

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

TRAINING AND EMPLOYMENT GUIDANCE LETTER.

TO: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE ADMINISTRATORS
ALL STATE WORKFORCE LIAISONS

FROM: JANE OATES
Assistant Secretary

SUBJECT: Workforce Investment Act and Wagner-Peyser Act Performance
Accountability Reporting for the American Recovery and
Reinvestment Act of 2009

1. Purpose. The intent of this guidance is to further clarify and consolidate changes to the performance reporting requirements for the American Recovery and Reinvestment Act of 2009. As such, this document replaces Training and Employment Guidance Letter (TEGL) 24-08, issued May 21, 2009.

2. References.

- American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5)
- Workforce Investment Act of 1998 (WIA), as amended (29 U.S.C. 2801 et seq.)
- WIA regulations at 20 CFR Part 666

RESCISSIONS TEGL 24-08	EXPIRATION DATE Continuing
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- Wagner-Peyser Act, as amended (29 U.S.C. 49 et seq.)
- Training and Employment Guidance Letter (TEGL) 17-05, "Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues"
- Training and Employment Notice (TEN) 9-08, "Program Year 2007/Fiscal Year 2008 Performance Reporting and Data Validation Timelines"
- TEGL 14-00, Change 1, "Guidance on the Workforce Investment Act (WIA) Management Information and Reporting System"

- TEGL 14-00, Change 2, “Workforce Investment Act (WIA) Annual Report Narrative”
- TEGL 11-01, “Guidance on Revising Workforce Investment Act (WIA) State Negotiated Levels of Performance”
- TEGL 09-08, “Negotiating Performance Goals for the Workforce Investment Act Title IB Programs and Wagner-Peyser Act Funded Activities for Program Year 2009”
- TEGL 14-08, “Guidance for Implementation of the Workforce Investment Act and Wagner-Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009”
- Information Collection Forms ETA 9091 and 9090 (Office of Management and Budget (OMB) Control No. 1205-0420)
- Information Collection Forms ETA 9002 and VETS 200 (OMB Control No. 1205-0240)
- Information Collection Forms ETA 9048 and ETA 9049 (OMB Control No. 1205-0353)
- Information Collection Forms ETA 9147, 9148, 9149 and WIASRD (OMB Control No. 1205-0474)
- TEGL 24-08, “Workforce Investment Act and Wagner-Peyser Act Performance Accountability Reporting for the American Recovery and Reinvestment Act of 2009”
- TEN 24-09, “Joint Letter from the Employment and Training Administration (ETA) and the U.S. Department of Health and Human Services Administration for Children and Families (ACF) regarding youth subsidized employment opportunities under the Temporary Assistance for Needy Families (TANF) Emergency Contingency fund”
- TEGL 17-09, “Quarterly Submission of Workforce Investment Act Standardized Record Data (WIASRD)”
- TEN 38-09, “American Recovery and Reinvestment Act of 2009 On-the-Job Training National Emergency Grants”
- TEGL 26-09, “Workforce Investment Act (WIA) Waiver Policy and Waiver Decisions for PY 2009 and 2010”

3. Background. ETA published TEGL 24-08 on May 21, 2009, to provide guidelines for reporting performance accountability information for programs receiving additional funds under the American Recovery and Reinvestment Act of 2009 (Recovery Act). These programs include the Workforce Investment Act (WIA) Adult and Dislocated Worker programs, the WIA Youth program, including summer youth employment, National Emergency Grants, and the Wagner-Peyser Act Employment Service, including the Reemployment Services grants. This TEGL provides additional clarification on many of the required performance items as well as revised specifications for several data elements.

In addition, on January 19, 2010, Training and Employment Notice (TEN) 24-

09 was issued to encourage the workforce system to partner with TANF agencies in their efforts to promote subsidized summer employment opportunities. Subsidized employment opportunities provide valuable skills and work experience for youth and often serves as a stepping stone toward the path to unsubsidized employment. In 2009, through funds from the Recovery Act, over 324,000 youth participated in subsidized work experiences nationwide. Much of the WIA youth activities funding under the Recovery Act has been expended while significant TANF Emergency funding remains. For those states that co-enroll youth in summer employment in TANF and WIA youth using non-Recovery Act funds, a waiver of performance measures to use only the work readiness indicator may be desired. This TEGL includes revisions to the monthly youth report (ETA form 9149) to facilitate performance reporting for this potential waiver.

4. Revisions. This document replaces TEGL 24-08 by providing additional clarification on several common questions/concerns regarding Recovery Act performance reporting requirements. In addition, this document provides a consolidation of various changes to both the data elements that are collected, as well as to various performance reporting specifications. This TEGL also contains revisions to the youth report in order to accommodate performance reporting for those states with a waiver associated with using the TANF Emergency funds for summer employment. See TEGL 26-09 for information on this waiver.

Specifically, this guidance clarifies information for the following areas.

- Instructions for reporting self service participants in the WIA Adult program.
- Recovery Act reporting on the WIA Youth program has undergone several changes, including the addition of the TANF-funded services column. In particular, performance item 14, the number of participants receiving employment services, has been replaced by a new data element, the number of participants transitioning into unsubsidized employment.
- Leading indicators of performance have changed in the Recovery Act youth report to capture non-summer work readiness attainment and non-summer work experience completion for those states that received a waiver to allow Recovery Act youth to participate in work experiences outside of the summer months.
- The methodology for implementing the work readiness indicator based on recommendations from the Government Accountability Office (GAO) (Attachment B).
- Changes to the report specifications in the youth report (ETA form 9149) for performance items 8a through 8c (age of participants), performance item 11 (number of participants placed in summer employment) and performance item 18 (number of summer employment participants enrolled in services beyond summer

- employment).
- Clarifications on self-service reporting for the Wagner-Peyser Act program, as well as a change in reporting for performance item 8 (number referred to WIA services) on ETA form 9147, where this item is no longer collected for self-service only participants.
- Reporting requirements for the quarterly WIASRD have been removed. This information is now available in TEGL 17-09.

5. Performance Reporting Requirements. The Recovery Act funds are intended to supplement the existing WIA and Wagner-Peyser Act program formula-funded resources. Training and Employment Guidance Letter 14-08 elaborates on the importance of integrating the two funding sources to achieve the desired outcomes of the programs, i.e., to increase employment and training services that will assist workers to connect with the labor market. Therefore, for reporting purposes, participants in all programs (except WIA Youth and Reemployment Services) will be considered as participants in the regular formula programs and must be included in all current performance reporting requirements for the respective programs. The special requirements for WIA Youth and Reemployment Services are set forth below in the Supplemental Monthly Reports section.

Current Reports

- **WIA Title 1B Programs and National Emergency Grants**
For WIA programs, including Adult, Dislocated Worker, and Youth programs, and National Emergency Grants (NEGs), states will continue to submit required quarterly and annual reports, and include participants whose services are financed with regular WIA formula funds *and/or* Recovery Act funds. (See the section below on Supplemental Monthly Reports, WIA Youth, for the exception on Recovery Act-funded youth services, and Supplemental Monthly Reports, National Emergency Grants, for the exception on Recovery Act-funded National Emergency Grants.)
 - States submit a Quarterly Report (ETA 9090—OMB Control No. 1205-0420) (submitted 45 days after the end of the calendar quarter) with the following information:
 - Aggregate participant counts by program (WIA Adults, Dislocated Workers, Youth, and National Emergency Grants);
 - Aggregate training counts (for WIA Adults and Dislocated Workers only); and
 - Aggregate counts of outcomes against performance measures (reports on exiters and depending on measure, reports on individuals who exited anywhere from 15 to 22 months prior to the reporting date).

- States submit a WIA Annual Report (ETA 9091—OMB Control No. 1205-0420) on their performance outcomes. (National Emergency Grants participants are not broken out as a separate item in this report. However, NEG participants are included if they are co-enrolled in other WIA programs.)
- States submit, on a quarterly basis, an individual record (WIASRD--OMB Control No. 1205-0474) for program participants and exiters that includes individual characteristics/demographics, services received, and outcomes achieved.

• **Wagner-Peyser Act Programs Employment Service (ES) Grants and Reemployment Services Grants**

For the Wagner-Peyser Act programs, states will continue to submit required quarterly aggregate reports, and include participants whose services are financed with regular Wagner-Peyser Act formula funds *and/or* Recovery Act funds.

States submit quarterly aggregate reports required under the Labor Exchange Reporting System (ETA 9002 and VETS 200 series—OMB Control No. 1205-0240) 45 days after the end of the calendar quarter, on participant characteristics, services received and exiter outcomes. States will include in these reports all participants whose services are financed with regular Wagner-Peyser Act formula funds and Recovery Act funds for both Employment Service and Reemployment Services grants. No individual participant information is reported to ETA.

Supplemental Monthly Reports

Consistent with the principles of transparency and accountability, ETA recognized the need to collect participant and performance information more frequently to inform policymakers and the public about the progress of the Recovery Act’s implementation and, coupled with regular formula funds, about the labor market outcomes it leverages for job seekers.

To record the impact of the Recovery Act resources, ETA developed the required supplemental reports. Under these supplemental reports, states are required to submit information that states already collect; however, states are required to submit the supplemental reports monthly.

For the WIA Adults and Dislocated Workers programs, and the Wagner-Peyser Employment Service, states will report counts of people whose services were financed by either the regular formula funds and/or the Recovery Act funds in these supplemental reports.

The specific identification of WIA Adults, Dislocated Workers, and Wagner-

Peyser Employment Service individuals served with Recovery Act funds only versus 'regular' formula funds is a challenge since no differentiating eligibility requirements are specified in the Act. It is further complicated by the fact that Recovery Act funds must be spent concurrently with ongoing funding streams for these programs specified in the Recovery Act. Therefore, because characteristics and eligibility are identical and because services may well be paid for with both regular and Recovery Act funds, it is not possible for states and local service providers to distinguish who is a "Recovery Act" participant in any consistent way.

Required supplemental monthly reports will contain the following information.

- **For WIA Adults**, states will report aggregate counts of all participants, including those whose services are funded with regular WIA Adult formula funds and Recovery Act funds. States will report aggregate counts on those participants who are low-income, those receiving TANF and other public assistance, the number of Unemployment Insurance (UI) claimants, Veterans, individuals with disabilities, numbers with individual training accounts, numbers in training and type of training, numbers receiving supportive services and numbers receiving needs-related payments. Reporting this participant information reflects the Congressional intent about the use of the Recovery Act resources to serve low-income individuals and provide training services and the support necessary to stay in training.
- **For WIA Dislocated Workers**, states will report aggregate counts of all participants, including those whose services are funded with regular WIA Dislocated Worker formula funds and Recovery Act funds. States will report the number of UI claimants, Veterans, and individuals with disabilities, numbers with individual training accounts, numbers in training and type of training, numbers receiving supportive services and the number receiving needs-related payments.
- **For National Emergency Grants** funded with Recovery Act resources only, states will report aggregate counts of participants, including the number of UI claimants, Veterans, and individuals with disabilities, numbers with individual training accounts, numbers in training and type of training, numbers receiving supportive services and the number receiving needs-related payments. *This includes Recovery Act-funded NEGs awarded for On-the-Job Training (OJT).*

No new data element collection is proposed for the WIA Adult and Dislocated Worker programs and National Emergency Grants. The data elements contained in the supplemental monthly report are part

of the current data collection requirements for the WIA individual record (WIASRD). States will still submit an aggregate extract of this information to ETA on participants, on a monthly basis. See Attachment A for the layout of the specific information to be collected for these programs.

- **For WIA Youth**, reporting will be different. States are required to distinguish youth served with Recovery Act funds from youth served only with regular WIA funds and report “Recovery Act” youth separately in the supplemental monthly youth report. In addition, for those states with a waiver related to TANF-funded summer employment participants that are co-enrolled in the regular WIA youth program, they must distinguish those youth who fall under the waiver and report “TANF” youth separately in the supplemental monthly youth report.

Three factors in the Recovery Act make it necessary to create a separate reporting mechanism for the WIA Youth portion of the Recovery Act funding:

1. An emphasis on using funds for summer employment (currently not collected in the WIA quarterly or annual report and only collected as an activity for exiters in the WIASRD);
2. Recovery Act eligibility increasing its age limit to 24; and
3. The application of the two leading indicators as the only performance indicators used to assess the effectiveness of Recovery-Act funded employment opportunities.

With the issuance of TEN 24-09, states are now encouraged to use TANF Emergency funds to provide subsidized employment to low-income youth along with other benefits and services allowed under the TANF program. The issuance of a performance waiver to report only the work readiness indicator for those combining TANF and regular WIA youth funds for summer employment opportunities necessitates a separate reporting mechanism because the work readiness indicator is not collected in the WIA quarterly and annual reports. To ease the reporting burden on states, and in recognition of the overlapping nature of the youth population being served by up to three funding streams, a modified monthly youth participant form is the most convenient method for capturing the required performance data associated with the new TANF source of funding. *The new columns titled “TANF Waiver Reporting” are to be used by those states that have a waiver to report only the work readiness indicator for youth in summer employment who are co-enrolled in TANF. States without the TANF waiver must report these youth on the regular WIA youth reports*

(WIASRD, quarterly, or annual reports) if they receive formula funded WIA youth services. If these Youth participants receive Recovery Act funded services, they must be reported in the Recovery Act columns of the WIA youth monthly report.

