ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 17-09

TO: STATE WORKFORCE AGENCIES
              STATE WORKFORCE ADMINISTRATORS

FROM: JANE OATES   _Jane Oates_
              Assistant Secretary

SUBJECT: Quarterly Submission of Workforce Investment Act Standardized Record Data (WIASRD)

1. Purpose. To provide guidance to states on the upcoming quarterly WIASRD submission required by the Employment and Training Administration (ETA) in its Training and Employment Guidance Letter (TEGL) 24-08. Four key areas are addressed in this document: (1) the change in the WIASRD reporting frequency from annual to quarterly; (2) the change in the WIASRD submission to include participant files; (3) the process for submitting the quarterly data beginning with the 3rd quarter of Program Year (PY) 2009; and (4) updates on the WIASRD edit checks to account for participant data.

2. References.
- Workforce Investment Act (WIA) of 1998, Section 136
- Workforce Investment Act of 1998, title ID National Emergency Grants
- Training and Employment Guidance Letter (TEGL) No. 14-03, Change 1, *Performance Reporting Submission Procedures for the Workforce Investment Act Standardized Record Data (WIASRD), the Annual Report, and the Quarterly Reports under Title 1B of the Workforce Investment Act (WIA) for Program Year (PY) 2003 and 2004*
- TEGL No. 3-03, Change 3, *Revision to the Data Validation Policy for Employment and Training Programs for Program Year 2004*
- TEGL No. 17-05 and TEGL No. 17-05, Change 2, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues*
- Training and Employment Notice (TEN) No. 19-07, *Program Year 2006/Fiscal Year 2007 Performance Reporting and Data Validation Timelines*
- TEGL No. 24-08, *Workforce Investment Act and Wagner-Peyser Act Performance Accountability Reporting for the American Recovery and Reinvestment Act of 2009*
- TEN No. 8-09, *Program Year 2008/Fiscal Year 2009 Performance Reporting and Data Validation Timelines*
- *Data Reporting and Validation System (DRVS):User Handbook for DRVS 7.2*

RESCISSIONS None	EXPIRATION DATE Continuing

3. **Background.** Grantees are required to maintain standardized individual records on the characteristics, activities, outcomes and services provided to participants in the WIA Title 1B Adult, Dislocated Worker, Youth Programs and National Emergency Grants. To provide more timely information about Workforce Investment Act (WIA) participants, program services and outcomes, grantees are now required to submit the WIASRD file for both participants and exiters, on a quarterly basis. In accordance with TEGL 24-08, the first quarterly submission will be due 45 days following the end of the 3rd quarter of PY 2009, which ends on March 31, 2010. The deadline for this submission will be May 17, 2010.

Since each state already maintains an individual record file that includes both active participants and exiters to produce the WIA Quarterly Report (ETA Form 9090: OMB control no. 1205-0420), states are well positioned to submit to ETA a quarterly WIASRD file that contains both active participants and exiters. **The most significant change is that states will now be responsible for uploading this data directly into the Employment and Training Administration's (ETA's) Enterprise Business Support System (EBSS) on a quarterly basis.**

This reporting change is aligned with ETA's strategy to implement a streamlined and integrated performance reporting system. Currently, the WIASRD is submitted annually. ETA policymakers are limited in their abilities to describe real-time trends in participant characteristics and outcomes on a national level. Although states are already required to submit aggregated outcomes on a quarterly basis, the depth and breadth of possible analysis is limited without the information on characteristics and services received.

There are significant benefits that accompany a quarterly submission of individual records. With more timely detailed information, ETA will be able to perform more in-depth program analysis and assessment. Decisions will be better informed, and states will gain access to frequent updates on nationwide trends in participant characteristics, training, employment services, and outcomes.

Although the process for submitting quarterly WIASRD files will change from the current annual WIASRD submission process (see below), the WIASRD record layout and element definitions have not been modified (e.g., no new data elements have been added to the collection).

4. **Quarterly Submission of WIASRD Files.**
Since the inception of WIA, states have submitted the WIASRD annually following the 4th Quarter of each Program Year. ETA required that states submit these individual records directly to EBSS in accordance with the General Reporting Instructions and Specifications guidelines for submitting the WIASRD file. Please refer to Attachment A of this document for the updated WIASRD Record Layout.

A number of states[1] currently use the Data Reporting and Validation Software (DRVS) to prepare their annual WIASRD file for final submission to ETA. When a state uploads individual records into DRVS, the system not only validates the data by checking for data entry errors, missing values, and inconsistencies between fields, but also automatically selects and formats the data for uploading into EBSS. However, the export routine in DRVS removes the following data before producing a WIASRD file for uploading into EBSS:

      a. non-youth participants (including self-service only participants);
      b. exiter cohorts from outside the relevant period; and,
      c. six DRVS specific data fields are removed (Observation Number, WIB Name, Office Name, Case Manager, User Field 1, and User Field 2).

Because DRVS is not being modified to allow for the exporting of participant records, **states should <u>not</u> use DRVS to produce their quarterly WIASRD files.** Instead, ETA will modify EBSS to allow states to submit their individual records directly to the system based on the current specifications for uploading data into DRVS. EBSS will then conduct edit checks based on updated specifications for the WIASRD edit checks and valid value requirements, as shown in Attachments B through E.

Quarterly submission of WIASRD files into EBSS will be unique in several ways. First, the submission will include data fields previously not accepted by EBSS. Second, the submission will include data on all participants who have not exited. To accommodate this participant data, ETA is offering guidance on WIASRD field valid-values for participants without exit dates. Third, there is new guidance for the technical process of uploading individual record files into EBSS. Fourth, states will submit to ETA the individual record files for participants who receive "self and informational services only" (here after referred to as self-service only participants). Each of these topics will be covered in the following sub-sections.

A. DRVS Data Fields to be Included in Quarterly WIASRD Submission:
The following six fields must be included in the quarterly submission of WIASRD files. DRVS Field #1 (Observation Number (OBS)) must be added prior to the first column of the WIASRD submission prior to Field 101 (Individual Identifier). DRVS Fields #199 – 203 must be added to the end of the WIASRD file following Field 743 (Educational Functioning Level Year #3). Although these fields were not included in the original WIASRD specification layout, they will be essential for a successful WIASRD file submission. These fields are necessary for the production of the annual report tables. Please see Attachments A, D and E of this TEGL for the record layout and valid value requirements for the Quarterly WIASRD Submission.

DRVS Number	WIASRD Number	Data Element Name
1	100	OBS Number
2-198	101 – 743	All WIASRD Elements

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[1] These states are: AK, AL, AR, AZ, CA, CT, DE, DC, FL, GA, HI, IA, ID, KS, KY, LA, MD, MI, MN, MO, MS, ND, NJ, NM, OH, OK, OR, PR, RI, SC, SD, TN, VI, VT, WI, WV, WY. Due to the intricacies in reporting, this list may not be exhaustive.

199	744	WIB Name
200	745	Office Name
201	746	Case Manager
202	747	User Field 1
203	748	User Field 2

B. WIASRD Field Valid-Value Requirements for Non-Youth Participants:

Although states maintain records for participants, these records were not required for the annual submission of the WIASRD to ETA. In accordance with TEGL 24-08, ETA now requires that grantees submit individual records on participants starting with the 3rd quarter of PY 2009; however, EBSS was not originally designed to accept records for non-Youth-funded participants without exit dates. States should follow the following guidance on the valid value requirements on select WIASRD fields in order to avoid unnecessary "warning" and "reject" error messages for non-youth participants without exit dates. These required values are also included in Attachment A and D.

Valid WIASRD Values for Participants Who Have Not Exited		
WIASRD Field Number	**WIASRD Field Name**	**Valid Values**
303	Date of Exit	Blank or 0
327	Other Reasons for Exit	Blank or 00
349	Received Follow Up Services	Blank or 0
601	Employed in 1st Quarter After Exit	3
602	Type of Employment Match 1st Quarter After Exit Quarter	6
603	Occupational Code	Blank or 0
604	Entered Training Related Employment	Blank or 0
605	Entered non-Traditional Employment	Blank or 0
606	Employed in 2nd Quarter After Exit	3
607	Type of Employment Match 2nd Quarter After Exit Quarter	6
608	Employed in 3rd Quarter After Exit Quarter	3
609	Type of Employment Match 3rd Quarter after Exit Quarter	6
610	Employed in 4th Quarter After Exit Quarter	3
611	Type of Employment Match 4th Quarter After Exit Quarter	6
615	Wages 1st Quarter After Exit Quarter	999999.99
616	Wages 2nd Quarter After Exit Quarter	999999.99
617	Wages 3rd Quarter After Exit Quarter	999999.99
618	Wages 4th Quarter After Exit Quarter	999999.99
670	School Status at Exit	Blank or 0
671	Youth Placement Information	Blank or 0
672	Youth Retention Information	Blank or 0

C. Technical Changes in the Submission Process:

To streamline the submission process into EBSS, states should take note of the following technical requirements that will impact the submission of individual record files. Refer to Attachment F for historical examples of WIASRD Reporting errors.

1. States with individual record files larger than 1 megabyte should use data compression software (e.g. ".zip") to reduce the file's size before submission. This will expedite the processing time and attenuate the threat of an EBSS software crash.

2. When states initially upload their raw individual records into EBSS, the file may be rejected because the data type is inappropriate or the file is incorrectly formatted. For example, the file may contain too many fields, or it may be saved as an Excel file.

3. States are no longer required to upload the file into EBSS for overnight processing. The EBSS software will be modified to allow immediate processing of files; however, processing times will vary based on the size of the file and the number of states that simultaneously submit data.

4. DRVS contains an error ceiling on "reject" and "warning" messages from the edit check process; when a state's file yields more than 50,000 warnings or 25,000 rejects, the entire file is rejected and processing stops. EBSS will now implement the same error ceiling during the file upload process.

D. Self-Service Only Individual Record Data:

States should include the individual record data on self-service only participants[2] in the Quarterly WIASRD submission. ETA will separate self-service only records from the main file, and apply a limited set of edit checks. In general, states collect fewer data elements on self-service participants. Separating the state's WIASRD file will minimize the overall processing time and the likelihood of unnecessary "warning" and "reject" error messages. Please note that for individuals who receive more than self-services, states must report a valid date for the first staff-assisted core service (WIASRD Field #332). Attachment E of this document shows the required fields and relevant edit checks on self-service only participants. In addition to the required fields, states should submit self-service only data containing all relevant data elements included in the standard WIASRD Record Layout in Attachment A of this document.

5. **Due Dates and Relevant Cohorts.** WIASRD quarterly submissions for the first, second, and third quarters of each Program Year are due **45** days following the end of the quarter. The due date for the fourth quarter of each Program Year is **75** days following the end of the quarter. This additional time provides states with the opportunity to better align their fourth quarter WIASRD data with their WIA Annual Report data due no later than October 1st of each year.

States have an additional **15** days following the due date to address data errors; WIASRD files are locked from editing after this period. The table below shows the expected due

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2 A self-service exiter/participant is identified when: WIASRD 331(Received Core Self Services and Informational Services) = 1 and WIASRD 332 (Date or First Staff Assisted Core Service) = Blank, and WIASRD 334 (Date of First Intensive Service) = Blank, and WIASRD 335 (Date Entered Training) = Blank

dates for each reporting quarter. Should the due date fall on a Saturday or Sunday, the quarterly WIASRD file is due the following <u>Monday</u>.

WIASRD Quarterly Submissions Cohorts and Due Dates			
Program Year and Quarter	Quarter End Date	Due Date	Exiter Participant Cohort
PY 2009 Q3*	3/31/2010	5/17/2010	Exited on after 10/1/2007, or has not exited and began participation before 4/1/2010
PY 2009 Q4**	6/30/2010	9/15/2010	Exited on after 1/1/2008, or has not exited and began participation before 7/1/2010
PY 2010 Q1*	9/30/2010	11/15/2010	Exited on after 4/1/2008, or has not exited and began participation before 10/1/2010
PY 2010 Q2*	12/31/2010	2/15/2011	Exited on after 7/1/2008, or has not exited and began participation before 1/1/2011
PY 2010 Q3*	3/31/2011	5/16/2011	Exited on after 10/1/2008, or has not exited and began participation before 4/1/2011
PY 2010 Q4**	6/30/2011	9/15/2011	Exited on after 1/1/2009, or has not exited and began participation before 7/1/2011

* = Data is due **45** days following the end of the quarter.
** = Data is due **75** days following the end of the quarter.

Similar to the annual submission of individual records, the quarterly WIASRD submission will be used to compute certain performance measures[3]. Therefore, the lagged cohorts to be included in the quarterly submission must correspond to the cohorts in the annual submission. In practical terms, states will be submitting an annual report on a quarterly basis. Attachment G of this document shows the relevant periods of participant and exiter counts to be included in the PY 2009 Q3 Quarterly WIASRD Submission.

6. <u>The WIA Quarterly Report, WIA Annual Report and Data Element Validation.</u>
States are still required to submit WIA Quarterly Reports—ETA Form 9090. The current version of DRVS can continue to be used to produce the quarterly reports for PY 2009. States will no longer be required to submit an annual WIASRD file. The PY 2009 Q4 WIASRD file will act as the PY 2009 WIASRD annual file. Furthermore, Data Element Validation will <u>only</u> be performed on an annual basis using the 4th Quarter WIASRD file.

The WIA Annual Narrative and WIA Annual Report (ETA Form 9091) continue to be due no later than October 1st following the end of each Program Year. Should the due date fall on a Saturday or Sunday, the due date for these submissions is the <u>Monday</u> after.

7. <u>Training and Technical Assistance.</u> States and grantees are encouraged to request technical assistance on the submission of the quarterly WIASRD including validation

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3 The WIA Annual Report (9091) submission contains ETA's performance measures for the incentive and sanction process. The WIASRD is used to produce additional outcome measures for subsections of the data, such as low income individuals.

procedures and the use of the reporting and validation tools by contacting Regional and/or National Office program staff.

8. <u>Action Requested</u>. States and grantees should: 1) distribute this guidance to the appropriate staff; 2) complete report and data validation activities within the timeframes established in this Guidance.

9. <u>Inquiries</u>. Questions regarding performance reporting should be directed to the appropriate ETA Regional Office, or to the Office of Performance and Technology, at ETAperforms@dol.gov.

10. <u>Attachments</u>.

    Attachment A: WIASRD Record Layout

    Attachment B: Key Terms and Definitions

    Attachment C: Global Edit Checks and Default Warnings

    Attachment D: WIASRD Edit Checks and Valid Value Requirements

    Attachment E: WIASRD Edit Checks and Valid Value Requirements for Self- and Informational Services Only-Data

    Attachment F: Common WIASRD Reporting Errors

    Attachment G: Relevant Periods of Exiters and Participants to Be Included in PY 2009 Q3 Quarterly WIASRD Submission

Attachment A: WIASRD Record Layout

There are several small changes to WIASRD Record Layout. The following fields have been updated to provide additional guidance for States on the required values for non-youth participants without exit dates. Furthermore, WIASRD Field 309, Incumbent Worker (Statewide 15% Activities), has been updated to allow states to track Incumbent Workers who received local formula funds or Rapid Response funds. Please note the changes in the field description and valid value requirements for WIASRD Field 309.

