- participation outcomes, the data will be used to respond more quickly and effectively to the management information needs of Congress, the Administration, and a variety of stakeholders who develop and implement TAA program design. In addition, data collected in this report will be made available to the public based on industry, state and national aggregates through a query-able search feature on the TAA website located at www. doleta. gov/tradeact, providing an unprecedented level of transparency about TAA participation.

IV. **DUE DATES**

All reports and records contained within the TAPR are due no later than 45 days after the end of each report quarter. The table below shows the expected due dates for each reporting quarter.

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

Should the due date of the report fall on a Saturday, Sunday, or a Monday holiday, the quarterly report is due the Friday before.

C. **SUBMISSION PROCEDURES**

Grantees are required to submit all quarterly TAPR reports and records directly to ETA's Enterprise Business Support System (EBSS) via technical instructions available through the appropriate Regional Office or the ETA Performance Website (http:www.doleta.gov/performance.)

D. **DATA RECORD LAYOUT**

CSAs administering TAA funds must use the report formats, individual record specifications, and submission procedures documented in these instructions to report application, determination, and participation activities, as well outcomes for TAA applicants and participants on a quarterly basis.

Data elements contained within the TAPR are separated into section headings and categories that represent logical groupings.   For each data element there is a definition or reporting instruction, coding values, data type and field size. Figure 1 provides a graphical representation of how the TAPR is organized for data collection.

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
			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."	XX

Section – A Section title is typed in bold letters, and has an alphabetic designation (e.g., **Section A**). A section represents a major grouping of one or more categories of data. The following four sections have been identified:

> **Section A** = **Individual Information**
> **Section B** = **One-Stop Program Participation Information**
> **Section C** = **One-Stop Services and Activities**
> **Section D** = **Program Outcomes Information**

Under the Section title, each section has one or more categories containing data elements. Generally, the data elements are displayed so that the Section begins with the data elements needed for all participants followed by information for participants receiving additional services from two or more ETA programs. Finally, those data elements needed for just one particular program or group of participants within a program appear at the end of each section.

Category - Within each section, data elements are divided into Categories. The category name is typed in bold, upper and lower case letters. Each category has a sequence number (e. g., "01") and describes a group of related data elements. For example, the category under Section A labeled *A. 01: Identifying Data* in the job seeker record layout includes the data elements *Unique Participant Identifier*, *State FIPS Code of Residence*, *Zip Code of Residence*, and *: County Code of Residence*. Categories have been assigned to provide a method of organizing groups of related, or similar, data elements.

Data Element - The Data Elements are units of data that can be measured and/or uniquely defined. In the TAPR record layout, data elements are located in the second column and are typed using upper and lower case letters. Examples of data elements are *Gender, Ethnicity Hispanic/Latino,* and *Date of Birth.*   Each data element has a unique, sequential data element number, 3-digits long, which is located in the first column of the record layout. The data elements have been assigned these numbers for identification purposes.

Some of the data elements included in the TAPR layout, particularly those identified under Section A, represent primary source information collected directly from the participant. Computations may also be required to derive the contents for some data elements. For example, data element for *Wages 1st Quarter after Exit Quarter* contains a number that is the sum of total earnings an individual receives during the relevant quarter. The required computations are that the participant's total earnings figure is accumulated over time and is computed by merging at least two data source files external to the local case management system, such as wage records from the state's UI database or the national Wage Record Interchange System (WRIS) that facilitates the exchange of interstate UI wage records.

Data Type/Field Length - For each data element there is a Data Type/Field Length *(*listed in the third column). The data element types that are available include:

- **Alpha-Numeric (AN)** – This is a data element for which letters and numbers can be used in any combination. Generally, this data type is used when no standard code list exists, or where descriptive information is desired.

- **Integer Numeric (IN)** – This is a data element that <u>must</u> be a numeric value. The values entered into these data elements can include an *implied* decimal (i.e., the decimal is not shown in the data field but it is assumed). The implied decimal also includes an assumption about the number of places to the right of the decimal.

- **Decimal (DE)** – This data element type is a special numeric type. The decimal must be included in the value that appears.

- **Date (DT)** – This data element type is specifically defined as a date. The format that must be used is provided in the definition specified in the data element.

The maximum field length is included in the individual record layouts. For numeric data elements that contain a decimal, the number of places to the right of the decimal is included in the field length. Thus, data element *"1203: Wages 1st Quarter After Exit Quarter"* has a field length of 8. 2, indicating that there should be a total of eight (8) numbers with six

numbers to the left of the decimal and two numbers to the right of the decimal. If the amount included in this data element is rounded to the nearest dollar, then the final two numbers will be zeroes.

Coding Values - Coding Values are typed in lower-case letters with the first letter capitalized and are provided for each data element. Coding values provide options or responses for the data element. For the most part, values have assigned code numbers and are listed in a logical sequence. For example, the data element *"Gender"* has the following three code values: 1 = Male, 2 = Female and 9 = Participant did not self-identify. Although the coding values listed are mandatory, grantees have flexibility on several data elements to include additional coding values to meet their program management needs.

E.   SPAN OF INDIVIDUAL RECORD REPORT CYCLE

Reporting under the current revision of TAPR is designed to track individuals from the first report quarter where a determination is made that the TAA applicant is part of a TAA eligible worker group though the last quarter necessary to track the complete range of performance measures.

However, there are several exceptions that can occur where a participant may cease participation suddenly without any objective expectation of positive employment outcomes. These reasons are coded 1-6 in the data element for Other Reasons for Exit under the previous and revised TAPR; they include ill health, death, family care, being called to active duty, etc. In these instances, the record should not continue beyond the quarter in which the exit quarter is reported.

In this revision, three new coding values have been identified in Other Reasons for Exit.