- Youth participants served only with regular WIA youth funds will only be reported in the regular WIA Youth reports (WIASRD, quarterly, or annual reports) regardless of service mix and would be subject to the full set of WIA Youth measures or youth common measures for those states that have a waiver to report outcomes for common measures only.
 - Youth participants served only with WIA youth Recovery Act funds will be reported only in the Recovery Act columns of supplemental youth report.
 - Youth participants served with WIA youth Recovery Act and WIA youth formula funds will be reported in the Recovery Act columns of the supplemental report and in the regular WIA Youth reports (WIASRD, quarterly, or annual reports) and would be subject to the full set of WIA Youth measures or youth common measures for those states that have a waiver to report outcomes for common measures only.
 - Youth participants served with WIA youth Recovery Act and TANF funds and are covered by the TANF waiver will be reported only in the Recovery Act columns of the supplemental youth report.
 - Youth participants served with regular WIA formula and TANF funds and are covered by the TANF waiver will only be reported in the TANF columns of the supplemental youth report.
 - Youth participants that are served with Recovery Act, regular WIA and TANF funds and are covered by the TANF waiver are to be reported only in the Recovery Act and TANF columns of the supplemental youth report.
 - Youth participants served only with TANF funds will not be reported in any of the WIA reports or WIA Recovery Act reports.
- States will report aggregate counts of all Recovery Act participants, including the characteristics of participants, the numbers of participants in summer employment, the number placed in work experiences outside the summer months, the numbers receiving educational achievement services, the numbers transitioning into unsubsidized employment, the numbers receiving additional support services for youth, the numbers receiving leadership development opportunities, the numbers receiving follow up services, the numbers receiving services beyond summer employment, the numbers attaining work readiness, which is required in the Recovery Act, and completion of a summer youth employment opportunity (May 1

through September 30) and/or a non-summer work experience (October 1 through April 30).

For those states with the TANF performance waiver, TANF funded youth participants that are co-enrolled in the WIA youth program will be reported in the TANF Emergency columns of the supplemental report. States with such a waiver will report aggregate counts of all TANF participants, including the characteristics of participants, the numbers transitioning into unsubsidized employment and the numbers attaining work readiness. *States without the TANF waiver must report these youth on the regular WIA youth reports (WIASRD, quarterly, or annual reports). If these Youth participants also receive Recovery Act funded services, they must be reported in the Recovery Act columns of the WIA youth monthly report.*

See Attachment B for additional details on the information to be collected on WIA Youth Recovery Act services.

- **For the Wagner-Peyser Act Employment Service Grants**, states are required to submit supplemental reports of aggregate counts of all participants whose services are financed with regular Wagner-Peyser Act formula funds *and* Recovery Act funds (i.e., Employment Service and Reemployment Services).

States are to report on the number of participants served, number of Veterans served, and the type of services received. This information is currently reported in the existing Wagner-Peyser quarterly report (ETA 9002A).

Collectively, this monthly report will provide a complete picture of Wagner-Peyser Act services (e.g., ETA 9002 report = participants funded by: ES formula grants + supplemental Recovery Act ES + supplemental Recovery Act Reemployment Services). Omitting participants served by any of these funding streams in the ETA 9002 report will constitute an incomplete submission.

One additional section on the supplemental report created a distinction between staff-assisted services versus those that are provided virtually (i.e., services self-accessed through the Internet, either in a One-Stop resource room or through any other remote location). Currently, states do report the number of “staff-assisted services” in the ETA 9002 quarterly report, and states may include counts on the number of persons who access services “virtually.” However, the current reporting requirements do not delineate between what modality was used to provide the services. See Attachment C for additional details on the information to be collected

for the Wagner-Peyser Act program.

- **For the Wagner-Peyser Reemployment Services Grants**, states are to report on the same data elements that are collected for the Wagner-Peyser Act Employment Service report, with one additional data element: *referral to training, including WIA-funded training*. A similar data element is used in the ETA Form 9048 (OMB Control No. 1205-0353) for Worker Profiling and Reemployment Services; however, it is not included in the ETA 9002 report. Since Reemployment Services Grants do not provide for training, this new data element will be crucial to see how often the system refers individuals to those programs that offer training interventions.

For the Reemployment Services Grants, states must identify Recovery Act-funded participants on the supplemental monthly report. All Unemployment Insurance (UI) claimants who were identified for and received Reemployment Services Grants-funded staff-assisted services should be classified as Recovery Act-funded participants. As described in TEGE 14-08, ETA encourages states to provide more in-depth and intensive staff-assisted services to the UI claimant population.

Two factors made it necessary to create a separate report for the Reemployment Services portion of the Recovery Act.

- (1) The Recovery Act makes a clear distinction between general Wagner-Peyser Act funds and Reemployment Services funds to support targeted services to Unemployment Insurance claimants. Oversight bodies, including Congress, have indicated the need to better understand the impact of the \$250 million dedicated to UI claimants; and
- (2) The Wagner-Peyser Act Employment Service serves over 14 million individuals each year. If Reemployment Services participants are not reported separately from the regular Wagner-Peyser Act reporting, ETA would not have the ability to analyze and track positive effects of the new Reemployment Services funds. Separate identification and reporting of these participants ensures that ETA can demonstrate accountability for resources expended by these grants.

IMPORTANT NOTE: Reemployment Services participants who are reported in the Reemployment Services monthly Recovery Act Report must also be included in the ES monthly Recovery Act Report (described further in the preceding bullet point).

See Attachment C for additional details on the information to be collected for the Reemployment Services Grants.

6. How Recovery Act Participants will be Identified. For the WIA

Adult and Dislocated Worker programs, performance accountability information that reflects both regular formula-funded and Recovery Act-funded participant activities must be reported in the aggregate on the supplemental monthly report. *There is no distinction between these participants.*

However, ETA has modified the WIASRD layout to allow states to indicate which participants did receive services funded in part or in whole by Recovery Act funds. This type of identification will be helpful to identify outcomes achieved by these participants when they have completed the program services.

- For the WIA Adult, Dislocated Worker, and Youth programs, and National Emergency Grants, states will use WIASRD field number 326 to indicate participants who received services financially assisted in part or in whole by the Recovery Act. The one exception is when an individual participates in Summer Youth Employment only (see below). States must complete WIASRD field 326 for WIA Adult, Dislocated Worker, Youth, and National Emergency Grant participants as follows:
 - Record 1 if the participant received services financially assisted from any other WIA or non-WIA program not listed above [programs in which a participant may have been co-enrolled] that provided the individual with services.
 - Record 2 if the participant received services financially assisted in whole or in part by funds from the Recovery Act.
 - 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 whole or in part by funds from the Recovery Act.
 - Record 0 or leave "blank" if the participant did not receive any services under any of the conditions described above or it is not known.

Individual records for all participants in Recovery Act-funded National Emergency Grants must have WIASRD field 326 completed as well as one of the National Emergency Grant (NEG) identifier fields, i.e., 313 (a), (b), or (c). *This requirement also applies to Recovery Act-funded NEGs for OJT.*

- For the WIA Youth Recovery Act-funded activities, states will include on the supplemental monthly youth report, only participants served with Recovery Act funds or TANF funds (if the state has TANF waiver). If such youth are only served between May 1 and September 30 (the “summer” period) and participate in summer employment only, they will not be reported in the regular WIA Youth reports (WIASRD, quarterly, or annual reports) regardless of service mix.

- For the Wagner-Peyser Act program, both regular formula and Recovery Act-funded participants will be included in the aggregate on the monthly report. There is no distinction between the participants for this program.
- For Reemployment Services Grants, states will report on Recovery Act-funded participants only on the monthly reporting forms. A participant whose services are funded by Recovery Act Reemployment Services Grants is a UI claimant who was identified for and received Reemployment Services Grants-funded staff-assisted services. As described in TEGL 14-08, ETA encourages states to provide more in-depth and intensive staff-assisted services to these individuals.

7. Frequency for Reporting. States will continue to submit the current formula-funded reports (described in Section 5 above) on a quarterly basis, 45 days after the end of the calendar quarter. States will continue to submit the WIA Annual Report on October 1.

States will continue to submit the supplemental Adult and Dislocated Worker programs and National Emergency Grants report, the WIA Youth Recovery Act and TANF report, and the Wagner-Peyser Act reports monthly by the 15th of each month for the previous month. If the 15th of the month falls on a weekend, the report will be due the following Monday.

8. Performance Outcomes.

WIA Adult and Dislocated Worker Programs. The performance measures for WIA Adult and Dislocated Worker programs and National Emergency Grants will continue to be those measures specified in section 136 of WIA. All participants in the WIA Adult and Dislocated Worker programs and National Emergency Grants will be included in the regular WIA reports (quarterly report, WIASRD, annual report). However, National Emergency Grants are not broken out as a separate item in the annual report, and the outcomes for the WIA performance measures will be included in these reports.

Wagner-Peyser Act Programs. Similarly, the performance measures for the Wagner-Peyser Act will continue to be those measures specified in TEGL 17-05. All participants in the Wagner-Peyser Act program, including those whose services are funded in part or in whole by regular formula and/or Recovery Act funds will be included in the regular quarterly reports (ETA Form 9002A through E), and the performance outcomes against the Wagner-Peyser performance measures will be included in these reports.

WIA Youth Program. If youth are served only with Recovery Act funds between May 1 and September 30 (the “summer” period) and participate in summer employment only, the only performance indicators required for

these youth are the work readiness indicator and the summer completion rate. These youth will not be reported in the regular WIA Youth reports (WIASRD, quarterly, or annual reports) regardless of service mix, since the youth received no WIA-funded services.

If a youth served with Recovery Act funds does not participate in summer employment or is served before May 1 or beyond September 30, he/she would also be included in the regular WIA reports and be subject to the full set of WIA Youth measures or youth common measures for those states that have a waiver to report common performance measure outcomes only. For WIA Youth Recovery Act-funded services, the only exception is for youth 22 to 24 years old. Since these youth fall outside of the regular WIA Youth eligibility because of age, they would not be included in the regular WIA Youth reports.

ETA encourages states and/or local areas who serve 22 to 24 years old youth with Recovery Act funds beyond the summer to co-enroll them in the WIA Adult and/or Dislocated Worker program when appropriate. If such youth are co-enrolled in the WIA Adult Program, they would be reported through the WIA Adult performance measures. If such youth are co-enrolled in the WIA Dislocated Worker program, they would be reported through the WIA Dislocated Worker performance measures.

9. Performance Goals. States will continue to report progress against the already established negotiated performance goals for the WIA title IB and Wagner-Peyser Act programs. These funds are meant to supplement the regular formula-funded programs; therefore, separate goals are not necessary. There will not be separate performance goals negotiated for programs that utilize Recovery Act funds, and there will not be separate performance goals for the youth work readiness and summer employment/work experience completion indicators.

In consideration of the customer characteristics, and service mix provided with regular formula funds and Recovery Act funds, states may request renegotiation of established levels of performance. States should review the guidelines set forth in TEGl 11-01 and contact the ETA Regional Administrator.

10. Mechanism for Reporting. ETA provides a web-based system for states to enter the current month and program-to-date totals for each report. Information for the monthly reports is to be submitted at www.eta-reports.doleta.gov. States have been assigned a password/PIN to access the web-based reporting system. States will have from the first of the month through the 25th of the month to enter/update information for the previous month. Technical assistance is available to address any questions that states may have.

11. Action Requested. States are requested to distribute this information to the appropriate state and local staff.

12. Paperwork Reduction Act (PRA) Statement. The annualized public reporting burden for the collection of information described in this TEGl is estimated to average approximately 768 hours per state for the monthly reports and 10,614 hours per state for the quarterly WIASRD including time for gathering and maintaining the data.

According to the Paperwork Reduction Act of 1995 (Pub. L. 104-13), no persons are required to respond to a collection of information unless such collection displays a valid OMB control number (see 44 U.S.C. Section 3507). Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number (see 44 U.S.C. Section 3512). The OMB Control Number for this information request is 1205-0474.

13. Inquiries. Questions concerning this guidance should be directed to the appropriate regional office or to the Office of Policy Development and Research, at ETAperforms@dol.gov.

14. Attachments.

Attachment A: Monthly Reporting Requirements for WIA Adult and Dislocated Worker Programs and National Emergency Grants

Attachment B: Monthly Reporting Requirements for the WIA Youth Recovery Act Services

Attachment C: Monthly Reporting Requirements for the Wagner-Peyser Act Program, Including the Reemployment Services Grants

Attachment D: Optional Work Readiness Tool for the WIA Youth Program

Attachment A

Monthly Reporting Requirements for WIA Adult and Dislocated Worker Programs and National Emergency Grants

State grantees began reporting on a monthly basis for the WIA Adult and Dislocated Worker Programs and National Emergency Grants on July 15, 2009. The definitions and specifications for the data elements included in the form are based on the current WIA performance reporting system.

In the WIA Adult program, Dislocated Worker program and National Emergency Grant reports, self-service participants should be included in the total number of participants served as well as in the total number of new participants served for both the current month and program to date columns.



**WIA ADULT AND DISLOCATED WORKER PROGRAMS, and NATIONAL EMERGENCY GRANTS
MONTHLY REPORT**



ETA Form: ETA-9148
 Report Due Date: mm/dd/yyyy
 Report Month End Date: mm/dd/yyyy
 State: _____

OMB No. 1205-0474
 Expires: 1/31/2013

Performance Items		Current Month (A)	Previous Month (B)	Program-to-Date (C)
A. PARTICIPANT SUMMARY INFORMATION				
WIA Adults	1. Total number of <u>new</u> participants served			
	2. Total number of participants served			
	3. Number of UI claimants			
	4. Number of low-income individuals			
	5. Number of Temporary Assistance to Needy Families (TANF) recipients			
	6. Number of public assistance individuals			
	7. Number of Veterans			
	8. Number of individuals with disabilities			
	9. Number of individual training accounts (ITA)			
	10. Number of participants in training			
	11. Number in on-the-job training (OJT)			
	12. Number in skill upgrading and retraining			
	13. Number in customized training			
	14. Number receiving supportive services (except needs-related payments)			
	15. Number receiving needs-related payments			
WIA Dislocated Workers	1. Total number of <u>new</u> participants served			
	2. Total number of participants served			
	3. Number of UI claimants			
	4. Number of Veterans			
	5. Number of individuals with disabilities			
	6. Number of individual training accounts (ITA)			
	7. Number of participants in training			
	8. Number in on-the-job training (OJT)			
	9. Number in skill upgrading and retraining			
	10. Number in customized training			
	11. Number receiving supportive services (except needs-related payments)			
	12. Number receiving needs-related payments			
National Emergency Grants	1. Total number of <u>new</u> participants served			
	2. Total number of participants served			
	3. Number of UI claimants			
	4. Number of Veterans			
	5. Number of individuals with disabilities			
	6. Number of individual training accounts (ITA)			
	7. Number of participants in training			
	8. Number in on-the-job training (OJT)			
	9. Number in skill upgrading and retraining			
	10. Number in customized training			
	11. Number receiving supportive services (except needs-related payments)			
	12. Number receiving needs-related payments			
B. REPORT CERTIFICATION/ADDITIONAL COMMENTS				
Grantee Remarks:				
Name of Grantee Certifying Official:		Telephone Number:	Email:	

This reporting requirement is approved under the Paperwork Reduction Act of 1995, OMB Control No. 1205-0474, expiring 1/31/2013. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number and expiration date. Public reporting burden for this collection of information is estimated to average 26 hours per response, including time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. The reason for the collection of information is general program oversight, evaluation and performance assessment. Send comments regarding this burden, to the U.S. Department of Labor, Employment and Training Administration, Office of Performance and Technology, 200 Constitution Avenue, NW, Room S-5206, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0474).