Updated WIASRD Fields	
WIASRD Field Number	**WIASRD Field Name**
303	Date of Exit
309	Incumbent Worker
327	Other Reasons for Exit
349	Received Follow Up Services
601	Employed in 1st Quarter After Exit
602	Type of Employment Match 1st Quarter After Exit Quarter
603	Occupational Code
604	Entered Training Related Employment
605	Entered non-Traditional Employment
606	Employed in 2nd Quarter After Exit
607	Type of Employment Match 2nd Quarter After Exit Quarter
608	Employed in 3rd Quarter After Exit Quarter
609	Type of Employment Match 3rd Quarter after Exit Quarter
610	Employed in 4th Quarter After Exit Quarter
611	Type of Employment Match 4th Quarter After Exit Quarter
615	Wages 1st Quarter After Exit Quarter
616	Wages 2nd Quarter After Exit Quarter
617	Wages 3rd Quarter After Exit Quarter
618	Wages 4th Quarter After Exit Quarter
670	School Status at Exit
671	Youth Placement Information
672	Youth Retention Information

WORKFORCE INVESTMENT ACT STANDARDIZED RECORD DATA (WIASRD)

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Adults C	Adults I T	Workers / C	Workers / I T	Youth 14-18	Youth 19-21
					Required Items by					

SECTION I - INDIVIDUAL INFORMATION

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	C	I T	C	I T	14-18	19-21
100	Observation Number (OBS)	IN 9	Record the Observation Number for each individual. This must be unique for each record.	000000000	R	R	R	R	R	R
101	Individual Identifier	AN 9	Record the unique identification number assigned to the individual. At a minimum, this identifier for a person <u>must</u> be the same for every period of participation in the WIA Title IB programs, including National Emergency Grants, and in every local area across the state and where the individual is receiving services or benefits financially assisted by Labor Exchange (Wagner-Peyser/VETS) and/or Trade Adjustment Assistance (TAA) programs.	XXXXXXXXX	R	R	R	R	R	R
102	Date of Birth	DT 8	Record the individual's date of birth.	YYYYMMDD	R	R	R	R	R	R
103	Gender	IN 1	**Record 1** if the person indicates that he is male. **Record 2** if the person indicates that she is female. If the person does not self-identify gender, leave "blank" or **Record 0**.	1 = Male 2 = Female	R	R	R	R	R	R
104	Individual with a Disability	IN 1	**Record 1** if the individual indicates that he/she has any "disability," as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. (For definitions and examples of "physical or mental impairment" and "major life activities," see paragraphs (1) and (2) of the definition of the term "disability" in 29 CFR 37.4, the definition section of the WIA non-discrimination regulations.) **Record 2** if the individual indicates that he/she does not have a disability that meets the definition. If the individual does not wish to disclose his/her disability status, leave "blank" or **Record 0**.	1 = Yes 2 = No	R	R	R	R	R	R
105	Ethnicity Hispanic/ Latino	IN 1	**Record 1** if the person indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. **Record 2** if the individual indicates that he/she does not meet any of these conditions. If the individual does not self-identify his/her ethnicity, leave "blank" or **Record 0**.	1 = Yes 2 = No	R	R	R	R	R	R
106	American Indian or Alaska Native	IN 1	**Record 1** if the individual indicates that he/she is a person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition. If the individual does not self-identify his/her race as American Indian or Alaska Native, leave "blank" or **Record 0**.	1 = Yes	R	R	R	R	R	R
107	Asian	IN 1	**Record 1** if the individual indicates that he/she is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g.,, India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. If the individual does not self-identify his/her race as Asian, leave "blank" or **Record 0**.	1 = Yes	R	R	R	R	R	R
108	Black or African American	IN 1	**Record 1** if the individual indicates that he/she is a person having origins in any of the black racial groups of Africa. If the individual does not self-identify his/her race as Black or African American, leave "blank" or **Record 0**.	1 = Yes	R	R	R	R	R	R

WORKFORCE INVESTMENT ACT STANDARDIZED RECORD DATA (WIASRD)

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by					
					Adults		Workers /		Youth	
					C	I T	C	I T	14-18	19-21
109	Native Hawaiian or other Pacific Islander	IN 1	**Record 1** if the individual indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. If the individual does not self-identify his/her race as Hawaiian Native or Other Pacific Islander, leave "blank" or **Record 0**.	1 = Yes	R	R	R	R	R	R
110	White	IN 1	**Record 1** if the individual indicates that he/she is a person having origins in any of the of the original peoples of Europe, the Middle East, or North Africa. If the individual does not self-identify his/her race as White, leave "blank" or **Record 0**.	1 = Yes	R	R	R	R	R	R
111	Eligible Veteran Status	IN 1	**Record 1** if the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. **Record 2** if the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. **Record 3** if the individual is a person who is (a) the spouse of any person who died on active duty or of a service-connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued thereunder, by the Secretary	1 = Yes, <= 180 days 2 = Yes, Eligible Veteran 3 = Yes, Other Eligible Person 4 = No	R	R	R	R		R
112	Campaign Veteran	IN 1	**Record 1** if the veteran served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM). A current listing of the campaigns can be found at OPM's website http://www.opm.gov/veterans/html/vgmedal2.asp. **Record 2** if the individual does not meet the condition described above.	1 = Yes 2 = No	R	R	R	R		R
113	Disabled Veteran	IN 1	**Record 1** if the individual is a veteran who served in the active U.S. military, naval, or air service 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 veteran 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 3** if the individual does not meet any one of the conditions described above.	1 = Yes 2 = Yes, special disabled 3 = No	R	R	R	R		R

WORKFORCE INVESTMENT ACT STANDARDIZED RECORD DATA (WIASRD)

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by					
					Adults		Workers /		Youth	
					C	IT	C	IT	14-18	19-21
114	Recently Separated Veteran	IN 1	**Record 1** if the individual is a veteran who applied for participation under WIA title I within 48 months after discharge or release from active U.S. military, naval, or air service. **Record 2** if the individual does not meet the condition described above.	1 = Yes 2 = No	R	R	R	R		R
115	Employment Status at Participation	IN 1	**Record 1** if the participant is a person who either (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked 15 hours or more as un unpaid worker in an enterprise operated by a member of the family, or (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. **Record 2** if the participant is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member. **Record 3** if the individual does not meet any one of the conditions described above.	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 3 = Not Employed	R	R	R	R	R	R
116	Limited English Language Proficiency	IN 1	**Record 1** if the individual is a person who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English, or (b) who lives in a family or community environment where a language other than English is the dominant language. **Record 2** if the individual does not meet the conditions described above.	1 = Yes 2 = No		R		R	R	R
117	Single Parent	IN 1	**Record 1** if the individual is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18. **Record 2** if the individual does not meet the condition described above.	1 = Yes 2 = No		R		R	R	R
118	UC Eligible Status at Participation	IN 1	**Record 1** if the individual is a person who (a) filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, **and** (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system. **Record 2** if the individual is a person who meets condition (a) described above, **but** was **not** referred to service through the state's WPRS system. **Record 3** if the individual has exhausted all UC benefit rights for which he/she has been determined monetarily eligible, including extended supplemental benefit rights. **Record 4** if the individual was neither an UC Claimant nor an Exhaustee.	1 = Claimant Referred by WPRS 2 = Claimant Not Referred by WPRS 3 = Exhaustee 4 = Neither Claimant nor Exhaustee		R		R	R	R

WORKFORCE INVESTMENT ACT STANDARDIZED RECORD DATA (WIASRD)

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Adults C	Adults I/T	Workers/ C	Workers/ I/T	Youth 14-18	Youth 19-21
119	Low Income	IN 1	**Record 1** if the individual is a person who (A) receives, or is a members of a family which receives, cash payments under a federal, state or local income-based public assistance program, or (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to program participation (exclusive of unemployment compensation, child support payments, payments described in subparagraph A and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C 402)) that, in relation to family size does not exceed the higher of (i) the poverty line, for an equivalent period, or (ii) 70 percent of the lower living standard income level, for an equivalent period; or (C) is a member of a household that receives (or has been determined within the 6-month period prior to program participation) Food Stamps under the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.); or (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or	1 = Yes 2 = No		R			R	R
120	Temporary Assistance to Needy Families (TANF)	IN 1	**Record 1** if the individual is a person who 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 2** if the individual does not meet the condition described above.	1 = Yes 2 = No		R		R	R	R
121	Other Public Assistance Recipient	IN 1	**Record 1** if the individual 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), Refugee Cash Assistance (RCA), Food Stamp Assistance, and Supplemental Security Income (SSI-SSA Title XVI). Do not include foster child payments. **Record 2** if the individual does not meet the above criteria.	1 = Yes 2 = No		R			R	R

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No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Adults		Workers /		Youth	
					C	I T	C	I T	14 - 18	19 - 21
122	Highest School Grade Completed	IN 2	Use the appropriate code to record the highest school grade completed by the individual. **Record 87** if the individual completes the 12th grade and attained a high school diploma. **Record 88** if the individual completes the 12th grade and attained a GED or equivalent. **Record 89** if the individual with a disability receives a certificate of attendance/completion. **Record 90** if the individual attained other post-secondary degree or certification. **Record 91** if the individual attained an associates diploma or degree (AA/AS)	00 = No school grades completed 01 - 12 = Number of elementary/secondary school grades completed 13 - 15 = Number of college, or full-time technical or vocational school years completed 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree 87 = Attained High School Diploma 88 = Attained GED or Equivalent 89 = Attained Certificate of Attendance/Completion 90 = Attained Other Post-Secondary Degree or Certification 91 = Attained Associates Diploma or Degree		R		R	R	R
123	Displaced Homemaker	IN 1	**Record 1** if the individual is a person who has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. **Record 2** if the individual does not meet the conditions described above.	1 = Yes 2 = No			R	R		
124	Date of Actual Qualifying Dislocation	DT 8	Record the date of separation or dislocation from employment. This date is the last day of employment at the dislocation job. If there is no dislocation job (e.g., displaced homemaker), leave "blank."	YYYYMMDD			R	R		
125	Homeless Individual and/or runaway youth	IN 1	**Record 1** if the individual (adult or youth) is a person who lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual 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 2** if the individual does not meet the conditions described above.	1 = Yes 2 = No		R			R	R

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126	Offender	IN 1	**Record 1** if the individual (adult or youth) is a person who either (a) is or 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 for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes. **Record 2** if the individual does not meet any one of the conditions described above.	1 = Yes 2 = No		R			R	R
127	Pregnant or Parenting Youth	IN 1	**Record 1** if the individual is a person who is either under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18. **Record 2** if the individual does not meet the described above.	1 = Yes 2 = No					R	R
128	Youth Who Needs Additional Assistance	IN 1	**Record 1** if the individual is a person who is between the ages of 14 and 21, and requires additional assistance to complete an educational program, or to secure and 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 2** if the individual does not meet the conditions described above.	1 = Yes 2 = No					R	R
129	School Status at Participation	IN 1	**Record 1** if the individual 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. **Record 2** if the individual 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. **Record 3** if the individual has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school. **Record 4** if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. **Record 5** if the individual is not attending any school and has either graduated from high school or holds a GED.	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school; H.S. Dropout 5 = Not attending school; H.S. graduate					R	R
130	Basic Literacy Skills Deficiency	IN 1	**Record 1** if the participant is a person who computes or solves problems, reads, writes, or speaks English at or below the 8th grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. In addition, states and grantees have the option of establishing their own definition, which must include the above language. In cases where states or grantees establish such a definition, that definition will be used for basic literacy skills determination. **Record 2** if the individual does not meet the conditions described above.	1 = Yes 2 = No					R	R
131	Foster Care Youth	IN 1	**Record 1** if the individual is a person who is in foster care or has been in the foster care system. **Record 2** if the individual does not meet the condition described above.	1 = Yes 2 = No					R	R

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SECTION II - PROGRAM ACTIVITIES AND SERVICES INFORMATION										
SECTION II.A - PROGRAM PARTICIPATION DATA										
301	ETA-Assigned Local Board/Statewide Code	IN 5	Record the 5-digit ETA assigned Local Board/Statewide code where the individual was determined eligible to participate in the program and began receiving services financially assisted by the program. Additional Notes: (1) If the individual was served by the local area and also by other non-local funds (e.g. statewide funds or a national emergency grant), record the code for the Local Board. (2) If the individual was served by two or more local areas, record the code for the local area in which the individual resides. This instruction is not intended to determine how the state measures performance for the local areas.	00000	R	R	R	R	R	R
302	Date of Program Participation	DT 8	Record the date on which the individual begins receiving his/her first service funded by the program following a determination of eligibility to participate in the program.	YYYYMMDD	R	R	R	R	R	R
303	Date of Exit	DT 8	Record the date on which the last service funded by the program or a partner program is received by the participant. Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no gap in service and is not scheduled for future services, the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program. Leave "blank" if the participant has not exited	YYYYMMDD Blank = has not exited	R	R	R	R	R	R
304	Adult (local formula)	IN 1	**Record 1** if the participant received services financially assisted under WIA section 133(b)(2)(A) **Record 2** if the participant did not receive services under the condition described above.	1 = Yes 2 = No	R	R				
305	Dislocated Worker (local formula)	IN 1	**Record 1** if the participant received services financially assisted under WIA section 133(b)(2)(B) **Record 2** if the participant did not receive services under the condition described above.	1 = Yes 2 = No			R	R		
306	Date of First WIA Youth Service	DT 8	Record the date on which the individual began receiving his/her first service funded by the WIA Youth program following a determination of eligibility to participate in the program.	YYYYMMDD					R	R
307	Youth (Statewide 15% Activities)	IN 1	**Record 1** if the participant received services financially assisted by Statewide 15% funds <u>only</u>. **Record 2** if the participant received services financially assisted by <u>both</u> Statewide 15% funds and local youth formula funds. **Record 3** if the participant did not receive any services financially assisted by Statewide 15% funds.	1 = Yes, Statewide 15% only 2 = Yes, Both Statewide 15% and Local Formula 3 = No, Did Not Receive Statewide 15% funded services					R	R
308	Dislocated Worker (Statewide 15% Activities)	IN 1	**Record 1** if the participant received services financially assisted under WIA section 134(a) **Record 2** 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 = Yes 2 = No			R	R		
309	Incumbent Worker	IN 1	**Record 1** if the participant received services financially assisted primarily by Statewide 15% funds. **Record 2** if the participant received services financially assisted primarily by local formula funds, via waiver. **Record 3** if the participant received services financially assisted primarily by Rapid Response funds, via waiver. Record "blank" if the participant did not receive services.	1 = Primarily Statewide 15% funds 2 = Primarily Local Formula (waiver) funds 3 = Primarily Rapid Response (waiver) funds Blank = no serviced received	R	R	R	R	R	R

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					C	IT	C	IT	14-18	19-21
310	Adult (Statewide 15% Activities)	IN 1	**Record 1** if the participant received services financially assisted under WIA section 134(a) **Record 2** 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 = Yes 2 = No	R	R				
311	Rapid Response	IN 1	**Record 1** if the individual participated in rapid response activities authorized at WIA section 134(a)(2)(A)(i) at any time prior to or subsequent to participation in the program. **Record 2** if the participant did not receive services under the condition described above.	1 = Yes 2 = No			R	R		
312	Rapid Response (Additional Assistance)	IN 1	**Record 1** if the individual participated in a program financially assisted by WIA section 134(a)(2)(A)(ii). **Record 2** if the participant did not participate in a program or otherwise receive services under the condition described above, or received services by a local area with statewide funds passed down from the state to the local area.	1 = Yes 2 = No			R	R		
313a	NEG Project ID	AN 4	Record the first Project I.D. Number where the individual received services financially assisted under a National Emergency Grant (NEG). (For example, Utah projects may be numbered UT-02, so the WIASRD entry would be **UT02**) - WIA title ID, section 173. **Record 0000** or leave "blank" if the individual did not receive any services funded by a NEG.	XXXX			R	R		
313b	Second NEG Project ID	AN 4	Record the second Project I.D. Number where the individual received services financially assisted under a NEG. **Record 0000** or leave "blank" if the individual did not receive any services funded by a second NEG.	XXXX			R	R		
313c	Third NEG Project ID / Special Project ID	AN 4	Record the third Project I.D. Number where the individual received services financially assisted under a NEG. Record the WIRED Project I.D. where the individual received services under a WIRED grant. Record the Military Spouse Career Advancement Account (CAA) Project I.D. where the individual received services under a CAA grant. **Record 0000** or leave "blank" if the individual did not receive any services funded by a third NEG, WIRED or CAA grant. If the individual received services financially assisted by more than three NEGs, record only the first three Project I.D. Numbers.	XXXX			R	R		
314	Adult Education	IN 1	**Record 1** if the participant received services financially assisted under WIA Title II **Record 0** or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
315	Job Corps	IN 1	**Record 1** if the participant received services financially assisted under WIA Title I-C **Record 0** or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
316	National Farmworker Jobs Program	IN 1	**Record 1** if the participant received services financially assisted under WIA Title I-D, Section 167 **Record 0** or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
317	Indian and Native American Programs	IN 1	**Record 1** if the participant received services financially assisted under WIA Title I-D, Section 166 **Record 0** or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
318	Veterans' Programs	IN 1	**Record 1** if the participant received services financially assisted by DVOP/LVER funds (WIA section 121(b)(1)(B)(ix)) **Record 2** if the participant received training services financially assisted under WIA section 168. **Record 0** or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes, DVOP/LVER 2 = Yes, VWIP	O	O	O	O	O	O
319	Trade Adjustment Assistance (TAA)	IN 1	**Record 1** if the participant received services financially assisted under the Trade Adjustment Act (WIA section 121(b)(1)(B)(viii)) **Record 2** if the participant did not receive services financially assisted under the Trade Adjustment Act.	1 = Yes 2 = No	R	R	R	R	O	O