1. Individual records for TAA applicants who are denied eligibility for TAA benefits and services. Records for these individuals should only appear in the report quarter in which the eligibility determination is made

2. Individual records for TAA applicants who are determined eligible for TAA, but do not receive a TAA benefit or service for 180 days following the end of the quarter that established eligibility. In these instances, the individual would continue to be reported for two full report quarters in order to allow for a reasonable period for participant triggering activities to activate the record.

3. TAA participants who access TAA benefits and services under two petition certifications in succession and without interruption; this scenario may develop if: the participant is reemployed during the course of participation; the reemployment results in a second TAA certification; and the individual becomes individually eligible under the second certification prior to the end of their first participation In such a

situation, two distinct records should be used to report the individual's activities in the same report quarter as follows:

- The initial participant record under the first petition number should indicate a date of exit that coincides with the last service received under the first petition number, and without the 90 days of non-service that is otherwise required for establishing the date of exit.

- A second record should be created under the second petition number, with the associated tenure and dislocation date if applicable. The record should contain the same unique identifier and other personal information, with a *Date of Participation/Date of First Case Management and Reemployment Service* that coincides with the *Date of First TAA Benefit or Service* that is established under the second petition certification (and which must be after the exit date of the first record identified above).

In these instances, the first participation record would be excluded from performance calculations through code value '9' in Other Reasons for Exit, while the second participation would continue through the performance reporting cycle, unless another coding value in Other Reason For Exit should apply.

F. EFFORTS MADE TO IMPROVE OUTCOMES

For each quarterly submission of individual records, states will be asked to provide a single narrative summary of efforts to improve outcomes for TAA participants.

A text field will be provided for states provide this information as part of the quarterly submission process. This submission requirement is designed to address program improvements performed on behalf of all TAA participants, and not on an individual basis.

Efforts described may include those related to improving or increasing outreach, program information provided to workers, case management services, selection of training programs, co-enrollment, follow-up services, or any other efforts the state has made during the reporting quarter to improve outcomes. The narrative should describe the effort and why it is expected to result in improved outcomes.

III. DATA SPECIFICS AND TIMING OF ELEMENT REPORTING

This section contains relevant clarification regarding report elements by sections, including timing of data in the report record.

SECTION A: INDIVIDUAL PARTICIPATION

A. 01 Personal/Unique Identifying Data

Data in this section includes the unique identifier that should correspond to the identifier used in tracking participation in partner program services. In cases where individuals meet the definition of an applicant but do not actually receive a service, a similarly formatted unique identifier must be entered.

This section also includes information regarding the location where the participant is served.

The data in this section should be populated in the first quarter of the individual's application or program service, depending on what is required by the data element.

A. 02: Equal Opportunity Information

As has been the case with previous versions of the TAPR, CSAs are required to collect, maintain, and report equal opportunity information, including sex, age, disability, ethnicity, and race, for all individuals who apply for benefits or services financially assisted by the program.

Sources of authority for this requirement include 29 CFR 31. 5(b), in the Department of Labor's (DOL) regulations implementing Title VI of the Civil Rights Act of 1964, and 29 CFR 32. 44(b), and in DOL's regulations implementing Section 504 of the Rehabilitation Act of 1973. The Civil Rights Center (CRC) Director has determined that collection of the equal opportunity information sought by this section of the reporting system is necessary in order to determine whether recipients have complied, or are complying, with the nondiscrimination and equal opportunity provisions of WIA and other applicable statutes.

Unless required for a determination of eligibility to participate in the program, the collection of equal opportunity information is to be self-identified and is voluntarily provided by the individual. The participant is not required to answer these questions to receive services. If the participant chooses not to disclose this information, the state should record a "9" in the required fields in the TAPR submission for the participant.

Individuals should be made aware of the reason for the request of such information as well as the parties to whom disclosure may be made. Information collected from the individual will be used to monitor compliance of recipients with the equal opportunity and nondiscrimination requirements

enforced by the CRC. It will also be used to assist the grantee and the Department in evaluating and improving efforts to conduct outreach to diverse population groups, including racial and ethnic minorities and persons with disabilities.

The collection of ethnicity and race information contained within these reporting instructions are in accordance with the Office of Management and Budget (OMB) Statistical Directive 15 (as adopted October 30, 1997 at http://www. whitehouse. gov/omb/fedreg/ombdir15. html). The ethnicity and racial categories in this classification are social-political constructs and should not be interpreted as being scientific or anthropological in nature. They are not to be used as determinants of eligibility for participation in any Federal program. The standards have been developed to provide a common language for uniformity and comparability in the collection and use of data on race and ethnicity by Federal agencies.

OMB has determined that a two-question format should be used in all cases involving self-identification of ethnicity and race. Therefore, ethnicity information (i.e., Hispanic or Latino) must be collected separately from race information, and individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories. Information on an individual's ethnicity must also be collected before information on race. When completing race information, individuals must be offered the option of selecting one or more racial designations. Recommended forms for the instruction accompanying the race information should instruct the individual to read each racial designation carefully and then "Mark one or more ..." or "Select one or more ..." races to indicate what the individual considers him/herself to be.

For the purposes of the requirements in this section of the reporting system, disability means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual. 29 CFR 37. 4 provides further clarification of the term "disability"; relevant portions of the definition have been included below for reference:

> *(1)(i) The phrase physical or mental impairment means—*
> > *(A) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine;*
> > *(B) Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.*
>
> > *(ii) The phrase physical or mental impairment includes, but is not limited to, such contagious and noncontiguous diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis,*

cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. The phrase ``physical or mental impairment'' does not include homosexuality or bisexuality.

(2) The phrase major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Equal Opportunity Data Elements should populate in the quarter that a participant receives his or her first TAA service or benefit and repeat through the end of the report cycle.

A 03: Veteran Characteristics

The Jobs for Veterans Act of 2002 (P. L. 107-288) calls for an increased emphasis by the One-Stop delivery system on providing employment services to Transitioning Service Members (TSM), and authorizes this target group as eligible to receive employment services from DVOP and LVER staff. Effective implementation of this new statutory emphasis and authority will require coordination in delivering One-Stop services to this target group.