Performance Item	Definition
WIA ADULTS	
1. Total number of <u>new</u> participants served	The sum of WIA Adult participants who began participation during the reporting period.
2. Total number of participants served	The sum of WIA Adult participants during the reporting period.
3. Number of UI claimants	The sum of WIA Adult participants who filed a claim and have been determined monetarily eligible for benefit payments under one or more State or Federal Unemployment Compensation programs during the reporting period.
4. Number of low-income individuals	The sum of WIA Adult participants who: (a) received, or is a member of a family which received, cash payments under a federal, state or local income-based public assistance program, or (b) received an income, or is a member of a family that received a total family income, for the six-month period prior to program participation (exclusive of unemployment compensation, child support payments, payments described in subparagraph A and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C 402)) that, in relation to family size does not exceed the higher of (i) the poverty line, for an equivalent period, or (ii) 70 percent of the lower living standard income level, for an equivalent period; or (c) is a member of a household that received (or has been determined within the 6-month period prior to program participation) Food Stamps under the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.); or (d) qualified as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or (e) was a foster child on behalf of whom State or local government payments are made; or (f) was a person with a disability whose own income meets the income criteria established in WIA section 101(25)(A) or (B), but is a member of a family whose income does not meet the established criteria during the reporting period.
5. Number of Temporary Assistance to Needy Families (TANF) recipients	The sum of WIA Adult participants who are listed on the welfare grant or have received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program.
6. Number of public assistance individuals	The sum of WIA Adult participants who received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), Food Stamp Assistance, and Supplemental Security Income (SSI-SSA Title XVI). This does not include foster child payments.
7. Number of Veterans	The sum of WIA Adult participants who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable, or the individual served on active duty for a period of more than 180 days and was

Performance Item	Definition
	<p>discharged or released with other than a dishonorable discharge; <u>or</u> was discharged or released because of a service connected disability; <u>or</u> as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. Include also the sum of WIA Adult participants who are: (a) the spouse of any person who died on active duty or of a service-connected disability; (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C. 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action, (ii) captured in the line of duty by a hostile force, or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.</p>
8. Number of individuals with disabilities	<p>The sum of WIA Adult participants that indicate 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.)</p>
9. Number of individual training accounts (ITA)	<p>The sum of WIA Adult participants who received services purchased utilizing an Individual Training Account funded by WIA title I during the reporting period.</p>
10. Number of participants in training	<p>The sum of WIA Adult participants who received training during the reporting period, including On-the-Job Training, Skill Upgrading & Retraining, Entrepreneurial Training, ABE or ESL in Combination with Training, Customized Training, and Other Occupational Skills Training.</p>
11. Number in on-the-job training (OJT)	<p>The sum of WIA Adult participants who received On-the-Job Training as defined in Section 101(31) of the Workforce Investment Act of 1998 (20 U.S.C. 9201) during the reporting period. Under this definition, "On-the-Job Training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that: (a) provides knowledge or skills essential to the full and adequate performance of the job; (b) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (c) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.</p>

Performance Item	Definition
12. Number in skill upgrading and retraining	The sum of WIA Adult participants who receive Skill Upgrading & Retraining during the reporting period.
13. Number in customized training	The sum of WIA Adult participants who received Customized Training as defined in Section 101(8) of the Workforce Investment Act of 1998 (20 U.S.C. 9201) during the reporting period. Under that definition, "customized training" is training that is: (a) designed to meet the special requirements of an employer (including a group of employers); (b) conducted with a commitment by the employer to employ an individual on successful completion of the training; and (c) for which the employer pays for not less than 50 percent of the cost of the training.
14. Number receiving supportive services (except needs-related payments)	The sum of WIA Adult participants who received supportive services (WIA section 134(e)(2)) during the reporting period which include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the individual to participate in activities authorized under WIA title IB. For youth, support services (WIA section 101(46)) include: (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) referrals to medical services; and (f) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.
15. Number receiving needs-related payments	The sum of WIA Adult participants who received WIA title IB-funded needs related payments for the purpose of enabling the individual to participate in approved training funded under WIA Title IB during the reporting period.
WIA DISLOCATED WORKERS	
1. Total number of <u>new</u> participants served	The sum of WIA Dislocated Worker participants who began participation during the reporting period.
2. Total number of participants served	The sum of WIA Dislocated Worker participants during the reporting period.
3. Number of UI claimants	The sum of WIA Dislocated Worker participants who filed a claim and have been determined monetarily eligible for benefit payments under one or more State or Federal Unemployment Compensation programs during the reporting period.
4. Number of veterans	The sum of WIA Dislocated Worker participants who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable, or the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; <u>or</u> was discharged or released because of a service connected disability; <u>or</u> as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. Include

Performance Item	Definition
	also the sum of WIA Dislocated Worker participants who are: (a) the spouse of any person who died on active duty or of a service-connected disability; (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C. 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action, (ii) captured in the line of duty by a hostile force, or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.
5. Number of individuals with disabilities	The sum of WIA Dislocated Worker participants that indicate 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.)
6. Number of individual training accounts (ITA)	The sum of WIA Dislocated Worker participants who received services purchased utilizing an Individual Training Account funded by WIA title I during the reporting period.
7. Number of participants in training	The sum of WIA Dislocated Worker participants who received training during the reporting period, including On-the-Job Training, Skill Upgrading & Retraining, Entrepreneurial Training, ABE or ESL in Combination with Training, Customized Training, and Other Occupational Skills Training.
8. Number in on-the-job training (OJT)	The sum of WIA Dislocated Worker participants who received On-the-Job Training as defined in Section 101(31) of the Workforce Investment Act of 1998 (20 U.S.C. 9201) during the reporting period. Under this definition, "On-the-Job Training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that: (a) provides knowledge or skills essential to the full and adequate performance of the job; (b) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (c) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
9. Number in skill upgrading and retraining	The sum of WIA Dislocated Worker participants who received Skill Upgrading & Retraining during the reporting period.

Performance Item	Definition
10. Number in customized training	The sum of WIA Dislocated Worker participants who received Customized Training as defined in Section 101(8) of the Workforce Investment Act of 1998 (20 U.S.C. 9201) during the reporting period. Under that definition, "customized training" is training that is: (a) designed to meet the special requirements of an employer (including a group of employers); (b) conducted with a commitment by the employer to employ an individual on successful completion of the training; and (c) for which the employer pays for not less than 50 percent of the cost of the training.
11. Number receiving supportive services (except needs-related payments)	The sum of WIA Dislocated Worker participants who received supportive services (WIA section 134(e)(2)) during the reporting period which include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the individual to participate in activities authorized under WIA title IB. For youth, support services (WIA section 101(46)) include: (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) referrals to medical services; and (f) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.
12. Number receiving needs-related payments	The sum of WIA Dislocated Worker participants who received WIA title IB-funded needs related payments during the reporting period for the purpose of enabling the individual to participate in approved training funded under WIA Title IB.
NATIONAL EMERGENCY GRANT	
1. Total number of <u>new</u> participants served	The sum of National Emergency Grant participants who began participation during the reporting period.
2. Total number of participants served	The sum of National Emergency Grant participants during the reporting period.
3. Number of UI claimants	The sum of National Emergency Grant participants who filed a claim and have been determined monetarily eligible for benefit payments under one or more State or Federal Unemployment Compensation programs during the reporting period.
4. Number of Veterans	The sum of National Emergency Grant participants who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable, or the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; <u>or</u> was discharged or released because of a service connected disability; <u>or</u> as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. Include also the sum of National Emergency Grant participants who are: (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

Performance Item	Definition
	Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C. 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action, (ii) captured in the line of duty by a hostile force, or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.
5. Number of individuals with disabilities	The sum of National Emergency Grant participants that indicate 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.)
6. Number of individual training accounts (ITA)	The sum of National Emergency Grant participants who received services purchased utilizing an Individual Training Account established for adults or dislocated workers and funded by WIA title I.
7. Number of participants in training	The sum of National Emergency Grant participants who receive training, including On-the-Job Training, Skill Upgrading & Retraining, Entrepreneurial Training, ABE or ESL in Combination with Training, Customized Training, and Other Occupational Skills Training.
8. Number in on-the-job training (OJT)	The sum of National Emergency Grant participants who receive On-the-Job Training as defined in Section 101(31) of the Workforce Investment Act of 1998 (20 U.S.C. 9201). Under this definition, "On-the-Job Training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that: (a) provides knowledge or skills essential to the full and adequate performance of the job; (b) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (c) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
9. Number in skill upgrading and retraining	The sum of National Emergency Grant participants who received Skill Upgrading & Retraining during the reporting period.

Performance Item	Definition
10. Number in customized training	The sum of National Emergency Grant participants who received Customized Training as defined in Section 101(8) of the Workforce Investment Act of 1998 (20 U.S.C. 9201) during the reporting period. Under that definition, "customized training" is training that is: (a) designed to meet the special requirements of an employer (including a group of employers); (b) conducted with a commitment by the employer to employ an individual on successful completion of the training; and (c) for which the employer pays for not less than 50 percent of the cost of the training.
11. Number receiving supportive services (except needs-related payments)	The sum of National Emergency Grant participants who received supportive services (WIA section 134(e)(2)) during the reporting period 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.
12. Number receiving needs-related payments	The sum of National Emergency Grant participants who received WIA title IB- funded needs related payments during the reporting period for the purpose of enabling the individual to participate in approved training funded under WIA Title IB.

ATTACHMENT A
WIA ADULT AND DISLOCATED WORKER PROGRAMS, AND NATIONAL EMERGENCY GRANTS
MONTHLY REPORT SPECIFICATIONS

Performance Item	Report Specification	
	Current Month (A)	Program-to-Date (C)
WIA Adults		
1. Total number of <u>new</u> participants served	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION >= beginning of the report period and <= end of the report period	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION >= 20090501 and <= end of the report period
2. Total number of participants served	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null)	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null)
3. Number of UI claimants	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)
4. Number of low-income individuals	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (LOW INCOME =1)	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (LOW INCOME =1)
5. Number of individuals who (Temporary Assistance to Needy Families) TANF	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and TEMPORARY ASSISTANCE TO NEEDY FAMILIES = 1	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and TEMPORARY ASSISTANCE TO NEEDY FAMILIES = 1
6. Number of individuals who receive other public assistance	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and OTHER PUBLIC ASSISTANCE RECIPIENT = 1	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and OTHER PUBLIC ASSISTANCE RECIPIENT = 1
7. Number of Veterans	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (ELIGIBLE VETERAN STATUS = 1 or ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3)	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (ELIGIBLE VETERAN STATUS = 1 or ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3)
8. Number of individuals with disabilities	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (INDIVIDUAL WITH A DISABILITY = 1)	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (INDIVIDUAL WITH A DISABILITY = 1)

ATTACHMENT A
WIA ADULT AND DISLOCATED WORKER PROGRAMS, AND NATIONAL EMERGENCY GRANTS
MONTHLY REPORT SPECIFICATIONS

Performance Item	Report Specification	
	Current Month (A)	Program-to-Date (C)
9. Number of individual training accounts (ITA)	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (ESTABLISHED INDIVIDUAL TRAINING ACCOUNT = 1)	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (ESTABLISHED INDIVIDUAL TRAINING ACCOUNT = 1)
10. Number of participants in training	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and (DATE COMPLETED TRAINING >= the beginning of the report period or DATE COMPLETED TRAINING is null)	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and (DATE COMPLETED TRAINING >= 20090501 or DATE COMPLETED TRAINING is null)
11. Number in on-the-job training (OJT)	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 1 and (DATE COMPLETED TRAINING #1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 1 and (DATE COMPLETED TRAINING #2 >= the beginning of the report period or DATE COMPLETED TRAINING #2 is null)}]	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 1 and (DATE COMPLETED TRAINING #1 >= 20090501 or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 1 and (DATE COMPLETED TRAINING #2 >= 20090501 or DATE COMPLETED TRAINING #2 is null)}]
12. Number in skill upgrading and retraining	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 2 and (DATE COMPLETED TRAINING #1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 2 and (DATE COMPLETED TRAINING #2 >= the beginning of the report period or DATE COMPLETED TRAINING #2 is null)}]	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 2 and (DATE COMPLETED TRAINING #1 >= 20090501 or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 2 and (DATE COMPLETED TRAINING #2 >= 20090501 or DATE COMPLETED TRAINING #2 is null)}]