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by					
					Adults		Workers /		Youth	
					C	I T	C	I T	14 - 18	19 - 21
320	Vocational Education	IN 1	**Record 1** if the participant received services financially assisted under the Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2471) (WIA section 121(b)(1)(B)(vii)) **Record 0** or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
321	Vocational Rehabilitation	IN 1	**Record 1** if the participant received services financially assisted under parts A and B of title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.), WIA title IV, and section 121(b)(1)(B)(vii)) **Record 0** or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
322	Wagner-Peyser Act	IN 1	**Record 1** if the participant received services financially assisted under the Wagner-Peyser Act (29 USC 49 et seq.) WIA section 121 (b)(1)(B)(ii). **Record 2** if the participant did not receive services financially assisted under the Wagner-Peyser Act.	1 = Yes 2 = No	R	R	R	R	R	R
323	YouthBuild (Dept. of Housing and Urban Development)	IN 1	**Record 1** if the participant received services financially assisted under the YouthBuild Program as authorized under the Housing and Community Development Act of 1992. **Record 0** or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
324	Title V Older Worker Program	IN 1	**Record 1** if the participant received services financially assisted under the Older Americans Act of 1998 (WIA section 121(b)(1)(B)(vi) **Record 0** or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
325	Employment and Training Services Related to Food Stamps	IN 1	**Record 1** if the participant received employment and training services from the Food Stamps program (WIA section 121(b)(2)(B)(iii). **Record 0** or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = Yes	O	O	O	O	O	O
326	Other WIA or Non-WIA Programs	IN 1	**Record 1** if the participant received services financially assisted from any other WIA or non-WIA program not listed above that provided the individuals with services. **Record 2** if the participant received services financially assisted in full or in part by funds from the American Recovery and Reinvestment Act of 2009. **Record 3** if the participant received services financially assisted from any other WIA or non-WIA program not listed above AND received services financially assisted in full or part by funds from the American Recovery and Reinvestment Act of 2009. **Record 0** or leave "blank" if the individual did not receive any services under the condition described above or it is not known.	1 = received services financially assisted from any other WIA or non-WIA program not listed above 2 = received services financially assisted in full or in part by the ARRA 3 = received services financially assisted from any other WIA or non-WIA program not listed above AND received services financially assisted in full or part by the ARRA	R	R	R	R	R	R

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					Adults		Workers /		Youth	
					C	I T	C	I T	14 - 18	19 - 21
327	Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)	IN 2	**Record 01** if the participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days. **Record 02** if the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days. **Record 03** if the participant was found to be deceased or no longer living. **Record 04** if the participant is providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days. **Record 05** if the participant is a member of the National Guard or other reserve military unit and is called to active duty for at least 90 days. **Record 06** if the youth participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system (exclusion for youth participants only). **Record 98** if the participant retired from employment. **Record 99** if the participant either disclosed an invalid social security number (SSN) or chose not to disclose a SSN. **Record 00** if the participant exited for a reason other than one of the conditions described above. Leave "blank" if this field does not apply (e.g. they have not exited) Additional Note: Exit Reason "98 = Retirement" has been added for program management purposes only and individuals who exit the program based on this reason will not be excluded from calculation of the performance measures. Rather, these individuals will be included in the performance measure calculations.	01 = Institutionalized 02 = Health/Medical 03 = Deceased 04 = Family Care 05 = Reservists Called to Active Duty 06 = Relocated to Mandated Residential Program 85-95 = Other ETA exclusions 96 = TAA demonstration 97 = Hurricane exclusion 98 = Retirement 99 = Invalid SSN. 00 = Participant has not exited or exited for reason other than one of the conditions listed above. Blank = does not apply	R	R	R	R	R	R

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SECTION II.B - SERVICES AND OTHER RELATED ASSISTANCE DATA										
328	Received Supportive Services (except needs-related payments)	IN 1	**Record 1** if the individual received supportive services (WIA section 134(e)(2)) which include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the individual to participate in activities authorized under WIA title IB. For youth, support services (WIA section 101(46)) for youth include (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) referrals to medical services; and (f) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear. **Record 2** if the individual did not receive any supportive services.	1 = Yes 2 = No	R	R	R	R	R	R
329	Needs-Related payments (Adults/Dislocated Workers in training services) or stipends (Youth in training)	IN 1	**Record 1** if the individual received needs related payments WIA title IB funded for the purpose of enabling the individual to participate in approved training funded under WIA Title IB. **Record 2** if the individual did not receive any needs-related payments or stipends.	1 = Yes 2 = No		R		R	R	R
330	Received Disaster Relief Assistance	IN 1	**Record 1** if the individual received disaster relief assistance as part of a National Emergency Grant (NEG), which includes, but is not limited to, providing food, clothing, shelter and related humanitarian services; performing demolition, cleaning, repair, renovation and reconstruction of damaged and destroyed public structures, facilities and lands located within the designated disaster area, as defined in the grant award document. **Record 2** if the individual did not receive any disaster relief assistance as part of a NEG.	1 = Yes 2 = No			R[NEG]	R[NEG]		
331	Received Core Self-Services and Informational Activities	IN 1	**Record 1** if the individual received core self-service and informational activities. Self-service and informational activities are those core services accessible to the general public electronically or through a physical location that are designed to inform and educate individuals about the labor market and their employment strengths, weaknesses, and the range of services appropriate to their situation, and that do not require significant staff involvement with the individual. **Record 2** if the individual did not receive any core self-service and informational activities as described above. **Record 0** or leave "blank" if not known.	1 = Yes 2 = No	R	R	R	R		
332	Date of First Staff Assisted Core Service	DT 8	Record the date on which the individual received his/her first staff assisted core service (excluding self-service and informational activities). Otherwise, leave "blank" if the individual did not receive staff assisted core services.	YYYYMMDD	R		R			
333	Received Workforce Information Services	IN1	**Record 1** if the individual received workforce information services which includes, but is not limited to, providing 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; job destruction; new hire rates, worker residency, commuting pattern information; and the identification of high growth and high demand industries. **Record 2** if the individual did not receive any workforce information services as described above. **Record 0** or leave "blank" if not known.	1 = Yes 2 = No	R	R	R	R	R	R

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Adults C	Adults I T	Workers / C	Workers / I T	Youth 14-18	Youth 19-21
334	Date of First Intensive Service	DT 8	Record the date on which the individual received his/her first intensive service. Otherwise, leave "blank" if the individual did not receive intensive services.	YYYYMMDD		R		R		
335	Date Entered Training	DT 8	Record the date on which the individual's training actually began. If multiple training services were received, record the earliest date on which the individual entered training. Otherwise, leave "blank" if the individual did not receive training services.	YYYYMMDD		R		R		R
336	Date Completed, or Withdrew from, Training	DT 8	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the individual completed training. Otherwise, leave "blank" if the individual did not receive training services.	YYYYMMDD		R		R		R
337	Established Individual Training Account (ITA)	IN 1	**Record 1** if any of the individual's services were purchased utilizing an Individual Training Account established for adults or dislocated workers and funded by WIA title I. **Record 2** if the individual does not meet the condition described above.	1 = Yes 2 = No		R		R		
338	Pell Grant Recipient	IN 1	**Record 1** if the individual is or has been notified s/he will be receiving a Pell Grant at any time during participation in the program. This information may be updated at any time during participation in the program. **Record 2** if the individual does not meet the condition described above.	1 = Yes 2 = No		R		R	R	R
339	Received Pre-Vocational Activities	IN 1	**Record 1** if the individual 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 (i.e., intensive services for adults and dislocated workers). **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No		R		R		
340	Type of Training Service #1	IN 1	Use the appropriate code to indicate the type of approved training being provided to the individual. **Record 0** or leave "blank" if the individual did not receive training services.	1 = On-the-Job Training 2 = Skill Upgrading & Retraining 3 = Entrepreneurial Training 4 = ABE or ESL in Combination with Training 5 = Customized Training 6 = Other Occupational Skills Training		R		R		R
341	Type of Training Service #2	IN 1	If the individual has received a second type of training, record the appropriate code to indicate the type of approved training being provided to the individual. **Record 0** or leave blank if the individual did not receive a second training service. Additional Note: If the individual receives more than two training services, record the two most recent training services received by the individual. For example, if the individual received Adult Basic Education in combination with Customized Training, then states should code WIASRD Element #340 as **4 = ABE or ESL in Combination with Training** and code WIASRD Element #341 as **5 = Customized Training**.	1 = On-the-Job Training 2 = Skill Upgrading & Retraining 3 = Entrepreneurial Training 4 = ABE or ESL in Combination with Training 5 = Customized Training 6 = Other Occupational Skills Training		O		O		O

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by					
					Adults		Workers /		Youth	
					C	I T	C	I T	14 - 18	19 - 21
342	Occupational Skills Training Code	IN 8	Enter the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. **Record 00000000** or leave "blank" if occupational code is not available or not known. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual recieves multiple training services, use the occupational skills training code for the most recent training.	00000000		R		R		R
SECTION II.C - ADDITIONAL YOUTH SERVICES DATA										
343	Enrolled in Education	IN 1	**Record 1** if the individual is enrolled in secondary school, post-secondary school, adult education programs, or any other organized program of study. States may use this coding value if the youth was either already enrolled in education at the time of participation in the program or became enrolled in education at any point while participating in the program. **Record 2** if the individual was not enrolled in education.	1 = Yes 2 = No					R	R
344	Received Educational Achievement Services	IN 1	**Record 1** if the participant received educational achievement services. Educational achievement services include, but are not limited to, tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies; and alternative secondary school offerings. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No					R	R
345	Received Employment Services	IN 1	**Record 1** if the participant received employment services. Employment services include paid and unpaid work experiences, including internships, and job shadowing; and occupational skills training. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No					R	R
346	Received Summer Employment Opportunities	IN 1	**Record 1** if the participant received summer employment opportunities directly linked to academic and occupational learning. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No					R	R
347	Received Additional Support for Youth Services	IN 1	**Record 1** if the participant received supports for youth services that include, but are not limited to, the following: (a) adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation or (b) comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No					R	R
348	Received Leadership Development Opportunities	IN 1	**Record 1** if the participant received services that include, but are not limited to, opportunities that encourage responsibility, employability, and other positive social behaviors such as (a) exposure to post-secondary educational opportunities; (b) community and service learning projects; (c) peer-centered activities, including peer mentoring and tutoring; (d) organizational and team work training, including team leadership training; (e) training in decision making, including determining priorities; and (f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources. **Record 2** if the individual did not receive any of the services described above.	1 = Yes 2 = No					R	R

WORKFORCE INVESTMENT ACT STANDARDIZED RECORD DATA (WIASRD)

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Adults C	Adults IT	Workers / C	Workers / IT	Youth 14-18	Youth 19-21
349	Received Follow-up Services	IN 1	**Record 1** if the participant received 12 months of follow-up services. Follow-up services for youth include (a) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; (b) assistance in securing better paying jobs, career development and further education; (c) work-related peer support groups; (d) adult mentoring; and (e) tracking the progress of youth in employment after training. **Record 2** if the individual did not receive 12 months of follow-up services. **Record 0** or leave "blank" if the youth has not exited or has exited and is continuing to receive follow-up services, but has not yet received 12 months of follow-up services. Additional Note: If a youth reenrolls in WIA within 12 months of exit, **Record 1** if follow-up services were provided throughout the period from exit to re-enrollment.	1 = Yes 2 = No					R	R

SECTION III - PROGRAM OUTCOMES INFORMATION

SECTION III.A - EMPLOYMENT AND JOB RETENTION DATA

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Adults C	Adults IT	Workers / C	Workers / IT	Youth 14-18	Youth 19-21
601	Employed in 1st Quarter After Exit Quarter	IN 1	**Record 1** if the participant was employed in the first quarter after the quarter of exit. **Record 2** if the participant was not employed in the first quarter after the quarter of exit. **Record 3** if information on the participant's employment status in the first quarter after the quarter of exit is not yet available, or they have not exited	1 = Yes 2 = No 3 = Information not yet available, or not exited	R	R	R	R	R	R
602	Type of Employment Match 1st Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the individual's employment status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than once source of employment using wage records, record the data source for which the individual's earnings are greatest. **Record 0** or leave "blank" if the individual was not employed in the first quarter after the quarter of exit, or they have not exited. Additional Note: If the participant is found employed in a wage record source (e.g., State/local government employment records) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available, or not exited Blank or 0 = not employed	R	R	R	R	R	R
603	Occupational Code (if available)	IN 8	Record the 8-digit occupational code that best describes the individual's employment using the O*Net Version 4.0 (or later versions) classification system. This information can be based on any job held after exit from the program. **Record 00000000** or leave "blank" if occupational code is not available or not known. Additional Notes: This information can be based on any job held after exit and only applies to adults, dislocated workers and older 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.	00000000 Blank or 00000000 = unavailable, not known, or not exited (No hyphens or periods)	R	R	R	R		R

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604	Entered Training-Related Employment	IN 1	**Record 1** if the employment in which the individual entered uses a substantial portion of the skills taught in the training received by the individual. This information can be based on any job held after exit and only applies to adults, dislocated workers and older youth who entered employment in the quarter after the exit quarter. **Record 2** if the employment in which the individual entered does not use a substantial portion of the skills taught in the training received by the individual. **Record 0** or leave "blank" if not known, or they have not exited	1 = Yes 2 = No Blank or 0 = not applicable Younger Youth, Adult or Dislocated Worker/NEG core services only, or not exited		R		R		R
605	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 older youth who entered employment in the quarter after the exit quarter. **Record 2** if the individual does not meet the condition described above. **Record 0** or leave "blank" if not known, or they have not exited	1 = Yes 2 = No Blank or 0 = not applicable Younger Youth only, or not exited	R	R	R	R		R
606	Employed in 2nd Quarter After Exit Quarter	IN 1	**Record 1** if the participant was employed in the second quarter after the quarter of exit. **Record 2** if the individual was not employed in the second quarter after the quarter of exit. **Record 3** if the individual has exited but employment information is not yet available, or they have not exited	1 = Yes 2 = No 3 = Information not yet available, or not exited Blank or 0 = not applicable (Younger Youth only)	R	R	R	R		R
607	Type of Employment Match 2nd Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the individual's employment status in the second quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the second quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than once source of employment using wage records, record the data source for which the individual's earnings are greatest. **Record 0** or leave "blank" if the individual was not employed in the second quarter after the quarter of exit. Additional Note: If the participant is found employed in a wage record source (e.g., State/local government employment records) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available, or not exited Blank or 0 = not employed	R	R	R	R		R
608	Employed in 3rd Quarter After Exit Quarter	IN 1	**Record 1** if the participant was employed in the third quarter after exit; **Record 2** if the individual was not employed in the third quarter after exit. **Record 3** if the individual has exited but employment information is not yet available, or they have not exited	1 = Yes 2 = No 3 = Information not yet available, or not exited	R	R	R	R	R	R

WORKFORCE INVESTMENT ACT STANDARDIZED RECORD DATA (WIASRD)

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Adults C	Adults I/T	Workers/ C	Workers/ I/T	Youth 14-18	Youth 19-21
609	Type of Employment Match 3rd Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the individual's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than once source of employment using wage records, record the data source for which the individual's earnings are greatest. **Record 0** or leave "blank" if the individual was not employed in the third quarter after the quarter of exit. Additional Note: If the participant is found employed in a wage record source (e.g., State/local government employment records) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available, or not exited Blank or 0 = not employed	R	R	R	R	R	R
610	Employed in 4th Quarter After Exit Quarter	IN 1	**Record 1** if the participant was employed in the fourth quarter after exit; **Record 2** if the individual was not employed in the fourth quarter after exit. **Record 3** if the individual has exited but employment information is not yet available, or they have not exited	1 = Yes 2 = No 3 = Information not yet available, or not exited Blank or 0 = not applicable (Younger Youth only)	R	R	R	R		R
611	Type of Employment Match 4th Quarter After Exit Quarter	IN 1	Use the appropriate code to identify the method used in determining the individual'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 first quarter after the exit quarter. If individuals are not found in the wage records, grantees may then use supplemental data sources. If the individual is found in more than once source of employment using wage records, record the data source for which the individual's earnings are greatest. **Record 0** or leave "blank" if the individual was not employed in the fourth quarter after the quarter of exit. Additional Note: If the participant is found employed in a wage record source (e.g., State/local government employment records) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 5 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available, or not exited Blank or 0 = not employed	R	R	R	R		R
	SECTION II.B - WAGE RECORD DATA									
612	Wages 3rd Quarter Prior to Participation Quarter	DE 8.2	Record total earnings from wage records for the third quarter prior to the quarter of participation. Please enter 999999.99 if data are not yet available for this item, or data are too far in the past to obtain from the UI wage records. Otherwise, leave "blank" if this data element does not apply.	000000.00 Blank = not applicable	R	R	R	R		R
613	Wages 2nd Quarter Prior to Participation Quarter	DE 8.2	Record total earnings from wage records for the second quarter prior to the quarter of participation. Please enter 999999.99 if data are not yet available for this item, or data are too far in the past to obtain from the UI wage records. Otherwise, leave "blank" if this data element does not apply.	000000.00 Blank = not applicable	R	R	R	R		R
614	Wages 1st Quarter Prior to Participation Quarter	DE 8.2	Record total earnings from wage records for the first quarter prior to the quarter of participation. Please enter 999999.99 if data are not yet available for this item, or data are too far in the past to obtain from the UI wage records. Otherwise, leave "blank" if this data element does not apply.	000000.00 Blank = not applicable	R	R	R	R		

