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SOCIAL POLICY RESEARCH ASSOCIATES

## **PY 2017 Q4 WIOA Performance Records Public Use File Including Data Quality Revisions**

### **Record Layout**

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Prepared for:

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## **Overview of PY 2017 Q4 WIOA Performance Records Public Use Data File**

The Participant Individual Record Layout (PIRL) is the major reporting system that the Department of Labor (DOL) uses to obtain information about the individuals served, services provided, and outcomes attained under the Workforce Innovation and Opportunity Act (WIOA). WIOA replaced the Workforce Investment Act (WIA) on July 1, 2015 and reporting in the PIRL format began on July 1, 2016.

### **Universe**

The WIOA performance records data include only PIRL items applicable to persons served by WIOA Title I (Adult, Dislocated Worker, Youth, Dislocated Worker Grants), Title III (Wagner-Peyser), Veterans' Programs, and reportable individuals.

The data contains information on individuals who were served by these programs between July 1, 2016 and June 30, 2018 (those served in all 4 quarters of PY 2016 and all 4 quarters of PY 2017). It contains everyone who began participation before July 1, 2018 and either exited on or after July 1, 2016 or had not exited as of March 31, 2018. It includes information on individuals served by local funds, statewide funds, Dislocated Worker Grants (DWGs), Wagner-Peyser, or Veterans' Program funds. Individuals served only by rapid response have been excluded.

### **Information Provided**

The WIOA Performance Records data are provided in six sections:

- A) Individual Information. This section provides basic information on participants, including date of birth, gender, race/ethnicity, disability status, and demographic characteristics. This information is gathered at program entry and is not updated subsequently. For example, highest educational level completed represents the education level at program entry. It is not updated if the person completes additional education during program participation.
- B) One Stop Center Program Participation. This section provides information on participation in WIOA programs and participation in partner programs.
- C) One Stop Services and Activities. This section provides information on the receipt of services, including basic career, individualized career, training, and supportive services. Services are counted if (1) they were funded by WIOA or Wagner-Peyser or (2) they were partially or completely funded by partner programs and were coordinated with the individual's WIOA/Wagner-Peyser activities, possibly through formal co-enrollment or by inclusion in the individual's WIOA/Wagner-Peyser service plan.
- D) Program Outcomes Information. This section provides information on the outcomes received by exiters. These outcomes typically represent achievements after exiting the programs. Many of these outcomes are based on data derived from UI wage records, which is the primary source of employment information. Due to the lags in availability of wage records, outcome data on the data file is missing for many exiters. These data will be collected in subsequent quarterly PIRL submissions
- E) New Data Elements Specific to Some Programs.
- F) Calculated Items. Items intended to make the data easier to use. These calculated items were not submitted by states; rather they were calculated based on the standard PIRL fields. They include calculations of the WIOA and WIA performance measures. These data provide substantial information on exiters, their characteristics, the services they receive, and the outcomes they attain.

## ***Data Structure***

There is generally one record for each person for a period of participation, regardless of the number of funding streams that served the individual.<sup>1</sup> Unique records are defined by three fields: the state, individual ID and the exit date. Records with overlapping periods of participation and records with periods of participation separated by less than 90 days are combined into a single record.

The data items available for an individual depend on the funding streams that provided services to the individual. The funding streams are:

- **Adult** local and statewide funds
- **Dislocated worker** local and statewide funds
- **Youth** local and statewide funds
- **National Dislocated Worker Grants**
- **Wagner-Peyser**
- **Veterans' Programs**
- **Reportable Individuals**

When items are not available for an individual, the data in the field is blank. **Blanks should not be treated as zero or 'no'.**

Because some items are available only for subsets of the data, the user should be aware of when the items being examined are available. If an individual was served by more than one funding stream, that person's data should include the data required for each of the serving funding streams. As a result, some items will be available in unexpected situations. For example, fields required only for adults and dislocated workers will be available for youth who also received adult services.

## ***Data Cleaning***

In developing the public use files, we conducted some limited data cleaning. Our approach to data cleaning was to make changes to the data only when there was a clear and obvious problem. Thus, the user of the data should not assume that the data have been completely cleaned. In particular, we:

- Set to blank some data items in states that appeared to be reporting incorrectly. Only obvious problems were treated this way. Other cases of incorrect reporting may still exist at the state or local level.
- Set to blank those items that were not supposed to be reported for a given funding stream or service mix.
- Set to blank outcomes when it was too soon to report complete data on the submission date.

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<sup>1</sup> There are exceptions that allow multiple records for a person, such as when the individual is served independently by two WIOA programs. However, these records have been combined in this data set.

- Recoded a few items where it was possible to correct invalid coding used by states.
- Combined duplicate records. Records with overlapping periods of participation or with periods of participation separated by less than 90 days are considered duplicates.

Details on data cleaning are presented in Appendix B for Title I programs (adults, dislocated workers, youth, and DWG participants) and in Appendix C for Title III program (Wagner-Peyser and Veteran's program participants).

### ***Calculated Items***

A set of calculated items has been added to the file, starting with item 3000. These calculated items are intended to make the file easier to use. All calculated items are based solely on the data submitted by states. These calculated items are listed in the record layout. WIA common measures (entered employment and retention and average earnings in 2<sup>nd</sup> and 3<sup>rd</sup> quarters) are included for comparison with previous WIASRD outcomes.

### ***Confidentiality***

The Public Use File has been modified to help assure participant confidentiality as follows:

- If a local area (PIRL 108-A WIB) had 50 or fewer exiters in a program year, those exiters were excluded from the file. This deletion did not apply to statewide programs.
- The ID (PIRL 100) was encrypted.
- The date of birth (PIRL 200) was set to blank and a calculated integer age was provided (PIRL 3042).
- The DWG grant numbers (PIRL 2003) were set to blank if there were fewer than 3 exiters in a program year for any DWG.
- The special project IDs (PIRL 105, 106, 107) were set to blank if there were fewer than 3 exiters in a program year for any project ID.
- Codes for employed in quarters after exit (PIRL 1600, 1602, 1604, 1606) and type of employment match in quarters after exit quarter (PIRL 1601, 1603, 1605, 1607) have been modified to avoid disclosing the data source.
- Occupation code of employment prior to participation (PIRL 403) and after exit quarter (PIRL 1610, 1612, 1613) have been truncated to 6-digits and modified to display at the minor group (3-digit) or major group (2-digit) level if there otherwise would be fewer than 3 participants in a local area or set to blank if there otherwise were fewer than 3 participants in the major group (2-digit) level in a local area. Trailing zeros have been added to display 6-digits.
- Industry code of employment in quarters prior to participation (PIRL 404, 405, 406) or after exit quarter (PIRL 1614, 1615, 1616, 1617) have been modified to display at the industry group (4-digit), sub sector (3-digit) or sector (2-digit) level if there otherwise would be fewer than 3 participants in a local area or set to blank if there otherwise were fewer than 3 participants in the sector (2-digit) level in a local area. Trailing zeros have been added to display 6-digits.
- Wages prior to participation (PIRL 1700, 1701, 1702) and after exit quarter (PIRL 1703, 1704, 1705, 1706) have been rounded to the nearest whole dollar and randomly altered so that adjusted, rather than actual wages, are displayed. These adjusted wages retain the same underlying statistical properties in the aggregate as the actual wages.

- Several fields have been set to blank as noted in the detailed record layout in Appendix A.

***States Missing from the PY 2017 Q4 File***

Puerto Rico was unable to submit records for this quarter and, therefore, is not included in the data.

## Appendix A

# Detailed Record Layout

WIOA Performance Records Public Use File

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Notes	Reportable Individual	Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	Jobs for Veterans' State Grants (JVSG)
SECTION A - INDIVIDUAL INFORMATION												
SECTION A.01 - IDENTIFYING DATA												
100	Unique Individual Identifier (WIOA)	AN 12	Record the unique identification number assigned to the participant. At a minimum, this identifier for a person must be the same for each program entry and exit (i.e., "period of participation") that an participant has during a program year so that a unique count of participants may be calculated for the program year. NOTE: For Titles I, II, and III, unless specifically directed in program guidance, this field cannot contain a social security number.	XXXXXXXXXXXX	Encrypted	R	R	R	R	R	R	R
101	State Code of Residence (WIOA)	AN 2	Record the 2-letter FIPS alpha code of the state of the primary domicile of the participant. For example, the State of Alabama would be represented as "AL." Primary domicile is that location established or claimed as the permanent residence or "home" of the participant.  If primary domicile is outside the United States, use the following numeric codes: 77 = All Other Countries 88 = Mexico 99 = Canada  For persons on active military duty, states should record the two-letter Air/Army Post Office (APO) or Fleet Post Office (FPO) as defined by the Military Postal Service Agency. AE (ZIPs 09xxx) for Armed Forces Europe which includes Canada, Middle East, and Africa AP (ZIPs 962xx - 966xx) for Armed Forces Pacific AA (ZIPs 340xx) for Armed Forces (Central and South) Americas	XX	This Item is blank in public use file to preserve participant confidentiality. See Item 3000 which provides the state that submitted the data.	R	R	R	R	R	R	R
102	County Code of Residence	IN 3	Record the 3-digit FIPS Code of the County of the primary domicile of the participant. Primary domicile is that location established or claimed as the permanent residence or "home" of the participant.  If primary domicile is outside the United States, use the following codes: 777 = All Other Countries 888 = Mexico 999 = Canada	000	This Item is blank in public use file to preserve participant confidentiality.	R	R	R	R	R	R	R
103	Zip Code of Residence	IN 5	Record the 5-digit zip code of the primary domicile of the participant. Primary domicile is that location established or claimed as the permanent residence or "home" of the participant.  If primary domicile is outside the United States, use the following codes: 77777 = All Other Countries 88888 = Mexico 99999 = Canada  For persons on active military duty, states should record the zip code associated with the APO or FPO as defined by the Military Postal Service Agency.	00000	This Item is blank in public use file to preserve participant confidentiality.	R	R	R	R	R	R	R
105	Special Project ID - 1	AN 7	Record the 7-digit alpha-numeric ID assigned by DOL for Special Projects or populations served under this program. Refer to ETA guidance for instructions on its use.	XXXXXXX	This Item is blank in public use file to preserve participant confidentiality if fewer than 3 participants in a program year.		R	R	R	R	R	R

WIOA Performance Records Public Use File

DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Notes	Reportable Individual	Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	Jobs for Veterans' State Grants (JVSG)
106	Special Project ID - 2	AN 7	Record the 7-digit alpha-numeric ID assigned by DOL for Special Projects or populations served under this program. Refer to ETA guidance for instructions on its use. Use this second Project ID in the event that a participant falls under more than one Special Project category.	XXXXXXX	This Item is blank in public use file to preserve participant confidentiality if fewer than 3 participants in a program year.		R	R	R	R	R	R
107	Special Project ID - 3	AN 7	Record the 7-digit alpha-numeric ID assigned by DOL for Special Projects or populations served under this program. Refer to ETA guidance for instructions on its use. Use this third Project ID in the event that a participant falls under more than two Special Project categories.  NOTE: If Data Element 930 (Pay-for-Performance) = 1, Record Pay-for-Performance Provider ID in this field.	XXXXXXX	This Item is blank in public use file to preserve participant confidentiality if fewer than 3 participants in a program year.		R	R	R	R	R	R
108-A	ETA-Assigned 1st Local Workforce Board Code	IN 5	Record the 5-digit ETA assigned Local Board/Statewide code where the participant was determined eligible to participate in the program and received his/her first service financially assisted by the program. If the participant was served by the local area and also by other non-local funds (e.g., statewide funds or a Dislocated Worker Grant), record the code for the Local Board. If participant record is a liable state record, record 99999.  This is the primary ETA Assigned Local Workforce Board Code. It triggers inclusion in state reports as well as the identified Local Area reports.	00000	Record removed from public use file to preserve participant confidentiality if fewer than 50 participants in a program year.		R	R	R	R	R	R
108-B	ETA-Assigned 2nd Local Workforce Board Code	IN 5	Record the 5-digit ETA assigned Local Board where the participant was determined eligible to participate in the program and received his/her first service financially assisted by the program. If the participant was served by the local area and also by other non-local funds (e.g., statewide funds or a Dislocated Worker Grant), record the code for the Local Board. If participant record is a liable state record, record 99999.  This is the secondary ETA Assigned Local Workforce Board Code. It triggers inclusion in the reports for the identified Local Area only	00000	Not required but included at request of ETA.							
108-C	ETA-Assigned 3rd Local Workforce Board Code	IN 5	Record the 5-digit ETA assigned Local Board where the participant was determined eligible to participate in the program and received his/her first service financially assisted by the program. If the participant was served by the local area and also by other non-local funds (e.g., statewide funds or a Dislocated Worker Grant), record the code for the Local Board. If participant record is a liable state record, record 99999.  This is the tertiary ETA Assigned Local Workforce Board Code. It triggers inclusion in the reports for the identified Local Area only.	00000	Not required but included at request of ETA.							