**ATTACHMENT A
WIA ADULT AND DISLOCATED WORKER PROGRAMS, AND NATIONAL EMERGENCY GRANTS
MONTHLY REPORT SPECIFICATIONS**

Performance Item	Report Specification	
	Current Month (A)	Program-to-Date (C)
13. Number in customized training	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 5 and (DATE COMPLETED TRAINING #1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 5 and (DATE COMPLETED TRAINING #2 >= the beginning of the report period or DATE COMPLETED TRAINING #2 is null)}]	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 5 and (DATE COMPLETED TRAINING #1 >= 20090501 or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 5 and (DATE COMPLETED TRAINING #2 >= 20090501 or DATE COMPLETED TRAINING #2 is null)}]
14. Number receiving supportive services (except needs-related payments)	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (RECEIVED SUPPORTIVE SERVICES (EXCEPT NEEDS-RELATED PAYMENTS) = 1)	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (RECEIVED SUPPORTIVE SERVICES (EXCEPT NEEDS-RELATED PAYMENTS) = 1)
15. Number receiving needs-related payments	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and (DATE COMPLETED TRAINING >= the beginning of the report period or DATE COMPLETED TRAINING is null) and (NEEDS-RELATED PAYMENTS = 1)	Count of UNIQUE RECORDS where ADULT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and (DATE COMPLETED TRAINING >= 20090501 or DATE COMPLETED TRAINING is null) and (NEEDS-RELATED PAYMENTS = 1)
WIA Dislocated Workers		
1. Total number of <u>new</u> participants served	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION >= beginning of the report period and <= end of the report period	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION >= 20090501 and <= end of the report period
2. Total number of participants served	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null)	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null)
3. Number of UI claimants	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)

**ATTACHMENT A
WIA ADULT AND DISLOCATED WORKER PROGRAMS, AND NATIONAL EMERGENCY GRANTS
MONTHLY REPORT SPECIFICATIONS**

Performance Item	Report Specification	
	Current Month (A)	Program-to-Date (C)
4. Number of veterans	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (ELIGIBLE VETERAN STATUS = 1 or ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3)	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (ELIGIBLE VETERAN STATUS = 1 or ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3)
5. Number of individuals with disabilities	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (INDIVIDUAL WITH A DISABILITY = 1)	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (INDIVIDUAL WITH A DISABILITY = 1)
6. Number of individual training accounts (ITA)	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (ESTABLISHED INDIVIDUAL TRAINING ACCOUNT = 1)	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (ESTABLISHED INDIVIDUAL TRAINING ACCOUNT = 1)
7. Number of participants in training	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and (DATE COMPLETED TRAINING >= the beginning of the report period or DATE COMPLETED TRAINING is null)	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and (DATE COMPLETED TRAINING >= 20090501 or DATE COMPLETED TRAINING is null)
8. Number in on-the-job training (OJT)	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 1 and (DATE COMPLETED TRAINING #1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 1 and (DATE COMPLETED TRAINING #2 >= the beginning of the report period or DATE COMPLETED TRAINING #2 is null)}]	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 1 and (DATE COMPLETED TRAINING #1 >= 20090501 or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 1 and (DATE COMPLETED TRAINING #2 >= 20090501 or DATE COMPLETED TRAINING #2 is null)}]
9. Number in skill upgrading and retraining	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 2 and (DATE COMPLETED TRAINING #1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 2 and (DATE COMPLETED TRAINING #1 >= 20090501 or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 2 and (DATE COMPLETED

**ATTACHMENT A
WIA ADULT AND DISLOCATED WORKER PROGRAMS, AND NATIONAL EMERGENCY GRANTS
MONTHLY REPORT SPECIFICATIONS**

Performance Item	Report Specification	
	Current Month (A)	Program-to-Date (C)
	TRAINING SERVICE #2 = 2 and (DATE COMPLETED TRAINING #2 >= the beginning of the report period or DATE COMPLETED TRAINING #2 is null)}}]	TRAINING #2 >= 20090501 or DATE COMPLETED TRAINING #2 is null)}}]
10. Number in customized training	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 5 and (DATE COMPLETED TRAINING #1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 5 and (DATE COMPLETED TRAINING #2 >= the beginning of the report period or DATE COMPLETED TRAINING #2 is null)}}]	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 5 and (DATE COMPLETED TRAINING #1 >= 20090501 or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 5 and (DATE COMPLETED TRAINING #2 >= 20090501 or DATE COMPLETED TRAINING #2 is null)}}]
11. Number receiving supportive services (except needs-related payments)	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (RECEIVED SUPPORTIVE SERVICES (EXCEPT NEEDS-RELATED PAYMENTS) = 1)	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (RECEIVED SUPPORTIVE SERVICES (EXCEPT NEEDS-RELATED PAYMENTS) = 1)
12. Number receiving needs-related payments	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and (DATE COMPLETED TRAINING >= the beginning of the report period or DATE COMPLETED TRAINING is null) and (NEEDS-RELATED PAYMENTS = 1)	Count of UNIQUE RECORDS where DISLOCATED WORKER and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and (DATE COMPLETED TRAINING >= 20090501 or DATE COMPLETED TRAINING is null) and (NEEDS-RELATED PAYMENTS = 1)
National Emergency Grants		
1. Total number of <u>new</u> participants served	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION >= beginning of the report period and <= end of the report period	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION >= 20090501 and <= end of the report period
2. Total number of participants served	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null)	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null)

ATTACHMENT A
WIA ADULT AND DISLOCATED WORKER PROGRAMS, AND NATIONAL EMERGENCY GRANTS
MONTHLY REPORT SPECIFICATIONS

Performance Item	Report Specification	
	Current Month (A)	Program-to-Date (C)
3. Number of UI claimants	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)
4. Number of Veterans	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (ELIGIBLE VETERAN STATUS = 1 or ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3)	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (ELIGIBLE VETERAN STATUS = 1 or ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3)
5. Number of individuals with disabilities	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (INDIVIDUAL WITH A DISABILITY = 1)	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (INDIVIDUAL WITH A DISABILITY = 1)
6. Number of individual training accounts (ITA)	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (ESTABLISHED INDIVIDUAL TRAINING ACCOUNT = 1)	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (ESTABLISHED INDIVIDUAL TRAINING ACCOUNT = 1)
7. Number of participants in training	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and (DATE COMPLETED TRAINING >= the beginning of the report period or DATE COMPLETED TRAINING is null)	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and (DATE COMPLETED TRAINING >= 20090501 or DATE COMPLETED TRAINING is null)

**ATTACHMENT A
WIA ADULT AND DISLOCATED WORKER PROGRAMS, AND NATIONAL EMERGENCY GRANTS
MONTHLY REPORT SPECIFICATIONS**

Performance Item	Report Specification	
	Current Month (A)	Program-to-Date (C)
8. Number in on-the-job training (OJT)	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 1 and (DATE COMPLETED TRAINING #1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 1 and (DATE COMPLETED TRAINING #2 >= the beginning of the report period or DATE COMPLETED TRAINING #2 is null)}]	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 1 and (DATE COMPLETED TRAINING #1 >= 20090501 or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 1 and (DATE COMPLETED TRAINING #2 >= 20090501 or DATE COMPLETED TRAINING #2 is null)}]
9. Number in skill upgrading and retraining	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 2 and (DATE COMPLETED TRAINING #1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 2 and (DATE COMPLETED TRAINING #2 >= the beginning of the report period or DATE COMPLETED TRAINING #2 is null)}]	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 2 and (DATE COMPLETED TRAINING #1 >= 20090501 or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 2 and (DATE COMPLETED TRAINING #2 >= 20090501 or DATE COMPLETED TRAINING #2 is null)}]
10. Number in customized training	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 5 and (DATE COMPLETED TRAINING #1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 5 and (DATE COMPLETED TRAINING #2 >= the beginning of the report period or DATE COMPLETED TRAINING #2 is null)}]	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and [{TYPE OF TRAINING SERVICE #1 = 5 and (DATE COMPLETED TRAINING #1 >= 20090501 or DATE COMPLETED TRAINING #1 is null)} or {TYPE OF TRAINING SERVICE #2 = 5 and (DATE COMPLETED TRAINING #2 >= 20090501 or DATE COMPLETED TRAINING #2 is null)}]
11. Number receiving supportive services (except needs-related payments)	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (RECEIVED SUPPORTIVE SERVICES (EXCEPT NEEDS-RELATED PAYMENTS) = 1)	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (RECEIVED SUPPORTIVE SERVICES (EXCEPT NEEDS-RELATED PAYMENTS) = 1)
12. Number receiving needs-related payments	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <=	Count of UNIQUE RECORDS where NATIONAL EMERGENCY GRANT and DATE OF PARTICIPATION <=

**ATTACHMENT A
WIA ADULT AND DISLOCATED WORKER PROGRAMS, AND NATIONAL EMERGENCY GRANTS
MONTHLY REPORT SPECIFICATIONS**

Performance Item	Report Specification	
	Current Month (A)	Program-to-Date (C)
	end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and (DATE COMPLETED TRAINING >= the beginning of the report period or DATE COMPLETED TRAINING is null) and (NEEDS-RELATED PAYMENTS = 1)	end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and DATE ENTERED TRAINING <= end of the report period and (DATE COMPLETED TRAINING >= 20090501 or DATE COMPLETED TRAINING is null) and (NEEDS-RELATED PAYMENTS = 1)

Attachment B

Monthly Reporting Requirements for the WIA Youth Recovery Act Services

The definitions and specifications for the data elements included in the form (included below) are based on the current WIA performance reporting system. The reporting requirements strive to keep the additional reporting burden for the state and local level to a minimum, while ensuring that states report sufficient information that shows stakeholders the impact of the Recovery Act. The reporting definitions and specifications are the same for both Recovery Act youth and TANF youth participants although not every performance item is reported for TANF youth participants (the shaded performance items in the TANF waiver reporting columns on the attached ETA form 9149 are not required for TANF participants).

Description of Performance Indicators

1) Work Readiness Attainment Rate

- Defined as the percentage of participants in summer employment (during the summer period of May 1 through September 30) or a non-summer work experience (during the period October 1 through April 30) who attain Work Readiness based on the work readiness evaluation.
- Participants have until the end of their summer work experience to attain work readiness for the summer employment piece of this indicator. All applicable summer employment participants should be reported in this measure in the report ending September 30. Participants in non-summer work experiences have until April 30 (the beginning of the subsequent summer period) to attain work readiness for the work experience piece of this indicator. When setting work readiness goals, Local Workforce Investment Areas (LWIAs) should follow the revised definition for work readiness skill goal provided below.

Work Readiness Attainment Rate. The primary indicator for measuring youth performance under Recovery Act funding is the work readiness attainment rate. Under the Act, local areas were given flexibility in designing their work readiness indicator. However, to enhance the effectiveness of the measure, the GAO report in September 2009 recommended that ETA “provide additional guidance on how to measure work readiness of youth, with a goal of improving the comparability and rigor of the measure.” Additionally, an ETA sponsored evaluation conducted by Mathematical Policy Research (MPR) concluded that guidance is necessary to better guide the states on the most appropriate “sources of data”, “types of skills”, and “timing and frequency” of youth assessments.

In response, ETA has changed the definition of the work readiness to be

based on a worksite evaluation (see below). There has been no change to the reporting specification for this indicator. However, the only relevant parts of the included reporting specification specific to the summer employment period (May 1st – September 30th) are the parts in the numerator and denominator before the plus. In other words, only the part in the numerator regarding goal type 1 and the part in the denominator regarding received summer employment are used during the summer employment period. The other parts of the reporting specification deal with work experiences outside of the summer period and are included in the case that the Recovery Act funding extends beyond the current summer period.

Revised Methodology for Measuring Work Readiness. A worksite evaluation measuring performance in the workplace is required to assess work readiness for the work readiness indicator. Previous feedback has demonstrated that the most effective method of assessing work readiness is to require the worksite supervisor to observe and evaluate workplace performance. Having youth complete true/false or multiple choice tests, which only measure knowledge and not behavior, is a less effective tool for measuring work readiness. This worksite evaluation must be conducted by the employer. The employer (i.e., worksite supervisor) who regularly observes performance at the worksite is in the best position to assess the quality of a young person’s work performance.

The worksite evaluation tool should focus on attaining a satisfactory level of workplace proficiency as opposed to a measurable increase or gain (as previously defined in TEG L No. 17-05). The attainment of proficiency or competency in the foundational and worksite-specific skills necessary to be successful in the workplace should be determined by the employer and should be based on the attainment of work behaviors outlined in the worksite evaluation tool. This tool should clearly state the overall criteria necessary to achieve workplace proficiency. For example, worksite evaluation tools could state that work readiness proficiency can only be attained after: a) the supervisor indicates satisfactory performance; and b) a minimum numerical score for determining proficiency is achieved.

See Attachment D for a sample work readiness evaluation tool developed based on tools used last summer. This attachment can serve as an optional template to use, modify, or incorporate into existing employer evaluations.

Implementation of Employer Evaluation. Local area program staff should assist employers in making the youth evaluation process as simple and seamless as possible. This should include providing clear instructions on its use through employer orientations and utilizing worksite monitoring visits to address any outstanding procedural questions or concerns by the employer.

Employers should review the tool with the youth on or prior to the first day of the work experience. Depending on the number of youth at a worksite and the employer’s discretion, this can be done as part of an employer-led

group orientation or individually. At the conclusion, each youth should have a clear understanding of the work readiness skills for which they will be measured, and how often they will be measured.

It is recommended that employers conduct more than one evaluation throughout the course of the work experience. Many local areas have expressed multiple benefits of administering bi-weekly or mid-point assessments such as the ability for employers to: offer youth constructive feedback; formally recognize positive work performances; address small issues before they become larger ones; and formally communicate youth performance with local program staff to ensure added support. An additional benefit is local areas may be able to document the work readiness progress if a participant who has already proven to be proficient in work readiness leaves the program prior to completion.

Design of Employer Evaluation. The tool should measure work readiness skills most desired by employers. This includes universal foundation skills such as: work habits and professionalism (i.e., attendance, punctuality, attitude, appearance, responsibility, initiative), teamwork and collaboration (i.e., interacting with co-workers, working in teams, managing conflicts), communication skills (i.e., articulating thoughts clearly and effectively, non-verbal communication, written), problem-solving/critical thinking (i.e., exercise sound reasoning, communicate new ideas, demonstrate creativity/innovation). In addition, the tool should allow for flexibility to include industry or job-specific skills as determined by the employer.