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No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Adults C	Adults I/T	Workers/ C	Workers/ I/T	Youth 14-18	Youth 19-21
615	Wages 1st Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the first quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item, or they have not exited. Otherwise, leave "blank" if this data element does not apply.	000000.00 Blank = not applicable	R	R	R	R	R	R
616	Wages 2nd Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the second quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item, or they have not exited. Otherwise, leave "blank" if this data element does not apply.	000000.00 Blank = not applicable	R	R	R	R		R
617	Wages 3rd Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the third quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item, or they have not exited. Otherwise, leave "blank" if this data element does not apply.	000000.00 Blank = not applicable	R	R	R	R	R	R
618	Wages 4th Quarter After Exit Quarter	DE 8.2	Record total earnings from wage records for the fourth quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item, or they have not exited. Otherwise, leave "blank" if this data element does not apply.	000000.00 Blank = not applicable	R	R	R	R		R
SECTION III.C - EDUCATION, CREDENTIAL, AND SKILL ATTAINMENT DATA										
619	Type of Recognized Credential	IN 1	Use the appropriate code to record the type of recognized educational or occupational certificate/credential/diploma/degree attained by the individual who received training services. **Record 0** if the individual received training services, but did not attain a recognized credential. Credentials must be attained either during participation or by the end of the third quarter after the quarter of exit from services (other than follow-up services).	1 = High School Diploma/GED 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Occupational Skills Licensure 5 = Occupational Skills Certificate/Credential 6 = Other Recognized Educational or Occupational Skills Certificate/Credential		R		R		R
620	Goal #1 Type	IN 1	Use the appropriate code to record the type of skill attainment goal. Setting one basic skills goal is required if the youth is basic literacy skills deficient.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills					R	
621	Date Goal #1 Was Set	DT 8	Record the date on which the goal was set for the youth, except that the date of the first goal set must be recorded as the registration date.	YYYYMMDD					R	
622	Attainment of Goal #1	IN 1	**Record 1** if the goal was attained. Attainment of a goal is to be based on an individual's assessment using widely accepted and recognized measurement/assessment techniques. **Record 2** if the goal was set, but not attained. A goal is not attained when the anniversary date has passed without attainment of the goal. The anniversary date of a goal is the date one year after the date the goal was set. **Record 3** if the goal was set, but attainment is pending. This code should not be used after exit. When the youth exits, this field should be marked with a "1" or "2" for all goals that have been set.	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending					R	
623	Date Attained Goal #1	DT 8	Record date on which the goal was attained. This date should normally be on or before the one-year anniversary of the date the goal was set. However, it may be later if the participant had a planned gap in service where he/she was placed in hold status during which services were not received, but the participant planned to return to the program.	YYYYMMDD					R	

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624	Goal #2 Type	IN 1	See Item 625	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills					R	
625	Date Goal #2 Was Set	DT 8	Leave blank if goal #2 is not set. See Item 626 for other specifications.	YYYYMMDD					R	
626	Attainment of Goal #2	IN 1	Leave blank if goal #2 is not set. See Item 627 for other specifications.	1 = Attained 2 = Set, but not attained before 1 year anniversary date 3 = Set, but attainment is pending					R	
627	Date Attained Goal #2	DT 8	Leave blank if goal #2 is not set. See Item 628 for other specifications.	YYYYMMDD					R	
628	Goal #3 Type	IN 1	Leave blank if goal #3 is not set. See Item 625 for other specifications.	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills					R	
629	Date Goal #3 Was Set	DT 8	Leave blank if goal #3 is not set. See Item 626 for other specifications.	YYYYMMDD					R	
630	Attainment of Goal #3	IN 1	Leave blank if goal #3 is not set. See Item 627 for other specifications.	1 = Attained 2 = Set, but not attained before 1 year anniversary date 3 = Set, but attainment is pending					R	
631	Date Attained Goal #3	DT 8	Leave blank if goal #3 is not set. See Item 628 for other specifications.	YYYYMMDD					R	
632 to 667	Information on Additional Youth Goals		Space will be provided in the record layout so that information on additional goals can be reported as needed to fully reflect goals set and attained by each youth. All goals set in the program year and the preceding program year should be reported. States should report all goals set during the youth's period of participation.						R	
668	Attained Degree or Certificate	IN 1	**Record 1** if the individual attained a secondary school (high school) diploma recognized by the State. **Record 2** if the individual attained a GED or high school equivalency diploma recognized by the State. **Record 3** if the individual attained a certificate in recognition of an individual's attainment of technical or occupational skills or other post-secondary degree/diploma.. **Record 4** if the individual did not attain a diploma, GED, or certificate. **SPECIAL NOTE**: Fields #668 and #669 will be used to calculate both the current WIA Younger Youth Diploma Rate and the common measure Attainment of a Degree or Certificate for all youth (14-21). To achieve positive outcomes on both measures, the state should make sure that coding values 1 or 2 are reported when the youth receives a diploma or equivalent either during participation in the program or by the end of the first quarter after the quarter of exit. If the youth receives another degree or certificate beyond the first quarter after the quarter of exit, the state should not update the record.	1 = Individual attained a secondary school (high school) diploma. 2 = Individual attained a GED or high school equivalency diploma. 3 = Individual attained a certificate or other post-secondary degree/diploma. 4 = Individual did not attain a diploma, GED, or certificate					R	R

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					Adults		Workers /		Youth	
					C	IT	C	IT	14-18	19-21
669	Date Attained Degree or Certificate	DT 8	Record the date on which the individual attained a diploma, GED, or certificate. Leave "blank" if the individual did not attain a diploma, GED, or certificate. Additional Note: For recording multiple degrees or certificates, please see the special note under WIASRD Element #668.	YYYYMMDD					R	R
670	School Status at Exit	IN 1	**Record 1** if the individual 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. **Record 2** if the individual 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. **Record 3** if the individual has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school. **Record 4** if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. **Record 5** if the individual is not attending any school and has either graduated from high school or holds a GED. **Record 0** or leave "blank" if the individual has not exited.	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school or H.S. Dropout 5 = Not attending school; H.S. graduate Blank or 0 = not known, or not exited					R	R
671	Youth Placement Information	IN 1	Use the appropriate code to record the primary activity the youth entered in the first quarter following the exit quarter (youth may qualify for more than one activity). For example, if the youth enters advanced training and has entered a qualified apprenticeship, please record 4. **Record 0** if the youth did not enter any one of the activities listing in the coding value, or they have not exited	1 = Entered post-secondary education 2 = Entered advanced training 3 = Entered military service 4 = Entered a qualified apprenticeship 0 = did not enter any activities Blank = not applicable (Adult, Dislocated Worker, or NEG funding streams only) or Information not yet available: individual has not exited					R	R
672	Youth Retention Information	IN 1	Use the appropriate code to record the primary activity the youth entered in the third quarter following the exit quarter (youth may qualify for more than one activity). For example, if the youth enters advanced training and has entered a qualified apprenticeship, please record 4. **Record 0** if the youth did not enter any one of the activities listing in the coding value, or they have not exited	1 = In post-secondary education 2 = In advanced training 3 = In military service 4 = In a qualified apprenticeship 0 = did not enter any activities Blank = not applicable (Adult, Dislocated Worker, or NEG funding streams only) or information not yet available: individual has not exited					R	R
SECTION III.D - ADDITIONAL YOUTH LITERACY AND NUMERACY ASSESSMENT DATA										
701	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 Adult Basic Education (ABE) for at least one functional area and English-As-A-Second Language (ESL) for a different funtional area. **Record 0** or leave "blank" if the individual was not assessed in literacy or numeracy.	1 = ABE 2 = ESL 3 = Both ABE and ESL					R	R

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					Adults		Workers /		Youth	
					C	I T	C	I T	14 - 18	19 - 21
702	Type of Assessment Test	IN 1	Use the appropriate code to record the type of assessment test that was administered to the youth participant. **Record 0** or leave "blank" if the individual was not assessed in literacy or numeracy.	1 = TABE 9-10 2 = CASAS (Life Skills) 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = TABE Class E 9 = Wonderlic 10 = Other Approved Assessment Tool					R	R
703	Functional Area	IN 1	Use the appropriate code for the functional area of the assessment test that was administered to the youth participant. **Record 0** or leave "blank" if the individual was not assessed in literacy or numeracy.	1 = Reading 2 = Writing 3 = Language 4 = Mathematics 5 = Speaking 6 = Oral 7 = Listening 8 = Other Functional Area					R	R
704	Date Administered Pre-Test	DT 8	Record the date on which the pre-assessment test was administered to the youth participant. Leave "blank" if the individual was not assessed in literacy or numeracy.	YYYYMMDD					R	R
705	Pre-Test Score	IN 3	Record the raw scale score achieved by the youth participant on the pre-assessment test. **Record 000** or leave "blank" if the individual was not assessed in literacy or numeracy.	000					R	R
706	Educational Functioning Level	IN 1	Record the educational functioning level that is associated with the youth participant's raw scale score. **Record 0** or leave "blank" if the individual was not assessed in literacy or numeracy.	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education					R	R

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707	Date Administered Post-Test (Year #1)	DT 8	Record the date on which the post-test was administered to the youth 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 youth did not receive a post-test during his/her first year of participation in the program.	YYYYMMDD					R	R
708	Post-Test Score (Year #1)	IN 3	Record the raw scale score achieved by the youth participant. **Record 000** or leave "blank" if the youth did not receive a post-test during his/her first year of participation in the program.	000					R	R
709	Educational Functioning Level (Year #1)	IN 1	Record the educational functioning level that is associated with the youth participant's raw scale score. **Record 0** or leave "blank" if the youth did not receive a post-test during his/her first year of participation in the program.	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education					R	R
710	Date Administered Post-Test (Year #2)	DT 8	Record the date on which the post-test was administered to the youth during his/her second 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 youth did not receive a post-test during his/her second year of participation in the program. Additional Note: For WIASRD Elements #710-712, these fields are only reported for youth who remain basic skills deficient and continue to participate in the program for a second full year. At the completion of the second year, the individual should be post-tested and the information reported in these fields. To determine an increase of one or more levels, the individual's post-test scores from the second year in the program will be compared to the scores from the test that was administered at the latest point during the first year.	YYYYMMDD					R	R
711	Post-Test Score (Year #2)	IN 3	Record the raw scale score achieved by the youth participant. **Record 000** or leave "blank" if the youth did not receive a post-test during his/her second year of participation in the program.	000					R	R

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					C	I T	C	I T	14-18	19-21
712	Educational Functioning Level (Year #2)	IN 1	Record the educational functioning level that is associated with the youth participant's raw scale score. **Record 0** or leave "blank" if the youth did not receive a post-test during his/her second year of participation in the program.	1= Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education					R	R
713	Date Administered Post-Test (Year #3)	DT 8	Record the date on which the post-test was administered to the youth during his/her third 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 youth did not receive a post-test during his/her third year of participation in the program. Additional Note: For WIASRD Elements #713-715, these fields are only reported for youth who remain basic skills deficient and continue to participate in the program for a third full year. At the completion of the third year, the individual should be post-tested and the information reported in these fields. To determine an increase of one or more levels, the individual's post-test scores from the third year in the program will be compared to the scores from the test that was administered at the completion of the second year.	YYYYMMDD					R	R

No.	DATA ELEMENT NAME	DATA TYPE/ FIELD LENGTH	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE	Required Items by					
					Adults		Workers /		Youth	
					C	I T	C	I T	14 - 18	19 - 21
714	Post-Test Score (Year #3)	IN 3	Record the raw scale score achieved by the youth participant. **Record 000** or leave "blank" if the youth did not receive a post-test during his/her third year of participation in the program.	000					R	R
715	Educational Functioning Level (Year #3)	IN 1	Record the educational functioning level that is associated with the youth participant's raw scale score. **Record 0** or leave "blank" if the youth did not receive a post-test during his/her third year of participation in the program.	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education					R	R
716 to 743	Information on Additional Functional Areas		The collection of ABE/ESL assessment data for youth who are basic skills deficient is organized according to the Type of Assessment Test and Functional Area, providing space for the collection of up to 3 annual post-test scores in each functional area. Additional space has been provided on the record layout so that information on youth achievement in more than one functional area (e.g., reading, mathematics) can be reported as needed to fully reflect progress toward literacy or numeracy gains. For example, if the youth is assessed using TABE 9-10 in Reading and Math, data elements 702-715 will be used to track achievement in the Reading functional area (if necessary, for up to 3 full years) and then repeat to track achievement in the Math functional area (if necessary, for up to 3 full years) using the additional spaces 716-729 provided on the record layout.						R	R
Additional User Defined Fields										
744	WIB Name	AN 75	Record the WIB Name from which the individual received services	N/A	R	R	R	R	R	R
745	Office Name	AN 75	Record the Office Name from which the individual received services	N/A	R	R	R	R	R	R
746	Case Manager	AN 75	Record the name of the case manager assigned to the individual	N/A						
747	User Field 1	AN 75	N/A: User defined field	N/A						
748	User Field 2	AN 75	N/A: User defined field	N/A						

Attachment B: Key Terms and Definitions

This table defines several important terms used throughout Attachments C and D. The definitions are the same as the current specifications used in DRVS and EBSS.

Variable Name	WIASRD Field References	Definitions
YOUNGER YOUTH	306, 102	WIASRD 306 (Date of First Youth Service) = Valid Date
		WIASRD 102 (Date of Birth) = Valid Date
		Number of years between WIASRD 102 (Date of Birth) and WIASRD 306 (Date of First Youth Service) is less than 19, and greater than or equal to 14
OLDER YOUTH	306, 102	WIASRD 306 (Date of First Youth service) = Valid Date
		WIASRD 102 (Date of Birth) = Valid Date
		Number of years between WIASRD 102 (Date of Birth) and WIASRD 306 (Date of First Youth Service) is less than 22, and greater than or equal to 19
YOUTH	306, 102	WIASRD 306 (Date of First Youth service) = Valid Date
		WIASRD 102 (Date of Birth) = Valid Date
		Number of years between WIASRD 102 (Date of Birth) and WIASRD 306 (Date of First Youth Service) is less than 22, and greater than or equal to 14
ADULT	304, 310	WIASRD 304 (Adult - Local Formula) = 1 or 310 (Adult - Statewide 15% Activities) = 1
DW	305, 308, 312, 313a	WIASRD 305 (Dislocated Worker (Local Worker)) = 1 or WIASRD 308 (Dislocated Worker (Statewide 15% Activities) = 1 or WIASRD 312 (Rapid Response (Additional Assistance)) = 1 or WIASRD 313a (NEG Project ID) = Not Null
C	335, 340, 334	(WIASRD 335 (Date Entered Training) = Blank, or WIASRD 340 (Type of Service #1) = 0 or Blank) and WIASRD 334 (Date of First Intensive Service) = Blank
IT	335, 340, 334	(WIASRD 335 = Valid Date and WIASRD 340 > 0) or (WIASRD 334 = Valid Date)
Exit Quarter	N/A	If WIASRD 303 (Date of Exit) falls within 7/1 - 9/30 then Q1, if 10/1-12/31 then Q2, if 1/1 - 3/31 then Q3, if 4/1-6/30 then Q4, of the designated program year
Report Submittal Date	N/A	The date that ETA receives the states submission of Individual records for the quarter that ended no more than 45 days prior
LitNum Start Date	N/A	The following states and territories have a lit/num start date of 7/1/2005: AZ, AR, CA, CO, HI, ID, KS, MS, NJ, OK, PA, PR, and VI. The remaining states and territories have a lit/num start date of 7/1/2006.
Valid Date	N/A	An entered date that must be formatted to align with: YYYYMMDD
Not Null	N/A	The field value cannot be Blank or incongruent with the format of the valid values.

Attachment C: Global Edit Checks and Default Warnings

There are global edit checks that validate the consistency of values across fields. The following table defines the global edits checks to be applied on the upcoming quarterly PY 2009 Q3 WIASRD Submission; there are no major changes to these global edits.