WIOA Performance Records Public Use File

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SECTION A.02-EQUAL OPPORTUNITY INFORMATION												
200	Date of Birth (WIOA)	DT 8	Record the participant's date of birth.	YYYYMMDD	This Item is blank in public use file to preserve participant confidentiality. See Item 3055 for age at program entry.	R	R	R	R	R	R	R
201	Sex (WIOA)	IN 1	Record 1 if the participant indicates that he is male. Record 2 if the participant indicates that she is female. Record 9 if the participant did not self-identify their sex.	1 = Male 2 = Female 9 = Participant did not self-identify		R	R	R	R	R	R	R
202	Individual with a Disability (WIOA)	IN 1	Record 1 if the participant indicates that he/she has any "disability", as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. Record 0 if the participant indicates that he/she does not have a disability that meets the definition. Record 9 if the participant did not self-identify.	1 = Yes 0 = No 9 = Participant did not self-identify		R	R	R	R	R	R	R
203	Category Of Disability	IN 9	For those participants where Individual With A Disability (WIOA) = 1: Record 1 if the impairment is primarily physical, due to a chronic health condition. Record 2 if the impairment is primarily physical, including mobility. Record 3 if, because of a mental illness, psychiatric disability, or emotional condition, the participant has serious difficulty concentrating, remembering, or making decisions. Record 4 if the participant is blind or has serious difficulty seeing. Record 5 if the participant is deaf or has serious difficulty hearing. Record 6 if the participant has a learning disability. Record 7 if the participant has a cognitive or intellectual disability. Record 9 if the participant does not wish to disclose his/her category of disability. Record 0 if the participant has no disability. Record all that apply if the participant has more than one impairment.	1 = Physical/Chronic Health Condition 2 = Physical/Mobility Impairment 3 = Mental or Psychiatric Disability 4 = Vision-related disability 5 = Hearing-related disability 6 = Learning Disability 7 = Cognitive/Intellectual disability 9 = Participant did not disclose type of disability 0 = No disability	Separate responses are coded in Items 3024 to 3032.		R	R	R	R	R	R
204	Individual With A Disability SDDA Services	IN 1	For those participants where Individual With A Disability (WIOA) = 1 : Record 1 if the participant has received services funded by the State Developmental Disabilities Agency (SDDA). Record 0 if the participant does not meet any of the conditions described above. Leave blank if this data element does not apply to this participant.	1 = SDDA 0 = No			R	R	R	R	R	R
205	Individual With A Disability LSMHA Services	IN 1	For those participants where Individual With A Disability (WIOA) = 1: Record 1 if the participant has received services funded by a local or state mental health agency (LSMHA). Record 0 if the participant does not meet any of the conditions described above. Leave blank if this data element does not apply to this participant.	1 = LSMHA 0 = No			R	R	R	R	R	R

WIOA Performance Records Public Use File

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206	Individual With A Disability Medicaid HCBS Services	IN 1	For those participants where Individual With A Disability (WIOA) = 1: Record 1 if the participant has received services funded via a state Medicaid HCBS waiver. Record 0 if the participant does not meet any of the conditions described above. Leave blank if this data element does not apply to this participant.	1 = HCBS waiver 0 = No			R	R	R	R	R	R
207	Individual With A Disability Work Setting	IN 1	For those participants where Individual With A Disability (WIOA) = 1: Record 1 if the participant is working in competitive, integrated employment (CIE). Record 2 if the participant was formerly employed in supported employment (e.g. use of job coach, with integrated placement at competitive wages). Record 3 if the participant is working in group supported employment (i.e., work crews, enclaves, etc.). Record 4 if the participant is working in a sheltered workshop (i.e., center- or facility-based employment). Record 5 if the participant is working in two or more of the above listed settings. Record 0 if the participant is not currently employed.  Leave blank if this data element does not apply to this participant.	1 = Competitive Integrated Employment 2 = Individual Supported Employment 3 = Group Supported Employment 4 = Sheltered workshop 5 = Combination of two or more settings 0 = Not Employed			R	R	R	R	R	R
208	Individual With A Disability Type of Customized Employment Services Received	IN 1	For those participants where Individual With A Disability (WIOA) = 1: If the participant received customized employment services (CES) to attain most recent employment or current employment: Record 1 if the participant received discovery assessment services. Record 2 if the participant developed a customized employment search plan. Record 3 if the participant received employer negotiation services. Record 4 if the participant received secure employment as a result of receiving customized employment services and received extended support services. Record 0 if the participant does not meet the condition described above.  Leave blank if this data element does not apply to this participant.	1 = Discovery assessment services 2 = Developed a customized employment search plan 3 = Employer negotiation services 4 = Secured employment as a result of receiving customized employment services and received extended support services 0 = No CES services			R	R	R	R	R	R
209	Individual With A Disability Financial Capability	IN 1	For those participants where Individual With A Disability (WIOA) = 1: Record 1 if the participant has a receipt and has received benefit planning services. Record 2 if participant has a receipt and has received financial capability/asset development services. Record 3 if participant has a receipt and has received both benefit planning services and financial capability/asset development services. Record 0 if the participant has no received the services described above.  Leave blank if this data element does not apply to this participant.	1 = Benefit planning services 2 = Financial capability/asset development services 3 = Benefit planning services and financial capability/asset development services 0 = No			R	R	R	R	R	R

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210	Ethnicity: Hispanic / Latino (WIOA)	IN 1	Record 1 if the participant indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her ethnicity.	1 = Yes 0 = No 9 = Participant did not self-identify	Single response race/ethnicity is coded in Item 3023.	R	R	R	R	R	R	R
211	American Indian / Alaska Native (WIOA)	IN 1	Record 1 if the participant indicates that he/she is a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.	1 = Yes 0 = No 9 = Participant did not self-identify	Single response race/ethnicity is coded in Item 3023.	R	R	R	R	R	R	R
212	Asian (WIOA)	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.	1 = Yes 0 = No 9 = Participant did not self-identify	Single response race/ethnicity is coded in Item 3023.	R	R	R	R	R	R	R
213	Black / African American (WIOA)	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the black racial groups of Africa. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.	1 = Yes 0 = No 9 = Participant did not self-identify	Single response race/ethnicity is coded in Item 3023.	R	R	R	R	R	R	R
214	Native Hawaiian / Other Pacific Islander (WIOA)	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.	1 = Yes 0 = No 9 = Participant did not self-identify	Single response race/ethnicity is coded in Item 3023.	R	R	R	R	R	R	R
215	White (WIOA)	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.	1 = Yes 0 = No 9 = Participant did not self-identify	Single response race/ethnicity is coded in Item 3023.	R	R	R	R	R	R	R

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SECTION A.03-VETERAN CHARACTERISTICS												
300	Veteran Status	IN 1	Record 1 if the participant is a person who served on active duty in the armed forces and who was discharged or released from such service under conditions other than dishonorable. Record 0 if the participant does not meet the condition described above. Record 9 if participant does not disclose veteran status.	1 = Yes 0 = No 9 = Status not known			R	R	R	R	R	R
301	Eligible Veteran Status	IN 1	Record 1 if the participant is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. Record 2 if the participant served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. Record 3 if the participant is: (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. Record 0 if the participant does not meet any one of the conditions described above. Leave "blank" if the data is not available.	1 = Yes <=180 days. 2 = Yes, Eligible Veteran 3 = Yes, Other Eligible Person 0 = No		R	R	R	R	R	R	R
303	Disabled Veteran	IN 1	Record 1 if the participant is a veteran who served on active duty in the U.S. armed forces and who is entitled to compensation regardless of rating (including those rated at 0%); or who but for the receipt of military retirement pay would be entitled to compensation, under laws administered by the Department of Veterans Affairs (DVA); or was discharged or released from activity duty because of a service-connected disability. Record 2 if the participant is a veteran who served on active duty in the U.S. armed forces and who is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the DVA for a disability, (i) rated at 30 percent or more or, (ii) rated at 10 or 20 percent in the case of a veteran who has been determined by DVA to have a serious employment handicap. Record 0 if the participant does not meet any one of the conditions described above. Leave blank if data element does not apply to the participant.	1 = Yes 2 = Yes, special disabled 0 = No			R	R	R	R	R	R

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304	Date of Actual Military Separation	DT 8	Record the date on which the participant separated from active duty with the U.S. armed forces. Leave blank if data element does not apply to the participant.	YYYYMMDD			R	R	R	R	R	R

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305	Transitioning Service Member	IN 1	Record 1 if the participant is a person who is on active military duty status (including separation leave) with the U.S. armed forces and within 24 months of retirement or 12 months of separation from the armed forces. Record 0 if the participant does not meet the condition described above. Leave blank if data element does not apply to the participant.	1 = Yes 0 = No			R	R	R	R	R	R
306	Covered Person Entry Date	DT 8	Record the date on which the Covered Person first made contact with the workforce system, either at a physical location or through an electronic resource. Leave blank if this data element does not apply to the participant	YYYYMMDD		R	R	R	R	R	R	R
308	Homeless Veteran	IN 1	A participant who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable, and who lacks a fixed, regular, and adequate night time residence. This definition includes any participant who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for participants intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. This definition does not include an participant imprisoned or detained under an Act of Congress or State law. An participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.  Record 1 if the participant meets the conditions described above. Record 0 if the participant does not meet the conditions described above. Leave blank if this data element does not apply to the participant	1 = Yes 0 = No			R	R	R	R	R	R
309	Homeless Veterans' Reintegration Program Participant	IN 1	Record 1 if the participant is a veteran who is enrolled in the Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans Transition Program (IVTP), or Homeless Female Veterans and Veterans with Families (HFVWWF) Reintegration Program in their area. Record 0 if the participant does not meet the condition described above. Leave blank if data element does not apply to the participant.	1 = Yes 0 = No			R	R	R		R	R
310	Homeless Veterans' Reintegration Program Grantee	IN 5	Record the first five numbers of the DOL Grant number. (Should be provided by the local HVRP grantee/service provider making the referral.) Leave blank if data element does not apply to the participant.	00000			R	R	R		R	R
311	Other Significant Barrier to Employment	IN 1	Record 1 if the veteran or eligible person has a significant barrier to employment not captured elsewhere. Record 0 if there is no other significant barrier to employment.  NOTE: The rationale for this data element is that certain "significant barriers to employment" are captured in other data elements. For instance, "special disabled or disabled veteran" is captured in #303, "homeless veteran" is captured in #308; "recently separated..." is captured in #801, "ex-offender" is captured in #801, "no secondary school diploma..." is captured in #408, and "low income" is captured in #802.  Leave blank if this data element does not apply to the participant	1 = Yes, Other 0 = No			R					R

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Notes	Reportable Individual	Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	Jobs for Veterans' State Grants (JVSG)
SECTION A.04-EMPLOYMENT AND EDUCATION INFORMATION												
400	Employment Status at Program Entry (WIOA)	IN 1	Record 1 if the participant, at program entry, (a) is currently performing any work at all as a paid employee, (b) is currently performing any work at all in his or her own business, profession, or farm, (c) is currently performing any work as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who is not working, but currently has a job or business from which he or she is temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. Record 2 if the participant, at program entry, is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member (i.e., within 12 months of separation or 24 months of retirement). Record 3 if the participant, at program entry, is not in the labor force (i.e., those who are not employed and are not actively looking for work, including those who are incarcerated). Record 0 if the participant, at program entry, is not employed but is seeking employment, makes specific effort to find a job, and is available for work.	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation is pending 3 = Not in labor force 0 = Unemployed			R	R	R	R	R	R
401	UC Eligible Status	IN 1	Record 1 if the participant is a person who (a) filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred based on participation in the Reemployment Services and Eligibility Assessment (RESEA) program. Record 2 if the participant is a person who (a) filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system. Record 3 if the participant is a person who meets condition 2 (a) described above, but was not referred to service through the state's WPRS system or the RESEA program. Record 4 if the participant has exhausted all UC benefit rights for which he/she has been determined monetarily eligible, including extended supplemental benefit rights. Record 5 if the participant is claimant who is exempt from normal work search requirements according state law, and does not have to perform work search activities. Record 0 if the participant was neither a UC Claimant nor an Exhaustee. Leave blank if this data element does not apply to the participant.	1 = Claimant Referred by RESEA 2 = Claimant Referred by WPRS 3 = Claimant Not Referred by RESEA or WPRS 4 = Exhaustee 5 = Claimant exempt from work search 0 = Neither Claimant nor Exhaustee	This Item is blank in public use file to preserve participant confidentiality.		R	R	R	R	R	R
402	Long-Term Unemployed at Program Entry (WIOA)	IN 1	Record 1 if the participant, at program entry, has been unemployed for 27 or more consecutive weeks. Record 0 if the participant does not meet the condition described above.	1 = Yes, Unemployed ≥ 27 consecutive weeks 0 = No			R	R	R	R	R	R

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403	Occupational Code of Most Recent Employment Prior to Participation (if available)	IN 6	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system. This information is based on the most recent job held before participating in the program.  Leave blank if occupational code is not available or not known, or the data element does not apply.  Additional Notes: This information must be based on the most recent job held prior to participating in the program and only applies to adults, and dislocated workers. If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant had multiple jobs, use the occupational skills code of the job where the participant earned the highest gross wage.	000000	Original codes were cross walked to the O*Net 10.0 code, modified to display at the minor group (3-digit) or major group (2-digit) level if fewer than 3 participants in a local area, truncated to 6 digits with trailing 0s added if fewer than 6 digits. Blank if the reported occupation code was not valid or fewer than 3 participants in the major group (2-digit) level in a local area.		R	R	R		R	R
404	Industry Code of Employment 1st Quarter Prior to Participation	IN 6	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If the participant had multiple jobs, then the NAICS associated with the highest gross wage should be reported.  Enter 999999 if 'Wages 1st Quarter Prior to Participation Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person.	000000	Original codes were cross walked to the 2012 NAICS industry codes, modified to display at the industry group (4-digit), sub sector (3-digit) or sector (2-digit) level if fewer than 3 participants in a local area, and trailing 0s added if fewer than 6 digits. Blank if the reported industry code was not valid or fewer than 3 participants in the sector (2-digit) level in a local area.		R	R	R		R	R
405	Industry Code of Employment 2nd Quarter Prior to Participation	IN 6	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If the participant had multiple jobs, then the NAICS associated with the highest gross wage should be reported.  Enter 999999 if 'Wages 2nd Quarter Prior to Participation Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person.	000000	Original codes were cross walked to the 2012 NAICS industry codes, modified to display at the industry group (4-digit), sub sector (3-digit) or sector (2-digit) level if fewer than 3 participants in a local area, and trailing 0s added if fewer than 6 digits. Blank if the reported industry code was not valid or fewer than 3 participants in the sector (2-digit) level in a local area.		R	R	R		R	R
406	Industry Code of Employment 3rd Quarter Prior to Participation	IN 6	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If the participant had multiple jobs, then the NAICS associated with the highest gross wage should be reported.  Enter 999999 if 'Wages 3rd Quarter Prior to Participation Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person.	000000	Original codes were cross walked to the 2012 NAICS industry codes, modified to display at the industry group (4-digit), sub sector (3-digit) or sector (2-digit) level if fewer than 3 participants in a local area, and trailing 0s added if fewer than 6 digits. Blank if the reported industry code was not valid or fewer than 3 participants in the sector (2-digit) level in a local area.		R	R	R		R	R
407	Highest School Grade Completed at Program Entry (WIOA)	IN 2	Use the appropriate code to record the highest school grade completed by the participant at program entry. Record 1 – 12 for the number of school grades completed by the participant. Record 0 if no school grades were completed.	1 – 12 = Number of school grades completed 0 = No school grades completed			R	R	R	R	R	R



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408	Highest Educational Level Completed at Program Entry (WIOA)	IN 1	Use the appropriate code to record the highest educational level completed by the participant at program entry. Record 1 if the participant attained a secondary school diploma. Record 2 if the participant attained a secondary school equivalency. Record 3 if the participant has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP). Record 4 if the participant completed one of more years of postsecondary education. Record 5 if the participant attained a postsecondary certification, license, or educational certificate (non-degree). Record 6 if the participant attained an Associate's degree. Record 7 if the participant attained a Bachelor's degree. Record 8 if the participant attained a degree beyond a Bachelor's degree. Record 0 if no educational level was completed.	1 = Attained secondary school diploma 2 = Attained a secondary school equivalency 3 = The participant with a disability receives a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP) 4 = Completed one of more years of postsecondary education 5 = Attained a postsecondary technical or vocational certificate (non-degree) 6 = Attained an Associate's degree 7 = Attained a Bachelor's degree 8 = Attained a degree beyond a Bachelor's degree 0 = No Educational Level Completed			R	R	R	R	R	R
409	School Status at Program Entry (WIOA)	IN 1	Record 1 if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. Record 2 if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time, or is between school terms and is enrolled to return to school. Record 3 if the participant, at program entry, has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and is enrolled to return to school. Record 4 if the participant, at program entry, is not within the age of compulsory school attendance; and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the participant, at program entry, is not attending any school and has either graduated from secondary school or has attained a secondary school equivalency. Record 6 if the participant, at program entry, is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter and has not received a secondary school diploma or its recognized equivalent.	1 = In-school, secondary school or less 2 = In-school, Alternative School 3 = In-school, Postsecondary school. 4 = Not attending school or Secondary School Dropout 5 = Not attending school; secondary school graduate or has a recognized equivalent 6 = Not attending school; within age of compulsory school attendance			R	R	R	R	R	R
410	Date of Actual Dislocation	DT 8	Record the participant's date of actual dislocation from employment. This date is the last day of employment at the dislocation job. Leave blank if there is no dislocation job (e.g., displaced homemaker) or this data element does not apply to the participant.	YYYYMMDD			R	R	R		R	R