The tool should have clearly-defined grading criteria. While many past worksite evaluation tools have utilized a “1 to 4” grading scale to measure youth performance, not all tools have clearly defined the meaning and relevant value of each level. By defining the criteria for the skills and behaviors that a youth must demonstrate, local areas can decrease employer subjectivity and increase grading consistency across local worksite evaluations. For example, a grading scale with blank boxes labeled “1= unsatisfactory or 4 = exemplary” would be insufficient, whereas language describing what constituted a 1 or a 4, would be more meaningful. See attachment D for an optional work readiness tool.

Only the worksite evaluation will be required for the work readiness indicator. However, local areas may still choose to utilize additional tools that might support work readiness training activities and promote greater worksite performance. This can include knowledge-based testing, observational assessments of work readiness training, web-based tools, portfolio-building (e.g., resumes, business letters, references, etc.), and any other relevant means of supporting worksite success.

2) Summer Employment/Work Experience Completion Rate

- The summer employment/work experience completion rate measures the rate of participant completion of summer employment during the

summer period. Outside of the summer period, this indicator measures the rate of participant completion of other non-summer work experiences.

- The rate is the number of youth who complete their summer employment activity plus the number who complete a non-summer work experience (numerator) divided by the number of youth who participate in summer employment plus the number who participate in work experiences outside the summer months (denominator).
- This indicator is intended to measure the percentage of participants who complete their entire summer work experience or their non-summer work experience without dropping out prior to the planned end date.
- States that receive a waiver to extend the work experience for 22-24 year olds beyond September 30 should show completion of the summer employment when it is completed even if it is beyond the summer months. If participants participate in two different work experiences, the state should show completion when they ended the first and subsequently the second when it is completed.
- This measure is only reported for Recovery Act youth participants.

Additional Clarification on Reporting

Who should be included on the monthly supplemental Recovery Act reports, and who should be included on the regular WIA Youth reports (WIASRD, annual report, and quarterly report)?

- All youth served with any Recovery Act funds are to be reported on the supplemental, monthly report.
- Any youth who is served by both Recovery Act funds and regular WIA Youth funds is required to be reported in the supplemental monthly report and in the regular WIA reports (WIASRD, annual report, quarterly report).
- Any youth who is served between May 1 and September 30 (the "summer" period) and participates only in summer employment should only be included on the supplemental monthly report.
- Youth, aged 22 to 24 years old, are an exception. Please see explanation below.

Which performance measures are required for youth in Recovery-Act funded activities and non-Recovery-Act funded activities?

- If youth are only served between May 1 and September 30 (the "summer" period), the only performance indicators required for these youth are the work readiness indicator and the summer employment/work experience completion rate. These youth would not be reported in the regular WIA Youth reports (WIASRD, quarterly, or annual reports) regardless of service mix.
- If a youth served with Recovery Act funds does not participate in summer employment or is served before May 1 or beyond September

30, he/she would also be included in the regular WIA reports (WIASRD, annual report, quarterly report) and be subject to the full set of WIA Youth measures or youth common measures for those states that have a waiver to report common performance measure outcomes only.

How should states report on youth, aged 22 to 24 years old, who fall outside the age eligibility for the regular WIA Youth eligibility?

- Since youth, aged 22 to 24 years old, fall outside the age eligibility for the regular WIA Youth eligibility, they should not be included in the regular WIA Youth reports regardless of service mix or the timeframe in which they receive services. ETA encourages states and/or local areas who serve 22 to 24 years old youth beyond the summer period to co-enroll them in a WIA Adult and/or Dislocated Worker program when appropriate. If such youth are co-enrolled in the WIA Adult Program, they would be reported through the WIA Adult performance measures. If such youth are co-enrolled in the WIA Dislocated Worker program, they would be reported through the WIA Dislocated Worker performance measures.

What is the definition of “summer employment” for reporting purposes?

- As defined in TEGE 14-08, “summer employment” may include any set of allowable WIA Youth services that occur during the above referenced summer months as long as it includes a work experience component. As a result, performance item number 11 (number of participants placed in summer employment) should contain only counts of youth that participated in summer employment during the period May 1 through September 30.

What is the definition of “work experience” for reporting purposes?

- Work experience is defined under WIA regulations at 20 CFR 664.460.

How should states report the number of participants placed in work experiences outside the summer months?

- Performance item number 12 (number of participants placed in work experience outside of the summer months) counts the number of youth participating in a work experience outside the summer months. This previously included those participants that who had a summer work experience that was extended beyond September 30 via the expired waiver.

Will the denominators for the summer/work experience completion rate and the percentage of participants in summer employment/work experience who attain a work readiness skill goal equal the sum of the number of participants placed in summer employment and the number of participants placed in a work experience outside the summer months?

- The sum of performance item number 11 (number of participants placed in summer employment) and performance item 12 (number of participants placed in work experience outside of the summer months) will not necessarily equal the denominators for the leading indicators for waiver states. This is due to performance item 12 including summer employment participants that extend their summer employment experiences beyond September 30th. The denominators for the leading indicators do not count the waiver-related extension of the summer work experiences as work experiences outside the summer months.
- Performance item number 14 (number of participants receiving employment services) has been changed to “number of participants transitioning into unsubsidized employment.” This change provides a measure of the number of youths that transition into unsubsidized employment.



**YOUTH SERVED WITH WIA RECOVERY ACT or TANF RESOURCES
MONTHLY REPORT**



ETA Form: ETA-9149

Report Due Date: mm/dd/yyyy

Report Month End Date: mm/dd/yyyy

OMB No. 1205-0477

Expires: 1/31/2013

State: _____

Performance Items		ARRA YOUTH REPORTING		TANF WAIVER REPORTING	
		Current Month (A)	Program-to-Date (B)	Current Month (C)	Program-to-Date (D)
A. PARTICIPANT SUMMARY INFORMATION					
1. Total number of <u>new</u> participants served					
2. Total number of participants served					
Gender	3a. Male				
	3b. Female				
4. Ethnicity: Hispanic/Latino					
Race	5a. American Indian or Alaska Native				
	5b. Asian				
	5c. Black or African-American				
	5d. Hawaiian Native or Other Pacific Islander				
	5e. White				
Education Level	6a. 8th grade and under				
	6b. 9th grade - 12th grade				
	6c. High School graduate or equivalent				
	6d. 1 - 3 years of college, or full-time technical or vocational school				
	6e. 4 years college or more				
School Status	7a. In-school youth				
	7b. Out-of-school youth				
Age	8a. 14 - 18				
	8b. 19 - 21				
	8c. 22 - 24				
9. Individuals with disabilities					
10. Eligible Veterans					
11. Number of participants placed in summer employment					
12. Number of participants placed in work experiences outside of the summer months					
13. Number of participants served receiving educational achievement services					
14. Number of participants transitioning into unsubsidized employment					
15. Number of participants receiving additional support services for youth					
16. Number of participants receiving leadership development opportunities					
17. Number of participants receiving follow up services					
18. Number of summer employment participants enrolled in services beyond summer employment					
Performance Items		Current Month (A)	Program-to-Date (B)	Current Month (C)	Program-to-Date (D)
		Value	Numerator Denominator	Value	Numerator Denominator
B. LEADING INDICATORS of PERFORMANCE					
1. Work readiness attainment rate					
2. Summer employment/work experience completion rate					
C. REPORT CERTIFICATION ADDITIONAL COMMENTS					
Grantee Remarks:					
Name of Grantee Certifying Official:		Telephone Number:		Email:	

This reporting requirement is approved under the Paperwork Reduction Act of 1995, OMB Control No. 1205-0474, expiring 01/31/2013. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number and expiration date. Public reporting burden for this collection of information is estimated to average 29 hours per response, including time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. The reason for the collection of information is general program oversight, evaluation and performance assessment. Send comments regarding this burden, to the U.S. Department of Labor, Employment and Training Administration, Office of Performance and Technology, 200 Constitution Avenue, NW, Room S-5206, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0474).

**ATTACHMENT B
YOUTH SERVED WITH WIA RECOVERY ACT RESOURCES
MONTHLY REPORT DEFINITIONS**

Performance Item		Definition
A. PARTICIPANT SUMMARY INFORMATION		
1. Total number of <u>new</u> participants served		The sum of youth participants who began participation during the reporting period.
2. Total number of participants served		The sum of youth participants during the reporting period.
Gender	3a. Male	The sum of youth participants who are male during the reporting period.
	3b. Female	The sum of youth participants who are female during the reporting period.
4. Ethnicity: Hispanic/Latino		The sum of youth participants who indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.
Race	5a. American Indian or Alaska Native	The sum of youth participants who 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.
	5b. Asian	The sum of youth participants who 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.
	5c. Black or African-American	The sum of youth participants who indicates that he/she is a person having origins in any of the black racial groups of Africa.
	5d. Hawaiian Native or Other Pacific Islander	The sum of youth participants who indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	5e. White	The sum of youth participants who indicates that he/she is a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Education Level	6a. 8th grade and under	The sum of youth participants whose highest school grade completed was 8 th grade or under during the reporting period.
	6b. 9th grade - 12th grade	The sum of youth participants whose highest school grade completed was 9 th grade to 12 th grade inclusive during the reporting period. (This includes individual with a disability who received a certificate of attendance/completion.)
	6c. High School graduate or equivalent	The sum of youth participants whose highest school grade completed was High School graduate or equivalent.

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Performance Item		Definition
	6d. 1 - 3 years of college, or full-time technical or vocational school	The sum of youth participants whose highest school grade completed was 1 - 3 years of college, or full-time technical or vocational school. (This includes individuals who received other post secondary degree or certificate or an associates diploma or degree (AA/AS))
	6e. 4 years of college or more	The sum of youth participants whose highest school grade completed was 4 years of college or more.
School Status	7a. In-school youth	The sum of youth participants who (a) have not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or are between school terms and intends to return to school; (b) have not received a secondary school diploma or its recognized equivalent and are attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time; or (c) have received a secondary school diploma or its recognized equivalent and is attending a post-secondary school (whether full or part-time), except for those who are basic skill deficient, or are between school terms and intends to return to school.
	7b. Out-of-school youth	The sum of youth participants who are: (a) no longer attending any school and have not received a secondary school diploma or its recognized equivalent; (b) not attending any school and have either graduated from high school or hold a GED; or (c) attending post-secondary school and are basic skills deficient.
Age	8a. 14 - 18	The sum of participants between the ages of 14 and 18 at first Recovery Act service date.
	8b. 19 - 21	The sum of participants between the ages of 19 and 21 at first Recovery Act service date.
	8c. 22 - 24	The sum of youth participants between the ages of 22 and 24 at first Recovery Act service date.

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YOUTH SERVED WITH WIA RECOVERY ACT RESOURCES
MONTHLY REPORT DEFINITIONS**

Performance Item	Definition
9. Individuals with disabilities	The sum of participants that indicate 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.)
10. Eligible Veterans	The sum of participants who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable, or the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; <u>or</u> was discharged or released because of a service connected disability; <u>or</u> as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. Include also the sum of WIA Adult participants who are (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.
11. Number of participants placed in summer employment	The sum of youth participants who participated in summer employment during the report period. Note: Per TEGL 14-08 in order to be classified as summer employment, a work experience component must be included.
12. Number of participants placed in work experiences outside of the summer months	The sum of youth participants who participated in work experiences during the reporting period (excluding the summer months).

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Performance Item	Definition
13. Number of participants served receiving educational achievement services	The sum of youth participants who received educational achievement services during the reporting period. Educational achievement services include, but are not limited to, tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies; and alternative secondary school offerings.
14. Number of participants transitioning into unsubsidized employment	The sum of youth participants who participate in either summer youth employment or a work experience outside the summer months that subsequently transition into unsubsidized employment. NOTE: This performance item is based on exiters.
15. Number of participants receiving additional support services for youth	The sum of youth participants who receive supports for youth services during the report period that include, but are not limited to, the following: (a) adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation or (b) comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
16. Number of participants receiving leadership development opportunities	The sum of youth participants who receive services during the report period that include, but are not limited to, opportunities that encourage responsibility, employability, and other positive social behaviors such as (a) exposure to post-secondary educational opportunities; (b) community and service learning projects; (c) peer-centered activities, including peer mentoring and tutoring; (d) organizational and team work training, including team leadership training; (e) training in decision making, including determining priorities; and (f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.
17. Number of participants receiving follow up services	The sum of youth participants who receive follow-up services during the report period. Follow-up services for youth include (a) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; (b) assistance in securing better paying jobs, career development and further education; (c) work-related peer support groups; (d) adult mentoring; and (e) tracking the progress of youth in employment after training.
18. Number of summer employment participants enrolled in services beyond summer employment.	The sum of youth participants who participated in summer employment and continued to receive services beyond September 30 (of the year in which they participate in summer employment) through any other program, including the WIA Youth Recovery Act program or other WIA funded programs.

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MONTHLY REPORT DEFINITIONS**

Performance Item	Definition
B. LEADING INDICATOR of PERFORMANCE	
1. Work readiness attainment rate.	The percentage of youth participants who attain a satisfactory level of work place proficiency or competency in foundational and/or worksite-specific skills based on an employer-conducted evaluation.
2. Summer employment/work experience completion rate.	The percentage of youth participants who complete their summer employment or other work experience without dropping out prior to the scheduled end date of the work experience.

