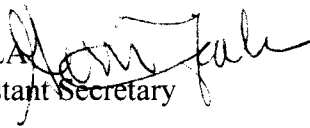




JAN 29 2013

MEMORANDUM FOR: BRENDA AGUILAR
Office of Management and Budget/OIRA

THROUGH: MICHEL SMYTH
Departmental Clearance Officer for PRA

FROM: GERRI FIALA 
Deputy Assistant Secretary

SUBJECT: Request for Emergency Clearance

The Employment and Training Administration (ETA) requests approval for emergency review and clearance, in accordance with the 5 CFR 1320 and 5 CFR 1320.13. This emergency clearance is needed to collect quarterly outreach reports for the Veterans Retraining Assistance Program (VRAP), authorized in Section 211 of the VOW to Hire Heroes Act of 2011 (PL 112-56), enacted November 21, 2011. This VOW Act directs the Department of Veterans Affairs (VA) pay for up to 12 months of a training program in a high demand occupation for unemployed eligible veterans between the ages of 35 and 60, as determined by DOL and VA.

The VOW Act also directs DOL to contact veterans who participate in the VRAP program no later than 30 days after the date on which the veteran completes, or terminates participation in, the program to offer employment services. DOL is receiving contact information for VRAP participants that are completing or exiting the program in a secure weekly file from the VA. DOL disseminates this information securely to the state workforce agencies so they can offer employment services to VRAP participants within 30 days of completing or terminating the program. OMB approval is necessary to collect quarterly reports from the state workforce agencies regarding their outreach activities.

The VOW Act also requires that the VA, in collaboration with DOL, submit a report to Congress on the total number of eligible veterans who participated in VRAP, the associates degrees or certificates awarded, and data related to the employment status of VRAP participants. DOL is leveraging the Wagner-Peyser Employment Service to capture the Entered Employment Rate, the Employment Retention Rate, and the Average Earnings of those VRAP participants who receive employment services. DOL has approval to collect data for the Wagner-Peyser Employment Service through the Labor Exchange Reporting System (OMB Control Number 1205-0240). However, DOL needs OMB permission to collect quarterly reports to ensure VRAP participants are *offered* employment services. Both these data collections are necessary to ensure compliance with the VOW Act.

DOL needs to collect the information quarterly to sufficiently measure progress, provide technical assistance, and ensure all VRAP participants are offered employment services once they complete or terminate the program. Additionally, VRAP participants are already completing or terminating training which prevents DOL's use of the normal clearance procedures under 5 CFR 1320.

For the reasons described above, this emergency clearance approval is being sought in consultation with VA to ensure, as required by the VOW Act, that the two agencies can report to Congress on the outcomes of the VRAP program by July 1, 2014 and that VRAP participants are being offered employment services within the described timeframe.

DEPARTMENT OF LABOR

Employment and Training Administration

Submission for OMB Emergency Review: Comment Request for Information Collection for Veterans Retraining Assistance Program Participant Outreach Reporting

AGENCY: Employment and Training Administration (ETA), Labor.

ACTION: Notice.

SUMMARY: The Department of Labor (DOL) has submitted the Employment and Training Administration (ETA) sponsored information collection request (ICR) proposal titled "Veterans Retraining Assistance Program Participant Outreach Reporting," to the Office of Management and Budget (OMB) for review and clearance utilizing emergency review procedures in accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13, 44 U.S.C. Chapter 35) and 5 CFR 1320.13.

DATES: OMB approval has been requested by XXXXXX XX, 2012. Submit comments on or before XXXXXX XX, 2012.

ADDRESSES: A copy of this ICR, with applicable supporting documentation; including a description of the likely respondents, proposed frequency of response, and estimated total burden may be obtained from the RegInfo.gov Web site,

<http://www.reginfo.gov/public/do/PRAMain> or by contacting Michel Smyth by telephone at 202-693-4129 (this is not a toll-free number) or sending an email to

DOL_PRA_PUBLIC@dol.gov.

Submit comments about this request to the Office of Information and Regulatory Affairs, Attn: OMB Desk Officer for the Department of Labor, Employment and Training Administration, Office of Management and Budget, Room 10235, Washington, DC 20503,

Telephone: 202-395-6929/Fax: 202-395-6881 (these are not toll-free numbers), email:
OIRA_submission@omb.eop.gov.