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412	Tenure with Employer at Separation	IN 3	Record the total number of months that the participant was employed with the employer of record as of the participant's most recent qualifying date of separation. Employment of at least one day but less than one month should be recorded as "1". Leave blank if this data element does not apply to the participant.	000			R					R
413	Migrant and Seasonal Farmworker Designation (Wagner-Peyser)	IN 1	Record 1 if the participant is a seasonal farmworker, meaning an individual who is employed, or was employed in the past 12 months, in farmwork (as described at 20 CFR 651.10) of a seasonal or other temporary nature and is not required to be absent overnight from his/her permanent place of residence. Non-migrant individuals who are full-time students are excluded. Labor is performed on a seasonal basis where, ordinarily, the employment pertains to, or is of the kind exclusively performed at certain seasons, or periods of the year and which, from its nature, may not be continuous or carried on throughout the year. A worker, who moves from one seasonal activity to another, while employed in farm work, is employed on a seasonal basis even though he/she may continue to be employed during a major portion of the year. A worker is employed on other temporary basis where he/she is employed for a limited time only or his/her performance is contemplated for a particular piece of work, usually of short duration. Generally, employment which is contemplated to continue indefinitely is not temporary. Record 2 if the participant is a migrant farmworker, meaning a seasonal farmworker (as defined above) who travels to the job site so that the farmworker is not reasonably able to return to his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded. Record 3 if the participant is both a migrant farmworker and a seasonal farmworker (as defined in 1 and 2 above). Record 4 if the participant is a migrant food processing worker (see migrant farmworker). Record 0 if the participant does not meet the condition described above. Leave blank if this data element does not apply to the individual.	1 = Seasonal Farmworker 2 = Migrant 3 = Migrant and Seasonal Farmworker 4 = Migrant food processing worker 0 = No			R	R	R	R	R	R

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SECTION A.05-PUBLIC ASSISTANCE INFORMATION												
600	Temporary Assistance to Needy Families (TANF)	IN 1	Record 1 if the participant is listed on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program. Record 0 if the participant does not meet the condition described above. Leave blank if this data element does not apply to the participant.	1 = Yes 0 = No			R	R	R	R	R	R
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)	IN 1	Record 1 if the participant, at program entry, is within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether receiving these benefits at program entry. Record 0 if the participant does not meet the condition described above. Record 9 if the data element does not apply to the participant (i.e., the participant has never received TANF, or if the participant has already exhausted lifetime TANF eligibility).	1 = Yes 0 = No 9 = Not Applicable			R	R	R	R	R	R
602	Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	IN 1	Record 1 if the participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program. Record 2 if the participant is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program. Record 3 if the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program. Record 4 if the participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket Holder issued by the Social Security Administration. Record 5 if the participant is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket holder issued by the Social Security Administration. Record 6 if the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program and is a Ticket to Work Program Ticket holder issued by the Social Security Administration. Record 0 if the participant does not meet any of the conditions described above.	1 = SSI 2 = SSDI 3 = Both SSI and SSDI 4 = SSI and Ticket Holder 5 = SSDI and Ticket Holder 6 = Both SSI and SSDI and A Ticket Holder 0 = No			R	R		R		R
603	Supplemental Nutrition Assistance Program (SNAP)	IN 1	Record 1 if the participant is receiving assistance through the Supplemental Nutrition Assistance Program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.) Record 0 if the participant does not meet the above criteria.	1 = Yes 0 = No			R	R	R	R	R	R
604	Other Public Assistance Recipient	IN 1	Record 1 if the participant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), or Refugee Cash Assistance (RCA). Do not include foster child payments. Record 0 if the participant does not meet the above criteria. Leave blank if this data element does not apply to the participant.	1 = Yes 0 = No				R		R		

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SECTION A.06-ADDITIONAL YOUTH CHARACTERISTICS												
701	Pregnant or Parenting Youth	IN 1	Record 1 if the participant is a youth who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18. Record 0 if the participant does not meet the conditions described above. Leave blank if the data is not available.	1 = Yes 0 = No						R		
702	Youth Who Needs Additional Assistance	IN 1	Record 1 if the participant is an out-of-school youth who requires additional assistance to enter or complete an educational program, or to secure and hold employment or an in-school youth who requires additional assistance to complete an educational program or to secure or hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan. Record 0 if the participant does not meet the conditions described above. Leave blank if this data element does not apply to the participant.	1 = Yes 0 = No						R		
704	Foster Care Youth Status at Program Entry (WIOA)	IN 1	Record 1 if the participant, at program entry, is a person who is currently in foster care or has aged out of the foster care system. Record 0 if the participant does not meet the conditions described above.	1 = Yes 0 = No				R	R	R		

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SECTION A.07-ADDITIONAL REPORTABLE CHARACTERISTICS												
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)	IN 1	<p>Record 1 if the participant, at program entry:</p> <p>(a) Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who:</p> <p>(i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;</p> <p>(ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;</p> <p>(iii) is living in an emergency or transitional shelter;</p> <p>(iv) is abandoned in a hospital; or</p> <p>(v) is awaiting foster care placement;</p> <p>(b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;</p> <p>(c) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or</p> <p>(d) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).</p> <p>This definition does not include a participant imprisoned or detained under an Act of Congress or State law. A participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.</p> <p>Record 0 if the participant does not meet the conditions described above.</p>	<p>1 = Yes</p> <p>0 = No</p>			R	R	R	R	R	R
801	Ex-Offender Status at Program Entry (WIOA)	IN 1	<p>Record 1 if the participant, at program entry, is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.</p> <p>Record 0 if the participant does not meet any one of the conditions described above.</p> <p>Record 9 if the participant did not disclose.</p>	<p>1 = Yes</p> <p>0 = No</p> <p>9 = Did not disclose</p>			R	R	R	R	R	R

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802	Low Income Status at Program Entry (WIOA)	IN 1	Record 1 if the participant, at program entry, is a person who: (a) Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received: (i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.); (ii) Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.); (iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or (iv) State or local income-based public assistance. (b) Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level; (c) Is a youth who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.); (d) Is a foster child on behalf of whom State or local government payments are made; (e) Is an participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement; (f) Is a homeless participant or a homeless child or youth or runaway youth (see Data Element #700); or (g) Is a youth living in a high-poverty area. Record 0 if the participant does not meet the criteria presented above.	1 = Yes 0 = No			R	R	R	R	R	R
803	English Language Learner at Program Entry (WIOA)	IN 1	Record 1 if the participant, at program entry, is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language. Record 0 if the participant does not meet the conditions described above.	1 = Yes 0 = No			R	R	R	R	R	R
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	IN 1	Record 1 if the participant is, at program entry: A) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or B) a youth or adult, who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society.  Record 0 if the participant does not meet the conditions described above.	1 = Yes 0 = No			R	R	R	R	R	R

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805	Cultural Barriers at Program Entry (WIOA)	IN 1	Record 1 if the participant, at program entry, perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment. Record 0 if the participant does not meet the conditions described above. Record 9 if the participant did not self-identify.	1 = Yes 0 = No 9 = Participant did not self-identify			R	R	R	R	R	R
806	Single Parent at Program Entry (WIOA)	IN 1	Record 1 if the participant, at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women). Record 0 if the participant does not meet the condition described above. Record 9 if the participant did not self-identify.	1 = Yes 0 = No 9 = Participant did not self-identify			R	R	R	R	R	R
807	Displaced Homemaker at Program Entry (WIOA)	IN 1	Record 1 if the participant, at program entry, has been providing unpaid services to family members in the home and who: (A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Record 0 if the participant does not meet the conditions described above.	1 = Yes 0 = No			R	R	R	R	R	R
808	Migrant and Seasonal Farmworker Status at National Farmworker Jobs Program Entry (WIOA sec. 167)	IN 1	Record 1 if the participant, at program entry, is a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency. Record 2 if the participant, at program entry, is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day. Record 3 if the participant, at program entry, is a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above.) Record 0 if the participant does not meet any one of the conditions described above.	1 = Seasonal Farmworker 2 = Migrant Farmworker 3 = A dependent of a seasonal, or migrant and seasonal farmworker 0 = No			R	R	R	R	R	R

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Notes	Reportable Individual	Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	Jobs for Veterans' State Grants (JVSG)
SECTION B-ONE STOP CENTER PROGRAM PARTICIPATION INFORMATION												
900	Date of Program Entry (WIOA)	DT 8	Record the date on which an individual became a participant as referenced in 20 CFR 677.150 satisfying applicable programmatic requirements for the provision of services.  Leave blank if this data element does not apply.	YYYYMMDD			R	R	R	R	R	R
901	Date of Program Exit (WIOA)	DT 8	Record the last date the participant received services that are not self-service, information-only, or follow up services. Record this last date of receipt of services only if there are no future services, that are not self-service, information-only, or follow up services, planned from the program. For Titles I, II and III, record the last date of funded service(s). For Vocational Rehabilitation programs, record the date when the participant's record of service is closed pursuant to 34 CFR 361.43 or 361.56.  Leave blank if this data element does not apply to the participant.	YYYYMMDD			R	R	R	R	R	R
903	Adult (WIOA)	IN 1	Record 1 if the participant received services under WIOA section 133(b)(2)(A) as an individual who is not less than age 18 at the time of program entry. Record 2 if the participant received services under WIOA section 133(a)(1). Record 3 if the participant received services under WIOA sections 133(b)(2)(A) and 133(a)(1). Record 0 if the participant did not receive services under the condition described above.	1 = Yes, Local Formula 2 = Yes, Statewide 3 = Yes, Both Local Formula and Statewide 0 = No			R	R	R	R	R	R
904	Dislocated Worker (WIOA)	IN 1	Record 1 if the participant received services under WIOA Section 133(b)(2)(B) as a person who— (A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and (iii) is unlikely to return to a previous industry or occupation; (B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in WIOA Sec 134(c)(3), career services described in WIOA Sec 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close; (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the participant resides or because of natural disasters; (D) is a displaced homemaker; or (E)(i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in WIOA Section 3(16)(B). Record 2 if the participant received services under WIOA section 133(a). Record 3 if the participant received under WIOA sections 133(b)(2)(B) and 133(a). Record 0 if the participant did not receive services under the condition described above.	1 = Yes, Local Formula 2 = Yes, Statewide 3 = Yes, Both Local Formula and Statewide 0 = No		R	R	R		R	R	



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905	Youth (WIOA)	IN 1	Record 1 if the participant received services under WIOA section 128(b). Record 2 if the participant received services under WIOA section 128(a). Record 3 if the participant received services under WIOA sections 128(b) and 128(a). Record 0 if the participant did not receive services under the conditions described above.	1 = Yes, Local Formula 2 = Yes, Statewide 3 = Yes, Both Local Formula and Statewide 0 = No			R	R	R	R	R	R
906	Date of First WIOA Youth Service	DT 8	Record the date on which the participant began receiving his/her first service funded by the WIOA Youth program following a determination of eligibility to participate in the program. Leave blank if the participant did not receive services funded by the WIOA Youth program.	YYYYMMDD						R		
907	Recipient of Incumbent Worker Training	IN 1	Record 1 if the participant received Incumbent Worker training services under WIOA section 134(a)(3)(A)(i). Record 2 if the participant received Incumbent Worker training services by Local Formula funds under WIOA section 134(d)(4). Record 3 if the participant received Incumbent Worker training services under both WIOA section 134(a)(3)(A)(i) and Local Formula funds under WIOA section 134(d)(4). Record 4 if the participant received Incumbent Worker training services under H1B. Record 5 if the participant received incumbent Worker training services under a National Dislocated Worker Grant (DWG) (WIOA section 170). Record 0 if the participant did not receive services under the condition described above, or received services by a local area with statewide funds passed down from the state to the local area.	1 = Statewide 15% only 2 = Local Formula only (20%) 3 = Both 15% and Local Formula 4 = H-1B funded grant 5 = DWG funded grant 0 = No			R	R	R		R	R
908	Rapid Response	IN 1	Record 1 if the participant participated in rapid response activities authorized at WIOA section 134(a)(2)(A)(i)(I). Record 0 if the participant did not receive services under the condition described above. Record 9 if grantee is unable to track enrollment in the program. Leave blank if this data element does not apply to the participant.	1 = Yes 0 = No 9 = Unknown			R		R		R	R
909	Rapid Response (Additional Assistance)	IN 1	Record 1 if the individual participated in a program by WIOA section 134(a)(2)(A)(i)(II). Record 0 if the participant did not participate in a program or otherwise receive services under the condition described above or received services by a local area with statewide funds passed down from the state to the local area. Record 9 if grantee is unable to track enrollment in the program. Leave blank if this data element does not apply to the individual.	1 = Yes 0 = No 9 = Unknown			R		R		R	
910	Adult Education (WIOA)	IN 1	Record 1 if the participant received services under WIOA Title II defined as academic instruction and education services below the postsecondary level that increases an individual's ability to--- (A) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; (B) transition to postsecondary education and training; and (C) obtain employment. Record 0 if the participant did not receive any services under the conditions described above. Record 9 if the grantee is unable to track enrollment in the program.	1 = Yes 0 = No 9 = Unknown			R	R	R	R	R	R