Global Edit Rules	Global Edit Check Logic	Error Type
Duplicate Record Detection Logic	A. If multiple records have the same Individual Identifier (WIASRD 101), then no record can have a Date of Program Participation (WIASRD 302) or a Date or Exit (WIASRD 303) between the Date of Program Participation and the Date of Exit of any other record with the same Individual Identifier.	**Reject**
	B. If multiple records have the same Individual Identifier (WIASRD 101), then no record can have a Date of Program Participation (WIASRD 302) or a Date or Exit (WIASRD 303) between the Date of Program Participation and the Date of Exit plus 90 days (inclusive) of any other record with the same Individual Identifier.	**Reject**
	C. If multiple records have the same Individual Identifier, then only the record with the most recent Date of Program Participation can have a blank Date of Exit.	**Reject**
Required Program Funding Stream Edit Logic	Must be: WIASRD 304 (Adult (local formula)) = 1 or WIASRD 305 (Dislocated Worker (local formula)) = 1 or WIASRD 306 (Date of First Youth Service)) = Valid Date or WIASRD 308 (Dislocated Worker (Statewide 15% Activities)) = 1 or WIASRD 309 (Incumbent Worker (Statewide 15% Activities)) = 1, 2 or 3, or WIASRD 310 (Adult (Statewide 15% Activities)) = 1 or WIASRD 312 (Rapid Response (Additional Assistance)) = 1 or WIASRD 313a (NEG Project ID) = Not Null or WIASRD 313c (Third NEG Project ID/Special Projects) = Not Null	**Reject**
Required Services Received Edit Logic	A. If **[**WIASRD 304 (Adult (local formula)) = 1 or WIASRD 305 (Dislocated Worker (local formula)) = 1 or WIASRD 308 (Dislocated Worker (Statewide 15% Activities)) = 1 or WIASRD 310 (Adult (Statewide 15% Activities)) = 1 or WIASRD 312 (Rapid Response (Additional Assistance)) = 1**]** then WIASRD 331 (Received Core Self-Services and Informational Activities) must = 1 or WIASRD 332 (Date of First Staff Assisted Core Service) must = Valid Date or WIASRD 334 (Date of First Intensive Service) must = Valid Date or WIASRD 335 (Date Entered Training) must = Valid Date	**Reject**
	B. If WIASRD 313a (NEG Project ID) = Not Null, then WIASRD 330 (Received Disaster Relief Assistance) must = 1 or WIASRD 331 (Received Core Self-Services and Informational Activities) must = 1 or WIASRD 332 (Date of First Staff Assisted Core Service) = Valid Date or WIASRD 334 (Date of First Intensive Service) =Valid Date or WIASRD 335 (Date Entered Training) = Valid Date	**Reject**
Age Edits for Youth and Non-Youth Funding Streams	A. If WIASRD 306 (Date of First Youth Service) = Valid Date, then the number of years between WIASRD 306 (Date of First Youth Service) and WIASRD 102 (Date of Birth) must be greater than or equal to14 and less than 22.	**Reject**
	B. If WIASRD 306 (Date of First Youth Service) = Blank, and WIASRD 102 (Date of Birth) = Valid Date, then the number of years between WIASRD 302 (Date of Program Participation) and WIASRD 102 (Date of Birth) must be greater than or equal to 14 and less than 100.	**Warning**

Edit Check for Employed, Type of Employment Match, and Wages -- 1st Quarter After Exit Quarter	If WIASRD 601 (Employed in 1st Quarter After Exit Quarter) = 3 and WIASRD 602 (Type of Employment Match 1st Quarter After Exit Quarter) = 6 and WIASRD 615 (Wages 1st Quarter After Exit Quarter) = 999999.99 and if Exit Quarter + 3 quarter <= Report Submittal Date, then make WIASRD 601 = 2, WIASRD 602 = 0, and WIASRD 615 = 0.	**Default Warning**
Edit Check for Employed, Type of Employment Match, and Wages -- 2nd Quarter After Exit Quarter	If WIASRD 606 (Employed in 2nd Quarter After Exit Quarter) = 3 and WIASRD 607 (Type of Employment Match 2nd Quarter After Exit Quarter) = 6 and WIASRD 616 (Wages 2nd Quarter After Exit Quarter) = 999999.99 and if Exit Quarter + 4 quarter <= Report Submittal Date, then make WIASRD 606 = 2, WIASRD 607 = 0, and WIASRD 616 = 0.	**Default Warning**
Edit Check for Employed, Type of Employment Match, and Wages -- 3rd Quarter After Exit Quarter	If WIASRD 608 (Employed in 3rd Quarter After Exit Quarter) = 3 and WIASRD 609 (Type of Employment Match 3rd Quarter After Exit Quarter) = 6 and WIASRD 617 (Wages 3rd Quarter After Exit Quarter) = 999999.99 and if Exit Quarter + 5 quarters <= Report Submittal Date, then make WIASRD 608 = 2, WIASRD 609 = 0, and WIASRD 617 = 0.	**Default Warning**
Edit Check for Employed, Type of Employment Match, and Wages -- 4th Quarter After Exit Quarter	If WIASRD 610 (Employed in 4th Quarter After Exit Quarter) = 3 and WIASRD 611 (Type of Employment Match 4th Quarter After Exit Quarter) = 6 and WIASRD 618 (Wages 4th Quarter After Exit Quarter) = 999999.99 and if Exit Quarter + 6 quarters <= Report Submittal Date, then make WIASRD 610 = 2, WIASRD 611 = 0, and WIASRD 618 = 0.	**Default Warning**

Attachment D: WIASRD Edit Checks and Valid Value Requirements

There are edit checks that validate the consistency of data per field, as compared with the values of other fields. There are a number of new or modified edit checks applied on the fields in table (1). All new or modified edit checks are "warnings" only, and should not significantly impede the submission process. Table (2) articulates all the edit checks and valid value requirements for all fields in the upcoming WIASRD PY 2009 Q3 Quarterly Submission.

1: New or Modified Edit Checks		
WIASRD Field Number	**WIASRD Field Name**	**Edit**
114	Recently Separated Veteran	C
131	Foster Care Youth	
303	Date of Exit	C
336	Date Completed, or Withdrew from, Training	C
330	Received Disaster Relief Assistance	
602	Type of Employment Match 1st Quarter After Exit Quarter	D
603	Occupational Code	B
604	Entered Training Related Employment	
605	Entered non-Traditional Employment	
606	Employed in 2nd Quarter After Exit	E
607	Type of Employment Match 2nd Quarter After Exit Quarter	D
609	Type of Employment Match 3rd Quarter after Exit Quarter	D
611	Type of Employment Match 4th Quarter After Exit Quarter	A
615	Wages 1st Quarter After Exit Quarter	A
616	Wages 2nd Quarter After Exit Quarter	A
617	Wages 3rd Quarter After Exit Quarter	A
618	Wages 4th Quarter After Exit Quarter	B
704	Date Administered Pre-Test Score	B

2: WIASRD Edit Checks				
WIASRD Field Number	Field Name	Edit Check Logic	Error Type	Valid Values (Invalid value entries for any data element will be rejected)
100	**Observation Number (OBS)**	Must be unique for each record		000000000 (No hyphens)
101	**Individual Identifier**	WIASRD 101 (Individual Identifier) must follow Duplicate Record Detection Logic	Reject	XXXXXXXXX (No hyphens)
102	**Date of Birth**	If YOUTH or (IT and (ADULT or DW)), then WIASRD 102 (Date of Birth) must = Valid Date	Reject	YYYYMMDD or Blank
103	**Gender**	(no additional edit checks)		1 = Male 2 = Female Blank or 0 = Did not self identify
104	**Individual with a Disability**	(no additional edit checks)		1 = Yes 2 = No Blank or 0 = Did not self identify
105	**Ethnicity Hispanic/ Latino**	(no additional edit checks)		1 = Yes 2 = No Blank or 0 = Did not self identify
106	**American Indian or Alaska Native**	(no additional edit checks)		1 = Yes Blank or 0 = Did not self identify
107	**Asian**	(no additional edit checks)		1 = Yes Blank or 0 = Did not self identify
108	**Black or African American**	(no additional edit checks)		1 = Yes Blank or 0 = Did not self identify
109	**Native Hawaiian or other Pacific Islander**	(no additional edit checks)		1 = Yes Blank or 0 = Did not self identify
110	**White**	(no additional edit checks)		1 = Yes Blank or 0 = Did not self identify

111	**Eligible Veteran Status**	A. If OLDER YOUTH or ADULT or DW then WIASRD 111 (Eligible Veteran Status) must = 1, 2, 3 or 4	Reject	1 = Yes, <= 180 days 2 = Yes, Eligible Veteran 3 = Yes, Other Eligible Person 4 = No Blank or 0 = N/A
		B. If WIASRD 112 (Campaign Veteran) = 1, then WIASRD 111 (Eligible Veteran Status) must = 2	Warning	
		C. If WIASRD 113 (Disabled Veteran) = 1, then WIASRD 111 (Eligible Veteran Status) must = 2	Warning	
		D. If WIASRD 114 (Recently Separated Veteran) = 1, then WIASRD 111 (Eligible Veteran Status) must = 2	Warning	
112	**Campaign Veteran**	If WIASRD 111 (Eligible Veteran Status) = 1 or 2, then WIASRD 112 (Campaign Veteran) must = 1 or 2	Warning	1 = Yes 2 = No Blank or 0 = N/A
113	**Disabled Veteran**	If WIASRD 111 (Eligible Veteran Status) = 1 or 2, then WIASRD 113 (Disabled Veteran) must = 1 or 2	Warning	1 = Yes 2 = Yes, special disabled 3 = No Blank or 0 = N/A
114	**Recently Separated Veteran**	A. If OLDER YOUTH or ADULT or DW, then WIASRD 114 (Recently Separated Veteran) must = 1, 2 or 3	Warning	1 = Yes 2 = No Blank or 0 = N/A
		B. If WIASRD 111 (Eligible Veteran Status) = 1 or 2, then WIASRD 114 (Recently Separated Veteran) must = 1 or 2	Warning	
		C. If WIASRD 318 (Veterans' Programs) = 1 or 2, then WIASRD 114 (Recently Separated Veteran) must = 1 or 2	Warning	
115	**Employment Status at Participation**	If YOUTH or ((ADULT or DW) and (IT or C)), then WIASRD 115 (Employment Status at Participation) must = 1, 2 or 3	Reject	1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 3 = Not Employed Blank or 0 = Not Known
116	**Limited English Language Proficiency**	If YOUTH, or (IT and (ADULT or DW)), then WIASRD 116 (Limited English Language Proficiency) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
117	**Single Parent**	If YOUTH, or (IT and (ADULT or DW)), then WIASRD 117 (Single Parent) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A

118	UC Eligible Status at Participation	If YOUTH, or (IT and (ADULT or DW)), then WIASRD 118 (UC Eligible Status at Participation) must = 1-4	Reject	1 = Claimant Referred by WPRS 2 = Claimant Not Referred by WPRS 3 = Exhaustee 4 = Neither Claimant nor Exhaustee Blank or 0 = N/A
119	Low Income	If YOUTH or (IT and ADULT), then WIASRD 119 (Low Income) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
120	Temporary Assistance to Needy Families (TANF)	If YOUTH or (IT and ADULT), then WIASRD 120 (Temporary Assistance to Needy Families-TANF) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
121	Other Public Assistance Recipient	If YOUTH or (IT and ADULT), then WIASRD 121 (Other Public Assistance Recipient) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
122	Highest School Grade Completed	If YOUTH, or (IT and (ADULT or DW)), then WIASRD 122 (Highest School Grade Completed) must = 01-17 or 87-91	Reject	00 = No school grades completed 01 - 12 = Number of elementary/secondary school grades completed 13 - 15 = Number of college, or full-time technical or vocational school years completed 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree 87 = Attained High School Diploma 88 = Attained GED or Equivalent 89 = Attained Certificate of Attendance/Completion 90 = Attained other post-secondary degree or certification 91 = Attained Associates Diploma or Degree Blank = N/A
123	Displaced Homemaker	If DW, then WIASRD 123 (Displaced Homemaker) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
124	Date of Actual Qualifying Dislocation	(no additional edit checks)		YYYYMMDD Blank = No date of dislocation
125	Homeless Individual and/or runaway youth	If YOUTH or (IT and Adult), then WIASRD 125 (Homeless Individual and/or runaway youth) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
126	Offender	If YOUTH or (IT and Adult), then WIASRD 126 (Offender) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A

127	**Pregnant or Parenting Youth**	If YOUTH, then WIASRD 127 (Pregnant or Parenting Youth) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
128	**Youth Who Needs Additional Assistance**	If YOUTH, then WIASRD 128 (Youth Who Needs Additional Assistance) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
129	**School Status at Participation**	A. If YOUTH, then WIASRD 129 (School Status at Participation) must = 1-5	Reject	1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S.. 4 = Not attending school or H.S.. Dropout 5 = Not attending school; H.S.. graduate Blank or 0 = N/A
		B. If YOUTH and WIASRD 122 (Highest School Grade Completed) = 13-17 or 87-91, then WIASRD 129 (School Status at Participation) must = 3 or 5	Reject	
		C. If YOUTH and WIASRD 122 (Highest School Grade Completed) = 00-12, then WIASRD 129 (School Status at Participation) must = 1, 2 or 4	Reject	
130	**Basic Literacy Skills Deficiency**	If YOUTH, then WIASRD 130 (Basic Literacy Skills Deficiency) must = 1, 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
131	**Foster Care Youth**	If YOUTH, then WIASRD 131 (Foster Care Youth) must = 1 or 2	Warning	1 = Yes 2 = No Blank or 0 = N/A
301	**ETA-Assigned Local Board/Statewide Code**	A. If WIASRD 304 (Adult-Local Formula) = 1 or WIASRD 305 (Dislocated Worker-Local Formula) = 1, or [WIASRD 306 (Date of First WIA Youth Service) = Valid Date, and WIASRD 307 (Youth Statewide 15% Activities) = 2 or 3] **then** WIASRD 301 (ETA-Assigned Local Board) must end in 0 or 5	Warning	00000
		B. WIASRD 301 (ETA-Assigned Local Board) must be > 00000	Warning	
		C. If [WIASRD 308 (Dislocated Worker-Statewide 15%) = 1, and WIASRD 305 (Dislocated Worker (local formula)) = Blank, 0, 2] or [WIASRD 310 (Adult Statewide 15% Activities) = 1, and WIASRD 304 (Adult local formula) = Blank, 0,2] or [WIASRD 306 (Date of First WIA Youth Service) = Valid Date, and WIASRD 307 (Youth Statewide 15% Activities) = 1], **then** WIASRD 301 (ETA-Assigned Local Board) must end with 903	Warning	
		D. If [WIASRD 313a = Not Null or WIASRD 313c = Not Null] and WIASRD 304 (Adult local formula) = 2, and WIASRD 305 (Dislocated Worker local formula) = Blank, 0, 2 and WIASRD 306 (Date of First WIA Youth Service) = Blank, and WIASRD 308 = Blank, 0, 2, and WIASRD 309 (Incumbent Worker-Statewide 15% Activities) = Blank or 0, and WIASRD 310 = Blank, 0, 2, **then** WIASRD 301 (ETA-Assigned Local Board) must end with 901	Warning	

		E. If **[**WIASRD 311 (Rapid Response) = 1 or WIASRD 312 (Rapid Response - Additional Assistance) = 1**]** and WIASRD 304 (Adult local formula) = Blank, 0, 2, and WIASRD 305 (Dislocated Worker (local formula)) = Blank, 0, 2, and WIASRD 306 (Date of First WIA Youth Service) = Blank, and WIASRD 309 (Incumbent Worker-Statewide 15% Activities) = Blank or 0, and WIASRD 310 = Blank, 0, 2, and WIASRD 313a = Blank, and WIASRD 313c = Blank, **then** WIASRD 301 (ETA-Assigned Local Board) must end in 902	Warning	
302	**Date of Program Participation**	(no additional edit checks)	Reject	YYYYMMDD
303	**Date of Exit**	A. WIASRD 303 (Date of Exit) must be Blank, or >= (WIASRD 302 (Date of Program Participation)	Reject	YYYYMMDD Blank = Not exited
		B. If WIASRD 327 (Other Reasons for Exit) = 1-6, then WIASRD 303 (Date of Exit) must be >= WIASRD 302 (Date of Program Participation)	Reject	
		C. WIASRD 303 (Date of Exit) <= Report Submittal Date	Warning	
304	**Adult (local formula)**	If ADULT, then WIASRD 304 (Adult (local formula)) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
305	**Dislocated Worker (local formula)**	If DW, then WIASRD 305 (Dislocated Worker (local formula)) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
306	**Date of First WIA Youth Service**	A. WIASRD 306 (Date of First WIA Youth Service) must be >= WIASRD 302 (Date or Program Participation), or Blank	Reject	YYYYMMDD Blank = N/A
		B. WIASRD 306 (Date of First WIA Youth Service) must be <= WIASRD 303 (Date of Exit), or Blank	Reject	
		C. If WIASRD 307 (Youth (Statewide 15% Activities)) = 1 or 2, then WIASRD 306 (Date of First WIA Youth Service) must = Valid Date	Reject	
		D. If WIASRD 344 (Received Educational Achievement Services) = 1 or WIASRD 345 (Received Employment Services) = 1 or WIASRD 346 (Received Summer Employment Opportunities) = 1 or WIASRD 347 (Received Additional Support for Youth Services) = 1 or WIASRD 348 (Received Leadership Development Opportunities) = 1, then WIASRD 306 (Date of First WIA Youth Service) must = Valid Date	Warning	