FOR FURTHER INFORMATION CONTACT: Michel Smyth by telephone at 202-693-4129 (this is not a toll-free number) or by email at DOL_PRA_PUBLIC@dol.gov.

SUPPLEMENTARY INFORMATION: The ETA seeks approval for the collection of quarterly outreach reports from the State Workforce Agencies (SWA) on the Veterans Retraining Assistance Program (VRAP), which is part of the VOW to Hire Heroes Act of 2011 (Pub. L. 112-56). VRAP is a new training program for eligible veterans, funded by the Department of Veterans Affairs (VA). The program requires the Department of Labor (DOL) to offer employment placement services to each veteran who participated in the VRAP within 30 days of their completion or termination. The Department of Veterans Affairs, in collaboration with the DOL, is required to submit a report to Congress by July 1, 2014, on the outcomes of the program. The report requires the total number of eligible veterans who participated, the associates degrees or certificates awarded (or other similar evidence of the completion of the program of education or training earned), and data related to the employment status of eligible veterans who participated in the program. The program is authorized to enroll up to 45,000 veterans in Fiscal Year (FY) 2012, from July 1, 2012 through September 30, 2012, and up to 54,000 additional veterans from October 1, 2012, through October 1, 2013, with all training to conclude no later than March 31, 2014.

The VRAP provides up to 12 months of full-time retraining assistance in a “high demand” occupation to eligible veterans at a VA approved community college or technical school (currently \$1,564 per month). The VRAP provides the benefit to veterans who fulfill the following eligibility criteria: As of date of application, is at least 35 years old and less

than 60; discharged from active duty under conditions other than dishonorable; is unemployed as of date of application; is not eligible to receive other educational assistance from the VA; is not in receipt of compensation for a service-connected disability rated totally disabling by reason of unemployability; was not and is not enrolled in any Federal or state job training program within the previous 180 days; and, the application must be submitted not later than October 1, 2013.

Once the veteran has terminated or completed the VRAP, the VA is transmitting a secure participant report to DOL so that employment services can be offered to the participant and program outcomes can be reported. DOL will transmit a report to each state on its participants who terminated or completed VRAP. DOL will transmit each state's file on a weekly basis using a secure File Transfer Protocol (sFTP) site. Each state will be able to access only its file so that it can disseminate the participant information securely to the appropriate American Job Center staff in the participant's local area enabling the American Job Center to offer employment services to the veteran.

In order for DOL to ensure employment services are being offered and outcomes are being tracked for all participants, ETA is proposing to collect quarterly reports from the states, with a 45-day reporting period following each quarter, on the outreach offered to VRAP participants. In order to reduce the amount of participant information being transferred, ETA is proposing to add two data fields to the participant report it sends to the states. The report will be in Microsoft Excel format and will include a "unique identifier" field (not personally identifiable information), assigned by ETA and an "Employment Assistance" field which will be blank (Attachment A). The collection instrument is included as an attachment in the Information Collection Request package. The "Employment

Assistance” field will be completed by the state workforce agencies tracking the outreach offered to each VRAP participant. ETA is seeking approval from OMB to collect from each state the “unique identifier” field and the “Employment Assistance” field on a quarterly basis (Attachment B).

This information collection is subject to the Paperwork Reduction Act (PRA). A Federal agency generally cannot conduct or sponsor a collection of information, and the public is generally not required to respond to an information collection, unless it is approved by the OMB under the PRA and displays a currently valid OMB Control Number. In addition, notwithstanding any other provisions of law, no person shall generally be subject to penalty for failing to comply with a collection of information if the collection of information does not display a valid OMB Control Number. See 5 CFR 1320.5(a) and 1320.6.