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911	Job Corps (WIOA)	IN 1	Record 1 if the participant received services under title I, chapter 4, subtitle C of WIOA. Record 0 if the participant did not receive any services under the condition described above. Record 9 if grantee is unable to track enrollment in the program.	1 = Yes 0 = No 9 = Unknown						R		
912	National Farmworker Jobs Program	AN 14	Record the 14 character grant number if the participant received services under WIOA Title I-D, Section 167. The grant number should be entered in the following format without dashes: Two alphabetic characters representing the grant program code-Five numeric characters-Two numeric characters representing the fiscal year when the grant was awarded-Two numeric characters identifying the type of grant awarded-One alphabetic character identifying the relevant agency at ETA-Two numeric characters identifying the state that received the grant was served under (AA-12345-12-55-A-26). If the grant number is unknown, please enter 99999999999999. Leave blank if the participant did not receive services funded by this program.	XXXXXXXXXXXXX			R	R	R	R		R
913	Indian and Native American Programs	AN 14	Record the 14 character grant number if the participant received services under WIOA Title I-D, Section 166 The grant number should be entered in the following format without dashes: Two alphabetic characters representing the grant program code-Five numeric characters-Two numeric characters representing the fiscal year when the grant was awarded-Two numeric characters identifying the type of grant awarded-One alphabetic character identifying the relevant agency at ETA-Two numeric characters identifying the state that received the grant was served under (AA-12345-12-55-A-26). If the grant number is unknown, please enter 99999999999999. Leave blank if the participant did not receive services funded by this program.	XXXXXXXXXXXXX			R	R	R	R		R
914	Veterans' Programs	IN 1	Record 1 if the participant received services from a Disabled Veterans Outreach Program specialist (DVOP specialist). Record 0 if the participant did not receive services under any of the conditions described above. Record 9 if grantee is unable to track enrollment in the program.	1 = Yes, DVOP specialist 0 = No 9 = Unknown			R	R	R	R		R
916	Vocational Education	IN 1	Record 1 if the participant received services under the Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301 et seq.). Record 0 if the participant did not receive any services under the condition described above. Record 9 if unknown. Leave blank if this data element does not apply to the participant.	1 = Yes 0 = No 9 = Unknown				R	R	R	R	
917	Vocational Rehabilitation (WIOA)	IN 1	Record 1 if the participant received services under parts A and B of title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.), WIOA title IV, and Sec. 411(B)(15) defined as transition services for students with disabilities, that facilitate the transition from school to postsecondary life, such as achievement of an employment outcome in competitive integrated employment, or pre-employment transition services. Record 2 if the participant received services from the Vocational Rehabilitation and Employment (VR&E) Program authorized by 38 USC Chapter 31. Record 3 if the participant received services from both vocational rehabilitation programs. Record 0 if the participant did not receive any services under the conditions described above. Record 9 if unknown.	1 = Yes 2 = VR&E 3 = Both VR and VR&E 0 = No 9 = Unknown			R	R	R	R	R	R

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918	Wagner-Peyser Employment Service (WIOA)	IN 1	Record 1 if the participant received services under the Wagner-Peyser Act (29 USC 49 et seq.) Record 0 if the participant did not receive services under the Wagner-Peyser Act. Record 9 if the grantee is unable to track enrollment in the program.	1 = Yes 0 = No 9 = Unknown			R	R	R	R	R	R
919	YouthBuild (WIOA)	AN 14	Record the 14 character grant number if the participant received services under the YouthBuild Program as authorized under WIOA section 171 The grant number should be entered in the following format without dashes: Two alphabetic characters representing the grant program code-Five numeric characters-Two numeric characters representing the fiscal year when the grant was awarded-Two numeric characters identifying the type of grant awarded-One alphabetic character identifying the relevant agency at ETA-Two numeric characters identifying the state that received the grant was served under (AA-12345-12-55-A-26). If the grant number is unknown, please enter all 9s. Leave blank if the participant did not receive services funded by this program.	XXXXXXXXXXXXX			R	R		R		R
920	Senior Community Service Employment Program	AN 14	Record the 14 character grant number if the participant received services under Title V of the Older Americans Act of 2006, the Senior Community Service Employment Program (SCSEP). The grant number should be entered in the following format without dashes: Two alphabetic characters representing the grant program code-Five numeric characters-Two numeric characters representing the fiscal year when the grant was awarded-Two numeric characters identifying the type of grant awarded-One alphabetic character identifying the relevant agency at ETA-Two numeric characters identifying the state that received the grant was served under (AA-12345-12-55-A-26). If the grant number is unknown, please enter 9999999999999999. Leave blank if the participant did not receive services funded by this program.	XXXXXXXXXXXXX			R	R	R		R	R
921	Employment and Training Services Related to SNAP	IN 1	Record 1 if the participant received employment and training (E&T) services from the Supplemental Nutrition Assistance Program (SNAP) (7 USC 2015(d)(4)) - NOTE: This refers to the SNAP E&T program, NOT simply a SNAP recipient. Record 0 if the participant did not receive any services under the condition described above. Leave blank if it is not known.	1 = Yes 0 = No			R	R		R		R
922	Other WIOA or Non-WIOA Programs	IN 1	Record 1 if the participant received services from any other WIOA or non-WIOA program not listed above that provided the participant with services during their period of participation. Record 2 if the participant received services from the Intellectual and/or Developmental Disability Program, Mental Health Program, or any other Employment First State Leadership Mentoring Program (EFSLMP) during the period of participation. Record 0 if the participant did not receive any services under either of the conditions described above.	1 = Yes, Other WIOA or Non-WIOA Programs 2 = I/DD, MH or other disability programs 0 = No			R					R

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923	Other Reasons for Exit (WIOA)	IN 2	Record 01 if the participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant. Record 02 if the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program. Record 03 if the participant is deceased. Record 04 if the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. Record 05 if the participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only). Record 06 if the participant, who was determined to be eligible, is later determined not to have met eligibility criteria. Record 07 if the participant is a criminal offender in a correctional institution under section 225 of WIOA. Record 00 if the participant meets none of the above conditions.	01 = Institutionalized 02 = Health/Medical 03 = Deceased 04 = Reserve Forces called to Active Duty 05 = Foster Care 06 = Ineligible 07 = Criminal Offender 00 = No			R	R	R	R	R	R
930	Pay-For-Performance	IN 1	Record 1 if the participant received training services from a WIOA Title I service provider engaged in a contract with a local board which includes pay-for-performance strategies. Record 0 if the participant did not received services described under the condition described above.	1 = Yes 0 = No				R	R	R	R	
931	Registered Apprenticeship Program	IN1	Record 1 if the participant entered into a Registered Apprenticeship program or if the participant was a registered apprentice at the time of program entry. Record 0 if the participant did not enter into a Registered Apprenticeship program. Record 9 if grantee is unable to track enrollment in the program.	1 = Yes 0 = No 9 = Unknown			R	R	R	R	R	R
932	National Dislocated Worker Grants (DWG)	IN 1	Record 1 if the participant received services under WIOA Title I-D, Section 170. Record 0 if the participant did not receive any services under the condition described above. Record 9 if grantee is unable to track enrollment in the program.	1 = Yes 0 = No 9 = Unknown			R	R	R	R	R	R
933	Date of First DWG Service	DT 8	Record the date on which the participant began receiving his/her first service funded by the DWG program following a determination of eligibility to participate in the program. Leave blank if the participant did not receive services funded by the DWG program.	YYYYMMDD							R	

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934	Rapid Response Event Number	AN 12	Record the 12-digit unique number of the event through which rapid response services were provided to the participant. This unique identification number is the same one provided to the state or local area through the USDOL Rapid Response Information Network. Until such time as this system is operational, states are encouraged to voluntarily report this information using the following format XX000000000X. The first two characters are the state postal code. The next four characters are the Program Year. The next five characters are the event number, numbered sequentially starting at 00001 each program year. The last character is letter A through Z allowing for multiple service events to be associated with the same larger response event. For example, the first Rapid Response Event Number in Ohio for Program Year 2016 would be OH201600001A.	XXXXXXXXXXXX					R		R	
935	Accountability Exit Status	IN 1	Record 1 if the participant either disclosed an invalid social security number (SSN) or chose not to disclose a SSN. Record 2 if the participant retired from employment. Record 0 or leave blank if neither condition applies	1 = Invalid SSN or failed to disclosed SSN 2 = Retirement 0 or Blank = Neither condition applies			R	R	R	R	R	R
936	Reintegration of Ex-Offenders (Adult)	AN 14	Record the 14 character grant number if the participant received services under the Reintegration of ER-Offenders (Adult) program. The grant number should be entered in the following format without dashes: Two alphabetic characters representing the grant program code-Five numeric characters-Two numeric characters representing the fiscal year when the grant was awarded-Two numeric characters identifying the type of grant awarded-One alphabetic character identifying the relevant agency at ETA-Two numeric characters identifying the state that received the grant was served under (AA-12345-12-55-A-26). If the grant number is unknown, please enter 99999999999999.  Leave blank if the participant did not receive services funded by this program.	XXXXXXXXXXXXXX			R	R		R		R
937	Reintegration of Ex-Offenders (Youth)	AN 14	Record the 14 character grant number if the participant received services under the Reintegration of ER-Offenders (Youth) program. The grant number should be entered in the following format without dashes: Two alphabetic characters representing the grant program code-Five numeric characters-Two numeric characters representing the fiscal year when the grant was awarded-Two numeric characters identifying the type of grant awarded-One alphabetic character identifying the relevant agency at ETA-Two numeric characters identifying the state that received the grant was served under (AA-12345-12-55-A-26). If the grant number is unknown, please enter 99999999999999. Leave blank if the participant did not receive services funded by this program.	XXXXXXXXXXXXXX			R	R		R		R

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938	H-1B	AN 14	Record the 14 character grant number if the participant received services under any H-1B funded program. The grant number should be entered in the following format without dashes: Two alphabetic characters representing the grant program code-Five numeric characters-Two numeric characters representing the fiscal year when the grant was awarded-Two numeric characters identifying the type of grant awarded-One alphabetic character identifying the relevant agency at ETA-Two numeric characters identifying the state that received the grant was served under (AA-12345-12-55-A-26). If the grant number is unknown, please enter 99999999999999.  Leave blank if the participant did not receive services funded by this program.	XXXXXXXXXXXXXX			R	R	R		R	R
939	Individual With A Disability Individualized Education Program Participant	IN 1	For those participants where Individual With A Disability (WIOA) = 1: Record 1 if the participant currently has an Individualized Education Program/Special Education Services while attending Secondary School. Record 2 if the participant formerly had an Individualized Education Program/Special Education Services while attending Secondary School. Record 0 or leave blank if neither condition applies  An Individualized Education Program (IEP) is a plan used to ensure that students with disabilities eligible to receive special education and related services under the Individuals with Disabilities Education Act receive services tailored to meet their unique needs in the least restrictive environment to prepare them for further education, employment, and independent living. 34 C.F.R. §300.340. To be eligible the student generally must be between ages 3 and 21, have a qualifying disability in one of the following 13 categories that impacts their educational performance and be in need of special education and related services: 1. autism; 2. deaf-blindness; 3. deafness; 4. emotional disturbance; 5. hearing impairment; 6. intellectual disability; 7. multiple disabilities; 8. orthopedic impairment; 9. other health impairment; 10. specific learning disability; 11. speech or language impairment; 12. traumatic brain injury; or 13. visual impairment (including blindness	1 = Current IEP 2 = Previous IEP 0 or Blank = Neither condition applies				R		R		

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940	Individual With A Disability Section 504 Plan	IN 1	For those participants where Individual With A Disability (WIOA) = 1: Record 1 if the participant has a Section 504 plan. Record 0 if the participant does not meet the condition described above.  Leave blank if the condition does not apply to the participant.  Section 504, of the Rehabilitation Act, 29 U.S.C. § 794, is a federal law that protects students with disabilities that interfere with their ability to learn or access school programs from discrimination by schools receiving Federal financial assistance. Under Section 503 students are entitled to receive a free and appropriate education comparable to students without disabilities. A Section 504 Plan can be used to get reasonable accommodations for an individual with a disability that falls outside of the 13 disability categories required under IDEA, or who does not need special education and related services. A 504 plan outlines how the individual's specific needs will be met through accommodations, modifications and other services.	1 = Yes 0 = No Blank = Does not apply				R		R		
SECTION C-ONE STOP SERVICES AND ACTIVITIES												
SECTION C.01-GENERAL SERVICES OVERVIEW												
1000	Date of First Basic Career Service (Self-Service)	DT 8	Record the first date a job seeker accessed self-services during the reporting period, either in a physical location or remotely via the use of electronic technologies. Self-Service does not uniformly apply to all virtually accessed services. For example, virtually accessed services that provide a level of support beyond independent job or information seeking on the part of the reportable individual would not qualify as self-service. Leave blank if the reportable individual/participant accessed no self-services.	YYYYMMDD			R	R	R	R	R	R
1001	Date of First Basic Career Service (Staff-Assisted)	DT 8	Record the first date the participant received any staff-assisted basic services (includes any career service under WIOA section 134(c)(2)(A)(i)-(xi) that is not provided via self-service or information-only services and activities)". Leave blank if the participant did not receive a staff-assisted basic career service.	YYYYMMDD			R	R	R		R	R
1002	Most Recent Date Received Basic Career Services (Self-Service)	DT 8	Record the most recent date a job seeker accessed self-services during the reporting period, either a physical location or remotely via the use of electronic technologies. Self-Service does not uniformly apply to all virtually accessed services; For example, virtual accessed services that provide a level of support above independent job or information seeking on the part of a reportable individual/participant would not qualify as self-service. Leave blank if the reportable individual/participant did not access a self-service basic career service.	YYYYMMDD		R	R	R	R		R	R
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)	DT 8	Record the most recent date on which the participant received any basic career service (includes any career service under WIOA Section 134(c)(2)(A)(i)-(xi) that is not provided via self-service or information services and activities). Leave blank if the participant did not receive a basic career service with significant staff involvement.	YYYYMMDD			R	R	R		R	R
1004	Date of Most Recent Career Service (WIOA)	DT 8	Record the date on which career services (both basic and individualized) were last received (excluding self-services, information services or activities, or follow-up services). Leave blank if the participant did not receive career services.	YYYYMMDD			R	R	R		R	R

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1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)	DT 8	Record the most recent date on which the participant received any career service provided by a DVOP specialist. Leave blank if the participant did not receive a service with significant staff involvement or this data element does not apply to the participant.	YYYYMMDD			R	R	R		R	R
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program	DT 8	Record the most recent date on which the participant was referred to the Department of Veterans Affairs Vocational Rehabilitation and Employment Program.	YYYYMMDD			R	R	R		R	R
SECTION C.02-BASIC CAREER SERVICES												
1100	Most Recent Date Accessed Self-Service Workforce Information Services	DT 8	Record the most recent date that a reportable individual/participant accessed self-service workforce information services 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. Leave blank if the reportable individual/participant did not access self-service workforce information services.	YYYYMMDD			R	R	R		R	R
1101	Most Recent Date Accessed Self-Service Information-Only Activities	DT 8	Record the most recent date on which the reportable individual/participant accessed information-only services or activities. Information-only services or activities provide readily available information that does not require an assessment by a staff member of the individual's skills, education, or career objectives. Leave blank if the reportable individual/participant did not access self-service information-only activities.	YYYYMMDD			R	R	R		R	R
1102	Most Recent Date Received Staff-Assisted Career Guidance Services	DT 8	Record the most recent date on which the participant received career guidance services with significant staff involvement. Career guidance services include the provision of information (including information on local performance and eligible training providers), materials, suggestions, or advice intended to assist the job seeker in making occupation or career decisions. Leave blank if the participant did not receive a career guidance service.	YYYYMMDD			R	R	R		R	R
1103	Most Recent Date Received Staff-Assisted Workforce Information Services	DT 8	Record the most recent date that the participant received workforce information services including information on state and local labor market conditions that included significant staff involvement; industries, occupations and characteristic of the workforce; area business identified skills needs; employer wage and benefit trends; short and long term industry and occupational projections; worker supply and demand; and job vacancies survey results. Workforce information also includes local employment dynamics information such as workforce availability; business turnover rates; job creation; and job identification of high growth and high demand industries. Leave blank if the participant did not receive a workforce information service with significant staff involvement.	YYYYMMDD			R	R	R		R	R