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YOUTH SERVED WITH WIA RECOVERY ACT RESOURCES
MONTHLY REPORT SPECIFICATIONS**

Performance Item		Report Specification	
		Current Month (A)	Program-to-Date (B)
A. PARTICIPANT SUMMARY INFORMATION			
1. Total number of <u>new</u> participants served		Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE >= beginning of the report period and <= end of the report period	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE >= 20090501 and <= end of the report period
2. Total number of participants served		Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null)	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null)
Gender	3a. Male	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and GENDER = 1	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and GENDER = 1
	3b. Female	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and GENDER = 2	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and GENDER = 2
4. Ethnicity: Hispanic/Latino		Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and ETHNICITY HISPANIC/LATINO = 1	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and ETHNICITY HISPANIC/LATINO = 1
Race	5a. American Indian or Alaska Native	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and AMERICAN INDIAN OR ALASKA NATIVE = 1	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and AMERICAN INDIAN OR ALASKA NATIVE = 1
	5b. Asian	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and ASIAN = 1	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and ASIAN = 1
	5c. Black or African-American	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and BLACK OR AFRICAN AMERICAN = 1	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and BLACK OR AFRICAN AMERICAN = 1

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Performance Item		Report Specification	
		Current Month (A)	Program-to-Date (B)
	5d. Hawaiian Native or Other Pacific Islander	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER = 1	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER = 1
	5e. White	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and WHITE = 1	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and WHITE = 1
Education Level	6a. 8th grade and under	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and HIGHEST SCHOOL GRADE COMPLETED <= 8	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and HIGHEST SCHOOL GRADE COMPLETED <= 8
	6b. 9th grade - 12th grade	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and ((HIGHEST SCHOOL GRADE COMPLETED >= 9 and HIGHEST SCHOOL GRADE COMPLETED <= 12) or HIGHEST SCHOOL GRADE COMPLETED = 89)	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and ((HIGHEST SCHOOL GRADE COMPLETED >= 9 and HIGHEST SCHOOL GRADE COMPLETED <= 12) or HIGHEST SCHOOL GRADE COMPLETED = 89)
	6c. High School graduate or equivalent	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (HIGHEST SCHOOL GRADE COMPLETED = 87 or HIGHEST SCHOOL GRADE COMPLETED = 88)	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (HIGHEST SCHOOL GRADE COMPLETED = 87 or HIGHEST SCHOOL GRADE COMPLETED = 88)
	6d. 1 - 3 years of college, or full-time technical or vocational school	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and ((HIGHEST SCHOOL GRADE COMPLETED >= 13 and HIGHEST SCHOOL GRADE COMPLETED <= 15) or HIGHEST SCHOOL GRADE COMPLETED = 90 or HIGHEST SCHOOL GRADE COMPLETED = 91)	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and ((HIGHEST SCHOOL GRADE COMPLETED >= 13 and HIGHEST SCHOOL GRADE COMPLETED <= 15) or HIGHEST SCHOOL GRADE COMPLETED = 90 or HIGHEST SCHOOL GRADE COMPLETED = 91)

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Performance Item		Report Specification	
		Current Month (A)	Program-to-Date (B)
	6e. 4 years of college or more	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (HIGHEST SCHOOL GRADE COMPLETED = 16 or HIGHEST SCHOOL GRADE COMPLETED = 17)	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (HIGHEST SCHOOL GRADE COMPLETED = 16 or HIGHEST SCHOOL GRADE COMPLETED = 17)
School Status	7a. In-school youth	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and ((SCHOOL STATUS AT PARTICIPATION => 1 and SCHOOL STATUS AT PARTICIPATION <= 2) or (SCHOOL STATUS AT PARTICIPATION = 3 and (BASIC LITERACY SKILLS DEFICIENCY = 2 or BASIC LITERACY SKILLS DEFICIENCY is null)))	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and ((SCHOOL STATUS AT PARTICIPATION => 1 and SCHOOL STATUS AT PARTICIPATION <= 2) or (SCHOOL STATUS AT PARTICIPATION = 3 and (BASIC LITERACY SKILLS DEFICIENCY = 2 or BASIC LITERACY SKILLS DEFICIENCY is null)))
	7b. Out-of-school youth	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (SCHOOL STATUS AT PARTICIPATION > 3 or (SCHOOL STATUS AT PARTICIPATION = 3 and BASIC LITERACY SKILLS DEFICIENCY = 1))	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (SCHOOL STATUS AT PARTICIPATION > 3 or (SCHOOL STATUS AT PARTICIPATION = 3 and BASIC LITERACY SKILLS DEFICIENCY = 1))
Age	8a. 14 - 18	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) >=14 and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) <= 18	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) >=14 and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) <= 18

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Performance Item		Report Specification	
		Current Month (A)	Program-to-Date (B)
	8b. 19 - 21	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) >=19 and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) <= 21	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) >=19 and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) <= 21
	8c. 22 - 24	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) >=22 and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) <= 24	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) >=22 and (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) <= 24
9. Individuals with disabilities		Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and INDIVIDUAL WITH A DISABILITY = 1	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and INDIVIDUAL WITH A DISABILITY = 1
10. Eligible Veterans		Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (ELIGIBLE VETERAN STATUS = 1 or ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3)	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (ELIGIBLE VETERAN STATUS = 1 or ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3)
11. Number of participants placed in summer employment		IF the date of the reporting period is on or after May 1 st or on or before September 30 th [Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and {RECEIVED SUMMER EMPLOYMENT OPPORTUNITIES 2009 = 1 and the date of service is >=	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and RECEIVED SUMMER EMPLOYMENT OPPORTUNITIES = 1 and the date of service is >= May 1 st and <= September 30 th

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	Current Month (A)	Program-to-Date (B)
	May 1 st 2009 and <= September 30 th 2009} or {RECEIVED SUMMER EMPLOYMENT OPPORTUNITIES 2010 = 1 and the date of service is >= May 1 st 2010 and <= September 30 th 2010}]	
12. Number of participants placed in work experiences outside of the summer months	IF the date of the reporting period is on or after October 1 st or on or before April 30 th [Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and PLACED IN WORK EXPERIENCE = yes and (the date of service is >= October 1 st and <= April 30 th)] Note: PLACED IN WORK EXPERIENCE is not a WIASRD element	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and PLACED IN WORK EXPERIENCE = yes and (the date of service is >= October 1 st and <= April 30 th) Note: PLACED IN WORK EXPERIENCE is not a WIASRD element
13. Number of participants served receiving educational achievement services	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and RECEIVED EDUCATIONAL ACHIEVEMENT SERVICES = 1	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and RECEIVED EDUCATIONAL ACHIEVEMENT SERVICES = 1
14. Number of participants transitioning into unsubsidized employment	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and DATE OF EXIT >= beginning of the report period and RECEIVED SUMMER EMPLOYMENT OPPORTUNITIES = 1 or PLACED IN WORK EXPERIENCE = yes and [(EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH QUARTER AFTER EXIT = 5) or WAGES QUARTER AFTER EXIT > 0)] NOTE: This performance item is based on exiters.	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and DATE OF EXIT >= 20090501 and RECEIVED SUMMER EMPLOYMENT OPPORTUNITIES = 1 or PLACED IN WORK EXPERIENCE = yes and [(EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH QUARTER AFTER EXIT = 5) or WAGES QUARTER AFTER EXIT > 0)] NOTE: This performance item is based on exiters.
15. Number of participants receiving additional support services for youth	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and RECEIVED ADDITIONAL SUPPORT FOR YOUTH SERVICES = 1	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and RECEIVED ADDITIONAL SUPPORT FOR YOUTH SERVICES = 1
16. Number of participants receiving leadership development opportunities	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and RECEIVED LEADERSHIP DEVELOPMENT OPPORTUNITIES = 1	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and RECEIVED LEADERSHIP DEVELOPMENT OPPORTUNITIES = 1

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Performance Item	Report Specification	
	Current Month (A)	Program-to-Date (B)
17. Number of participants receiving follow up services	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and RECEIVED FOLLOW-UP SERVICES = 1	Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and RECEIVED FOLLOW-UP SERVICES = 1
18. Number of summer employment participants enrolled in services beyond summer employment.	<p>Count of UNIQUE RECORDS where YOUTH FUNDED BY STIMULUS and RECEIVED SUMMER EMPLOYMENT OPPORTUNITIES = 1 and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (WIA Adult = yes or WIA Dislocated Worker = yes or WIA Youth not funded by stimulus= yes or Wagner-Peyser = yes) and [(MOST RECENT DATE OF SERVICE <= DATE OF EXIT and > end of initial summer employment)]</p> <p>Note: End of initial summer employment is the last date of summer employment for the first summer employment period on or after 20090501.</p>	<p>Count of UNIQUE RECORDS where YOUTH FUNDED BY STIMULUS and RECEIVED SUMMER EMPLOYMENT OPPORTUNITIES = 1 and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (WIA Adult = yes or WIA Dislocated Worker = yes or WIA Youth not funded by stimulus= yes or Wagner-Peyser = yes) and [(MOST RECENT DATE OF SERVICE <= DATE OF EXIT and > end of initial summer employment)]</p> <p>Note: End of initial summer employment is the last date of summer employment for the first summer employment period on or after 20090501.</p>
B. LEADING INDICATOR of PERFORMANCE		

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Performance Item	Report Specification	
	Current Month (A)	Program-to-Date (B)
1. Work readiness attainment rate	<p>[(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and GOAL #1 TYPE = 3 and ATTAINMENT OF GOAL #1 = 1)</p> <p>Plus</p> <p>(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and GOAL #2 TYPE = 3 and ATTAINMENT OF GOAL #2 = 1 and WORK EXPERIENCE CONTINUATION FLAG = No)]</p> <p>divided by</p> <p>[(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and RECEIVED SUMMER EMPLOYMENT OPPORTUNITIES = 1)</p> <p>Plus</p> <p>(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and PLACED IN WORK EXPERIENCE = yes and (the date of service is >= October 1st and <= April 30th) and WORK EXPERIENCE CONTINUATION FLAG = No)]</p> <p>Participants can only be counted at most two times in this measure. This condition applies to those youth that participated in 2009 and never exited.</p> <p>Notes: WORK EXPERIENCE CONTINUATION FLAG is not a WIASRD element. It flags whether the work experience was a continuation of an existing experience, where yes is a continuation. Participants can only be counted at most two times in this measure. This condition applies to those youth that participated in 2009 and never exited.</p>	<p>[(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and GOAL #1 TYPE = 3 and ATTAINMENT OF GOAL #1 = 1)</p> <p>Plus</p> <p>(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and GOAL #2 TYPE = 3 and ATTAINMENT OF GOAL #2 = 1 and WORK EXPERIENCE CONTINUATION FLAG = No)]</p> <p>divided by</p> <p>[(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and RECEIVED SUMMER EMPLOYMENT OPPORTUNITIES = 1)</p> <p>Plus</p> <p>(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and PLACED IN WORK EXPERIENCE = yes and (the date of service is >= October 1st and <= April 30th) and WORK EXPERIENCE CONTINUATION FLAG = No)]</p> <p>Notes: WORK EXPERIENCE CONTINUATION FLAG is not a WIASRD element. It flags whether the work experience was a continuation of an existing experience, where yes is a continuation. Participants can only be counted at most two times in this measure. This condition applies to those youth that participated in 2009 and never exited.</p>

**ATTACHMENT B
YOUTH SERVED WITH WIA RECOVERYACT RESOURCES
MONTHLY REPORT SPECIFICATIONS**

Performance Item	Report Specification	
	Current Month (A)	Program-to-Date (C)
2. Summer employment/work experience completion rate	<p>{(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and COMPLETED SUMMER EMPLOYMENT PROGRAM = yes)</p> <p>Plus</p> <p>[Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and (COMPLETED SECOND SEPARATE WORK EXPERIENCE = yes and date of beginning of separate second work experience >= October 1st and <= April 30th and WORK EXPERIENCE CONTINUATION FLAG = No)]}</p> <p>divided by</p> <p>[(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and RECEIVED SUMMER EMPLOYMENT OPPORTUNITIES = 1)</p> <p>Plus</p> <p>(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and PLACED IN WORK EXPERIENCE = yes and (the date of service is >= October 1st and <= April 30th) and WORK EXPERIENCE CONTINUATION FLAG = No)]</p> <p>Notes: WORK EXPERIENCE CONTINUATION FLAG is not a WIASRD element. It flags whether the work experience was a continuation of an existing experience, where yes is a continuation. Participants can only be counted at most two times in this measure. This condition applies to those youth that participated in 2009 and never exited.</p>	<p>{(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and COMPLETED SUMMER EMPLOYMENT PROGRAM = yes)</p> <p>Plus</p> <p>[(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and (COMPLETED SECOND SEPARATE WORK EXPERIENCE = yes and date of beginning of separate second work experience >= October 1st and <= April 30th and WORK EXPERIENCE CONTINUATION FLAG = No)]}</p> <p>divided by</p> <p>[(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and RECEIVED SUMMER EMPLOYMENT OPPORTUNITIES = 1)</p> <p>Plus</p> <p>(Count of UNIQUE RECORDS where YOUTH and DATE OF FIRST YOUTH SERVICE <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and PLACED IN WORK EXPERIENCE = yes and (the date of service is >= October 1st and <= April 30th) and WORK EXPERIENCE CONTINUATION FLAG = No)]}</p> <p>Notes: WORK EXPERIENCE CONTINUATION FLAG is not a WIASRD element. It flags whether the work experience was a continuation of an existing experience, where yes is a continuation. Participants can only be counted at most two times in this measure. This condition applies to those youth that participated in 2009 and never exited.</p>

Attachment C

Monthly Reporting Requirements for the Wagner-Peyser Act Program, Including the Reemployment Services Grants

State grantees will begin reporting on a monthly basis on current activities for the Wagner-Peyser Program, and Reemployment Services Grants, on July 15 for the month of June. The definitions for the data elements included in the form are taken from the current Wagner-Peyser performance reporting system. The Wagner-Peyser Act monthly performance reporting is divided into two components: Wagner-Peyser Act base grants and Reemployment Services Grants.

In the Wagner-Peyser Act Program, self-service only employment service participants are reported in the self-service columns for both the current month and program to date columns.

Additional Clarification on Reporting

Should self service only Wagner-Peyser participants be removed from the program-to-date totals when they receive a staff assisted service?

Yes, states should remove self service participants from the program-to-date totals in cases where the self-serviced participants receive staff assisted services in the current or any subsequent month. The edit check specification for this data element has been adjusted to allow for this situation.