The ETA seeks OMB approval under the PRA emergency clearance process for the quarterly state outreach report collection, because the VRAP program does not currently have a reporting system needed to track outreach offered to program exiters required in the VOW to Hire Heroes Act of 2011. DOL needs to be able to track both the outreach provided to VRAP exiters as well as the employment outcomes of VRAP exiters to ensure compliance with the VOW to Hire Heroes Act of 2011. DOL is leveraging changes to the Labor Exchange Reporting System that were approved by OMB on August 7, 2012 (OMB Control Number 1205-0240) to track employment outcomes of VRAP exiters that enroll in employment services under the Wagner-Peyser program. However, there is no requirement that VRAP participants must be registered into the Employment Service, so DOL is unable to track program outreach with the Employment Service. DOL does not currently have OMB approval to collect information related to outreach and offering of employment services to

VRAP exiters. This information collection request is needed for DOL to report to program stakeholders that VRAP exiters are being offered employment services and required by the VOW to Hire Heroes Act of 2011. In order to provide updates to Congress and other stakeholders about the progress of the program, it is vital to be able to collect reports on a quarterly basis. This information will also be necessary in order to account for all VRAP participants in the mandated full report to Congress on VRAP by July 1, 2014. The VRAP program began on July 1, 2012 and VRAP participants are beginning to exit the program.

Interested parties are encouraged to send comments to the OMB, Office of Information and Regulatory Affairs at the address shown in the **ADDRESSES** section by XXXXXX XX, 2012. In order to help ensure appropriate consideration, comments should mention OMB ICR Reference Number [INSERT Appropriate Reference Number]. The OMB is particularly interested in comments that:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submissions of responses.

Agency: Employment and Training Administration.

Title: Veterans Retraining Assistance Program – Participant Tracking and Reporting

Type of Review: New collection of information (Request for new Control Number)

OMB Number: [INSERT OMB Reference Number]

Affected Public: State Workforce staff and American Job Center staff

Forms: Sample Participant File and Employment Assistance report

Total Annual Respondents: 54

Annual Frequency: 4

Total Annual Responses: 216

Average Time per Response: Ten (10) minutes.

Estimated Total Annual Burden Hours: 10,549. (See Supporting Statement for calculation)

Total Annual Burden Cost for Respondents: \$440,948. (See Supporting Statement for calculation)

BILLING CODE 4510-FN-P

**EMERGENCY SUPPORTING STATEMENT FOR REQUEST FOR OMB
APPROVAL
UNDER THE PAPERWORK REDUCTION ACT OF 1995
SUPPORTING STATEMENT**

Veterans Retraining Assistance Program

A. Justification

A.1. Circumstances that make the collection of information necessary.

The information collection is requested to support the required reporting and employment services outreach of the Veterans Retraining Assistance Program (VRAP), described in Section 211 of the VOW to Hire Heroes Act of 2011 (PL 112-56). This provision directs the Department of Veterans Affairs (VA) in cooperation with the Department of Labor (DOL) to pay for up to 12 months of a training program in a high demand occupation for unemployed eligible veterans between the ages of 35 and 60 as determined by DOL and VA. The program is to serve up to 45,000 veterans in fiscal year 2012, which began on July 1, 2012, and up to 54,000 veterans from October 1, 2012, through March 31, 2014.

The VRAP provides the benefit to veterans who fulfill the following eligibility criteria: As of date of application, is at least 35 years old and less than 60; discharged from active duty under conditions other than dishonorable; is unemployed as of date of application; is not eligible to receive other educational assistance from the VA; is not in receipt of compensation for a service-connected disability rated totally disabling by reason of unemployability; was not and is not enrolled in any Federal or state job training program within the previous 180 days; and, the application must be submitted not later than October 1, 2013. DOL is responsible for collecting individual applicant information to verify age, employment status, and status in a Federal or state job training program within the previous 180 days. The veteran confirms eligibility through self-attestation, and the data is being stored with VA. DOL has received OMB approval to collect applicant information, and store it with VA. (OMB Control Number 1205-0491) OMB approved the extension of data collection on October 10, 2012.

VRAP requires DOL to offer employment placement services to veterans participating in the VRAP within 30 days of their completion or termination from the program. Additionally, the VA, in collaboration with DOL, is required to submit a report to Congress by July 1, 2014, on the outcomes of the program. The report must include the total number of eligible veterans who participated in the program, the associate degrees or certificates awarded (or other similar evidence of the completion of the program of education or training), and data related to the employment status of eligible veterans who participated in the program.

To reduce the data collection burden on the states and obtain data related to the employment status and outcomes of eligible veterans who participated in the program, DOL is leveraging the Wagner-Peyser program, which established the Employment Service. The Employment Service utilizes automatic wage records to obtain employment data from the states. The system which captures those records is the Labor Exchange Reporting System (LERS), OMB Control Number 1205-0240.