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1104	Most Recent Date Received Staff-Assisted Job Search Activities	DT 8	<p>Record the most recent date that the participant was provided job search activities with significant staff involvement, and which are designed to help the participant plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan.</p> <p>"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.</p> <p>"Job Search Workshops" - An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development.</p> <p>"Job Finding Clubs" - Have all the elements of a Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs.</p> <p>"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.</p> <p>Leave blank if the participant did not receive a job search activity with significant staff involvement.</p> <p>Additional Note: This definition excludes participants who receive workforce information services or attend a TAP employment workshop. Those services will be collected and reported separately.</p>	YYYYMMDD			R	R	R		R	R
1105	Most Recent Date Referred to Employment	DT 8	<p>Indicate the most recent date that the participant received a referral to employment which included significant staff involvement. A referral to employment is (a) the act of bringing to the attention of an employer a job seeker or group of registered job seekers who are available for a job and (b) the record of such a referral.</p> <p>Leave blank if the participant did not receive a referral to employment.</p>	YYYYMMDD			R	R	R		R	R
1106	Most Recent Date Referred to Federal Training	DT 8	<p>Record the most recent date that the participant was referred to a training program supported by the Federal Government, such as WIOA-funded projects, TAA, Adult Education, Vocational Rehabilitation and Job Corps.</p> <p>Leave blank if the participant did not receive a referral to federal training.</p>	YYYYMMDD			R	R	R		R	R
1107	Most Recent Date Placed in Federal Training	DT 8	<p>Record the most recent date on which the participant entered any training program supported by the Federal Government, such as WIOA-funded projects, TAA, Adult Education, Vocational Rehabilitation and Job Corps.</p> <p>Leave blank if the participant did not enter any training program supported by the Federal Government.</p>	YYYYMMDD			R	R	R		R	R
1108	Most Recent Date Referred to Federal Job	DT 8	<p>Record the most recent date that the participant was referred to a job opening filed with a placement office by a department or agency of the Federal Government or other entity under the jurisdiction of the U.S. Office of Personnel Management. For example, a job posting with USAJOBS.</p> <p>Leave blank if the participant did not receive a referral to a Federal job.</p>	YYYYMMDD			R	R	R		R	R

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1109	Most Recent Date Referred to Federal Contractor Job	DT 8	Record the most recent date that the participant who is a disabled veteran, campaign veteran, or recently separated veteran was referred to a job opening listed by an employer identified as a Federal contractor. Leave blank if the participant did not receive a referral to a job opening listed by an employer identified as a Federal contractor.	YYYYMMDD			R	R	R		R	R
1110	Most Recent Date Entered Into Federal Job	DT 8	Record the most recent date a job seeker entered into a job filed with a placement office by a department or agency or other entity under the jurisdiction of the U.S. Office of Personnel Management. Leave blank if the participant was not placed into a federal job.	YYYYMMDD			R	R	R		R	R
1111	Most Recent Date Entered Into Federal Contractor Job	DT 8	Record the most recent date a job seeker who is either a special disabled veteran, campaign veteran, or recently separated veteran entered into a Federal Contractor Job. Leave blank if the participant was not placed into a federal contractor job.	YYYYMMDD			R	R	R		R	R
1112	Most Recent Date Received Unemployment Insurance (UI) Claim Assistance	DT 8	Indicate the most recent date a job seeker was provided meaningful assistance in filing a UI claim. Leave blank if the participant did not receive unemployment insurance claim assistance.	YYYYMMDD	This Item is blank in public use file to preserve participant confidentiality.		R	R	R		R	R
1113	Most Recent Date Referred to Other Federal/State Assistance	DT 8	Record the most recent date a job seeker was referred to Other Federal/State Assistance. This may include Supplemental Nutrition Assistance Program (SNAP) benefits, Temporary Assistance for Needy Families (TANF), health insurance assistance, child support assistance, tax preparation support, and any other Federal or State assistance programs. Leave blank if the participant was not referred to Other Federal/State assistance.	YYYYMMDD			R	R	R		R	R
1114	Referred to Jobs for Veterans State Grants (JVSG) Services	IN 1	Record 1 if the participant was referred to JVSG services due to significant barrier to employment. Record 2 if the participant was referred to JVSG services due to TSM identified as in need of individualized career services. Record 3 if the participant was referred to JVSG services as wounded, ill, or injured located in a military treatment facility, or his or her caregiver. Record 4 if the participant was referred to JVSG services for reasons other than those listed above. Record 0 if the participant was not referred to JVSG services. Leave blank if this data element does not apply to the participant.	1 = Referred due to significant barrier to employment 2 = Referred due to TSM identified as in need of individualized career services 3 = Referred as wounded, ill, or injured located in a military treatment facility, or his or her caretaker 4 = Other 0 = Not Referred			R	R	R		R	R
1115	Referred to Department of Veterans Affairs (VA) Services	IN 1	Record 1 if the participant was referred for Vocational Rehabilitation and Employment (VR&E) determinations. Record 2 if the participant was referred to Post-9/11 GI Bill benefits. Record 3 if the participant was referred to Montgomery GI Bill benefits. Record 4 if the participant was referred to both the Post-9/11 GI Bill and to the Montgomery GI Bill. Record 5 for all other referrals for services from the Department of Veteran's Affairs (VA). These include referrals for PTSD and TBI treatment and substance abuse assistance to identify the most common. Leave blank if this data element does not apply to the participant.	1 = VR&E 2 = Post 9/11 GI Bill 3 = Montgomery GI Bill 4 = Post 9/11 GI Bill and Montgomery GI Bill 5 = All other referrals for VA services			R	R	R		R	R

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1116	Most Recent Date Received Staff-Assisted Basic Career Services (Other)	DT 8	Record the most recent date on which the participant received basic career services requiring a significant expenditure of staff involvement, if said basic career service is not otherwise recorded in data elements 1102-1115. These additional basic career services may include, but are not limited to, (a) reemployment services; (b) federal bonding program; (c) job development contacts; (d) referrals to educational services; and (e) tax credit eligibility determination. Leave blank if the participant did not receive any other basic career services.	YYYYMMDD			R	R	R		R	R
SECTION C.03-INDIVIDUALIZED CAREER SERVICES												
1200	Date of First Individualized Career Service	DT 8	Record the first date the participant received any individualized career service on or after the date of participation. Individualized Career Services include development of an Individual Employment Plan, Pre-Vocational Services, provision of comprehensive skills and career assessments, internships or work experiences, financial literacy services, English as Second Language Services, or any other service that comprises a significant amount of staff time with an individual participant as described in WIOA sec. 134(c)(2)(xii). Leave blank if the participant did not receive any individualized career service or this data element does not apply to the individual.	YYYYMMDD			R	R	R		R	R
1201	Most Recent Date Received Individualized Career Service	DT 8	Record the most recent date on which the participant received individualized career services as described in WIOA sec. 134(c)(2)(xii).	YYYYMMDD			R	R	R		R	R
1202	Date Individual Employment Plan Created	DT 8	Record the date on which the participant's Individual Employment Plan (IEP) was created or otherwise established to identify the participant's employment goals, their appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. Leave blank if an employment plan was not created for the participant, or if the individual is not a participant.	YYYYMMDD			R	R	R		R	R
1203	Most Recent Date Received Internship or Work Experience opportunities	DT 8	Record the most recent date on which the participant received an internship or work experience opportunity directly linked to a career. Leave blank if the participant did not receive an internship or work experience opportunity or this data element does not apply to the participant.	YYYYMMDD			R	R	R		R	R

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1205	Type of Work Experience	IN 1	<p>If the participant received work experience, record the appropriate code to indicate the type of work experience provided to the participant.</p> <p>Record 1 if the participant participated in summer employment or an internship during the summer months (WIOA Youth).</p> <p>Record 2 if the participant participated in an internship or employment opportunity during the non-summer months or if it extends beyond the summer months.</p> <p>Record 3 if the participant participated in a pre-apprenticeship program.</p> <p>Record 4 if the participant participated in job shadowing.</p> <p>Record 5 if the participant participated in on-the-job training (WIOA Youth).</p> <p>Record 6 if the participant participated in a transitional job, as defined in WIOA Section 134(d)(5).</p> <p>Record 7 if the participant participated in another type of work experience not covered in 1 through 5.</p> <p>Record 0 if the participant did not participate in a work experience.</p> <p>Leave blank if this data element does not apply to the participant.</p>	<p>1 = Summer employment/Internships during the summer (WIOA Youth)</p> <p>2 = Employment opportunities, including internships, not limited to summer months</p> <p>3 = Pre-apprenticeship programs</p> <p>4 = Job shadowing</p> <p>5 = On-the-Job Training (WIOA Youth)</p> <p>6 = Transitional Job (WIOA Adult, Dislocated Worker, and Dislocated Worker Grants)</p> <p>7 = Other work experience activities</p> <p>0 = Did Not Participate in these activities</p>			R	R	R	R	R	R
1206	Date Received Financial Literacy Services	DT 8	<p>Record the date, at any time during participation in the program, that the participant received any financial literacy services. They may include services that help with creating budgets, initiate checking and savings accounts at banks, applying for and managing loans and credit cards, learning about credit reports and credit scores, and identifies identity theft.</p> <p>Leave blank if this data element does not apply to the participant.</p>	YYYYMMDD			R	R	R	R	R	R
1207	Date Received English as Second Language Services	DT 8	<p>Record the date, at any time during participation in the program, that the participant received any English as a second language service or training. ESL services are those services provided to participants whose primary language is not English. These services are designed to increase the English language proficiency of the participant so they can attain training and/or employment success.</p> <p>Leave blank if this data element does not apply to the participant.</p>	YYYYMMDD			R	R	R		R	R
1210	Received Pre-Vocational Activities	DT 8	<p>Record the date at any time during the individual's participant in the program that they received short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training.</p> <p>Leave blank if this data element does not apply to the participant.</p>	YYYYMMDD			R	R	R		R	R
1211	Transitional Jobs	IN 2	<p>Record 1 if the participant received work experience at a transitional job as described in WIOA Section 134(d)(5).</p> <p>Record 0 if the participant did not receive transitional jobs training as described above.</p>	<p>1 = Transitional Job</p> <p>0 = No</p>			R	R	R		R	R

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1213	Most Recent Date Received Individualized Career Service (DVOP)	DT 8	Record the most date on which the participant received individualized career services (excluding case management) from a DVOP specialist, as described as "intensive services" in Veteran's Program Letter 07-10. This includes the provision of a combination of a) a comprehensive assessment and b) the development of an participant employment plan. Upon receipt of both of these services, the participant can be reported as receiving a single instance of individualized career services. Please note that states should not report provision of adult basic education and literacy activities as part of this specification. Receipt of individualized career services with significant staff involvement also does not require prior participation in "career services." Leave blank if the participant did not receive Individualized Career Services or this data element does not apply to the participant.	YYYYMMDD			R					R
1214	Most Recent Date Received Job Search Activities (DVOP)	DT 8	Record the most recent date that a participant was provided job search activities which are designed to help the participant plan and carry out a successful job hunting strategy by a DVOP staff person. The services include resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan. Leave blank if the participant did not receive a job search activity or this data element does not apply to the participant.	YYYYMMDD			R					R
1215	Most Recent Date Referred to Employment (DVOP)	DT 8	Record the most recent date that a participant was referred to employment by a DVOP staff person. A referral to employment is (a) the act of bringing to the attention of an employer a job seeker or group of registered job seekers who are available for a job and (b) the record of such a referral. Leave blank if the participant did not receive a referral to employment or this data element does not apply to the participant.	YYYYMMDD			R					R
1216	Most Recent Date Referred to Federal Training (DVOP)	DT 8	Record the most recent date that a participant was referred by a DVOP staff person to a training program supported by the Federal Government, such as WIOA, funded projects, TAA, NAFTA, and Job Corps. This definition does include DVA-OJT. Leave blank if the participant did not receive a referral to Federal training or this data element does not apply to the participant.	YYYYMMDD			R					R
1217	Most Recent Date Referred to Federal Job (DVOP)	DT 8	Record the most recent date that the participant was referred by a DVOP staff person to a job opening filed with a placement office by a department or agency of the Federal government or other entity under the jurisdiction of the U.S. Office of Personnel Management. Leave blank if the participant did not receive a referral to a Federal job or this data element does not apply to the participant.	YYYYMMDD			R					R
1218	Most Recent Date Referred to Federal Contractor Job (DVOP)	DT 8	Record the most recent date that the participant who is a disabled veteran, campaign veteran, or recently separated veteran was referred by a DVOP staff person to a job opening listed by an employer identified as a Federal contractor. Leave blank if the participant did not receive a referral to a job opening listed by an employer identified as a Federal contractor or this data element does not apply to the participant.	YYYYMMDD			R					R

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1219	Most Recent Date Received Other Staff-Assisted Basic Career Services (DVOP)	DT 8	Record the most recent date on which the individual received other services requiring a significant expenditure of DVOP staff time. These additional career services may include, but are not limited to: (a) reemployment services; (b) federal bonding program; (c) job development contacts; (d) referrals to educational services; and (e) tax credit eligibility determination. Leave blank if the participant did not receive any other career services with significant staff involvement.	YYYYMMDD			R					R
1220	Most Recent Date Received Career Guidance Services (DVOP)	DT 8	Record the most recent date that a participant received career guidance services, which includes the provision of information, materials, suggestions, or advice by DVOP staff intended to assist the job seeker in making occupation or career decisions. Leave blank if the participant did not receive a career guidance service.	YYYYMMDD			R					R
1221	Most Recent Date Entered Federal Job (DVOP)	DT 8	Indicate the most recent date a job seeker entered into a job filed with a placement office by a department or agency or other entity under the jurisdiction of the U.S. Office of Personnel Management (DVOP). Leave blank if the participant did not begin a federal job.	YYYYMMDD			R					R
1222	Most Recent Date Entered Federal Contractor Job (DVOP)	DT 8	Indicate the most recent date a job seeker who is either a special disabled veteran, campaign veteran, or recently separated veteran entered into a Federal Contractor Job (DVOP). Leave blank if the participant did not begin working in a Federal Contractor Job.	YYYYMMDD			R					R