**WAGNER-PEYSER EMPLOYMENT SERVICE and REEMPLOYMENT SERVICES GRANTS
MONTHLY REPORT**

ETA Form: ETA-9147

Report Due Date: mm/dd/yyyy

Report Month End Date: mm/dd/yyyy

State: _____

OMB No. 1205-0474

Expires: 1/31/2013

Performance Items	STAFF-ASSISTED SERVICES			SELF-SERVICES		
	Current Month (A)	Previous Month (B)	Program-to-Date (C)	Current Month (A)	Previous Month (B)	Program-to-Date (C)
	All Job Seekers	All Job Seekers	All Job Seekers	All Job Seekers	All Job Seekers	All Job Seekers
A. WAGNER-PEYSER EMPLOYMENT SERVICE PARTICIPANT SUMMARY INFORMATION						
1. Total number of <u>new</u> participants served						
2. Total number of participants served						
3. Number of Veterans served						
4. Number received workforce information services						
5. Number received career guidance						
6. Number received job search activities						
7. Number referred to employment						
8. Number referred to WIA services						

Performance Items	STAFF-ASSISTED SERVICES		
	Current Month (A)	Previous Month (B)	Program-to-Date (C)
	RES Participants	RES Participants	RES Participants
B. REEMPLOYMENT SERVICES PARTICIPANT SUMMARY INFORMATION			
1. Total number of <u>new</u> participants served			
2. Total number of participants served			
3. Number of Veterans served			
4. Number received workforce information services			
5. Number received career guidance			
6. Number received job search activities			
7. Number referred to employment			
8. Number referred to WIA services			
9. Number referred to training, including WIA-funded training			

C. REPORT CERTIFICATION/ADDITIONAL COMMENTS		
Grantee Remarks:		
Name of Grantee Certifying Official:	Telephone Number:	Email:

This reporting requirement is approved under the Paperwork Reduction Act of 1995, OMB Control No. 1205-0474 expiring 1/31/2013. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number and expiration date. Public reporting burden for this collection of information is estimated to average 9 hours per response, including time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. The reason for the collection of information is general program oversight, evaluation and performance assessment. Send comments regarding this burden, to the U.S. Department of Labor, Employment and Training Administration, Office of Performance and Technology, 205 Constitution Avenue, NW, Room S-5206, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0474).

ATTACHMENT C
WAGNER-PEYSER EMPLOYMENT SERVICE AND REEMPLOYMENT SERVICES GRANTS
MONTHLY REPORT DEFINITIONS

Performance Item	Definition
1. Total number of <u>new</u> participants served	The sum of participants who began participation during the reporting period.
2. Total number of participants served	The sum of participants during the reporting period.
3. Number of Veterans served	The sum of participants who served in the active U.S. military, naval, or air service for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; <u>or</u> was discharged or released because of a service connected disability; <u>or</u> as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. Include also the sum of WIA Adult participants who are (a) the spouse of any person who died on active duty or of a service-connected disability; (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C. 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action, (ii) captured in the line of duty by a hostile force, or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. NOTE: This definition also includes the sum of transitioning service members (TMS) that are in active duty status (including separation leave) who participate in employment services and are within 24 months of retirement or 12 months of separation.

ATTACHMENT C
WAGNER-PEYSER EMPLOYMENT SERVICE AND REEMPLOYMENT SERVICES GRANTS
MONTHLY REPORT DEFINITIONS

Performance Item	Definition
4. Number received workforce information services	The sum of participants who received workforce information services during the reporting period including information on state and local labor market conditions; industries, occupations and characteristics of the workforce; area business identified skills needs; employer wage and benefit trends; short and long term industry and occupational projections; worker supply and demand; and job vacancies survey results. Workforce information also includes local employment dynamics information such as workforce availability; business turnover rates; job creation; and job identification of high growth and high demand industries.
5. Number received career guidance	The sum of participants who received services which include the provision of information, materials, suggestions, or advice which are intended to assist the job seeker in making occupation or career decisions during the reporting period.
6. Number received job search activities	The sum of participants who received services during the reporting period which are designed to help the job seeker plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan. "Resume Assistance" - Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same. "Job Search Workshops" - An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. "Job Finding Clubs" - have all the elements of the ES Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs. "Job Search Planning" - Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area. NOTE: (a) Provision of workforce information services is not included in this definition (b) Attendance at Transition Assistance Program (TAP) employment workshop is not included in this definition.
7. Number referred to employment	The sum of participants who were referred to employment during the reporting period. A referral to employment is (a) the act of bringing to the attention of an employer an applicant or group of registered job seekers who are available for a job and (b) the record of such a referral. It means the same as "referral to a job."
8. Number referred to WIA services	The sum of participants who were referred to a service delivery component funded under Title I of the Workforce Investment Act of 1998 during the reporting period.

ATTACHMENT C
WAGNER-PEYSER EMPLOYMENT SERVICE AND REEMPLOYMENT SERVICES GRANTS
MONTHLY REPORT DEFINITIONS

Performance Item	Definition
9. Number referred to training, including WIA-funded training (Note: Reemployment Service Participants only)	The sum of participants who were referred to federally funded training including WIA-funded training under Title I of the Workforce Investment Act of 1998 during the reporting period.

**ATTACHMENT C
WAGNER-PEYSER EMPLOYMENT SERVICE AND REEMPLOYMENT SERVICES GRANTS
MONTHLY REPORT SPECIFICATIONS**

Performance Item	Report Specification			
	STAFF ASSISTED SERVICES		SELF SERVICES	
	Current Month (A)	Program-to-Date (C)	Current Month (A)	Program-to-Date (C)
	All Job Seekers	All Job Seekers	All Job Seekers	All Job Seekers
A. WAGNER PEYSER EMPLOYMENT SERVICE PARTICIPANT SUMMARY INFORMATION				
1. Total number of <u>new</u> participants served	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION is within the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is within the report period	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION >= 20090501 and <= end of the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is <= end of the report period	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION is within the report period and MOST RECENT DATE RECEIVED <u>NON</u> STAFF ASSISTED SERVICES is within the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION >= 20090501 and <= end of the report period and MOST RECENT DATE RECEIVED <u>NON</u> STAFF ASSISTED SERVICES <= end of the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.
2. Total number of participants served	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null) and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is within the report period	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and (DATE OF EXIT >= 20090501 or DATE OF EXIT is null) and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES <= end of the report period	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and (DATE OF EXIT >= beginning of the report date or DATE OF EXIT is null) and MOST RECENT DATE RECEIVED <u>NON</u> STAFF ASSISTED SERVICES is within the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or is null and MOST RECENT DATE RECEIVED <u>NON</u> STAFF ASSISTED SERVICES <= end of the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.

**ATTACHMENT C
WAGNER-PEYSER EMPLOYMENT SERVICE AND REEMPLOYMENT SERVICES GRANTS
MONTHLY REPORT SPECIFICATIONS**

Performance Item	Report Specification			
	STAFF ASSISTED SERVICES		SELF SERVICES	
	Current Month (A)	Program-to-Date (C)	Current Month (A)	Program-to-Date (C)
	All Job Seekers	All Job Seekers	All Job Seekers	All Job Seekers
3. Number of Veterans served	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null and (ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3 or TRANSITIONING SERVICE MEMBER (TSM) STATUS =1) and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is within the report period	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= the 20090501 or DATE OF EXIT is null and (ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3 or TRANSITIONING SERVICE MEMBER (TSM) STATUS =1) and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES <= end of the report period.	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null and (ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3 or TRANSITIONING SERVICE MEMBER (TSM) STATUS =1) - and MOST RECENT DATE RECEIVED <u>NON</u> STAFF ASSISTED SERVICES is within the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or DATE OF EXIT is null and (ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3 or TRANSITIONING SERVICE MEMBER (TSM) STATUS =1) and MOST RECENT DATE RECEIVED <u>NON</u> STAFF ASSISTED SERVICES <= end of the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.
4. Number received workforce information services	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null and (MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES is within the report period or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES (DVOP) is within the report period or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES (LVER) is within the report period)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= the 20090501 or DATE OF EXIT is null and (MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES is <= the end of the report period or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES (DVOP) is <= the end of the report period or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES (LVER) is <= the end of the report period)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null and MOST RECENT DATE RECEIVED <u>NON</u> STAFF ASSISTED WORKFORCE INFORMATION SERVICES is within the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or DATE OF EXIT is null and MOST RECENT DATE RECEIVED <u>NON</u> STAFF ASSISTED WORKFORCE INFORMATION SERVICES is within the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.

**ATTACHMENT C
WAGNER-PEYSER EMPLOYMENT SERVICE AND REEMPLOYMENT SERVICES GRANTS
MONTHLY REPORT SPECIFICATIONS**

Performance Item	Report Specification			
	STAFF ASSISTED SERVICES		SELF SERVICES	
	Current Month (A)	Program-to-Date (C)	Current Month (A)	Program-to-Date (C)
	All Job Seekers	All Job Seekers	All Job Seekers	All Job Seekers
5. Number received career guidance	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null and (MOST RECENT DATE RECEIVED CAREER GUIDANCE is within the report period or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) is within the report period or MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER) is within the report period)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or DATE OF EXIT is null and (MOST RECENT DATE RECEIVED CAREER GUIDANCE is <= the end of the report period or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) is <= the end of the report period or MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER) is <= the end of the report period)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null and MOST RECENT DATE RECEIVED <u>NON</u> STAFF ASSISTED CAREER GUIDANCE is within the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or DATE OF EXIT is null and MOST RECENT DATE RECEIVED <u>NON</u> STAFF ASSISTED CAREER GUIDANCE <= end of the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.
6. Number received job search activities	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null and (MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES is within the report period or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP) is within the report period or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (LVER) is within the report period)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or DATE OF EXIT is null and (MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES is <= the end of the report period or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP) is <= the end of the report period or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (LVER) is <= the end of the report period)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the reporting period or DATE OF EXIT is null and MOST RECENT DATE RECEIVED <u>NON</u> STAFF ASSISTED JOB SEARCH ACTIVITIES is within the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or DATE OF EXIT is null and MOST RECENT DATE RECEIVED <u>NON</u> STAFF ASSISTED JOB SEARCH ACTIVITIES <= end of the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.

**ATTACHMENT C
WAGNER-PEYSER EMPLOYMENT SERVICE AND REEMPLOYMENT SERVICES GRANTS
MONTHLY REPORT SPECIFICATIONS**

Performance Item	Report Specification			
	STAFF ASSISTED SERVICES		SELF SERVICES	
	Current Month (A)	Program-to-Date (C)	Current Month (A)	Program-to-Date (C)
	All Job Seekers	All Job Seekers	All Job Seekers	All Job Seekers
7. Number referred to employment	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null and (MOST RECENT DATE REFERRED TO EMPLOYMENT is within the report period or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) is within the report period or MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER) is within the report period)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or DATE OF EXIT is null and (MOST RECENT DATE REFERRED TO EMPLOYMENT is <= the end of the report period or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) is <= the end of the report period or MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER) is <= the end of the report period)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null and MOST RECENT DATE RECEIVED A NON STAFF ASSISTED REFERRAL TO EMPLOYMENT is within the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or DATE OF EXIT is null and MOST RECENT DATE RECEIVED A NON STAFF ASSISTED REFERRAL TO EMPLOYMENT <= end of the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is null.
8. Number referred to WIA services	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or DATE OF EXIT is null and (MOST RECENT DATE REFERRED TO WIA SERVICES is within the report period or MOST RECENT DATE REFERRED TO WIA SERVICES (DVOP) is within the report period or MOST RECENT DATE REFERRED TO WIA SERVICES (LVER) is within the report period)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or DATE OF EXIT is null and (MOST RECENT DATE REFERRED TO WIA SERVICES is <= the end of the report period or MOST RECENT DATE REFERRED TO WIA SERVICES (DVOP) is <= the end of the report period or MOST RECENT DATE REFERRED TO WIA SERVICES (LVER) is <= the end of the report period)		

**ATTACHMENT C
WAGNER-PEYSER EMPLOYMENT SERVICE AND REEMPLOYMENT SERVICES GRANTS
MONTHLY REPORT SPECIFICATIONS**

Performance Item	Report Specification	
	STAFF ASSISTED SERVICES	
	Current Month (A)	Program-to-Date (C)
	All Job Seekers	All Job Seekers
B. REEMPLOYMENT SERVICE PARTICIPANT SUMMARY INFORMATION		
1. Total number of <u>new</u> participants served	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION >= beginning of the report period and <= end of the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is within the report period and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION >= 20090501 and <= end of the report period and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES >= 20090501 and <= end of the report period and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)
2. Total number of participants served	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or is null and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES is within the report period and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or is null and MOST RECENT DATE RECEIVED STAFF ASSISTED SERVICES >= 20090501 and <= end of the report period and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)
3. Number of Veterans served	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or is null and (ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3 or TRANSITIONING SERVICE MEMBER (TSM) STATUS =1) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= the 20090501 or is null and (ELIGIBLE VETERAN STATUS = 2 or ELIGIBLE VETERAN STATUS = 3 or TRANSITIONING SERVICE MEMBER (TSM) STATUS =1) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)

**ATTACHMENT C
WAGNER-PEYSER EMPLOYMENT SERVICE AND REEMPLOYMENT SERVICES GRANTS
MONTHLY REPORT SPECIFICATIONS**

Performance Item	Report Specification	
	STAFF ASSISTED SERVICES	
	Current Month (A)	Program-to-Date (C)
	All Job Seekers	All Job Seekers
4. Number received workforce information services	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or is null and (MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES is within the report period or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES (DVOP) is within the report period or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES (LVER) is within the report period) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or is null and (MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES >= 20090501 and <= end of the report period or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES (DVOP) >= 20090501 and <= end of the report period or MOST RECENT DATE RECEIVED STAFF ASSISTED WORKFORCE INFORMATION SERVICES (LVER) >= 20090501 and <= end of the report period) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)
5. Number received career guidance	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or is null and (MOST RECENT DATE RECEIVED CAREER GUIDANCE is within the report period or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) is within the report period or MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER) is within the report period) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or is null and (MOST RECENT DATE RECEIVED CAREER GUIDANCE >= 20090501 and <= end of the report period or MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) >= 20090501 and <= end of the report period or MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER) >= 20090501 and <= end of the report period) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)
6. Number received job search activities	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or is null and (MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES is within the report period or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP) is within the report period or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (LVER) is within the report period) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or is null and (MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES is >= 20090501 and <= end of the report period or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP) is >= 20090501 and <= end of the report period or MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (LVER) is >= 20090501 and <= end of the report period) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)