The Jobs for Veterans Act also calls for increased attention to the reporting of characteristics, services, and outcomes for TSM participants. Since the members of this target group are not yet veterans, they occupy a unique status for reporting purposes. Accordingly, accurate reporting of information on those TSMs served by the One-Stop system will require careful application of reporting specifications that are unique to this target group.

Covered Person Entry Date and *Date 45 Days Following Covered Person Entry Date* should be left blank pending future activation. All of the other data elements in the section for Veteran Characteristics should be populated in the quarter of the Date of Participation and should repeat through the end of the reporting cycle.

A. 04: Employment and Education Information

Data in this section tracks the participant's educational achievement and employment status at the point of TAA participation.

All of the data elements in this section should be tracked from the quarter in which the *Date of Participation/Date of First Case Management and Reemployment Service* occurs and repeat to the end of the reporting cycle.

A. 06: Public Assistance Information

Date elements in this section are designed to track whether TAA participants received public assistance services and benefits, including General Assistance (provided through state or local government), Temporary Assistance to Needy

Families (TANF), Refugee Cash Assistance, Supplemental Nutrition Assistance Program, Supplemental Security Income, Social Security Disability Insurance, and Pell Grants.

All of the data elements in this section should be tracked from the quarter in which the Date of Participation/Date of First Case Management and Reemployment Service occurs and repeat to the end of the reporting cycle.

A. 07: Additional Reportable Characteristics

These data elements (Limited English Proficiency, Most Recent Date of Qualifying Separation, and Tenure with Employer at Separation) contain information that is gathered at the point of participation.

All of the data elements in this section should be tracked from the quarter in which the *Date of First TAA Benefit or Service* occurs and repeat to the end of the reporting cycle.

SECTION B: ONE STOP PARTICIPATION

B. 01: One-Stop Participation Data

Date of Participation/Date of First Case Management and Reemployment Services Information

This data element should track the first service for the participant whether the services are TAA funded or funded through other federally funded partner programs.

The first service may be defined by Date of Participation as defined in Training and Employment Guidance Letter (TEGL) No. 17-05 or by Case Management and Employment Services as defined in TEGL No. 22-08, whichever is first.

This date should be reported in the relevant report quarter and repeat through the end of the report cycle.

Date of First TAA Benefit or Service and Partner Program Co-enrollment Information

These data elements are designed to track:
- The initial date of a TAA funded benefit or service (including TAA funded case management and TRA), and
- Whether the TAA participant received services through specified partner programs on or after *Date of Participation/Date of First Case Management of Reemployment Service* through *Date of Exit*.

The Date of First TAA Benefit of Service will be reported in the quarter in which it occurs and remain fixed for remainder of reporting cycle.

Establishing when coenrollment is reported depends on whether the coenrollment occurs before or after the quarter of *Date of First TAA Benefit or Service*. Specifically:

- If partner program coenrollment occurs on or after the *Date of Participation*, but in a quarter that precedes *Date of First TAA Benefit or Service* quarter, it should appear in the quarter in which *Date of First TAA Benefit or Service* occurs.
- If the relevant coenrollment occurs after that, then it should be reported in the quarter in which it occurs.

Regardless of when coenrollment occurs, this data element should be consistent from the point it is first reported through the last quarter of the reporting cycle.

Program Exit Information

Except for instances where coding values '7', '8', or '9' are entered for the individual under *Other Reasons for Exit*, *The Date of Exit* is applied retroactively after no benefit or service is provided to the participant for 90 days, and if no future service is scheduled.

Other Reasons for Exit provide for reasons that records may be excluded for the purpose of performance calculations. Three new coding values for Other Reasons for Exit have been explored in Section E as referenced above.

Liable/Agent State Information

This data element is designed to track instances where the participant is eligible for Unemployment Insurance in one state, but may be provided TAA-related services in another state.

This element should appear in the quarter where the first TAA funded program benefit or service occurs and repeat through the end of the reporting cycle.

Determination of Eligibility Information
These data elements should reflect both a date of eligibility and a determination of eligibility for all individuals who apply for TAA on an individual basis as defined in the definition for *Date of TAA Application*. If an applicant is established as part of a TAA certified worker group, the determination should be "yes." If the applicant does not meet this condition, the determination should be "no" These records will include individuals who never receive a TAA funded service or benefit.

In cases where the individual is deemed ineligible for any TAA service, or does not receive a TAA service, the individual's record may only include the following data, and none other, in the report quarter in which the defining date of eligibility occurs:

- *Unique Identifier*
- *TAA application date*
- *Date of Eligibility Determination*
- *Determination of Eligibility*
- *Petition Number*
- *LWIB Code (optional)-five digit code for other state*
- *Zip Code of Residence*
- *County Code*
- *State Code*

SECTION C: ONE STOP SERVICES AND ACTIVITIES

C. 03: Intensive and Training Services

These elements should be reported in the first quarter in which they occur and repeat through the end of the reporting cycle.

Training Service Types and Durations

This section is designed to track a variety of training program elements for individuals who are enrolled in TAA approved training.

The inclusion of fields for multiple training activities allows information to be collected on training plans that include multiple types of training such as remedial training plus occupational training, or classroom training plus an on-the-job component. Data elements in this subsection are designed to track:

- The duration of up to three categories of training types,
- Occupational Skills Training Codes of up to three associated training types, and
- Whether the training participant successfully completed each type of training or withdrew.

Note that, for reporting purposes on training durations in cases where multiple types of training types occur:

- The start date of the first training type tracked should document the first day of the participant's TAA approved training within the period of participation, and
- The end date of the last training type should document the conclusion of the participant's TAA approved training.

Date Entered Training and *Date Completed Training* elements should first appear in the report quarter in which they occur and repeat through the end of the reporting cycle.

Occupational Skills Training Codes should first appear in the report quarter that corresponds with the relevant *Date Entered Training* data element.