307	**Youth (Statewide 15% Activities)**	If YOUTH, then WIASRD 307 (Youth-Statewide 15% Activities) must = 1, 2 or 3	Reject	1 = Yes, Received Statewide 15% Funded Services only 2 = Yes, Received Both Statewide 15% and Local Formula Funded Services 3 = No, Did Not Receive Statewide 15% Funded Services Blank or 0 = N/A
308	**Dislocated Worker (Statewide 15% Activities)**	If DW, then WIASRD 308 (Dislocated Worker-Statewide 15%) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
309	**Incumbent Worker**	(no additional edit checks)		1 = Primarily Statewide 15% funds 2 = Primarily Local Formula (waiver) funds 3 = Primarily Rapid Response (waiver) funds Blank or 0 = no serviced received
310	**Adult (Statewide 15% Activities)**	If ADULT, then WIASRD 310 (Adult-Statewide 15% Activities) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
311	**Rapid Response**	If DW, then WIASRD 311 (Rapid Response) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
312	**Rapid Response (Additional Assistance)**	If DW, then WIASRD 312 (Rapid Response-Additional Assistance) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
313a	**NEG Project ID**	(no additional edit checks)		XXXX Blank or 0000 = No services received
313b	**Second NEG Project ID**	If WIASRD 313a (NEG Project ID) = Blank or 0000, then WIASRD 313b (Second NEG Project ID) must = Blank or 0000	Warning	XXXX Blank or 0000 = N/A
313c	**Third NEG Project ID / Special Project ID**	(no additional edit checks)		XXXX Blank or 0000 = No services received
314	**Adult Education**	(no additional edit checks)		1 = Yes Blank or 0 = Not known or N/A
315	**Job Corps**	(no additional edit checks)		1 = Yes Blank or 0 = Not known or N/A
316	**National Farmworker Jobs Program**	(no additional edit checks)		1 = Yes Blank or 0 = Not known or N/A
317	**Indian and Native American Programs**	(no additional edit checks)		1 = Yes Blank or 0 = Not known or N/A

318	**Veterans' Programs**	(no additional edit checks)		1 = Yes, DVOP/LVER 2 = Yes, VWIP Blank or 0 = Not known or N/A
319	**Trade Adjustment Assistance (TAA)**	If ADULT or DW, then WIASRD 319 (Trade Adjustment Assistance) must = 1 or 2	Warning	1 = Yes 2 = No Blank or 0 = N/A
320	**Vocational Education**	(no additional edit checks)		1 = Yes Blank or 0 = Not known or N/A
321	**Vocational Rehabilitation**	(no additional edit checks)		1 = Yes Blank or 0 = Not known or N/A
322	**Wagner-Peyser Act**	(no additional edit checks)		1 = Yes 2 = No
323	**YouthBuild (Dept. of Housing and Urban Development)**	(no additional edit checks)		1 = Yes Blank or 0 = Not known or N/A
324	**Title V Older Worker Program**	(no additional edit checks)		1 = Yes Blank or 0 = Not known or N/A
325	**Employment and Training Services Related to Food Stamps**	(no additional edit checks)		1 = Yes Blank or 0 = Not known or N/A
326	**Other WIA or Non-WIA Programs**	(no additional edit checks)		1 = received services financially assisted from any other WIA or non-WIA program not listed above 2 = received services financially assisted in full or in part by the ARRA 3 = received services financially assisted from any other WIA or non-WIA program not listed above AND received services financially assisted in full or part by the ARRA Blank or 0 = N/A

327	**Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit)**	If WIASRD 303 (Date of Exit) = Blank, then WIASRD 327 (Other Reasons for Exit) must = Blank, 00, or 99	Reject	01 = Institutionalized 02 = Health/Medical 03 = Deceased 04 = Family Care 05 = Reservists Called to Active Duty 06 = Relocated to Mandated Residential Program 85-95 = Other ETA exclusions 96 = TAA demonstration 97 = Hurricane exclusion 98 = Retirement 99 = Invalid SSN. 00 = Participant exited for reasons other than one of the conditions listed above. Blank = Not exited or N/A
328	**Received Supportive Services (except needs-related payments)**	(no additional edit checks)		1 = Yes 2 = No
329	**Needs-Related payments (Adults/Dislocated Workers in training services) or stipends (Youth in training)**	If YOUTH or (IT and (ADULT or DW)) then WIASRD 329 (Needs-Related payments) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
330	**Received Disaster Relief Assistance**	If WIASRD 330 (Received Disaster Relief Assistance) = 1, then WIASRD 313a (NEG Project ID) must = Not Null	Warning	1 = Yes 2 = No Blank or 0 = N/A
331	**Received Core Self-Services and Informational Activities**	(no additional edit checks)		1 = Yes 2 = No Blank or 0 = N/A
332	**Date of First Staff Assisted Core Service**	WIASRD 332 (Date of First Staff Assisted Core Service) must be blank or <= WIASRD 303 (Date of Exit)	Reject	YYYYMMDD Blank = N/A
333	**Received Workforce Information Services**	(no additional edit checks)		1 = Yes 2 = No Blank or 0 = Not known
334	**Date of First Intensive Service**	WIASRD 334 (Date of First Intensive Service) must be blank or <= WIASRD 303 (Date of Exit)	Warning	YYYYMMDD Blank = N/A
335	**Date Entered Training**	A. WIASRD 335 (Date Entered Training) must be Blank, or <= WIASRD 303 (Date of Exit)	Reject	YYYYMMDD Blank = N/A

		B. If WIASRD 340 (Type of Training Service #1) = 1-6, then WIASRD 335 (Date Entered Training) must = Valid Date	Reject	
		C. If WIASRD 342 (Occupational Skills Training Code) = Not Null, and (ADULT or DW or OLDER YOUTH), then WIASRD 335 (Date Entered Training) must = Valid Date	Warning	
336	**Date Completed, or Withdrew from, Training**	A. If WIASRD 335 (Date Entered Training) = Blank, then WIASRD 336 (Date Completed Training) must = Blank	Warning	YYYYMMDD Blank = N/A
		B. If WIASRD 303 (Date of Exit) = Valid Date, and WIASRD 335 (Date Entered Training) = Valid Date, then WIASRD 336 (Date Completed Training) must be >= WIASRD 335 (Date Entered Training)	Warning	
		C. If WIASRD 336 (Date Completed Training) = Valid Date, then WIASRD 336 (Date Completed Training) must be >= WIASRD 335 (Date Entered Training)	Warning	
337	**Established Individual Training Account (ITA)**	If (IT and (ADULT or DW)), then WIASRD 337 (Established Individual Training Account (ITA)) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
338	**Pell Grant Recipient**	If YOUTH or (IT and (ADULT or DW)), then WIASRD 338 (Pell Grant Recipient) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
339	**Received Pre-Vocational Activities**	If (IT and (ADULT or DW)), then WIASRD 339 (Received Pre-Vocational Activities) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
340	**Type of Training Service #1**	A. If WIASRD 335 (Date Entered Training) = Blank, then WIASRD 340 (Type of Training Service #1) must = Blank, or 0	Warning	1 = On-the-Job Training 2 = Skill Upgrading & Retraining 3 = Entrepreneurial Training 4 = Adult Education & Literacy Activities in Combination with Training 5 = Customized Training 6 = Other Occupational Skills Training Blank or 0 = N/A
		B. If WIASRD 335 (Date Entered Training) = Valid Date, then WIASRD 340 (Type of Training Service #1) must = 1-6	Warning	

341	**Type of Training Service #2**	If WIASRD 340 (Type of Training Service #1) = Blank or 0, then WIASRD 341 (Type of Training Service #2) must = Blank or 0	Reject	1 = On-the-Job Training 2 = Skill Upgrading & Retraining 3 = Entrepreneurial Training 4 = Adult Education & Literacy Activities in Combination with Training 5 = Customized Training 6 = Other Occupational Skills Training Blank or 0 = N/A
342	**Occupational Skills Training Code**	(no additional edit checks)		00000000 Blank or 00000000 = N/A
343	**Enrolled in Education**	A. If WIASRD 670 = 1, 2, or 3, then WIASRD 343 (Enrolled in Education) must = 1	Reject	1 = Yes 2 = No Blank or 0 = N/A
		B. If YOUTH, then WIASRD 343 (Enrolled in Education) must = 1 or 2	Warning	
344	**Received Educational Achievement Services**	If YOUTH, then WIASRD 344 (Received Educational Achievement Services) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
345	**Received Employment Services**	If YOUTH, then WIASRD 345 (Received Employment Services) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
346	**Received Summer Employment Opportunities**	If YOUTH, then WIASRD 346 (Received Summer Employment Opportunities) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
347	**Received Additional Support for Youth Services**	If YOUTH, then WIASRD 347 (Received Additional Support for Youth Services) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
348	**Received Leadership Development Opportunities**	If YOUTH, then WIASRD 348 (Received Leadership Development Opportunities) must = 1 or 2	Reject	1 = Yes 2 = No Blank or 0 = N/A
349	**Received Follow-up Services**	If YOUTH and WIASRD 303 (Date of Exit) + 12 Months is >= the Report Submittal Date, then WIASRD 349 (Received Follow-up Services) must = 1 or 2	Warning	1 = Yes 2 = No Blank or 0 = N/A
601	**Employed in 1st Quarter After Exit Quarter**	A. If WIASRD 602 = 1-5, then WIASRD 601 (Employed in 1st Quarter After Exit Quarter) must = 1	Reject	1 = Yes 2 = No 3 = Information not yet available, or not exited
		B. If WIASRD 602 (Type of Employment Match 1st Quarter After Exit Quarter) = Blank or 0, then WIASRD 601 (Employed in 1st Quarter After Exit Quarter) must = 2	Reject	

		C. If WIASRD 602 (Type of Employment Match 1st Quarter After Exit Quarter) = 6, then WIASRD 601 (Employed in 1st Quarter After Exit Quarter) must = 3	Reject	
		D. If WIASRD 303 (Date of Exit) = Blank, then WIASRD 601 (Employed in 1st Quarter After Exit Quarter) must = 3	Warning	
602	**Type of Employment Match 1st Quarter After Exit Quarter**	A. If WIASRD 615 (Wages 1st Quarter After Exit Quarter) is > 0 and < 999999.99, then WIASRD 602 (Type of Employment Match 1st Quarter After Exit Quarter) must = 1-4	Reject	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available, or not exited Blank or 0 = Not employed
		B. If WIASRD 615 (Wages 1st Quarter After Exit Quarter) = Blank of 0, then WIASRD 602 (Type of Employment Match 1st Quarter After Exit Quarter) must = 0 or 5	Reject	
		C. If WIASRD 615 (Wages 1st Quarter After Exit Quarter) = 999999.99, then WIASRD 602 (Type of Employment Match 1st Quarter After Exit Quarter) must = 6	Reject	
		D. If WIASRD 303 (Date of Exit) = Blank, then WIASRD 602 (Type of Employment Match 1st Quarter After Exit Quarter) must = 6	Warning	
603	**Occupational Code (If available)**	A. If WIASRD 601 (Employed in 1st Quarter After Exit Quarter) = 2 or 3, then WIASRD 603 (Occupational Code) must = Blank or 00000000	Warning	00000000 Blank or 00000000 = N/A (No hyphens or periods)
		B. If WIASRD 303 (Date of Exit) = Blank, then WIASRD 603 (Occupational Code) must = Blank or 0000000	Warning	
604	**Entered Training-Related Employment**	If WIASRD 303 (Date of Exit) = Blank, then WIASRD 604 (Entered Training-Related Employment) must = Blank or 0	Warning	1 = Yes 2 = No Blank or 0 = N/A, or not exited
605	**Entered non-Traditional Employment**	If WIASRD 303 (Date of Exit) = Blank, then WIASRD 605 (Entered non-Traditional Employment) must = Blank or 0	Warning	1 = Yes 2 = No Blank or 0 = N/A, or not exited
606	**Employed in 2nd Quarter After Exit Quarter**	A. If WIASRD 607 (Type of Employment Match 2nd Quarter After Exit Quarter) = 1-5, then WIASRD 606 (Employed in 2nd Quarter After Exit Quarter) must= 1	Reject	1 = Yes 2 = No 3 = Information not yet available, or not exited Blank or 0 = N/A
		B. If WIASRD 607 (Type of Employment Match 2nd Quarter After Exit Quarter) = Blank or 0, then WIASRD 606 (Employed in 2nd Quarter After Exit Quarter) = 2	Reject	

		C. If WIASRD 607 (Type of Employment Match 2nd Quarter After Exit Quarter) = 6, then WIASRD 606 (Employed in 2nd Quarter After Exit Quarter) must = 3	Reject	
		D. If WIASRD 601 (Employed in 1st Quarter After Exit Quarter) = 3, then WIASRD 606 (Employed in 2nd Quarter After Exit Quarter) must = 3	Reject	
		E. If WIASRD 303 (Date of Exit) = Blank, then WIASRD 606 (Employed in 2nd Quarter After Exit Quarter) must = 3	Warning	
607	**Type of Employment Match 2nd Quarter After Exit Quarter**	A. If WIASRD 616 (Wages 2nd Quarter After Exit Quarter) = 999999.99, then WIASRD 607 (Type of Employment Match 2nd Quarter After Exit Quarter) must = 6	Reject	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available, or not exited Blank or 0 = Not employed
		B. If WIASRD 616 (Wages 2nd Quarter After Exit Quarter) is > 0 and < 999999.99, then WIASRD 607 (Type of Employment Match 2nd Quarter After Exit Quarter) must = 1-4	Reject	
		C. If WIASRD 616 (Wages 2nd Quarter After Exit Quarter) = Blank or 0, then WIASRD 607 (Type of Employment Match 2nd Quarter After Exit Quarter) must = 0 or 5	Reject	
		D. If WIASRD 303 (Date of Exit) = Blank, then WIASRD 607 (Type of Employment Match 2nd Quarter After Exit Quarter) must = 6	Warning	
608	**Employed in 3rd Quarter After Exit Quarter**	A. If WIASRD 609 (Type of Employment Match 3rd Quarter After Exit Quarter) = 1-5, then WIASRD 608 (Employed in 3rd Quarter After Exit Quarter) must = 1	Reject	1 = Yes 2 = No 3 = Information not yet available, or not exited
		B. If WIASRD 609 (Type of Employment Match 3rd Quarter After Exit Quarter) = Blank or 0, then WIASRD 608 (Employed in 3rd Quarter After Exit Quarter) must = 2	Reject	
		C. If WIASRD 609 (Type of Employment Match 3rd Quarter After Exit Quarter) = 6, then WIASRD 608 (Employed in 3rd Quarter After Exit Quarter) must = 3	Reject	
		D. If WIASRD 601 (Employed in 1st Quarter After Exit Quarter) = 3, then WIASRD 608 (Employed in 3rd Quarter After Exit Quarter) must = 3	Reject	
		E. If WIASRD 303 (Date of Exit) = Blank, then WIASRD 608 (Employed in 3rd Quarter After Exit Quarter) must = 3	Warning	

609	**Type of Employment Match 3rd Quarter After Exit Quarter**	A. If WIASRD 617 (Wages 3rd Quarter After Exit Quarter) is > 0 or < 999999.99, then WIASRD 609 (Type of Employment Match 3rd Quarter After Exit Quarter) must = 1-4	Reject	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available, or not exited Blank or 0 = Not employed
		B. If WIASRD 617 (Wages 3rd Quarter After Exit Quarter) = Blank or 0, then WIARD 609 must = 0 or 5	Reject	
		C. If WIASRD 617 (Wages 3rd Quarter After Exit Quarter) = 999999.99, then WIASRD 609 (Type of Employment Match 3rd Quarter After Exit Quarter) must = 6	Reject	
		D. If WIASRD 303 (Date of Exit) = Blank, then WIASRD 609 (Type of Employment Match 3rd Quarter After Exit Quarter) must = 6	Warning	
610	**Employed in 4th Quarter After Exit Quarter**	A. If WIASRD 611 (Type of Employment Match 4th Quarter After Exit Quarter) = Blank or 0, then WIASRD 610 (Employed in 4th Quarter After Exit Quarter) must = 2	Warning	1 = Yes 2 = No 3 = Information not yet available, or not exited Blank or 0 = N/A
		B. If Exit Quarter + 6 Quarters <= Report Submittal Date, then WIASRD 610 (Employed in 4th Quarter After Exit Quarter) must = 1 or 2	Warning	
		C. If WIASRD 611 (Type of Employment Match 4th Quarter After Exit Quarter) = 1-5, then WIASRD 610 (Employed in 4th Quarter After Exit Quarter) must = 1	Warning	
		D. If WIASRD 611 (Type of Employment Match 4th Quarter After Exit Quarter) = 6, then WIASRD 610 (Employed in 4th Quarter After Exit Quarter) must = 3	Warning	
		E. If WIASRD 303 (Date of Exit) = Blank, then WIASRD 610 (Employed in 4th Quarter After Exit Quarter) must = 3	Warning	
611	**Type of Employment Match 4th Quarter After Exit Quarter**	A. If WIASRD 303 (Date of Exit) = Blank, then WIASRD 611 (Type of Employment Match 4th Quarter After Exit Quarter) must = 6	Warning	1 = UI Wage Records (In-State & WRIS) 2 = Federal Employment Records (OPM, USPS) 3 = Military Employment Records (DOD) 4 = Other Administrative Wage Records 5 = Supplemental through case management, participant survey, and/or verification with the employer 6 = Information not yet available, or not exited Blank or 0 = Not employed
		B. If WIASRD 618 (Wages 4th Quarter After Exit Quarter) > and < 999999.99, then WIASRD 611 (Type of Employment Match 4th Quarter After Exit Quarter) must = 1-4	Warning	
		C. If WIASRD 618 (Wages 4th Quarter After Exit Quarter) = Blank or 0, then WIASRD 611 (Type of Employment Match 4th Quarter After Exit Quarter) must = 0 or 5	Warning	
		D. If WIASRD 618 (Wages 4th Quarter After Exit Quarter) = 999999.99, then WIASRD 611 (Type of Employment Match 4th Quarter After Exit Quarter) must = 6	Warning	