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SECTION C.04-TRAINING SERVICES												
1300	Received Training (WIOA)	IN 1	Record 1 if the participant received training services. Record 0 if the participant did not receive training services.	1 = Yes 0 = No			R	R	R	R	R	R
1301	Eligible Training Provider - Name - Training Service #1 (WIOA)	AN 75	Enter the name of the eligible training provider where the participant received training.  Leave blank if this data element does apply to the participant.	XXXXXXXXXXXX				R	R		R	
1302	Date Entered Training #1 (WIOA)	DT 8	Record the date on which the participant's first training service actually began. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.	YYYYMMDD				R	R	R	R	
1303	Type of Training Service #1 (WIOA)	IN 2	Use the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 (Other) should only be utilized in rare instances when other codes are clearly not appropriate.  Record 00 if the participant did not receive a training service. Leave blank if this data element does not apply to the participant.	01 = On the Job Training 02 = Skill Upgrading 03 = Entrepreneurial Training (non-WIOA Youth) 04 = ABE or ESL (contextualized or other) in conjunction with Training (non-TAA funded) 05 = Customized Training 06 = Other Occupational Skills Training 07 = Remedial Training (ABE/ESL – TAA only) 08 = Prerequisite Training 09 = Registered Apprenticeship 10 = Youth Occupational Skills Training 11 = Other Non-Occupational-Skills Training 00 = No Training Service				R	R	R	R	
1304	Eligible Training Provider - Program of Study (WIOA)	IN 9	Enter the participant's Program of Study for the Eligible Training Provider. A program of study is synonymous with a "program of training services" as defined at 20 CFR part 680.420. A program of training services is one or more courses or classes, or a structured regimen that provides the services in 20 CFR part 680.200 and leads to: (a) An industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or the Federal Government, an associate or baccalaureate degree, or community college certificate of completion; (b) Consistent with § 680.350, a secondary school diploma or its equivalent; (c) Employment; or (d) Measurable skill gains toward a credential described in paragraph (a) or (b) of this section or employment.  Record all that apply if the program of study can be classified	1 = A program of study leading to an industry-recognized certificate or certification 2 = A program of study leading to a certificate of completion of an apprenticeship 3 = A program of study leading to a license recognized by the State involved or the Federal Government 4 = A program of study leading to an associate degree 5 = A program of study leading to a baccalaureate degree 6 = A program of study leading to a community college certificate of completion 7 = A program of study leading to a secondary school diploma or its equivalent 8 = A program of study leading to employment 9 = A program of study leading to a measurable skills gain	Separate responses are coded in Items 3033 to 3041.			R	R		R	

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1305	Eligible Training Provider - CIP Code (WIOA)	IN 6	A program of study is identified through both the type of program outlined above (e.g. industry-recognized certificate) and the field of study. The taxonomy that will be used to identify fields of study will be the Classification of Instructional Programs (CIP). The CIP code can be found here: <a href="https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55">https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55</a>  This field should represent the 6-digit CIP code, without decimal points.	XXXX				R	R		R	
1306	Occupational Skills Training Code #1	IN 6	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known.  Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training.	000000	Original codes were cross walked to the O*Net 10.0 code and truncated to 6 digits. Blank if the reported occupation code was not valid.			R	R	R	R	
1307	Training Completed #1	IN 1	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.	1 = Yes 0 = No (Withdrew)				R	R	R	R	
1308	Date Completed, or Withdrew from, Training #1	DT 8	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.	YYYYMMDD				R	R	R	R	
1309	Date Entered Training #2	DT 8	Record the date on which the participant's second training service actually began. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.	YYYYMMDD				R	R	R	R	
1310	Type of Training Service #2 (WIOA)	IN 2	If the participant received a second type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 (Other) should only be utilized in rare instances when other codes are clearly not appropriate.  Record 00 if the participant did not receive a second training service. Leave blank if this data element does not apply to the participant.	01 = On the Job Training 02 = Skill Upgrading 03 = Entrepreneurial Training 04 = ABE or ESL (contextualized or other) in conjunction with Training (non-TAA funded) 05 = Customized Training 06 = Other Occupational Skills Training 07 = Remedial Training (ABE/ESL – TAA only) 08 = Prerequisite Training 09 = Registered Apprenticeship Training 10 = Youth Occupational Skills Training 11 = Other Non-Occupational-Skills Training. 00 = No Training Service				R	R	R	R	



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1311	Occupational Skills Training Code #2	IN 6	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known.  Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training.	000000	Original codes were cross walked to the O*Net 10.0 code and truncated to 6 digits. Blank if the reported occupation code was not valid.			R	R	R	R	
1312	Training Completed #2	IN 1	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.	1 = Yes 0 = No (Withdrew)				R	R	R	R	
1313	Date Completed, or Withdrew from, Training #2	DT 8	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.	YYYYMMDD				R	R	R	R	
1314	Date Entered Training #3	DT 8	Record the date on which the participant's third training service actually began. If the participant received more than 3 training services, record the date on which the participant actually began the last (or most recent) training service. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.	YYYYMMDD				R	R	R	R	
1315	Type of Training Service #3 (WIOA)	IN 2	If the participant received a third type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 (Other) should only be utilized in rare instances when other codes are clearly not appropriate.  Record 00 if the participant did not receive a third service. Leave blank if this data element does not apply to the participant. Additional Note: If the participant receives more than three training services, record the last (or most recent) training services received by the participant in this field.	01 = On the Job Training 02 = Skill Upgrading 03 = Entrepreneurial Training 04 = ABE or ESL (contextualized or other) in conjunction with Training (non-TAA funded) 05 = Customized Training 06 = Other Occupational Skills Training 07 = Remedial Training (ABE/ESL – TAA only) 08 = Prerequisite Training 09 = Registered Apprenticeship Training 10 = Youth Occupational Skills Training 11 = Other Non-Occupational-Skills Training. 00 = No Training Service				R	R	R	R	

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1316	Occupational Skills Training Code #3	IN 6	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known or if this data element does not apply to the participant.  Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training. If the participant received more than 3 training services, use the occupational skills training code for the last (or most recent) training service.	000000	Original codes were cross walked to the O*Net 10.0 code and truncated to 6 digits. Blank if the reported occupation code was not valid.			R	R	R	R	
1317	Training Completed #3	IN 1	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.	1 = Yes 0 = No (Withdrew)				R	R	R	R	
1318	Date Completed, or Withdrew from, Training #3	DT 8	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.	YYYYMMDD				R	R	R	R	
1319	Established Individual Training Account (ITA)	IN 1	Record 1 if any of the individual's services were purchased utilizing an Individual Training Account funded by WIOA Title I. This information can be updated anytime during participation. Record 0 if the individual does not meet the condition described above. Leave blank if this data element does not apply to the participant.	1 = Yes 0 = No				R	R	R	R	
1320	Pell Grant Recipient	IN 1	Record 1 if the participant is or has been notified s/he will be receiving a Pell Grant at any time during participation in the program. This information may be updated at any time during participation in the program. Record 0 if the participant does not meet the condition described above. Leave blank if this data element does not apply to the participant or if unavailable.	1 = Yes 0 = No				R	R	R	R	
1332	Participated in Postsecondary Education During Program Participation (WIOA)	IN 1	Record 1 if the participant was in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation Record 0 if the participant was not a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution during program participation Leave blank if this does not apply to the participant  Note: This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator. This element is a subset of PIRL 1811. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.	1 = Yes, Participated in Postsecondary Education 0 = No, Did Not Participate in Postsecondary Education				R	R	R	R	

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Notes	Reportable Individual	Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	Jobs for Veterans' State Grants (JVSG)
SECTION C.05-YOUTH PROGRAM SERVICES/ ELEMENTS (Not Captured Elsewhere)												
1401	Enrolled in Secondary Education Program at Program Entry (WIOA)	IN 1	Record 1 if the participant was enrolled in a Secondary Education Program at or above the 9th Grade level. States may use this coding value if the participant was either already enrolled in education or training at the time of application to the program OR became enrolled in an education or training program at or above the 9th Grade level at any point while participating in the program. Record 0 if the participant was not enrolled in a secondary education program at or above the 9th grade level.	1 = Yes 0 = No				R	R	R	R	
1402	Most Recent Date Received Educational Achievement Services	DT 8	Record the most recent date on which the participant received an educational achievement service. Educational achievement services include, but are not limited to tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. Leave blank if the participant did not receive educational achievement services or this data element does not apply to the individual.	YYYYMMDD						R		
1403	Most Recent Date Received Alternative Secondary School Services	DT 8	Record the most recent date on which the participant received alternative secondary school services, or dropout recovery services, as appropriate. Leave blank if the participant did not receive alternative secondary school services or dropout recovery services.	YYYYMMDD						R		
1405	Most Recent Date Received Work Experience Opportunities	DT 8	Record the most recent date on which the youth participant received work experience opportunities that have as a component academic and occupational education. Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences include: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. Leave blank if the participant did not receive work experience opportunities or this data element does not apply to the participant.	YYYYMMDD						R		
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)	DT 8	Record the date the participant is enrolled in an education or training program that leads to a recognized postsecondary credential after program exit. Leave blank if this data element does not apply to the participant.  NOTE: This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per Sec 116(b)(2)(A)(iii). This data element applies to the Credential Rate indicator.	YYYYMMDD				R	R	R	R	

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1407	Most Recent Date Received Education Offered Concurrently with Workforce Preparation	DT 8	Record the most recent date on which the participant received education offered concurrently with and in in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. Leave blank if the participant did not receive education offered concurrently with workforce preparation.	YYYYMMDD						R		
1408	Most Recent Date Received Leadership Development Opportunities	DT 8	Record the most recent date on which the participant received services that include, but are not limited to, opportunities that may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate. Leave blank if the participant did not receive a leadership development service or this data element does not apply to the participant.	YYYYMMDD						R		
1409	Most Recent Date Received Supportive Services	DT 8	Record the most recent date on which the participant received a supportive service (WIOA section 134(d)(2)) which include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the participant to participate in programs which provide career and training services as defined in WIOA sec. 134(c)(2) and 134(c)(3). Support services for youth participants include; (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) needs-related payments; (f) assistance with educational testing; (g) reasonable accommodations for youth with disabilities; (h) referrals to healthcare; (i) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear; (j) assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (k) payments and fees for employment and training-related applications, tests, and certifications. Leave blank if the participant did not receive supportive services or this data element does not apply to the participant.	YYYYMMDD				R	R	R	R	
1410	Most Recent Date Received Adult Mentoring Services	DT 8	Record the most recent date on which the participant received adult mentoring services. Adult mentoring services may last for at least twelve (12) months and may occur both during and after program participation. Leave blank if the participant did not receive adult mentoring services or this data element does not apply to the participant.	YYYYMMDD						R		
1411	Most Recent Date Received Comprehensive Guidance/ Counseling Services	DT 8	Record the most recent date on which the participant received comprehensive guidance and counseling services, which may include drug and alcohol abuse counseling. Leave blank if the participant did not receive comprehensive guidance/counseling services or this data element does not apply to the participant.	YYYYMMDD						R		

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Notes	Reportable Individual	Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	Jobs for Veterans' State Grants (JVSG)
1412	Most Recent Date Received Youth Follow-up Services	DT 8	Record the most recent date on which the youth participant received follow-up services after exiting the program. Follow-up services for youth participants are described as: (a) Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. (b) Follow-up services for youth may also include the following program elements: (1) Supportive services; (2) Adult mentoring; (3) Financial literacy education; (4) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and (5) Activities that help youth prepare for and transition to postsecondary education and training. (c) All youth participants must be offered the opportunity to receive follow-up services that align with their Individual Service Strategies. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted. Leave blank if the participant did not receive follow-up services or if this data element does not apply to the participant.	YYYYMMDD						R		
1413	Most Recent Date Youth Received Entrepreneurial Skills Training	DT 8	Record the most recent date on which the participant participated in entrepreneurial skills training. Leave blank if the participant did not participate in entrepreneurial skills training.	YYYYMMDD						R		
1414	Most Recent Date Youth Received Services that provide labor market information and employment information	DT 8	Record the most recent date on which the participant participated in services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. Leave blank if the participant did not participate in these services.	YYYYMMDD						R		
1415	Most Recent Date Youth Received Postsecondary transition and preparatory activities	DT 8	Record the most recent date on which a youth participant received activities that helped them to prepare for and transition to postsecondary education and training. Leave blank if the participant did not participate in activities that helped them to prepare for and transition to postsecondary education and training.	YYYYMMDD						R		
1416	Date of Completion of Youth Services	DT 8	Record the date the participant received their last service in the WIOA Youth program other than follow-up services. This element is only required for participants who completed the WIOA Youth program but are co-enrolled in the WIOA Adult program or another partner program that would extend their exit date beyond their completion date in WIOA Youth. Leave blank if this does not apply to the participant.	YYYYMMDD								
SECTION C.06-OTHER RELATED ASSISTANCE AND SUPPORT SERVICES FOR NON-YOUTH CUSTOMERS												
1500	Received Needs-Related Payments	IN 1	Record 1 if the participant received needs related payments (WIOA section 134(d)(3)) for the purpose of enabling the participant to participate in approved training funded under WIOA Title IB. Record 0 if the participant did not receive any needs-related payments as described above. Leave blank if this data element does not apply to the participant.	1 = Yes 0 = No				R	R		R	

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1501	Most Recent Date Received Rapid Response Services	DT 8	Record the most recent date on which the participant received a rapid response service authorized under WIOA section 134(a)(2)(A). Rapid response encompasses the activities necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible, following either a permanent closure or mass layoff, or a natural or other disaster resulting in a mass job dislocation. Leave blank if the participant did not receive rapid response services or this data element does not apply to the participant.	YYYYMMDD					R		R	
1503	Most Recent Date Received Follow-up Service	DT 8	Record the most recent date on which the participant received follow-up services, which may include counseling in the workplace. Leave blank if the participant did not receive this service or if it does not apply to this participant. Note that follow-up services do not change the date of exit for performance purposes.	YYYYMMDD				R	R		R	

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SECTION D-PROGRAM OUTCOMES INFORMATION												
SECTION D.01-EMPLOYMENT AND JOB RETENTION DATA												
1600	Employed in 1st Quarter After Exit Quarter (WIOA)	IN 1	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	1 = Yes 0 = No 9 = Information not yet available	This Item is recoded in public use file to preserve participant confidentiality.		R	R	R	R	R	R
1601	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)	IN 1	Use the appropriate code to identify the method used in determining the participant's employment status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If the participant is not found in wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the first quarter after the quarter of exit.	1 = Verified by a direct wage match 2 = Verified with supplemental information 9 = Information not yet available 0 = Not employed	This Item is recoded in public use file to preserve participant confidentiality.		R	R	R	R	R	R
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)	IN 1	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the second quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	1 = Yes 0 = No 9 = Information not yet available	This Item is recoded in public use file to preserve participant confidentiality.		R	R	R	R	R	R
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)	IN 1	Use the appropriate code to identify the method used in determining the participant's employment status in the second quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the second quarter after the exit quarter. If the participant is not found in wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the second quarter after the quarter of exit.	1 = Verified by a direct wage match 2 = Verified with supplemental information 9 = Information not yet available 0 = Not employed	This Item is recoded in public use file to preserve participant confidentiality.		R	R	R	R	R	R
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)	IN 1	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the third quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	1 = Yes 0 = No 9 = Information not yet available	This Item is recoded in public use file to preserve participant confidentiality.		R	R	R	R	R	R