Information on whether the participant successfully completed the training type documented should appear in the same report quarter where the relevant "Date Completed Training" occurs.

Waivers Information

Two fields in this section are designed to track whether:

- *Waiver from Training Requirement -Current Quarter* is designed to track whether a waiver was issued the report quarter (yes/no), and
- *Waiver from Training Requirement –Type reports* the type of waiver that was issued, if applicable.

The first waiver field will be reported for the report quarter only, while the second will be entered in the quarter that the waiver was issued, and repeat through the end of the report cycle.

Accrued Training Expenditures and Overpayment Cost Information

 Data elements in this subsection are designed to track:

- Quarterly accrued expenditures for the participant's TAA funded training,
- Cumulative accrued expenditures for the participant's TAA funded training, culminating in a total training cost at the point of participant's training completion
- Amount of training cost related overpayments, and
- Whether an overpayment waiver applies to the participant in instances where a training cost overpayment is identified.

Note that amounts entered for quarterly accrued expenditures may be aggregated in the quarter for each state and added to corresponding state aggregate of quarterly costs reported for Job Search and Job Relocation Costs within the same quarterly TAPR report submission. The sum of these aggregated state expenditures should equal the amount of accrued expenditures reported by the state for the relevant quarter on the ETA 9130 Fiscal Report for TAA Training.

Quarterly expenditures should provide for expenditures accrued in the report quarter only and should not repeat.

Cumulative expenditures should be updated on a quarterly basis throughout the period of time in which training expenditures are accrued in the course of training participation and should become fixed from the point where the participant's exit date is entered through the end of the reporting cycle. The amount recorded in the quarter where the exit date is entered should reflect the total cost of training for the participant, and this number should repeat through the end of the report cycle.

<u>Adversely Affected Incumbent Worker,</u> <u>Distance Learning, and Part Time Training</u>

These data elements are designed to track whether training participants are incumbent workers or had courses that included either part time training or distance learning as a curriculum component.

With regard to the data element *Adversely Affected Incumbent Worker*, note that the term "incumbent worker" as defined in the TAPR is distinct from the term "incumbent worker" as it may be defined elsewhere. Specifically, an adversely affected incumbent worker in TAA reflects:

- a worker who has been certified as part of a group as eligible to apply for TAA Training, and
- is threatened with dislocation from his or her trade affected employment, and
- who secures TAA-approved training that commences in advance of his or her actual dislocation from the trade affected employment.

Adversely affected incumbent workers should be tracked in the quarter in which training enrollment commences through the remainder of the report cycle.

Part Time Training and Distance Learning should be tracked as quarterly counts and should not repeat.

<u>Type of Recognized Credential</u>

This report provides for up to two types of training credential that document the educational achievements of the participant in the course the TAA approved training participation.

These data elements should appear in the report quarter in which it occurs and repeat for the remainder of the reporting cycle.

C. 05: Related Assistance

This section tracks a wide array of TAA and partner program benefits and services that may be provided to the TAA participant, including:
- financial benefits for eligible TAA training participants including:
    - o TAA specific benefits such as travel and subsistence subsidies, as well as
    - o partner program benefits funded by partner programs but potentially available to co-enrolled TAA participants, including supportive services and needs related payments ,
- Trade Readjustment Allowance (TRA) data, including benefit durations, and costs paid on a quarterly and cumulative basis,

- job search and relocation benefits,
- Alternative Trade Adjustment Assistance (ATAA) and Reemployment Trade Adjustment Assistance (RTAA) wage subsidy payments and other elements associated with the administration of these benefits,
- Overpayments and associated overpayment waivers that may be assessed in connection with TRA, ATAA, and RTAA.

Training Related Benefits (except for TRA)

These data elements are designed to track receipt of different types of benefits that may be available to TAA participants that are enrolled in TAA approved training, including travel subsidies, subsistence subsidies, supportive services, and needs-related payments.

In instances where these benefits are provided to the participant, the associated data elements should be reported no later than the quarter in which the participant's exit date first appears, and repeat through the end of the report cycle.

TRA Benefit Data

In the TAPR report, TRA data is tracked for all three distinct types of TRA (basic, additional and remedial) as follows:

- First payment date that the benefit is received by the participant,
- Number of weeks that each benefit type is received by the participant in the report quarter
- Cumulative number of weeks that each benefit type is received by the participant that may aggregate through the report cycle,
- Quarterly cost information on each benefit type paid to the participant within the report quarter,
- Cumulative cost information on each benefit type paid to the participant that may aggregate through the report cycle,
- Yes/no report element on whether a TRA overpayment was identified in the report quarter,
- Amount of TRA overpayments attributed to the participant which should be updated through the course of participation as needed,
- Identification of whether a TRA cost overpayment waiver is established within the course of participation.

Receipt date of first TRA payment should be reported in the quarter in it occurs and repeat through the end of the report cycle.

Quarterly data elements on the number of TRA weeks paid and the TRA payment amounts made for each type of TRA should reflect the activity that occurred within the report quarter.

Cumulative data elements on the number of TRA weeks paid and the TRA payment amounts made for each type of TRA may aggregate up through the

relevant report quarters of the individual's TAA report cycle. The number of weeks and payments made recorded in the quarter where the exit date is entered should reflect both the total number of TRA weeks paid and the amount of TRA benefits paid to the individual during through course of his or her participation, and this number should repeat through the end of the report cycle.

Job Search and Relocation Information

These elements should report the following information for the participant:

- The total number, if any, of job search allowances that were approved and paid to the participant,
- In cases where a job search allowance was paid to the participant, how much was paid
  - o Within the specific report quarter, and
  - o Over the course of participation,
- Whether a relocation allowance was approved and paid in the quarter, and
- In cases where a relocation allowance is identified, the amount of the payment that was made
  - o Within the specific report quarter, and
  - o Over the course of participation.