**ATTACHMENT C
WAGNER-PEYSER EMPLOYMENT SERVICE AND REEMPLOYMENT SERVICES GRANTS
MONTHLY REPORT SPECIFICATIONS**

Performance Item	Report Specification	
	STAFF ASSISTED SERVICES	
	Current Month (A)	Program-to-Date (C)
	All Job Seekers	All Job Seekers
7. Number referred to employment	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or is null and (MOST RECENT DATE REFERRED TO EMPLOYMENT is within the report period or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) is within the report period or MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER) is within the report period) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or is null and (MOST RECENT DATE REFERRED TO EMPLOYMENT is >= 20090501 and <= end of the report period or MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) is >= 20090501 and <= end of the report period or MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER) is >= 20090501 and <= end of the report period) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)
8. Number referred to WIA services	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or is null and (MOST RECENT DATE REFERRED TO WIA SERVICES is within the report period or MOST RECENT DATE REFERRED TO WIA SERVICES (DVOP) is within the report period or MOST RECENT DATE REFERRED TO WIA SERVICES (LVER) is within the report period) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or is null and (MOST RECENT DATE REFERRED TO WIA SERVICES is >= 20090501 and <= end of the report period or MOST RECENT DATE REFERRED TO WIA SERVICES (DVOP) is >= 20090501 and <= end of the report period or MOST RECENT DATE REFERRED TO WIA SERVICES (LVER) is >= 20090501 and <= end of the report period) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)
9. Number referred to training, including WIA-funded training	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= beginning of the report period or is null and (MOST RECENT DATE REFERRED TO FEDERAL TRAINING or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (LVER)) is within the report period and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)	Count of unique INDIVIDUAL IDENTIFIERS where DATE OF PROGRAM PARTICIPATION <= end of the report period and DATE OF EXIT >= 20090501 or is null and (MOST RECENT DATE REFERRED TO FEDERAL TRAINING or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP) or MOST RECENT DATE REFERRED TO FEDERAL TRAINING (LVER)) >= 20090501 and <= end of the report period and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3) and (UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2 or UC ELIGIBLE STATUS = 3)

ATTACHMENT C
WAGNER-PEYSER EMPLOYMENT SERVICE AND REEMPLOYMENT SERVICES GRANTS
MONTHLY REPORT SPECIFICATIONS

**ATTACHMENT D
OPTIONAL WORK READINESS TOOL FOR THE WIA YOUTH PROGRAM**

EMPLOYER NAME:		EMPLOYEE EVALUATION			
Participant Name:		Worksite:			
Participant Job Title:		Worksite Supervisor/Reviewer:			
Start Date:		Review Date #1:		Review Date #2:	
FOUNDATION SKILL	PERFORMANCE EXPECTATIONS	Performance Improvement Plan Needed (1)	Needs Development (2)	Proficient (3)	Exemplary (4)
See page 3 for more detailed grading descriptions					
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION SKILLS	Speaking clearly and communicating effectively – verbally and non-verbally. Listening attentively. Using language appropriate for work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEAMWORK	Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROBLEM-SOLVING/ CRITICAL-THINKING	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE CULTURE POLICY AND SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIFIC WORKPLACE AND CAREER SKILL	PERFORMANCE EXPECTATIONS	(1)	(2)	(3)	(4)
LIST SKILL HERE <i>(see sample skills on page 2)</i>	<i>Insert performance expectations here. Grading scale for skill can be added by using adaptable "general key" at end of page 3.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIST SKILL HERE <i>(see sample skills on page 2)</i>	<i>Insert performance expectations here. Grading scale for skill can be added by using adaptable "general key" at end of page 3.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIST SKILL HERE <i>(see sample skills on page 2)</i>	<i>Insert performance expectations here. Grading scale for skill can be added by using adaptable "general key" at end of page 3.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIST SKILL HERE <i>(see sample skills on page 2)</i>	<i>Insert performance expectations here. Grading scale for skill can be added by using adaptable "general key" at end of page 3.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIST SKILL HERE <i>(see sample skills on page 2)</i>	<i>Insert performance expectations here. Grading scale for skill can be added by using adaptable "general key" at end of page 3.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Employers may add as many or few additional skills as they see fit based on the position.</i>	TOTAL SCORE <i>(add 4-box total; average score = total/# of skills)</i>	# checked X 1 <i>Total: _____</i>	# checked X 2 <i>Total: _____</i>	# checked X 3 <i>Total: _____</i>	# checked X 4 <i>Total: _____</i>
<p align="center">To meet work readiness skill attainment:</p> <p>(1)* employee must have an overall average score that is "proficient" (3.0) or employee must meet "proficient" standard in 80% of the total categories listed.</p> <p>(2) supervisor MUST verify that performance on job was satisfactory.</p> <p>(3) employee must not have been fired from this work experience.</p> <p><small>*Examples: If there are 10 skill categories, participant must have a minimum score of 30 (3 x 10) out of a possible 40 or be proficient in at least 8 of the 10 categories. If an employer chose 15 skills to measure, participants would need minimum score of 45 (3 X15) out of a possible 60 or be proficient in at least 12 of the 15 categories.</small></p>		<p align="center">Employee had satisfactory work performance and has met minimum total score:</p> <p><i>Employer Signature: _____</i></p> <p><i>Employee Signature _____</i></p> <p><i>Date: _____ (see page 2 for comments)</i></p>			

**ATTACHMENT D
OPTIONAL WORK READINESS TOOL FOR THE WIA YOUTH PROGRAM**

Review Comments/Goals:

Employer Initials: _____

TIPS FOR IMPLEMENTING WORK READINESS TOOL

- **FLEXIBILITY:** This work readiness tool is modifiable to best meet employer’s needs. Ten foundation skills have already been listed. Employers may measure all or most of these skills and are also encouraged to add any additional workplace and career skills.
- **SAMPLE SKILLS:** Listed below are examples of potential additional skills.

Occupation/Technical Skills	Academic Skills	Leadership Skills	Business Skills
-- Occupation-specific skills -- Industry-sector skills -- Industry-wide skills -- Understanding all aspects of an industry	-- Written communication -- Reading and reviewing -- Mathematics and data analysis -- STEM: science, technology, engineering, and mathematics -- Basic computer skills	-- Leadership -- Creative thinking/innovation -- Project management -- Teaching and instructing	-- Customer service skills -- Telephone skills -- Planning and organizing -- Scheduling & coordinating -- Using computer applications

- **PREPARATION:** Employers should review tool with the youth on or prior to the first day of the work experience. Depending on the number of youth at a worksite and the employer’s discretion, this can be done as part of an employer-led group orientation or individually with each young worker. At the conclusion, each youth should have a clear understanding of their job description and expectations, what work readiness skills they will be measured on, and how often they will be measured.
- **FREQUENCY:** It is recommended that employers conduct more than one evaluation. Benefits of administering bi-weekly or “mid-point” assessments include the ability for employers to: offer youth constructive feedback; formally recognize positive work performances; address small issues before they become larger ones; and formally communicate youth performance with local program staff to ensure added support. An additional benefit is that local areas may be able to document the work readiness progress if a participant who has already proven to be proficient in work readiness leaves the program prior to its end.
- **FIRST EVALUATION:** The first evaluation can also be used as a helpful diagnostic and developmental tool that is maximized when delivered within the first two or three weeks. For participants experiencing challenges and have received a “1” in any category, a performance improvement plan should outline a set of goals in the comment section. In the past, some employers have had youth first assess their own performance and use any gaps in assessments to promote positive communication.
- **GRADING SCALE:** A grading scale of foundation skills has been listed on page 3 for employer convenience. To add any additional skills, employers can copy the language in the “general key” and modify as they see fit.
- **SUPPORT:** Local area program staff are available to make evaluation process as simple and seamless as possible. Through employer orientations, worksite monitoring, and on-going communication, summer youth program staff are available to address any outstanding questions or concerns by the employer. They may also be available to assist with job descriptions, and provide additional supportive work readiness training to participants. Program staff can be reached at _____.

Sources: Tool content and design is based on three general sources encompassing public study, private research, and practical local application.

(1) US Dept. of Labor – ETA’s “ Building Blocks for Competency Models” http://www.careeronestop.org/CompetencyModel/pyramid_definition.aspx

(2) Employer research collaboration of The Conference Board, Partnership for 21st Century Skills, Corporate Voices, & Society for HR Management includes online-accessible reports: “New Graduates’ Workforce Readiness”, “Are They Really Ready to Work?”, and “The Ill-Prepared US Workforce”.

(3) Sample tool design is based most closely on the Massachusetts Work-Based Learning Plan (<http://www.skillslibrary.com/wbl.htm>). The Seattle King County’s Learning and Employability Profile, and other tools from the 2009 Summer Youth Employment Initiative under the American Recovery and Reinvestment Act were also utilized. For more info, see: “Tips on Measuring Work Readiness” www.workforce3one.org/view/5000910643776065645/info

**ATTACHMENT D
OPTIONAL WORK READINESS TOOL FOR THE WIA YOUTH PROGRAM**

SUMMER EMPLOYEE EVALUATION GRADING SCALE

ATTENDANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive absences consistently impact work performance. Additional training is needed.	Below 90% attendance, but participant seeks out opportunities to make up missed work.	Maintains 90% attendance and notifies supervisor ahead of time prior to absence.	100% attendance or missed one day with valid reason that did not occur during first two weeks.

PUNCTUALITY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive lateness consistently impacts work performance. Additional training is needed.	Inconsistent in arriving to work, returning from breaks on time, and calling supervisor prior to lateness.	Arrives to work & returns from breaks on time with rare exception. If late, calls supervisor ahead of time.	Perfect or near perfect in arriving for work and returning from breaks on time. Model for other workers.

WORKPLACE APPEARANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate appearance and/or personal hygiene for position and duties.	Inconsistent in demonstrating appropriate appearance and/or personal hygiene for workplace.	Dresses appropriately and practices hygiene for position and duties with rare exception.	Consistent display of professional appearance and hygiene serves as a model for other workers.

TAKING INITIATIVE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to begin tasks without significant staff intervention. Needs frequent reminders. Additional training may be needed.	Inconsistently begins or remains on task. Needs occasional prompting. Often satisfied with bare minimum performance.	Begins and remains on task until completion with rare exception. Can work independently. Initiates interaction for next task.	Consistently begins/remains on task until completion, and initiates interaction for next task. Can work independently, and leads others.

QUALITY OF WORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet given best effort. Rarely evaluates work and utilizes feedback. Completes work inconsistently. Additional training may be needed.	Uneven work quality. Sometimes evaluates own work and utilizes feedback, but inconsistent in meeting quality standards.	Quality of work meets expectations. Evaluates own work, and utilizes employer feedback to improve performance.	Quality of work often exceeds expectations. Consistently gives best effort. Evaluates own work and utilizes employer feedback.

COMMUNICATION SKILLS

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Seldom speaks clearly or listens attentively. Repeatedly uses inappropriate language for the workplace. May need additional training and support.	Inconsistent in communicating in manner and language appropriate for workplace. Inconsistent in effort to speak clearly or listen attentively.	Demonstrates positive oral and non-verbal communication with rare exception. Listens attentively and uses language appropriate for workplace.	Consistently demonstrates positive oral/non-verbal communication skills. Speaks clearly and listens attentively. Can effectively present to a group if needed.

RESPONSE TO SUPERVISION

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to accept feedback and constructive criticism from supervisor. Responds with poor verbal or non-verbal communication. Additional training may be necessary.	Inconsistent in accepting direction, feedback, and constructive criticism from supervisor. Shows potential for improvement.	Accepts direction and constructive criticism with positive attitude with rare exception. Uses feedback to improve work performance.	Consistently accepts direction and constructive criticism with positive attitude. Uses feedback to improve work performance, and provides new and useful ideas to employer.

TEAMWORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts. Additional training may be necessary.	Inconsistent in promoting positive group behaviors amongst coworkers, and in contributing to group efforts. Shows potential for improvement.	Works well with co-workers, is respectful, and contributes to group efforts with rare exception. Respects diversity within the workplace.	Consistently facilitates positive group dynamics. Demonstrates leadership that plays a significant role in success of group efforts. Promotes larger group unity.

PROBLEM-SOLVING/CRITICAL THINKING

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Makes little or no effort to use knowledge learned from the job to solve workplace problems.	Inconsistent in using sound reasoning to solve work problems. Shows potential for improvement.	Uses sound reasoning, and job knowledge to solve workplace problems. Shows initiative in improving skills.	Consistently applies sound reasoning to solve work problems. Identifies potential problems before they can occur.

WORKPLACE CULTURE, POLICY AND SAFETY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not demonstrated understanding of workplace policies/ethics. Has not completed applicable training on workplace.	Inconsistent in demonstrating understanding of workplace culture, policies, and safety rules.	Demonstrates understanding of workplace policies. Completed safety training if applicable, and adheres to rules. Exhibits honesty and integrity.	Shows clear understanding of work policies and safety rules. Exhibits honesty and integrity. Has completed applicable safety trainings and has led coworkers.

GENERAL KEY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Is not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. May need additional training.	Inconsistent in demonstrating and developing skills for the position, but development is needed.	Demonstrates the skills required for the position with rare exception, and shows initiative in improving skills.	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as leader that improves overall team.

This general key is adaptable for employers to copy, paste in boxes on page 1, and modify accordingly for job-specific skills.