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1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)	IN 1	Use the appropriate code to identify the method used in determining the participant's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If the participant is not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the third quarter after the quarter of exit.	1 = Verified by a direct wage match 2 = Verified with supplemental information 9 = Information not yet available 0 = Not employed	This Item is recoded in public use file to preserve participant confidentiality.		R	R	R	R	R	R
1606	Employed in 4th Quarter After Exit Quarter (WIOA)	IN 1	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the fourth quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	1 = Yes 0 = No 9 = Information not yet available	This Item is recoded in public use file to preserve participant confidentiality.		R	R	R	R	R	R
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)	IN 1	Use the appropriate code to identify the method used in determining the participant's employment status in the fourth quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If the participant is not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the fourth quarter after the quarter of exit.	1 = Verified by a direct wage match 2 = Verified with supplemental information 9 = Information not yet available 0 = Not employed	This Item is recoded in public use file to preserve participant confidentiality.		R	R	R	R	R	R
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)	IN 1	Record 1 if the participant received training services and obtained employment directed related to the training services received. Record 0 if the participant received training services and did not obtain employment directly related to the training services received. Leave blank if the data is not available.	1 = Yes 0 = No			R	R	R	R	R	R
1610	Occupational Code (if available)	IN 6	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system. This information can be based on any job held after exit from the program. Leave blank if occupational code is not available or not known, or the data element does not apply.  Additional Notes: This information can be based on any job held after exit and only applies to adults, dislocated workers and youth who entered employment in the quarter after the exit quarter. If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual had multiple jobs, use the occupational code for the most recent job held.	000000	Original codes were cross walked to the O*Net 10.0 code, modified to display at the minor group (3-digit) or major group (2-digit) level if fewer than 3 participants in a local area, truncated to 6 digits with trailing 0s added if fewer than 6 digits. Blank if the reported occupation code was not valid or fewer than 3 participants in the major group (2-digit) level in a local area.		R	R	R	R	R	R



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1611	Entered Non-Traditional Employment	IN 1	Record 1 if the participant's employment is in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work. Non-traditional employment can be based on either local or national data, and both males and females can be in non-traditional employment. This information can be based on any job held after exit and only applies to adults, dislocated workers and youth who entered employment in the second quarter after the exit quarter. Record 0 if the participant does not meet the condition described above. Record 9 if not known.	1 = Yes 0 = No 9 = Unknown				R	R	R		
1612	Occupational Code of Employment 2 <sup>nd</sup> Quarter After Exit Quarter (if available)	IN 6	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4 0 (or later versions) classification system.	000000	Original codes were cross walked to the O*Net 10.0 code, modified to display at the minor group (3-digit) or major group (2-digit) level if fewer than 3 participants in a local area, truncated to 6 digits with trailing 0s added if fewer than 6 digits. Blank if the reported occupation code was not valid or fewer than 3 participants in the major group (2-digit) level in a local area.		R	R	R	R		R
1613	Occupational Code of Employment 4 <sup>th</sup> Quarter After Exit Quarter (if available)	IN 6	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4 0 (or later versions) classification system.	000000	Original codes were cross walked to the O*Net 10.0 code, modified to display at the minor group (3-digit) or major group (2-digit) level if fewer than 3 participants in a local area, truncated to 6 digits with trailing 0s added if fewer than 6 digits. Blank if the reported occupation code was not valid or fewer than 3 participants in the major group (2-digit) level in a local area.		R	R	R	R		R
1614	Industry Code of Employment 1st Quarter After Exit Quarter	IN 6	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if 'Wages 1st Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	000000	Original codes were cross walked to the 2012 NAICS industry codes, modified to display at the industry group (4-digit), sub sector (3-digit) or sector (2-digit) level if fewer than 3 participants in a local area, and trailing 0s added if fewer than 6 digits. Blank if the reported industry code was not valid or fewer than 3 participants in the sector (2-digit) level in a local area.		R	R	R	R	R	R

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1615	Industry Code of Employment 2nd Quarter After Exit Quarter	IN 6	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if 'Wages 2nd Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	000000	Original codes were cross walked to the 2012 NAICS industry codes, modified to display at the industry group (4-digit), sub sector (3-digit) or sector (2-digit) level if fewer than 3 participants in a local area, and trailing 0s added if fewer than 6 digits. Blank if the reported industry code was not valid or fewer than 3 participants in the sector (2-digit) level in a local area.		R	R	R	R	R	R
1616	Industry Code of Employment 3rd Quarter After Exit Quarter	IN 6	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if 'Wages 3rd Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available	000000	Original codes were cross walked to the 2012 NAICS industry codes, modified to display at the industry group (4-digit), sub sector (3-digit) or sector (2-digit) level if fewer than 3 participants in a local area, and trailing 0s added if fewer than 6 digits. Blank if the reported industry code was not valid or fewer than 3 participants in the sector (2-digit) level in a local area.		R	R	R	R	R	R
1617	Industry Code of Employment 4th Quarter After Exit Quarter	IN 6	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if 'Wages 4th Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	000000	Original codes were cross walked to the 2012 NAICS industry codes, modified to display at the industry group (4-digit), sub sector (3-digit) or sector (2-digit) level if fewer than 3 participants in a local area, and trailing 0s added if fewer than 6 digits. Blank if the reported industry code was not valid or fewer than 3 participants in the sector (2-digit) level in a local area.		R	R	R	R	R	R
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)	IN 1	Record 1 if the participant's employer in the second quarter also matches the employer in the fourth quarter. Record 0 if the participant is not employed in the second or fourth quarters after exit, or the employer in the second quarter does not match the employer in the fourth quarter	1 = Yes 0 = No			R	R	R	R	R	R
SECTION D.02-WAGE RECORD DATA												
1700	Wages 3rd Quarter Prior to Participation Quarter	IN 6	Record total earnings from wage records for the third quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	000000	Wages have been rounded to the nearest whole dollar and randomly altered so that adjusted, rather than actual wages, are displayed. These adjusted wages retain the same underlying statistical properties in the aggregate as the actual wages.		R	R	R		R	R
1701	Wages 2nd Quarter Prior to Participation Quarter	IN 6	Record total earnings from wage records for the second quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	000000	Wages have been rounded to the nearest whole dollar and randomly altered so that adjusted, rather than actual wages, are displayed. These adjusted wages retain the same underlying statistical properties in the aggregate as the actual wages.		R	R	R		R	R

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1702	Wages 1st Quarter Prior to Participation Quarter	IN 6	Record total earnings from wage records for the first quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	000000	Wages have been rounded to the nearest whole dollar and randomly altered so that adjusted, rather than actual wages, are displayed. These adjusted wages retain the same underlying statistical properties in the aggregate as the actual wages.		R	R	R		R	R
1703	Wages 1st Quarter After Exit Quarter (WIOA)	IN 6	Record total earnings for the first quarter after the quarter of exit. Record 999999.99 if data is are not yet available for this item. Leave blank if data element does not apply to the participant.	000000	Wages have been rounded to the nearest whole dollar and randomly altered so that adjusted, rather than actual wages, are displayed. These adjusted wages retain the same underlying statistical properties in the aggregate as the actual wages.		R	R	R	R	R	R
1704	Wages 2nd Quarter After Exit Quarter (WIOA)	IN 6	Record total earnings for the second quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	000000	Wages have been rounded to the nearest whole dollar and randomly altered so that adjusted, rather than actual wages, are displayed. These adjusted wages retain the same underlying statistical properties in the aggregate as the actual wages.		R	R	R	R	R	R
1705	Wages 3rd Quarter After Exit Quarter (WIOA)	IN 6	Record total earnings for the third quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant	000000	Wages have been rounded to the nearest whole dollar and randomly altered so that adjusted, rather than actual wages, are displayed. These adjusted wages retain the same underlying statistical properties in the aggregate as the actual wages.		R	R	R	R	R	R
1706	Wages 4th Quarter After Exit Quarter (WIOA)	IN 6	Record total earnings for the fourth quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	000000	Wages have been rounded to the nearest whole dollar and randomly altered so that adjusted, rather than actual wages, are displayed. These adjusted wages retain the same underlying statistical properties in the aggregate as the actual wages.		R	R	R	R	R	R

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SECTION D.03-EDUCATION AND CREDENTIAL DATA												
1800	Type of Recognized Credential (WIOA)	IN 1	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate, baccalaureate or masters' degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant.  NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all programs.	1 = Secondary School Diploma/or equivalency 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Graduate/Post Graduate 5 = Occupational Licensure 6 = Occupational Certificate 7 = Occupational Certification 8 = Other Recognized Diploma, Degree, or Certificate 0 = No recognized credential			R	R	R	R	R	R
1801	Date Attained Recognized Credential (WIOA)	DT 8	Record the date on which the participant attained a recognized credential.  Leave blank if the participant did not attain a second recognized credential, or if this data element does not apply.	YYYYMMDD			R	R	R	R	R	R
1802	Type of Recognized Credential #2	IN 1	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate, baccalaureate or masters' degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant.  NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all DOL programs.	1 = Secondary School Diploma/or equivalency 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Graduate/Post Graduate 5 = Occupational Licensure 6 = Occupational Certificate 7 = Occupational Certification 8 = Other Recognized Diploma, Degree, or Certificate 0 = No recognized credential				R	R	R	R	
1803	Date Attained Recognized Credential #2	DT 8	Record the date on which the participant attained a second recognized credential. Leave blank if the participant did not attain a second recognized credential, or if this data element does not apply.	YYYYMMDD				R	R	R	R	
1804	Type of Recognized Credential #3	IN 1	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate, baccalaureate or masters' degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant.  NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all DOL programs.	1 = Secondary School Diploma/or equivalency 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Graduate/Post Graduate 5 = Occupational Licensure 6 = Occupational Certificate 7 = Occupational Certification 8 = Other Recognized Diploma, Degree, or Certificate 0 = No recognized credential				R	R	R	R	

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Notes	Reportable Individual	Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	Jobs for Veterans' State Grants (JVSG)
1805	Date Attained Recognized Credential #3	DT 8	Record the date on which the participant attained a third recognized credential. Leave blank if the participant did not attain a third recognized credential, or if this data element does not apply.	YYYYMMDD				R	R	R	R	
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL)	DT 8	Record the most recent date the participant who received instruction below the postsecondary education level achieved at least one EFL. EFL gain may be documented in one of three ways: 1) by comparing a participant's initial EFL as measured by a pre-test with the participant's EFL as measured by a participant's post-test; or 2) for States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or 3) States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year. Leave blank if this data element does not apply to the participant.	YYYYMMDD				R	R	R	R	
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)	DT 8	Record the most recent date of the participant's transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed consecutive semesters during the program year, that shows a participant is meeting the State unit's academic standards. Leave blank if this data element does not apply to the participant.	YYYYMMDD				R	R	R	R	
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)	DT 8	Record the most recent date of the participant's transcript or report card for secondary education for one semester showing that the participant is meeting the State unit's academic standards.  Leave blank if this data element does not apply to the participant.	YYYYMMDD				R	R	R	R	
1809	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)	DT 8	Record the most recent date that the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.).  Leave blank if this data element does not apply to the participant.	YYYYMMDD				R	R	R	R	
1810	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)	DT 8	Record the most recent date the participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge- based exams.  Leave blank if this data element does not apply to the participant.	YYYYMMDD				R	R	R	R	

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1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	DT 8	<p>Record the date the participant was enrolled during program participation in an education or training program that leads to a recognized postsecondary credential or employment as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be the date of Program Entry. This includes, but is not limited to, participation in Job Corps or YouthBuild or Adult Education or secondary education programs.</p> <p>Leave blank if the data element does not apply to the participant.</p> <p>NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.</p>	YYYYMMDD				R	R	R	R	
1812	School Status at Exit	IN 1	<p>Record 1 if the participant has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school.</p> <p>Record 2 if the participant has not received a secondary school diploma or its recognized equivalent and is attending an alternative secondary school or an alternative course of study approved by the local educational agency whether full or part-time.</p> <p>Record 3 if the participant has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and intends to return to school.</p> <p>Record 4 if the participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p>Record 5 if the participant is not attending any school and has either graduated from secondary school or holds an equivalency.</p> <p>Record 6 if the participant is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter and has not received a secondary school diploma or its recognized equivalent.</p>	<p>1 = In-school, secondary school or less</p> <p>2 = In-school, Alternative school</p> <p>3 = In-school, Postsecondary school.</p> <p>4 = Not attending school or Secondary School Dropout</p> <p>5 = Not attending school; secondary school graduate or has a recognized equivalent</p> <p>6 = Not attending school; within age of compulsory school attendance</p>					R			

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SECTION D.04-ADDITIONAL YOUTH-RELATED OUTCOME DATA												
1900	Youth 2nd Quarter Placement (Title I) (WIOA)	IN 1	Record 1 if the participant is working in unsubsidized employment during the second quarter after the exit quarter (not including Registered Apprenticeship or military). Record 2 of the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 4 if the participant is enrolled in occupational skills training (including advanced training). Record 5 if the participant is enrolled in postsecondary education. Record 6 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions.	1 = Unsubsidized Employment 2 = Registered Apprenticeship 3 = Military 4 = Occupational Skills Training 5 = Postsecondary Education 6 = Secondary Education 0 = No placement						R		
1901	Youth 4th Quarter Placement (Title I) (WIOA)	IN 1	Record 1 if the participant is working in unsubsidized employment during the fourth quarter after the exit quarter (not including Registered Apprenticeship or military). Record 2 of the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 4 if the participant is enrolled in occupational skills training (including advanced training). Record 5 if the participant is enrolled in postsecondary education. Record 6 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions.	1 = Unsubsidized Employment 2 = Registered Apprenticeship 3 = Military 4 = Occupational Skills Training 5 = Postsecondary Education 6 = Secondary Education 0 = No placement						R		
1902	Category of Assessment	IN 1	Record 1 if the participant was assessed using approved tests for Adult Basic Education (ABE) Record 2 if the participant was assessed using approved tests for English-As-A-Second Language (ESL) Record 3 if the participant was assessed using approved tests for both ABE and ESL. Record 0 if the participant was not assessed. Leave blank if this data element does not apply to the participant.	1 = ABE 2 = ESL 3 = Both ABE and ESL 0 = Not assessed				R	R	R	R	
1903	Date of Pre-Test Score	DT 8	Record the date that the participant took the pre-assessment test. Leave blank if the participant did not take a pre-assessment test.  NOTE: This field is only necessary if the program is capturing a measurable skill gain based on an increase in Educational Functioning Level within the Educational Achievement Type of measurable skill gain.	YYYYMMDD						R		
1904	Pre-Test Score	IN 3	Record the raw scale score achieved by the participant on the pre-assessment test. Leave blank if the participant was not assessed in literacy or numeracy or if this data element does not apply to the participant. NOTE: This field is only necessary if the program is capturing a measurable skill gain based on an increase in Educational Functioning Level within the Educational Achievement Type of measurable skill gain.	000				R	R	R	R	
1905	Educational Functioning Level Pre-Test	IN 1	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant was not assessed in literacy or numeracy. Leave blank if the data element does not apply to the participant. NOTE: This field is only necessary if the program is capturing a measurable skill gain based on an increase in Educational Functioning Level within the Educational Achievement Type of measurable skill gain.	0 = Not Assessed 1 = Beginning ABE Literacy 2 = Beginning Basic Education 3 = Low Intermediate Basic Education 4 = High Intermediate Basic Education 5 = Low Adult Secondary Education 6 = High Adult Secondary Education 7 = Beginning ESL Literacy 8 = Low Beginning ESL				R	R	R	R	