LERS will provide DOL the following employment data on VRAP participants:

- The Entered Employment Rate (EER)
- The Employment Retention Rate (ERR)
- Average Earnings
- Median Earnings

However, the approach will only capture data pertaining to individuals who formally register with the Employment Service, and DOL must ensure that every veteran was offered employment services even if they were not registered into LERS. Therefore, to ensure that each VRAP participant is offered employment placements services within 30 days of their completion or termination of the program, DOL needs to track the outreach done by the state or local level staff for each participant.

On a weekly basis, the VA has been transmitting a secure participant report to DOL so that employment services can be offered to the participant and program outcomes can be reported after they exit training. After receiving and processing the VA participant report, DOL develops and transmits a report (Attachment A) to each state workforce agency on VRAP participants in that state who terminated or completed VRAP. DOL transmits each state's file on a weekly basis using a secure File Transfer Protocol (sFTP) site. Each state will be able to access only its file so that it can disseminate the participant information securely to the appropriate American Job Center staff so they can offer employment services to the veteran. The American Job Center staff will then contact the veteran via phone and/or email to offer the employment services

To ensure employment services are being offered and outcomes are being tracked for all participants, ETA proposes to collect quarterly reports from the states on the employment services offered to VRAP participants. The report will be in Microsoft Excel format and will include, among other information, a "unique identifier" field (not personally identifiable information), assigned by ETA and an "Employment Assistance" field which will be blank (See Attachment A). The "Employment Assistance" field will be completed by the state workforce agency tracking the outreach offered to each VRAP participant. ETA seeks approval from OMB to collect from each state the "unique identifier" field and the "Employment Assistance" field on a quarterly basis, with a 45 day reporting

period following each quarter. The collection instrument fields are described in Attachment B. This will ensure that the states will not be transmitting Personally Identifiable Information (PII) to DOL, but will allow for DOL to identify the level of outreach provided to each participant.

As mentioned above, when DOL sends the participant file to the states the "Employment Assistance" field will be blank. When the states send in Quarterly reports as proposed, there will be a numeric value in each "Employment Assistance" field based on the service provided and the directions below:

- A "1" will be entered in the column if the veteran was contacted and did not need employment assistance because they already had a job;
- A "2" will be entered in the column if the veteran was contacted and does not come in to receive employment assistance for any other reason;
- A "3" will be entered in the column if the veteran was non-responsive to the offering of employment assistance;
- A "4" will be entered in the column if the veteran was either already registered in the state Wagner-Peyser program, or the case manager was able to register the individual after VRAP training completed; or
- A "5" will be entered in the column if the veteran is contacted and the result is other than the scenarios listed above.

Justification for Seeking Emergency Approval: ETA seeks emergency clearance from OMB for approval to collect VRAP program participant outreach reporting because the VRAP program began on July 1, 2012. DOL needs to be able to track both the provision of employment services to VRAP exiters as well as the employment outcomes of VRAP exiters to ensure compliance with the VOW to Hire Heroes Act of 2011. DOL is leveraging changes to the Labor Exchange Reporting System that were approved by OMB on August 7, 2012 (OMB Control Number 1205-0240) to track employment outcomes of VRAP exiters that enroll in employment services under the Wagner-Peyser program. DOL is also leveraging the participant information collection request, stored with VA, and approved by OMB on October 10, 2012. This information request allows DOL to collect participant information, which it shares with state workforce agencies to provide employment assistance.

However, DOL does not currently have OMB approval to collect information related to outreach and offering of employment services to VRAP exiters. This information collection request is required by the VOW to Hire Heroes Act of 2011. Already over 45,000 applications have been received by the VA, and participants are in training. Some training can be short term, and some VRAP participants have already completed or terminated training. This then gives DOL only 30 days, as required in the statute, to be able to attempt to contact the veteran to offer employment services.

DOL will need to collect the information quarterly to measure progress on the provision of employment assistance, and to provide technical assistance. States

will submit the quarterly reports through the same sFTP site, which was set-up by DOL to share the VRAP exit information. Failure to collect these quarterly reports from the states would jeopardize DOL's ability to ensure participants are offered the employment services they are entitled to under the law and would jeopardize DOL's ability to report to Congress on the outcomes of the program.