612	**Wages 3rd Quarter Prior to Participation Quarter**	WIASRD 612 (Wages 3rd Quarter Prior to Participation Quarter) must be < $100,000	Warning	000000.00 Blank = N/A
613	**Wages 2nd Quarter Prior to Participation Quarter**	WIASRD 613 (Wages 2nd Quarter Prior to Participation Quarter) must be < $100,000	Warning	000000.00 Blank = N/A
614	**Wages 1st Quarter Prior to Participation Quarter**	WIASRD 614 (Wages 1st Quarter Prior to Participation Quarter) must be < $100,000	Warning	000000.00 Blank = N/A
615	**Wages 1st Quarter After Exit Quarter**	A. If WIASRD 303 (Date of Exit) = Blank, then WIASRD 615 (Wages 1st Quarter After Exit Quarter) must = 999999.99	Warning	000000.00 Blank = N/A
		B. WIASRD 615 (Wages 1st Quarter After Exit Quarter) must not be > 50,000 and < 999999.99.	Warning	
616	**Wages 2nd Quarter After Exit Quarter**	A. If WIASRD 303 (Date of Exit) = Blank, then WIASRD 615 (Wages 1st Quarter After Exit Quarter) must = 999999.99	Warning	000000.00 Blank = N/A
		B. WIASRD 616 (Wages 2nd Quarter After Exit Quarter) must be > 50,000 and < 999999.99	Warning	
617	**Wages 3rd Quarter After Exit Quarter**	A. If WIASRD 303 (Date of Exit) = Blank, then WIASRD 617 (Wages 3rd Quarter After Exit Quarter) must = 999999.99	Warning	000000.00 Blank = N/A
		B. WIASRD 617 (Wages 3rd Quarter After Exit Quarter) must be > 50,000 and < 999999.99	Warning	
618	**Wages 4th Quarter After Exit Quarter**	A. WIASRD 618 (Wages 4th Quarter After Exit Quarter) must be >= 0 and <= 999999.99, or Blank	Reject	000000.00 Blank = N/A
		B. If WIASRD 303 (Date of Exit) = Blank, then WIASRD 618 (Wages 4th Quarter After Exit Quarter) must = 999999.99	Warning	
		C. WIASRD 618 (Wages 4th Quarter After Exit Quarter) must be > 50,000 and < 999999.99	Warning	
619	**Type of Recognized Credential**	A. If WIASRD 129 (School Status at Participation) = 3 or 5, then WIASRD 619 (Type of Recognized Credential) must = Blank, 0, 2-6	Reject	1 = High School Diploma/GED 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Occupational Skills Licensure 5 = Occupational Skills Certificate or Credential 6 = Other Recognized Educational or Occupational Skills Credential/Certificate 0 = Individual received training, but no
		B. If ADULT and DW and (WIASRD 340 (Type of Training Service #1) = 1-6, or WIASRD 341 (Type of Training Service #2) = 1-6) and (WIARSD 303 (Date of Exit) + 3 Quarters <= Report Submittal Date), then WIASRD 619 (Type of Recognized Credential) must = 0-6	Warning	

				recognized credential received. Blank = N/A
620	**Goal #1 Type**	If YOUNGER YOUTH, and (WIASRD 129 (School Status at Participation) = 1 or 2, or WIARSD 130 (Basic Literacy Skills Deficiency) = 1), then WIARSD 620 must = 1, 2, or 3	Warning	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Goal #1 is not set
621	**Date Goal #1 Was Set**	A. If WIASRD 620 (Goal #1 Type) = 1, 2 or 3, then WIARSD 621 (Date Goal #1 Was Set) must = Valid Date	Warning	YYYYMMDD Blank = Goal #1 is not set
		B. If WIASRD 620 (Goal #1 Type) = Blank or 0, then WIASRD 621 (Date Goal #1 Was Set) must = Blank	Warning	
		C. If YOUNGER YOUTH, then WIASRD 621 (Date Goal #1 Was Set) must be >= WIASRD 306 (Date of First WIA Youth Service)	Warning	
622	**Attainment of Goal #1**	A. If WIASRD 620 (Goal #1 Type) = 1, 2 or 3, then WIASRD 622 (Attainment of Goal #1) must = 1,2 or 3	Warning	1 = Attained 2 = Set, but not attained 3 = Set, but attainment is pending Blank or 0 = Goal #1 is not set
		B. If WIASRD 623 (Date Attained Goal #1) = Valid Date, then WIASRD 622 (Attainment of Goal #1) must = 1	Warning	
		C. If WIASRD 620 (Goal #1 Type) = Blank or 0, then WIASRD 622 (Attainment of Goal #1) must = Blank, or 0	Warning	
		D. If WIASRD 303 (Date of Exit) = Valid Date, then WIASRD 622 (Attainment of Goal #1) **cannot** = 3	Warning	
623	**Date Attained Goal #1**	If WIASRD 622 (Attainment of Goal #1) = 1, then WIASRD 623 (Date Attained Goal #1) must be >= WIASRD 621 (Date Goal #1 Was Set)	Reject	YYYYMMDD Blank = Goal #1 is not set
624	**Goal #2 Type**	WIASRD 624 (Goal #2 Type) must = Blank, 0, 1,2 or 3	Reject	1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Goal #2 is not set
625	**Date Goal #2 Was Set**	If WIASRD 624 (Goal #2 Type) = Blank or 0, then WIASRD 625 (Date Goal #2 Was Set) must = Blank	Warning	YYYYMMDD Blank = Goal #2 is not set
626	**Attainment of Goal #2**	A. If WIASRD 624 (Goal #2 Type) = 1, 2, or 3, then WIASRD 626 (Attainment of Goal #2) must = 1, 2, or 3	Warning	1 = Attained 2 = Set, but not attained before 1 year anniversary date 3 = Set, but attainment is pending Blank or 0 = Goal #2 is not set
		B. If WIASRD 624 (Goal #2 Type) = Blank or 0, then WIASRD 626 (Attainment of Goal #2) must = Blank or 0	Warning	

		C. If WIASRD 303 (Date of Exit) = Valid Date, then WIASRD 622 (Attainment of Goal #1) **cannot** = 3	Warning	
627	**Date Attained Goal #2**	A. If WIASRD 626 (Attainment of Goal #2) = 1, then WIASRD 627 (Date Attained Goal #2) must be Valid Date, and >= WIASRD 625 (Date Goal #2 Was Set)	Warning	YYYYMMDD Blank = Goal #2 is not set
		B. If WIASRD 626 (Attainment of Goal #2) = 2, 3, 0 or Blank, then WIASRD 627 (Date Attained Goal #2) must = Blank	Warning	
628	**Goal #3 Type**	(no additional edit checks)		1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Goal #3 is not set
629	**Date Goal #3 Was Set**	A. If WIASRD 628 (Goal #3 Type) = 1, 2 or 3, then WIASRD 629 (Date Goal #3 Was Set) must = Valid Date, and >= WIASRD 625 (Date Goal #2 Was Set)	Warning	YYYYMMDD Blank = Goal #3 is not set
		B. If WIASRD 628 (Goal #3 Type) = Blank or 0, then WIASRD 629 (Date Goal #3 Was Set) = Blank.	Warning	
630	**Attainment of Goal #3**	A. If WIASRD 628 (Goal #3 Type) = 1, 2, or 3, then WIASRD 630 (Attainment of Goal #3) must = 1, 2, or 3	Warning	1 = Attained 2 = Set, but not attained before 1 year anniversary date 3 = Set, but attainment is pending Blank or 0 = Goal #3 is not set
		B. If WIASRD 628 (Goal #3 Type) = Blank or 0, then WIASRD 630 (Attainment of Goal #3) must = Blank or 0	Warning	
		C. If WIASRD 303 (Date of Exit) = Valid Date, then WIASRD 630 (Attainment of Goal #3) **cannot** = 3	Warning	
631	**Date Attained Goal #3**	A. If WIASRD 630 (Attainment of Goal #3) = 1, then WIASRD 631 (Date Attained Goal #3) must = Valid Date, and >= WIASRD 629 (Date Goal #3 Was Set)	Warning	YYYYMMDD Blank = Goal #3 is not set
		B. If WIASRD 630 (Attainment of Goal #3) = Blank, 0, 2 or 3, then WIASRD 631 (Date Attained Goal #3) must = Blank	Warning	
632, 636, 640, 644, 648, 652, 656, 660, 664	**Goal #4 Type**	(no additional edit checks)		1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills Blank or 0 = Goal #4 is not set
633, 637, 641, 645, 649, 653, 657, 661, 665	**Date Goal #4 Was Set**	A. WIASRD 633, 637, 641, 645, 649, 653, 657, 661, 665 (Date Goal #4 Was Set) must be > WIASRD 629 (Date Goal #3 Was Set)	Warning	YYYYMMDD Blank = Goal #4 is not set

		B. If WIASRD 632, 636, 640, 644, 648, 652, 656, 660, 664 (Goal #4 Type) = 1-3, then WIASRD 633, 637, 641, 645, 649, 653, 657, 661, 665 (Date Goal #4 Was Set) must = Valid Date	Warning	
634, 638, 642, 646, 650, 654, 658, 662, 666	**Attainment of Goal #4**	A. If WIASRD 632, 636, 640, 644, 648, 652, 656, 660, 664 (Goal #4 Type) = 1-3, then WIASRD 634, 638, 642, 646, 650, 654, 658, 662, 666 (Attainment of Goal #4) must = 1, 2, 3	Warning	1 = Attained 2 = Set, but not attained before 1 year anniversary date 3 = Set, but attainment is pending Blank or 0 = Goal #4 is not set
		B. If WIASRD 632 = Blank or 0, then WIASRD 634 must = Blank or 0	Warning	
		C. If WIASRD 303 (Date of Exit) = Valid Date, then WIASRD 634 **cannot** = 3	Warning	
635, 639, 643, 647, 651, 655, 659, 663, 667	**Date Attained Goal #4**	A. If WIASRD 634 (Attainment of Goal #4) = 1, then WIASRD 635 (Date Attained Goal #4) must = Valid Date, and >= WIASRD 633 (Date Goal #4 Was Set)	Warning	YYYYMMDD Blank = Goal #4 is not set
		B. If WIASRD 634 (Attainment of Goal #4) = Blank, 0, 2 or 3, then WIASRD 635 (Date Attained Goal #4) must = Blank	Warning	
668	**Attained Degree or Certificate**	A. If WIASRD 129 (School Status at Participation) = 3 or 5, then WIASRD 668 **cannot** = 1 or 2	Reject	1 = Individual attained a secondary school (high school) diploma. 2 = Individual attained a GED or high school equivalency diploma. 3 = Individual attained a certificate in recognition of attainment of technical or occupational skills. 4 = Individual did not attain a diploma, GED, or certificate Blank or 0 = N/A
		B. If YOUNGER YOUTH and WIASRD 129 (School Status at Participation) = 1, 2, or 4, and Exit Quarter + 1 Quarter <= Report Submittal Date, then WIASRD 668 must = 1-4	Warning	
669	**Date Attained Degree or Certificate**	If WIASRD 668 (Attained Degree or Certificate) = 1, 2, or 3, then WIASRD 669 must be > WIASRD 302 (Date of Program Participation)	Warning	YYYYMMDD Blank = N/A
670	**School Status at Exit**	If WIASRD 129 (School Status at Participation) = 3 or 5, then WIASRD 670 must = Blank, 0, 3 or 5	Warning	1 = In-school, H.S.. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S.. 4 = Not attending school or H.S.. Dropout 5 = Not attending school; H.S.. graduate Blank or 0 = N/A, or not exited

671	Youth Placement Information	A. If YOUTH and Exit Quarter + 3 Quarters <= Report Submittal Date, then WIASRD 671 (Youth Placement Information) must = 0, 1-4	Warning	1 = Entered post-secondary education 2 = Entered advanced training 3 = Entered military service 4 = Entered a qualified apprenticeship 0 = did not enter any activities Blank = N/A, or not exited
		B. 0If YOUNGER YOUTH and WIASRD 303 (Date of Exit) = Valid Date, then WIASRD 671 (Youth Placement Information) must = 1-4	Reject	
672	Youth Retention Information	If YOUTH and Exit Quarter + 5 Quarters <= Report Submittal Date, then WIASRD 672 (Youth Retention Information) must = 0, 1-4	Warning	1 = In post-secondary education 2 = In advanced training 3 = In military service 4 = In a qualified apprenticeship 0 = did not enter any activities Blank = N/A, or not exited
701	Category of Assessment	If WIASRD 129 (School Status at Participation) = 3, 4, 5, and WIASRD 130 (Basic Literacy Skills Deficiency) = 1, and WIASRD 306 (Date of First WIA Youth Service) is >= LitNum Start Date, then WIASRD 701 (Category of Assessment) must = 1, 2, or 3	Warning	1 = ABE 2 = ESL 3 = Both ABE and ESL Blank or 0 = No assessment
702	Type of Assessment Test	If WIASRD 701 (Category of Assessment) = 1, 2, or 3, then WIASRD 702 (Type of Assessment Test) must = 1-10	Warning	1 = TABE 9-10 2 = CASAS (Life Skills) 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = TABE Class E 9 = Wonderlic 10 = Other Approved Assessment Tool Blank or 0 = No assessment
703	Functional Area	If WIASRD 702 (Type of Assessment Test) = 1-10, then WIASRD 703 (Functional Area) must = 1-8	Warning	1 = Reading 2 = Writing 3 = Language 4 = Mathematics 5 = Speaking 6 = Oral 7 = Listening 8 = Other Functional Area Blank or 0 = No assessment
704	Date Administered Pre-Test	A. If Report Submittal Date is >= WIASRD 306 (Date of First WIA Youth Service) + 90 days, then WIASRD 704 (Date Administered Pre-Test) must = Valid Date	Warning	YYYYMMDD Blank = No assessment

		B. If WIASRD 704 (Date Administered Pre-Test) = Valid Date, then WIASRD 704 (Date Administered Pre-Test) must be <= WIASRD 306 (Date of First WIA Youth Service) + 60 days	Warning	
		C. If WIASRD 702 (Type of Assessment Test) = 1-10, then WIASRD 704 (Date Administered Pre-Test) must = Valid Date	Warning	
		D. If WIASRD 707 (Date Administered Post-Test (Year #1)) or WIASRD 710 (Date Administered Post-Test (Year #2)) or WIASRD 713 (Date Administered Post-Test (Year #3)) = Valid Date, then WIASRD 704 (Date Administered Pre-Test) must = Valid Date	Reject	
705	**Pre-Test Score**	A. If WIASRD 704 (Date Administered Pre-Test) = Valid Date, then WIASRD 705 (Pre-Test Score) must be > 000	Warning	000 Blank or 000 = No assessment
		B. If WIASRD 706 (Educational Functioning Level) = 1-8, then WIASRD 705 (Pre-Test Score) must be > 000	Warning	
706	**Educational Functioning Level**	If WIASRD 705 (Pre-Test Score) is > 000, then WIASRD 706 (Educational Functioning Level) must = 1-8	Warning	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education Blank or 0 = No assessment
707	**Date Administered Post-Test (Year #1)**	A. WIASRD 707 (Date Administered Post-Test (Year #1)) must be > WIASRD 704 (Date Administered Pre-Test)	Reject	YYYYMMDD Blank = No post-test
		B. WIASRD 707 (Date Administered Post-Test (Year #1)) must be >= WIASRD 306 (Date of First WIA Youth Service), and <= WIASRD 306 (Date of First WIA Youth Service) + 1 year	Reject	
708	**Post-Test Score (Year #1)**	A. If WIASRD 707 (Date Administered Post-Test (Year #1)) = Valid Date, then WIASRD 708 (Post-Test Score (Year #1)) must be > 000	Warning	000 Blank or 000 = No post-test