As multiple job search allowances might be approved in the course of an individual's participation, a number value is used to track the number of allowances that may occur in the course of participation, to be updated for each quarterly submission as needed. The allowance costs could also update on a quarterly basis. The values provided for these elements should become fixed beginning in the report quarter where the exit date is reported through the end of the report cycle.

 No more than one relocation may be approved under a single certification (although the costs associated with the relocation may be paid out over more than one report quarter). As a result, once a relocation allowance is identified, this data element is tracked as a count only in the quarter where it occurs, although the element tracking the cost of the allowance may be updated as needed. Values in relocation allowance data elements should also become fixed at the quarter where the exit date is reported to repeat through the end of the report cycle.

ATAA and RTAA information

Information on the ATAA wage subsidy and RTAA wage subsidy may be tracked through the same data elements, even through the benefit levels and conditions for eligibility differ. This is because the petition number associated with the participant's record will indicate whether the reported data elements for ATAA/RTAA allow for ATAA eligibility or RTAA eligibility. Because petitions certified before May 18, 2009 have a petition number below 70,000 and petitions certified on or after May 18, 2009 will have a number above 70,000, it

is possible to identify which benefit is applied to the participant, and so both benefit types may be tracked through the same data elements.

ATAA/RTAA information will be tracked primarily on a quarterly basis and tracks benefit activity that may occur within the report quarter, with the following exceptions:

- First payment date that the benefit is received should appear in the report quarter that it occurs and remain fixed through the end of the reporting cycle.
- Cumulative number of weeks and cumulative costs may be updated as needed in each quarterly submission, and cumulative costs, to be updated as needed. In the quarter of exit, the data elements should become fixed through the end of the report cycle.

SECTION D: PERFORMANCE OUTCOMES INFORMATION

D. 01: Employment and Job Retention Information

This section tracks performance-related outcomes for the participant, including:
- Whether the participant was employed in the first, second, third and fourth quarter after exit,
- Type of verification used to identify participant's reemployment status in the first, second, third and fourth quarter after exit,
- The type of employment that the participant may have obtained after exit,
- Whether the participant was recalled by their trade affected employment.

Data elements that report information in this section should appear within six months following the report quarter referenced in the data element.

D. 02: Wage Record Information

This section tracks information that is used to track the participant's performance outcomes in the program, including:

- Wage data for three quarters prior to participation, and
- Wage date for four quarters after program exit.

Data elements that report information in this section should appear within six months following the report quarter referenced in the data element

APPENDIX

TRADE ACT PARTICIPANT REPORT DATA SPECIFICATIONS

APPENDIX
TRADE ACT PARTICIPANT REPORT

OMB 1205-0392
Expires:
XX/XX/XX

Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
SECTION A - INDIVIDUAL INFORMATION			
Section A.01: Identifying Data			
Unique Participant Identifier	AN 12	Record the unique identification number: (1)assigned to the participant which, at a minimum, must 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. And, (2) provide unique identification number of potential "non participant" records, including those identified through Veteran "covered entrants" and TAA applicants that may or may not receive a participant service.	XXXXXXXXXXXX
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. 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.	XX

Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
Zip Code of Residence	IN 5	Record the 5-digit zip code 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 zip code associated with the APO or FPO as defined by the Military Postal Service Agency.	00000
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	000
ETA-Assigned Local Workforce Board/Statewide Code	IN 5	Record the 5-digit ETA assigned Local Board/Statewide code where the participant received his/her first benefit or service financially assisted by the program. If the participant 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. If participant record is a liable state record, record 99999.	00000
Section A.02: Equal Opportunity Information			
Date of Birth	DT 8	Record the participant's date of birth.	YYYYMMDD
Gender	IN 1	Record 1 if the participant indicates that he is male. Record 2 if the participant indicates that she is female. Record 9 if the participant does not self-identify gender.	1 = Male 2 = Female 9 = Participant did not self-identify
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.) 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 disclose
Category of Disability	IN 1	Record 1 if the impairment is primarily physical, including mobility and sensory impairments.	1 = Physical Impairment

Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
		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.)	2 = Mental Impairment 3 = Both Physical and Mental Impairments 9 = Participant did not disclose
Ethnicity Hispanic / Latino	IN 1	Record 1 if the participant indicates that he/she is 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
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
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
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
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

	Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
	White	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any 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
Section A.03: Veteran Characteristics				
	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) 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 there under, 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.	1 = Yes, Eligible Veteran 2 = Yes, Other Eligible Person 0 = No
	Campaign Veteran	IN 1	Record 1 if the participant is an eligible veteran (i.e., coding value 1 in Eligible Veteran Status) 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

	Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
	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.	1 = Yes 2 = Yes, special disabled 0 = No
	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
	Transitioning Service Member	IN 1	Record 1 if the participant is an 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
	Covered Person Entry Date	DT 8	LEAVE ELEMENT BLANK PENDING FURTHER INSTRUCTION FROM ETA. Record the date on which the covered person first made contact with the workforce system, either at a physical location or through an electronic resource.	YYYYMMDD
	Date 45 Days Following Covered Person Entry Date	DT 8	LEAVE ELEMENT BLANK PENDING FURTHER INSTRUCTION FROM ETA. Record the date that falls 45 days following the Covered Person Entry Date.	YYYYMMDD
Section A.04: Employment and Education Information				
	Employment Status at Participation	IN 1	Record 1 if the participant 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. Record 2 if the participant, 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 0 if the participant does not meet any one of the conditions described above.	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 0 = Not Employed

	Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
	UC Eligible Status	IN 1	Record 1 if the participant (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 participant meets condition (a) described above, but was not referred to service through the state's WPRS system. 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. Record 0 if the participant was neither a UC Claimant nor an Exhaustee.	1 = Claimant Referred by WPRS 2 = Claimant Not Referred by WPRS 3 = Exhaustee 0 = Neither Claimant nor Exhaustee
	Highest School Grade Completed	IN 2	Use the appropriate code to record the highest school grade completed by the participant. 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).	1 - 12 = Number of elementary/secondary school grades completed 13 - 15 = Number of college, or full-time technical or vocational school years completed 16 = Bachelors degree or equivalent 17 = Education beyond the Bachelors 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
Section A.06: Public Assistance Information				
	Temporary Assistance to Needy Families (TANF)	IN 1	Record 1 if the participant 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 date of participation. Record 0 if the participant does not meet the condition described above.	1 = Yes 0 = No

Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	IN 1	Record 1 if the individual is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to date of participation. Record 2 if the individual 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
Other Public Assistance Recipient	IN 1	Record 1 if the participant is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to date of participation: General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), or Supplemental Nutrition Assistance Program. Do not include foster child payments. Record 0 if the participant does not meet the above criteria.	1 = Yes 0 = No
Section A.07: Additional Reportable Characteristics			
Limited English Language Proficiency	IN 1	Record 1 if the participant 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.	1 = Yes 0 = No
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. Otherwise, leave blank.	YYYYMMDD
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. Employment of at least one day but less than one month should be recorded as "1". Otherwise, leave blank.	000
SECTION B - ONE-STOP PROGRAM PARTICIPATION INFORMATION			
Section B.01: One-Stop Participation Data			
Date of Participation/ Date of First Case Management and Reemployment Service	DT 8	Record the date on which the TAA participant begins receiving his/her first service funded by TAA or a partner program). Otherwise, leave "blank."	YYYYMMDD
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
Adult (local	IN 1	Record 1 if the participant received services financially	1 = Yes

Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
formula)		assisted under WIA section 133(b)(2)(A). Record 0 if the participant did not receive services under the condition described above.	0 = No
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.	1 = Yes 0 = No
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.	1 = Yes 0 = No
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.	1 = Yes 0 = No
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 TAPR entry would be UT02) - WIA title ID, section 173. Record 0 if the participant did not receive any services funded by a NEG.	XXXX
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. Record 0000 if the participant did not receive services funded under a NEG.	XXXX
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 NEG.	XXXX

	Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
	Rapid Response Event Number	AN 12	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 TAPR entry would be RRMD20060001). 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. Record 0 if the rapid response event number is not known. Leave "blank" if this data element does not apply to the participant.	XXXXXXXXXXXX
	TAA Application Date	DT 8	Record the date on which the individual first applied for Trade Act services/benefits under the applicable certification.	YYYYMMDD
	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.	XXXXXXXX
	Date of First TAA Benefit or Service	DT 8	Record the date of the first Trade funded benefit or service received after the individual was determined eligible to participate.	YYYYMMDD
	Veterans' Programs	IN 1	**Record 1** if the participant received services financially assisted by both the Local Veterans Employment Representative (LVER) Program and Disabled Veterans Outreach Program (DVOP). **Record 2** if the participant only received services financially assisted by the LVER program **Record 3** if the participant only received services financially assisted by the DVOP program **Record 0** if the individual did not receive services under any of the conditions described above.	1 = Yes, Both LVER and DVOP 2 = Yes, LVER only 3 = Yes, DVOP only 0 = No
	Vocational Education	IN 1	Record 1 if the participant received services financially assisted under the Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2471) (WIA section 121(b)(1)(B)(vii)). Record 0 if the participant did not receive any services under the condition described above.	1 = Yes 0 = No

	Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
	Vocational Rehabilitation	IN 1	Record 1 if the participant received services financially assisted under parts A and B of title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.), WIA title IV, and section 121(b)(1)(B)(vii)). Record 2 if the participant received services financially assisted by the Vocational Rehabilitation and Employment (VR&E) Program authorized by 38 USC Chapter 31. Record 3 if the participant received services from both vocational rehabilitation programs. Record 0 if the participant did not receive any services under the condition described above.	1 = Yes 2 = VR&E 3 = Both VR and VR&E 0 = No
	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) during period of participation. Record 0 if the participant did not receive services financially assisted under the Wagner-Peyser Act.	1 = Yes 0 = No
	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 individuals with services during period of participation. Record 2 if the participant received services financially assisted in full or in part by funds from the American Recovery and Reinvestment Act of 2009 during period of participation. . Record 3 if the participant received services financially assisted from any other WIA or non-WIA program not listed above AND received services financially assisted in full or part by funds from the American Recovery and Reinvestment Act of 2009 during period of participation. Record 0 if the individual did not receive any services under the condition described above.	1 = Yes, Other WIA or Non-WIA Programs 2= Yes, ARRA 3= Yes, Both Other WIA or Non-WIA Programs and ARRA 0 = No

	Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
	Other Reasons for Exit (at time of exit or during 4-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 a Youth and was relocated to Mandated Residential Program. Record 98 if the participant entered retirement at the end of the program without seeking employment. Record 99 if the participant either disclosed an invalid social security number (SSN) or chose not to disclose a SSN. Record 7 if individual was determined ineligible for TAA. Record 8 if individual received no TAA benefits or services for 180 days following report quarter of eligibility determination. Record 9 if participant began receiving TAA benefits or services under a new petition certification. 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. 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 7=Determined Ineligible for TAA 8=Did Not Receive Services for 180 Days After Report Quarter That Established Eligibility. 9=Began Receiving Benefits and Services Under a New Petition Certification. 98 = Retirement 99 = Not a Valid SSN
	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). Record 0 if the participant's agent state and liable state is the same state.	1 = Liable State 2 = Agent State 0 = N/A
	Date of Eligibility Determination	DT 8	Record the date upon which the individual was determined to be (or not) an adversely affected worker.	YYYYMMDD
	Determined Eligible	IN 1	Record 1 if the individual was determined eligible for the Trade Program. Record 0 if the individual was determined not eligible.	1 = Yes 0 = No

Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value

SECTION C - ONE-STOP SERVICES AND ACTIVITIES

Section C. 03: Intensive and Training Services			
Date Individual Service Plan Created	DT 8	Record the date on which the participant's Individual Service Plan (ISP) was created or otherwise established to identify the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. Otherwise, leave "blank" if a service plan was not created for the participant.	YYYYMMDD
Date of Most Recent Case Management and Reemployment Service	DT 8	Record the date on which the participant received his or her most recent Case Management and Reemployment Service.	YYYYMMDD
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
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 5 = Customized Training 6 = Occupational Skills Training 7 = Remedial Training (ABE and ESL) 8=Prerequisite Training 9=Apprenticeship Training 0 = No training service
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 this data element does not apply to the participant.	00000000
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 (Withdrew)
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

Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
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
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 5 = Customized Training = Occupational Skills Training 7 = Remedial Training (ABE and ESL) 8=Prerequisite Training 9= Apprenticeship Training 0 = No training service
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.	00000000
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)
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
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
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 service. 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 5 = Customized Training 6 = Occupational Skills Training 7 = Remedial Training (ABE and ESL) 8=Prerequisite Training

Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
			9=Apprenticeship Training 0 = No training service
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 if this data element does not apply to the participant.	00000000
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 (Withdrew)
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
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.	1 = Yes 0 = No
Waiver from Training Requirement - Current Quarter	IN 1	Record 1 if a waiver was issued in report quarter.	1 = Yes 0 = No
Waiver from Training Requirement- Type	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.	1 = Recall 2 = Marketable Skills 3 = Retirement 4 = Health 5 = Enrollment Unavailable 6 = Training Not Available 0 = No
Current Quarter Training Accrual Expenditures	DE 7. 2	Record the dollar amount of training expenditures accrued in the current report quarter for the participant. Accrued expenditures are defined as the sum of actual cash disbursements for direct charges for goods and services; the amount of indirect expenses charged to the award; minus any rebates, refunds, or other credits; plus the total costs of all goods and property received or services performed, whether an invoice has been received or a cash payment has occurred. Accrued expenditures are to be recorded in the reporting quarter in which they occur, regardless of when the related cash receipts and disbursements take place. This item includes: (1) Tuition: facility and training costs, books and laboratory fees, and/or equipment expenses	00000. 00

	Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
			approved by the State agency; (2) Travel allowances (3) Subsistence allowances.	
	Total Training Accrual Expenditures	DE 7. 2	Record the dollar amount of training expenditures accrued thus far in participant's training. Accrued expenditures are defined as the sum of actual cash disbursements for direct charges for goods and services; the amount of indirect expenses charged to the award; minus any rebates, refunds, or other credits; plus the total costs of all goods and property received or services performed, whether an invoice has been received or a cash payment has occurred. Accrued expenditures are to be recorded in the reporting quarter in which they occur, regardless of when the related cash receipts and disbursements take place. This item includes: (1) Tuition: facility and training costs, books and laboratory fees, and/or equipment expenses approved by the State agency; (2) Travel allowances (3) Subsistence allowances.	00000. 00
	Training Costs- Amount of Overpayment	DE 7. 2	Record the amount of the Training Cost Overpayment. Record the amount of the A/RTAA overpayment. This amount may be updated on a cumulative basis.	00000. 00
	Training Costs - Overpayment Waiver	IN 1	Record 1 if there was a TAA Training overpayment waiver to be recorded in the quarter it is issued and continues through last quarter of reporting. This will include Job Search and Relocation Overpayments.	1 = Yes 0 = No
	Type of Recognized Credential #1	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 fourth quarter after the quarter of exit from services (other than follow-up services).	1 = High School Diploma/GED Diploma/Degree 2 = AA or AS 3 = BA or BS Diploma/Degree 4= Post Graduate Degree 5 = Occupational Skills Licensure 6 = Occupational Skills Certificate 7= Other Recognized Diploma, Degree, or Certificate 0 = No recognized credential

	Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
	Type of Recognized Credential #2	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 this field does not apply to the participant. 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 fourth 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= Post Graduate Degree 5 = Occupational Skills Licensure 6 = Occupational Skills Certificate 7= Other Recognized Diploma, Degree, or Certificate 0 = No recognized credential
	Distance Learning	IN 1	Record 1 if the participant received training through distance learning through any point in the participation. Record 0 if the participant did not receive any services under the condition described above.	1= Yes 0 = No
	Part Time Training	IN 1	Record 1 if the participant received part time training through any point in the participation Record 0 if the participant did not receive any services under the condition described above.	1= Yes 0 = No
	Adversely Affected Incumbent Worker	IN 1	Record 1 if the participant received training prior to his or her separation date from qualifying trade affected employment. Record 0 if the participant did not receive any services under the condition described above.	1 = Yes 0 = No
Section C. 05 - Other Related Assistance and Support Services
	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.	1 = Yes 0 = No
	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 received training but did not receive any needs-related payments as described above.	1 = Yes 0 = No
	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.	1 = Yes 0 = No
	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.	1= Yes 0 = No
	Date Received	DT 8	Record the date on which the participant received their	YYYYMMDD

	Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
	First Basic TRA payment		first Basic TRA payment.	
	Weeks Paid This Quarter - Basic TRA	IN 2	Record the total number of weeks of Basic TRA paid in the current quarter.	00
	Total Weeks Paid Cumulative - Basic TRA	IN 2	Record the total number of weeks for which Basic TRA was paid to the individual.	00
	Amount Paid Current Quarter- TRA Basic	DE 7. 2	Record the dollar amount of Basic TRA paid in the current report quarter.	00000. 00
	Total Amount Paid - Basic TRA	DE 7. 2	Record the total dollar amount of Basic TRA paid to the individual.	00000. 00
	Date Received First Additional TRA Payment	DT 8	Record the date on which the participant received their first Additional TRA payment.	YYYYMMDD
	Weeks Paid This Quarter - Additional TRA	IN 2	Record the total number of weeks of Additional TRA paid in the current quarter.	00
	Total Weeks Paid Cumulative - Additional TRA	IN 2	Record the total number of weeks for which Additional TRA was paid to the individual.	00
	Amount Paid This Quarter - Additional TRA	DE 7. 2	Record the dollar amount of Additional TRA paid in the current report quarter	00000. 00
	Total Amount Paid - Additional TRA	DE 7. 2	Record the total dollar amount of Additional TRA paid to the individual.	00000. 00
	Date Received First Remedial/Prereq uisite TRA Payment	DT 8	Record the date on which the participant received their first Remedial/Prerequisite TRA payment.	YYYYMMDD
	Weeks Paid This Quarter-Remedial TRA	IN 2	Record the total number of weeks of Remedial/Prerequisite TRA in the current quarter.	00
	Total Weeks Paid Cumulative - Remedial TRA	IN 2	Record the total number of weeks for which Remedial TRA was paid to the individual.	00
	Amount Paid This Quarter - Remedial/ Prerequisite TRA	DE 7. 2	Record the dollar amount of Remedial TRA paid in the current report quarter.	00000. 00
	Total Amount Paid - Remedial/ Prerequisite TRA	DE 7. 2	Record the total dollar amount of Remedial TRA paid to the individual.	00000. 00
	Job Search Allowance-Count	IN 2	Record the total number of job search allowances approved and paid to the participant in the current report quarter. Otherwise, record a "0"	00
	Job Search Allowance Current Quarter - Costs	DE 7. 2	Record the dollar value of Job Search Allowance approved in the current quarter.	00000. 00
	Job Search Allowance -Total	DE 7. 2	Record the cumulative total dollar amount of job search costs paid for the participant. This field may be updated	00000. 00

	Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
	Costs		for each quarterly submission.	
	Relocation Allowance Current Quarter- Recipient	IN 1	Record 1 if the participant received a relocation allowance in the current report quarter. Record 0 if the participant did not receive a relocation allowance.	1 = Yes 0 = No
	Relocation Allowance -Total Cost	DE 7. 2	Record the total dollar amount of relocation costs paid to relocate the participant including the lump sum payment.	00000. 00
	TRA Overpayment	IN 1	Record 1 if there was an overpayment established under any type of TRA during the course of participation in the quarter in which it is first identified and to continue through last quarter of reporting.	1 = Yes 0 = No
	Amount of TRA Overpayment	DE 7. 2	Record the dollar amount of the TRA overpayment. Record the amount of the A/RTAA overpayment. This amount may be updated on a cumulative basis.	00000. 00
	TRA Overpayment Waiver	IN 1	Record 1 if there was a TRA overpayment waiver to be recorded in the quarter it is issued and to continue through last quarter of reporting.	1 = Yes 0 = No
	Date Received First A/RTAA Payment	DT 8	Record the date on which the participant received their first A/RTAA payment.	YYYYMMDD
	Number of A/RTAA Payments Current Quarter	IN 2	Record the number of A/RTAA payments paid to the participant in the current report quarter.	00
	Current Quarter A/RTAA Payments	DE 7. 2	Record the total dollar amount of A/RTAA paid to the participant in the report quarter.	00000. 00
	Number of A/RTAA Payments Total	IN 3	Record the number of A/RTAA payments made to the participant through the current quarter of participation. This field may be updated for each quarterly submission.	000
	Total Amount Paid - A/RTAA	DE 7. 2	Record the total dollar amount of A/RTAA paid to the individual.	00000. 00
	Frequency of Payments	IN 1	Record 1 if weekly. Record 2 if every two weeks. Record 3 if monthly. Record 4 if other.	1 = Weekly 2 = Bi-Weekly 3 = Monthly 4 = Other
	Maximum A/RTAA Benefit Reached	IN 1	Record 1 if the participant reached their maximum benefit amount prior to their two-year eligibility limitation. Record 0 if no. Leave blank if this element does not apply.	1 = Yes 0= No
	A/RTAA Overpayment Current Quarter	IN 1	Record 1 if there was an overpayment established under A/RTAA in the current quarter. Otherwise record '0'.	1 = Yes 0 = No
	Amount of A/RTAA Overpayment	DE 7. 2	Record the amount of the A/RTAA overpayment. This amount may be updated on a cumulative basis.	00000. 00

Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
A/RTAA Overpayment Waiver	IN 1	Record 1 if there was an A/RTAA overpayment waiver to be recorded in the quarter it is issued and to continue through last quarter of reporting.	1 = Yes 0 = No

SECTION D - PROGRAM OUTCOMES INFORMATION

Section D.01: Employment and Job Retention Information

Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
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.	1 = Yes 0 = No 3 = Information not yet available
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.

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 |
| Recalled by Layoff Employer | IN 1 | Record 1 if the participant was recalled by the employer where the qualifying separation took place at any point from the point of participation through the last performance quarter. Record 0 if the participant does not meet the condition described above. | 1 = Yes 0 = No |
| 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 |

	Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
	Occupational Code of Employment 2nd Qtr After Exit Quarter (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.	XXXXXXXX
	Industry Code of Employment 2nd Qtr After Exit Quarter	IN 6	Record the 4 to 6-digit industry code that best describes the individual's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported.	XXXX
	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. 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
	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

	Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
	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. 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
	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
	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. 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
Section D. 02 Wage Record Data				
	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.	000000.00
	Wages 2nd	DE 8.2	Record total earnings from wage records for the second	000000.00

	Data Element Name	Field Type / Length	Data Element Name/Definition	Code Value
	Quarter Prior to Participation Quarter		quarter prior to the quarter of participation.	
	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.	000000.00
	Wages 1st Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the first quarter after the quarter of exit. Leave "blank" if data element does not apply to the participant.	000000.00
	Wages 2nd Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the second quarter after the quarter of exit. Leave "blank" if this data element does not apply.	000000.00
	Wages 3rd Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the third quarter after the quarter of exit. Leave "blank" if this data element does not apply to the participant.	000000.00
	Wages 4th Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the fourth quarter after the quarter of exit. Leave "blank" if this data element does not apply to the participant.	000000.00