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1906	Date of Most Recent Post-Test Score	DT 8	Record the date on which the post-test was administered to the participant during his/her first year of participation in the program. If multiple post-tests were administered, record the most recent date on which the functional area post-test was administered. Leave blank if the participant did not receive a post-test during his/her first year of participation in the program or the data element does not apply to the participant. NOTE: This field is only necessary if the program is capturing a measurable skill gain based on an increase in Educational Functioning Level within the Educational Achievement Type of measurable skill gain.	YYYYMMDD						R		
1907	Post-Test Score	IN 3	Record the raw scale score achieved by the participant. Leave blank if the participant did not receive a post-test during his/her first year of participation in the program or if the data element does not apply to the participant. NOTE: This field is only necessary if the program is capturing a measurable skill gain based on an increase in Educational Functioning Level within the Educational Achievement Type of measurable skill gain.	000				R	R	R	R	
1908	Educational Functioning Level Post-Test	IN 2	Record the educational functioning level that is associated with the participant's raw scale score. Record 0 if the participant was not assessed in literacy or numeracy. Leave blank if the data element does not apply to the participant. NOTE: This field is only necessary if the program is capturing a measurable skill gain based on an increase in Educational Functioning Level within the Educational Achievement Type of measurable skill gain.	0 = Not Assessed 1 = Beginning ABE Literacy 2 = Beginning Basic Education 3 = Low Intermediate Basic Education 4 = High Intermediate Basic Education 5 = Low Adult Secondary Education 6 = High Adult Secondary Education 7 = Beginning ESL Literacy 8 = Low Beginning ESL				R	R	R	R	



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SECTION E-NEW DATA ELEMENTS (Data Elements are Specific to Each Program, As Listed)												
SECTION E.01-DISLOCATED WORKER GRANTS												
2001	Date of Completion of DWG Services	DT 8	Record the date the participant received their last service in the DWG program.	YYYYMMDD							R	
2002	Employed at Completion of DWG Services	IN 1	Record 1 if the participant is employed at completion of participation in services under a Dislocated Worker Grant (DWG). Employment is counted the quarter in which the participant stops receiving services funded through a DWG project. Record 0 if the participant does not meet the condition described above.	1 = Yes 0 = No							R	
2003	DWG Grant Number	AN 19	Record the Dislocated Worker Grant (DWG) Grant Number where the participant received services financially assisted under a DWG. Record 0 if the participant did not receive service under a DWG. NOTE: If the participant received services financially assisted under more than one DWG, report the additional grant numbers under Special Project ID (i.e., Data Elements Nos. 105, 106 and 107) using the two letter and five digits (XX-00000) of the grant number.	EM-XXXXXXXXXXXXXXXX							R	
2004	Received Services through a Disaster Recovery Dislocated Worker Grant	IN 1	Record 1 if the participant received disaster relief employment only under a Disaster Recovery DWG, and received no other services under a Disaster Recovery DWG.  Record 2 if the participant received disaster relief employment and received Employment and Training services (Career and Training services) under a Disaster Recovery DWG.  Record 3 if the participant received Employment and Training services (Career and Training services) under a Disaster Recovery DWG, and received no other services under a Disaster Recovery DWG.	1 = Disaster Relief Employment Only 2 = Disaster Relief Employment and Employment and Training Services 3 = Employment and Training Services Only 0 = No						R		
SECTION E.05-REINTEGRATION OF EX-OFFENDERS (ADULT)												
2413	Incarcerated at Program Entry (WIOA)	IN 1	Record 1 if the participant, at program entry, was a criminal offender in a correctional institution at program entry. Record 0 if this data element does not apply to the participant.	1 = Yes 0 = No							R	
2414	Date Released from Incarceration (WIOA)	DT 8	Record the date the participant was released from a correctional institution. Leave blank if participant remains in a correctional institution at program exit.	YYYYMMDD							R	
SECTION E.08-MISCELLANEOUS DATA ELEMENTS AND USER DEFINED FIELDS												
2701	WIB Name	AN 75	Record the WIB Name from which the reportable individual/participant received services  Leave blank if this data element does not apply or is unknown	N/A	This Item is blank in public use file to preserve participant confidentiality.			R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	
2702	Office Name	AN 75	Record the Office Name from which the participant received services  Leave blank if this data element does not apply or is unknown	N/A	This Item is blank in public use file to preserve participant confidentiality.			R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	R <sup>DEV</sup>	

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DATA ELEMENT NO.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Notes	Reportable Individual	Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	Jobs for Veterans' State Grants (JVSG)
Section F - CALCULATED FIELDS												
3000	State postal abbreviation	AN 2	Based on WIPS submission file ID	AK, AL, etc.		R	R	R	R	R	R	R
3001	Served by an adult funding stream	IN 1	Item 903-Adult = 1,2,3	1 = Yes 0= No		R	R	R	R	R	R	R
3002	Served by a dislocated worker funding stream	IN 1	Item 904-Dislocated worker = 1,2,3 or Item 900-Rapid response additional assistance = 1	1 = Yes 0= No		R	R	R	R	R	R	R
3003	Served by a youth funding stream	IN 1	Item 905-Youth = 1,2,3	1 = Yes 0= No		R	R	R	R	R	R	R
3004	Served by a dislocated worker grant	IN 1	Item 2003-DWG Grant Number has grant number	1 = Yes 0= No		R	R	R	R	R	R	R
3005	Received services under the Wagner-Peyser Act	IN 1	Item 918-Wagner-Peyser Employment Service = 1	1 = Yes 0= No			R	R	R	R	R	R
3006	Reportable individual	IN 1	Based on definition of WIOA reportable individual	1 = Yes 0= No		R	R	R	R	R	R	R
3007	WIOA Measurable skill gains	IN 1	Based on definition of WIOA measurable skill gains	1 = Skill gain 0 = No skill gain blank = not applicable			R	R	R	R	R	R
3008	Achievement of at least one educational functioning level of a participant in an education program that provides instruction below the post-secondary level	IN 1	Based on definition of WIOA measurable skill gains	1 = Skill gain 0 = No skill gain blank = not applicable			R	R	R	R	R	R
3009	Attainment of a high school diploma or its equivalent	IN 1	Based on definition of WIOA measurable skill gains	1 = Skill gain 0 = No skill gain blank = not applicable			R	R	R	R	R	R
3010	Transcript or report card for either secondary or post-secondary education that shows a participant is achieving the state unit's academic standards	IN 1	Based on definition of WIOA measurable skill gains	1 = Skill gain 0 = No skill gain blank = not applicable			R	R	R	R	R	R
3011	Satisfactory or better progress report, towards established milestones from an employer/training provider who is providing training	IN 1	Based on definition of WIOA measurable skill gains	1 = Skill gain 0 = No skill gain blank = not applicable			R	R	R	R	R	R
3012	Successful completion of an exam that is required for a particular occupation, progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams	IN 1	Based on definition of WIOA measurable skill gains	1 = Skill gain 0 = No skill gain blank = not applicable			R	R	R	R	R	R
3013	WIOA Employment rate (quarter 2)	IN 1	Based on definition of WIOA quarter 2 employment rate	1 = Employed 0 = Not employed blank = not applicable			R	R	R	R	R	R
3014	WIOA Youth Employment rate (quarter 2)	IN 1	Based on definition of WIOA quarter 2 employment rate for youth	1 = Employed 0 = Not employed blank = not applicable			R	R	R	R	R	R

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3015	WIOA Median earnings (quarter 2)	IN 6	Based on definition of WIOA median earnings	000000 blank = not applicable	Wages have been rounded to the nearest whole dollar and randomly altered so that adjusted, rather than actual wages, are displayed. These adjusted wages retain the same underlying statistical properties in the aggregate as the actual wages.		R	R	R	R	R	R
3016	WIOA Youth Median earnings (quarter 2)	IN 6	Based on definition of WIOA median earnings for youth	000000 blank = not applicable	Wages have been rounded to the nearest whole dollar and randomly altered so that adjusted, rather than actual wages, are displayed. These adjusted wages retain the same underlying statistical properties in the aggregate as the actual wages.		R	R	R	R	R	R
3017	WIOA Employment rate (quarter 4)	IN 1	Based on definition of WIOA quarter 4 employment rate	1 = Employed 0 = Not employed blank = not applicable			R	R	R	R	R	R
3018	WIOA Youth Employment rate (quarter 4)	IN 1	Based on definition of WIOA quarter 4 employment rate for youth	1 = Employed 0 = Not employed blank = not applicable			R	R	R	R	R	R
3019	WIOA Credential rate	IN 1	Based on definition of WIOA credential rate	1 = Attained credential 0 = No credential attained blank = not applicable			R	R	R	R	R	R
3020	WIA Entered employment (quarter 1)	IN 1	Based on definition of WIA entered employment rate	1 = Employed 0 = Not employed blank = not applicable			R	R	R	R	R	R
3021	WIA Retention in 2nd and 3rd quarters	IN 1	Based on definition of WIA employment retention rate	1 = Retained 0 = Not retained blank = not applicable			R	R	R	R	R	R
3022	WIA Average earnings in 2nd and 3rd quarters	IN 7	Based on definition of WIA average earnings	0000000 blank = not applicable	Wages have been rounded to the nearest whole dollar and randomly altered so that adjusted, rather than actual wages, are displayed. These adjusted wages retain the same underlying statistical properties in the aggregate as the actual wages.		R	R	R	R	R	R
3023	Race/ethnicity (single response)	IN 1	Based on Items 210-Hispanic/Latino ethnicity through 215-White	1 = Hispanic 2 = Asian (not Hispanic) 3 = Black (not Hispanic) 4 = Native Hawaiian or Pacific Islander (not Hispanic) 5 = American Indian or Alaska Native 6 = White (not Hispanic) 7 = Multiple Race (not Hispanic).			R	R	R	R	R	R
3024	No disability	IN 1	Item 203-Category of disability contained code '0' and no other code	1 = Yes 0= No			R	R	R	R	R	R
3025	Physical/Chronic Health Condition	IN 1	Item 203-Category of disability contained code '1'	1 = Yes 0= No			R	R	R	R	R	R
3026	Physical/Mobility Impairment	IN 1	Item 203-Category of disability contained code '2'	1 = Yes 0= No			R	R	R	R	R	R
3027	Mental or Psychiatric Disability	IN 1	Item 203-Category of disability contained code '3'	1 = Yes 0= No			R	R	R	R	R	R
3028	Vision-related disability	IN 1	Item 203-Category of disability contained code '4'	1 = Yes 0= No			R	R	R	R	R	R

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3029	Hearing-related disability	IN 1	Item 203-Category of disability contained code '5'	1 = Yes 0= No			R	R	R	R	R	R
3030	Learning Disability	IN 1	Item 203-Category of disability contained code '6'	1 = Yes 0= No			R	R	R	R	R	R
3031	Cognitive/Intellectual disability	IN 1	Item 203-Category of disability contained code '7'	1 = Yes 0= No			R	R	R	R	R	R
3032	Participant did not disclose type of disability	IN 1	Item 203-Category of disability contained code '9' and no other code	1 = Yes 0= No			R	R	R	R	R	R
3033	A program of study leading to an industry-recognized certificate or certification	IN 1	Item 1304-Program of study contained code '1'	1 = Yes 0= No blank = no training or not required				R	R		R	
3034	A program of study leading to a certificate of completion of an apprenticeship	IN 1	Item 1304-Program of study contained code '2'	1 = Yes 0= No blank = no training or not required				R	R		R	
3035	A program of study leading to a license recognized by the State involved or the Federal Government	IN 1	Item 1304-Program of study contained code '3'	1 = Yes 0= No blank = no training or not required				R	R		R	
3036	A program of study leading to an associate degree	IN 1	Item 1304-Program of study contained code '4'	1 = Yes 0= No blank = no training or not required				R	R		R	
3037	A program of study leading to a baccalaureate degree	IN 1	Item 1304-Program of study contained code '5'	1 = Yes 0= No blank = no training or not required				R	R		R	
3038	A program of study leading to a community college certificate of completion	IN 1	Item 1304-Program of study contained code '6'	1 = Yes 0= No blank = no training or not required				R	R		R	
3039	A program of study leading to a secondary school diploma or its equivalent	IN 1	Item 1304-Program of study contained code '7'	1 = Yes 0= No blank = no training or not required				R	R		R	
3040	A program of study leading to employment	IN 1	Item 1304-Program of study contained code '8'	1 = Yes 0= No blank = no training or not required				R	R		R	
3041	A program of study leading to a measurable skills gain	IN 1	Item 1304-Program of study contained code '9'	1 = Yes 0= No blank = no training or not required				R	R		R	
3042	Age at participation	IN 2	Calculated from Item 200-birth date and Item 900-program entry date.	00			R	R	R	R	R	R
3043	Program year of exit	IN 4	Calculated from Item 901-exit date (July of program year thru June of following year).	2017 = PY 2017 2016 = PY 2016 etc. 9999 = non exiters			R	R	R	R	R	R
3044	Served by Veteran's Programs	IN 1	Item 914-Veterans' Programs = 1	1 = Yes 0= No			R	R	R	R	R	R

**Appendix B**

**Data Adjustments and Problems**

**Title I – Adult, Dislocated Workers, and Youth Participants**

**See separate Excel file:**

**WIOA Performance Records Public Use File Record Layout PY2017Q4 Appendix B.xlsx**

**Appendix C**

**Data Adjustments and Problems**

**Title III – Wagner-Peyser and Veteran Participants**

**See separate Excel file:**

**WIOA Performance Records Public Use File Record Layout PY2017Q4 Appendix C.xlsx**