A.2. How, by whom, and for what purpose the information is to be used.

To meet its statutory responsibilities for VRAP under the VOW to Hire Heroes Act of 2011, the Department requests approval to collect quarterly reports from the states on the employment services being offered to VRAP participants. The Department will use the information collected to ensure services are being offered throughout all states and to provide any technical assistance if necessary. The information will also be incorporated in the VA and DOL Report to Congress.

A.3. Extent to which collection is automated, reasons for automation, and considerations for reducing impact on burden.

Information technology is being used to reduce the burden. States will be able to submit reports via the sFTP site they use to receive their participant files.

A.4. Efforts to identify duplication – why similar information already available cannot be used for purpose described in A.2.

These proposed quarterly state reports support a new program requiring DOL to ensure provision of employment services to veterans. DOL is proposing to leverage the existing Wagner-Peyser reporting system to collect performance outcomes on those veterans who receive employment services. This avoids the need to create an entirely new system unique to VRAP, and only requires DOL to ensure that services are being offered to participants. However, additional information is needed about those VRAP participants that elect not to enroll in employment services. These additional reporting requirements will capture more robust information about the VRAP program.

A.5. Efforts to minimize burden on small businesses.

The information collection involves only state workforce agencies, American Job Centers, and individuals (veteran completers or terminators). There is no impact or burden on small businesses.

A.6. Consequences to Federal program if collection not done or done less frequently and any technical or legal obstacles to reducing the burden.

Under the VOW to Hire Heroes Act of 2011 (PL 112-56), DOL is required to provide employment services to all VRAP participants upon completion or termination from the program. DOL seeks this information collection request to receive reports back from the states verifying that employment services are being offered to program participants. If this information is not collected, DOL will be unable to ensure the services are being offered. The collection will be done only on a quarterly basis, with a 45-day reporting period following each quarter, and only involve the transmittal of non-personally identifiable information. The entities involved are all accustomed to providing quarterly reports within the time frame described.

A.7. Special circumstances for conducting information collection.

There are no special circumstances that would require the information to be collected or kept in any manner other than those normally required under the Paperwork Reduction Act.

A.8. Summary of public comments.

An emergency review notice will be published in the Federal Register to allow the public to comment on this submission. In addition, the public will have an opportunity to comment again when this information request is resubmitted under regular procedures.

A.9. Explanation of decision to provide any payment or gift to respondents.

DOL does not provide any payment or gift to respondents.

A.10. Assurance of confidentiality provided to respondents.

ETA is responsible for keeping data private and will maintain the data in accordance with all applicable Federal laws, with particular emphasis upon compliance with the provisions of the Privacy and Freedom of Information Acts. The DOL Web site provides Privacy Act information for Freedom of Information Act requests (<http://www.dol.gov/dol/foia/>).

A.11. Justification for any sensitive questions.

DOL will collect no sensitive information.

A.12. *Estimated hourly burden.*

Participant Contact List Dissemination

DOL estimates the time for state agencies to receive and prepare their participant files from DOL to send to the American Job Centers to be 60 minutes per report. There will be a total of 54 states or territories preparing reports 52 times a year (weekly file). This equates to a total of 2,808 reports annually. This equates to 2,808 burden hours.

Record Type	Minutes Per Report	# of Annual Reports	Annual National Burden Hours
Weekly Report	60	2,808	2,808

Participant Contact

DOL also estimates the time American Job Center staff will need to contact each VRAP participant. DOL estimates that the total amount of time per participant to be 10 minutes. The program is to serve 99,000 participants over a two year period, beginning July 1, 2012 through March 31, 2014. So DOL estimates serving 44,500 participants annually at 10 minutes a participant. This equates to 7,417 hours per year.

Record Type	Minutes Per Contact	# of Annual Reports	Annual National Burden Hours
Participant Contact	10	44,500	7,417

Final Report Preparation

DOL also estimates the time state agencies need to receive and prepare the participant files they receive back from the American Job Centers on a quarterly basis. DOL estimates that the preparation and submission time to be 90 minutes per report. There will be a total of 54 states or territories preparing reports 4 times a year, which equals a total of 216 responses. 216 responses at 90 minutes a report equals 324 hours per year.