		B. If WIASRD 709 (Educational Functioning Level (Year #1)) = 1-8, then WIASRD 708 (Post-Test Score (Year #1)) must be > 000	Warning	
709	**Educational Functioning Level (Year #1)**	If WIASRD 708 (Post-Test Score (Year #1)) > 000, then WIASRD 709 (Educational Functioning Level (Year #1)) must = 1-8	Warning	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education Blank or 0 = No assessment
710	**Date Administered Post-Test (Year #2)**	A. WIASRD 710 (Date Administered Post-Test (Year #2)) must be > WIASRD 306 (Date of First WIA Youth Service)+ 1 year, and <= WIASRD 306 (Date of First WIA Youth Service) + 2 years	Reject	YYYYMMDD Blank = No post-test
		B. WIASRD 710 (Date Administered Post-Test (Year #2)) must be > WIASRD 707 (Date Administered Post-Test (Year #1))	Warning	
711	**Post-Test Score (Year #2)**	A. If WIASRD 710 (Date Administered Post-Test (Year #2)) = Valid Date, then WIASRD 711 (Post-Test Score (Year #2)) must be > 000	Warning	000 Blank or 000 = No post-test
		B. If WIASRD 712 (Educational Functioning Level (Year #2)) is 1-8, then WIASRD 711 (Post-Test Score (Year #2)) must be > 000	Warning	

712	**Educational Functioning Level (Year #2)**	If WIASRD 711 (Post-Test Score (Year #2)) is > 000, then WIASRD 712 (Educational Functioning Level (Year #2)) must = 1-8	Warning	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education Blank or 0 = No assessment
713	**Date Administered Post-Test (Year #3)**	A. WIASRD 710 (Date Administered Post-Test (Year #2)) must be > WIASRD 306 (Date of First WIA Youth Service)+ 2 years, and <= WIASRD 306 (Date of First WIA Youth Service) + 3 years	Reject	YYYYMMDD Blank = No post-test
		B. WIASRD 713 (Date Administered Post-Test (Year #3)) must be > WIASRD 704 (Date Administered Pre-Test)	Warning	
714	**Post-Test Score (Year #3)**	A. If WIASRD 713 (Date Administered Post-Test (Year #3)) = Valid Date, then WIASRD 714 (Post-Test Score (Year #3)) must be > 000	Warning	000 Blank or 000 = No assessment
		B. If WIASRD 715 (Educational Functioning Level (Year #3)) is 1-8, then WIASRD 714 (Post-Test Score (Year #3)) must be > 000	Warning	
715	**Educational Functioning Level (Year #3)**	If WIASRD 714 (Post-Test Score (Year #3)) is > 000, then WIASRD 715 (Educational Functioning Level (Year #3)) must = 1-8	Warning	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education Blank or 0 = No assessment

716,730	**Type of Assessment Test**	(no additional edit checks)		1 = TABE 9-10 2 = CASAS (Life Skills) 3 = ABLE 4 = WorkKeys 5 = SPL 6 = BEST 7 = BEST Plus 8 = TABE Class E 9 = Wonderlic 10 = Other Approved Assessment Tool Blank or 0 = No assessment
717,731	**Functional Area**	If WIASRD 716, 730 (Type of Assessment Test) = 1-10, then WIASRD 717, 731 (Functional Area) must = 1-8	Warning	1 = Reading 2 = Writing 3 = Language 4 = Mathematics 5 = Speaking 6 = Oral 7 = Listening 8 = Other Functional Area Blank or 0 = No assessment
718,732	**Date Administered Pre-Test**	A. If WIASRD 716, 730 (Type of Assessment Test) = 1-10, then WIASRD 718, 732 (Date Administered Pre-Test) must = Valid Date	Warning	YYYYMMDD Blank = No assessment
		B. WIASRD 718 (Date Administered Pre-Test) must be <= WIASRD 306 (Date of First Youth Service) + 90 days	Warning	
		C. If (WIASRD 721 (Date Administered Post-Test (Year #1)) or WIASRD 724 (Date Administered Post-Test (Year #2)) or WIASRD 727 (Date Administered Post-Test (Year #3))) = Valid Date, then WIASRD 718 (Date Administered Pre-Test) must = Valid Date	Reject	
719,733	**Pre-Test Score**	If WIASRD 718 (Date Administered Pre-Test) = Valid Date, then WIASRD 719 (Pre-Test Score) must be > 000	Warning	000 Blank or 000 = No assessment
		If WIASRD 720 (Educational Functioning Level) = 1-8, then WIASRD 719 (Pre-Test Score) must be > 000	Warning	

720,734	**Educational Functioning Level**	If WIASRD 719, 733 (Pre-Test Score) is > 000, then WIASRD 720, 734 (Educational Functioning Level) = 1-8	Warning	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education Blank or 0 = No assessment
721,735	**Date Administered Post-Test (Year #1)**	WIASRD 721, 735 (Date Administered Post-Test (Year #1)) must be > WIASRD 718, 732 (Date Administered Pre-Test)	Warning	YYYYMMDD Blank = No post-test
722,736	**Post-Test Score (Year #1)**	If WIASRD 721 (Date Administered Post-Test (Year #1)) = Valid Date, then WIASRD 722 (Post-Test Score (Year #1)) must be > 000	Warning	000 Blank or 000 = No post-test
		If WIASRD 723 (Educational Functioning Level (Year #1)) = 1-8, then WIASRD 722 (Post-Test Score (Year #1)) must be > 000	Warning	
723,737	**Educational Functioning Level (Year #1)**	If WIASRD 722, 736 (Post-Test Score (Year #1)) is > 000, then WIASRD 723, 737 (Educational Functioning Level (Year #1)) must = 1-8	Warning	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education Blank or 0 = No assessment
724,738	**Date Administered Post-Test (Year #2)**	WIASRD 724, 738 (Date Administered Post-Test (Year #3)) must be > WIASRD 722, 736 (Date Administered Post-Test (Year #1))	Warning	YYYYMMDD Blank = No post-test

		WIASRD 724,738 (Date Administered Post-Test (Year #2)) must be > WIASRD 306 (Date of First WIA Youth Service)+ 1 year, and <= WIASRD 306 (Date of First WIA Youth Service) + 2 years	Reject	
725,739	**Post-Test Score (Year #2)**	If WIASRD 724 (Date Administered Post-Test (Year #2)) = Valid Date, then WIASRD 725 (Post-Test Score (Year #2)) must be > 000	Warning	000 Blank or 000 = No post-test
		If WIASRD 726 (Educational Functioning Level (Year #2)) is 1-8, then WIASRD 725 (Post-Test Score (Year #2)) must be > 000	Warning	
726,740	**Educational Functioning Level (Year #2)**	If WIASRD 725, 739 (Post-Test Score (Year #2)) is > 000, then WIASRD 726, 740 (Educational Functioning Level) must = 1-8	Warning	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education Blank or 0 = No assessment
727,741	**Date Administered Post-Test (Year #3)**	WIASRD 727 (Date Administered Post-Test (Year #3)) must be > WIASRD 718 (Date Administered Pre-Test)	Warning	YYYYMMDD Blank = No post-test
		WIASRD 710 (Date Administered Post-Test (Year #2)) must be > WIASRD 306 (Date of First WIA Youth Service) + 2 years, and <= WIASRD 306 (Date of First WIA Youth Service) + 3 years	Reject	
728,742	**Post-Test Score (Year #3)**	If WIASRD 727 (Date Administered Post-Test (Year #3)) = Valid Date, then WIASRD 728 (Post-Test Score (Year #3)) must be > 000	Warning	000 Blank or 000 = No assessment
		If WIASRD 729 (Educational Functioning Level (Year #3)) is 1-8, then WIASRD 728 (Post-Test Score (Year #3)) must be > 000	Warning	

729,743	**Educational Functioning Level (Year #3)**	If WIASRD 728, 742 (Post-Test Score (Year #3)) is > 000, then WIASRD 729, 743 (Educational Functioning Level) must = 1-8	Warning	1 = Beginning ESL Literacy 2 = Low Beginning ESL Literacy 3 = Beginning ABE Literacy/High Beginning ESL Literacy 4 = Beginning Basic Education/Low Intermediate ESL 5 = Low Intermediate Basic Education/High Intermediate ESL 6 = High Intermediate Basic Education/Advanced ESL 7 = Low Adult Secondary Education/Exit ESL 8 = High Adult Secondary Education Blank or 0 = No assessment
744	**WIB Name**	(no additional edit checks)		Alphanumeric - 75 characters maximum
745	**Office Name**	(no additional edit checks)		Alphanumeric - 75 characters maximum
746	**Case Manager**	(no additional edit checks)		Alphanumeric - 75 characters maximum
747	**User Field 1**	(no additional edit checks)		Alphanumeric - 75 characters maximum
748	**User Field 2**	(no additional edit checks)		Alphanumeric - 75 characters maximum

Attachment E: WIASRD Edit Checks and Valid Value Requirements for Self- and Informational Services Only-Data

WIASRD Field Number	Field Name	Edit Check Logic	Error Type	Valid Values (Invalid value entries for any data element will be rejected)
101	Individual Identifier	(no additional edit checks)		XXXXXXXXX (No hyphens)
103	Gender	(no additional edit checks)		1 = Male 2 = Female Blank or 0 = Did not self identify
104	Individual with a Disability	(no additional edit checks)		1 = Yes 2 = No Blank or 0 = Did not self identify
105	Ethnicity Hispanic/ Latino	(no additional edit checks)		1 = Yes 2 = No Blank or 0 = Did not self identify
106	American Indian or Alaska Native	(no additional edit checks)		1 = Yes Blank or 0 = Did not self identify
107	Asian	(no additional edit checks)		1 = Yes Blank or 0 = Did not self identify
108	Black or African American	(no additional edit checks)		1 = Yes Blank or 0 = Did not self identify
109	Native Hawaiian or other Pacific Islander	(no additional edit checks)		1 = Yes Blank or 0 = Did not self identify
110	White	(no additional edit checks)		1 = Yes Blank or 0 = Did not self identify
302	Date of Program Participation	(no additional edit checks)		YYYYMMDD
303	Date of Exit	A. WIASRD 303 (Date of Exit) must be Blank, or >= (WIASRD 302 (Date of Program Participation)	Warning	YYYYMMDD Blank = Not exited
		C. WIASRD 303 (Date of Exit) must be Blank, or <= Report Submittal Date	Warning	
304	Adult (local formula)	(no additional edit checks)		1 = Yes 2 = No Blank or 0 = N/A

1

305	**Dislocated Worker (local formula)**	(no additional edit checks)		1 = Yes 2 = No Blank or 0 = N/A
306	**Date of First WIA Youth Service**	A. WIASRD 306 (Date of First WIA Youth Service) must be Blank or >= WIASRD 302 (Date or Program Participation)	Warning	YYYYMMDD Blank = N/A
307	**Youth (Statewide 15% Activities)**	(no additional edit checks)		1 = Yes, Received Statewide 15% Funded Services only 2 = Yes, Received Both Statewide 15% and Local Formula Funded Services 3 = No, Did Not Receive Statewide 15% Funded Services Blank or 0 = N/A
308	**Dislocated Worker (Statewide 15% Activities)**	(no additional edit checks)		1 = Yes 2 = No Blank or 0 = N/A
309	**Incumbent Worker**	(no additional edit checks)		1 = Primarily Statewide 15% funds 2 = Primarily Local Formula (waiver) funds 3 = Primarily Rapid Response (waiver) funds Blank or 0 = no serviced received
310	**Adult (Statewide 15% Activities)**	(no additional edit checks)		1 = Yes 2 = No Blank or 0 = N/A
312	**Rapid Response (Additional Assistance)**	(no additional edit checks)		1 = Yes 2 = No Blank or 0 = N/A
313a	**NEG Project ID**	(no additional edit checks)		XXXX Blank or 0000 = No services received
313c	**Third NEG Project ID / Special Project ID**	(no additional edit checks)		XXXX Blank or 0000 = No services received

| 327 | Other Reasons for Exit (at time of exit or during 3-quarter measurement period following the quarter of exit) | If WIASRD 303 (Date of Exit) = Blank, then WIASRD 327 (Other Reasons for Exit) must = Blank, 00, or 99 | Warning | 01 = Institutionalized
02 = Health/Medical
03 = Deceased
04 = Family Care
05 = Reservists Called to Active Duty
06 = Relocated to Mandated Residential Program
85-95 = Other ETA exclusions
96 = TAA demonstration
97 = Hurricane exclusion
98 = Retirement
99 = Invalid SSN.
00 = Participant exited for reasons other than one of the conditions listed above.

Blank = Not exited or N/A |
| 331 | Received Core Self-Services and Informational Activities | (no additional edit checks) | | 1 = Yes
2 = No
Blank or 0 = N/A |

Note: The "Valid Value" column of this document explicitly states the <u>only</u> values and formats acceptable to ETA. The individual record will be rejected if the data does not conform. Please note that, although Blanks or 0s are included as "valid values" for most fields, many fields have edit checks that require a value other than Blank or 0. Please consult the list of edit checks on each data field to determine which valid values are allowable for a given record.

Attachment F: Common WIASRD Reporting Errors

This attachment includes typical WIASRD submission errors that ETA has identified. Please ensure accurate and complete data submission.

- Not reporting disability status (Item 104) for many individuals: should be 1 or 2, not 0 or blank for almost everyone.

- Not reporting Hispanic (Item 105) for many individuals.

- Not reporting Recently Separated Veteran (Item 114) for many veterans.

- Incorrect reporting of high school graduates in Highest Grade Completed (Item 119). High school graduates should be reported using code '87'. Code '12' should be used only for those who completed the 12th grade but did not graduate.

- Not including Food Stamps recipients in Other Public Assistance Recipient (Item 121). The definition of this field was changed for PY 2005 to include Food Stamp recipients.

- Not reporting the Date of Actual Qualifying Dislocation (Item 125) for many dislocated workers.

- Not reporting adult characteristics for all or many individuals.

    o Homeless (Item 125).

    o Offender (Item 126).

- Incorrect reporting of Employment and Training Programs Related to Food Stamps (Item 328). This field is not used for reporting receipt of Food Stamps (which is included in Item 121). Item 328 is to be used only for those who received employment and training services funded by the Food Stamps program.

- Not reporting new service fields:

    o Core self-service and informational activities (Item 331).

    o Date of first staff-assisted core service (Item 332).

    o Workforce information services (Item 333).

    o Date completed, or withdrew from, training (Item 336).

    o Prevocational activities (Item 339).

- Incorrect reporting of enrolled in education (Item 343).

    o Should generally be 'yes' if a youth was in school at either participation (Item 129) or exit (Item 670).

- Not reporting wages in the quarter before registration (Item 614).

- Not reporting wages before registration (Items 612 to 614) for persons who exit after the exit cohort for average earnings or earnings change.

- Not reporting education status at exit (Item 670) for youth.

- Incorrect reporting of youth activities. Almost all youth should have at least one youth activity reported. Several states do not report a large number of youth without any youth activities. One state does not report any youth activities at all.

- Incorrect reporting of NEG participants.

    o Not providing records for all NEG participants. All participants enrolled in a NEG project must be reported in the WIASRD, regardless of whether or not they were coenrolled in Title 1b programs.

    o Incorrect reporting of the NEG Project ID (Items 313a to 313c). A NEG project ID must be entered for each NEG participant. This number is found in the NEG Grant Award package. If the Participant is enrolled in more than one NEG, all applicable NEG Project IDs should be entered in the participant's record. The NEG project ID is the state postal code followed by a two-digit number. For example, a valid code for a project in Utah would be UT02.

Attachment G: Relevant Periods of Exiters and Participants to Be Included in PY 2009 Q3 Quarterly WIASRD Submission

	PY 2007			PY 2008				PY 2009		
	Q2 10/1/2007 - 12/31/2007	Q3 1/1/2008 - 3/31/2008	Q4 4/1/2008 - 6/30/2008	Q1 7/1/2008 - 9/30/2008	Q2 10/1/2008 - 12/31/2008	Q3 1/1/2009 - 3/31/2009	Q4 4/1/2009 - 6/30/2009	Q1 7/1/2009 - 9/30/2009	Q2 10/1/2009 - 12/31/2009	Q3 1/1/2010 - 3/31/2010
Participant Data										▓
Youth Diploma or Equivalent Rate **Skill Attainment Rate** **Exiter Characteristics**						▓	▓	▓	▓	
Employment and Credential Rates Common Measure: **Attainment of Degree or Certificate** Common Measure: **Placement in Employment or Education** Common Measure**: Entered Employment Rate**				▓	▓	▓	▓			
Common Measure: **Literacy Numeracy Gains**			▓	▓	▓	▓				
Common Measure**: Employment Retention Rate** Common Measure**: Average Earnings** **Six Month Earnings Increase**		▓	▓	▓	▓	▓				
12 Month Employment Retention Rate **12 Months Earnings Increase or Earnings Replacement**	▓	▓	▓	▓	▓					