Record Type	Minutes Per Report	# of Annual Reports	Annual National Burden Hours
Final Report	90	216	324

Total Burden Estimate

DOL estimates a total of 10,549 burden hours annually for the data collection split between the state agencies and the American Job Center staff.

A.13. Estimated cost burden to respondents.

The annual national burden for the data collection has three components outlined in #12 above. The burden estimate includes the local and state level steps required to collect the information requested. DOL is applying the hourly rate used for the Labor Exchange Reporting System (LERS) revisions (OMB Control No. 1205-0240) to determine the burden hour cost.

Participant Contact List Dissemination

Record Type	Minutes Per Report	# of Annual Reports	Annual National Burden Hours	Applicable Hourly Rate	Annual National Burden Dollars
Weekly Report	60	2,808	2,808	\$41.80	\$117,374

Participant Contact

Record Type	Minutes Per Contact	# of Annual Reports	Annual National Burden Hours	Applicable Hourly Rate	Annual National Burden Dollars
Participant Contact	10	44,500	7,417	\$41.80	\$310,031

Final Report Preparation

Record Type	Minutes Per Report	# of Annual Reports	Annual National Burden Hours	Applicable Hourly Rate	Annual National Burden Dollars
Final Report	90	216	324	\$41.80	\$13,543

The total annual national burden is 10,549 hours. The estimated total annual cost burden for implementing DOL's portion of section 211 of the VOW to Hire Heroes Act of 2011 is \$440,948. DOL provided \$60,000 to each state and territory (\$3,180,000 total) to assist in the implementation of the VRAP among other purposes in TEGL 37-11, issued on June 15, 2012.

Each state will need to acquire sFTP software if they currently lack it. However, there are multiple versions available at no cost. States are responsible for disseminating the participant data to the American Job Centers securely and may leverage the existing sFTP software to do so. American Job Centers may have to acquire the same software if they do not have it already, but is available at no cost. Guidance on this process was issued in Training and Employment Guidance Letter (TEGL) 8-12, issued on October 5, 2012.

A.14. Estimated cost burden to the Federal government

The estimated cost to the Federal government is largely based on leveraging an existing secure File Transfer Protocol (sFTP) site to transmit participant reports and to receive quarterly state reports. Those costs, anticipated to be minimal, consist mainly of creating unique state accounts within the sFTP site. Once these costs can be determined, ETA will submit a non-substantive change request to OMB/OIRA.

A.15. Reasons for any program changes reported in Items 13 or 14 of the OMB Form 83-1.

This is a new information collection request.

A.16. Method for publishing results.

In a joint VA and DOL report to Congress 1) the number of participants in the VRAP program, 2) the degrees/certificates/credentials awarded, and 3) the employment status of the participants under the statute due no later than July 1, 2014

A.17. If seeking approval not to display the expiration date for OMB approval, explain why display would be inappropriate.

DOL will display the OMB approval number on the VRAP participant form when it is disseminated weekly to the state agencies.

A.18. Explanation of each exception in the certification statement identified in Item 19 "Certification for Paperwork Reduction Act Submissions" on OMB Form 83-1.

The Department is not seeking any exception to the certification requirements.

B. Collection of Information Employing Statistical Methods

This information collection request employs no statistical methods.

Attachment A – Description of the Weekly Report to the State Agencies

This attachment is a description of what each state's Veterans Retraining Assistance Program (VRAP) file will look like. The files are shared in Microsoft Excel format. Each state will receive a file with their state's VRAP participants (e.g. Florida will receive participants from Florida ONLY). This attachment will identify each data field shared with the states and a quick explanation of what the field is.

First – This is the First Name of the VRAP participant.

Middle – This is the Middle Name of the VRAP participant (if applicable).

Last – This is the Last Name of the VRAP participant.

DOB – This is the Date of Birth (DOB) of the VRAP participant (e.g. 1/1/1960).

Email Address – This is the email address provided by the VRAP participant on their application (*Note* – This is a required field to complete the application, so every participant should have an email address).

Phone – This is the phone number provided by the VRAP participant on their application.

High Demand Occupation – This is the occupation chosen by the VRAP participant in which he or she will receive training.

Address Line 1 – This is the address provided by the VRAP participant on their application

State – This is the state of residence provided by the VRAP participant on their application.

Zip code – This is the zip code provided by the VRAP participant on their application.

Name of Facility – This is the educational institution in which the VRAP participant received training.

Course Name – This is the educational program the VRAP participant was trained in (*Note* – This may be the course taken, the credential being pursued, or the program in which they are enrolled.)

Objective Name – This is the educational credential the VRAP participant has completed or terminated from (*Note* – This can be an Associate's degree or other educational program.)

Notification Weeks – This is the number of weeks remaining to contact the VRAP participant to offer employment services within the required 30-day period. (*Note* – This will countdown from each week starting at "4")

DOL-Unique ID – This is a unique VRAP participant identifier (ID) established by the Department of Labor (DOL) (*Note* – It is not personally identifiable information.)

Employment Assistance – This field will be blank when states receive the files, it is to be filled in by the American Job Center staff to document the outreach to VRAP participants. (*Note* – Instructions on how to record outreach are provided in the Training and Employment Guidance Letter).

Attachment B – Description of the Quarterly Report from the State Agencies to DOL

This attachment is a description of the report the Department of Labor (DOL) is requesting states provide back to DOL on a quarterly basis. The reports will be in Microsoft Excel format. The reports can be saved back to the Secured File Transfer Protocol (sFTP) site used to transmit the Veterans Retraining Assistance Program (VRAP) participant files. This file will only contain two data fields so that no personally identifiable information (PII) will be transmitted from the states to DOL. Each VRAP participant will have a “DOL –Unique ID” which will be used to provide an aggregate report to DOL on the services and outreach provided to each participant. Each state will send in a report quarterly with the following two fields completed:

DOL – Unique ID – This is provided by DOL in the report, and should be filled out in each quarterly report.

Employment Assistance – This field is blank when DOL sends the report. This is to be filled out with a numeric field detailing the outreach performed for the VRAP participant as outlined in the Training and Employment Guidance Letter (TEGL) and below. (*Note – In the sample report a “1” is filled in, this means the individual was contacted and did not come in to receive additional services because he or she has already found employment. This individual would have been registered into Wagner-Peyser reporting. For each DOL-Unique ID, there should be a “1”, “2”, “3”, “4”, or “5” entered based on the level of outreach done for each participant.*)

The above described outreach attempts in the TEGL will result in one of the following scenarios and responses:

1. *Contact made, participant already found employment:* In this scenario, the participant may not want/need additional services as he or she has already found employment. However, since this individual will not be a new registrant in the Wagner-Peyser program this outcome will not be counted for workforce system performance purposes but will need to be tracked for documenting outreach and reporting for VRAP. *If this scenario occurs, enter a “1” in the Employment Assistance field next to the appropriate DOL-Unique ID.*
2. *Contact made, participant is not seeking further assistance:* If a participant is not willing to participate in additional follow-up services or refuses to register for Wagner Peyser Services over the phone then this outcome will not be counted for performance purposes but will need to be tracked for documenting outreach and reporting for VRAP. *If this scenario occurs, enter a “2” in the Employment Assistance field next to the appropriate DOL-Unique ID.*
3. *Contact cannot be made:* after three unsuccessful attempts to contact the veteran within the specified 30 thirty day timeframe the veteran will be deemed “non-responsive.” The individual will be excluded for performance purposes but documentation of outreach to veteran will need to be maintained. *If this scenario occurs, enter a “3” in the Employment Assistance field next to the appropriate DOL-Unique ID.*

4. *Contact made, participant looking for a job/requests further assistance:* All attempts should be made to persuade the veteran to come into the American Job Center, or to sign-up for Wagner-Peyser services virtually. This will not only allow for staff to better serve and track the participant, but it will also greatly aid in providing performance outcomes. *If this scenario occurs, enter a "4" in the Employment Assistance field next to the appropriate DOL-Unique ID.*
5. *Contact made, result is other than previous scenarios:* In some instances a veteran may be contacted and the result of the contact does not apply to the scenarios listed. *If this scenario occurs, enter a "5" in the Employment Assistance field next to the appropriate DOL-Unique ID.*

Participant Tracking – Collection Instrument

DOL-Unique Identifier

Employment Assistance