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STATE INSTRUCTION NUMBER 25-02

To: Local Workforce Area Signatory Officials
Local Workforce Area Board Chairs
Local Workforce Area Administrators
DEW Area Directors
DEW Regional Managers

Subject: **Electronic and Physical Redactions of PII and Other Sensitive Information**

Issuance Date: September 5, 2025

Effective Date: September 5, 2025

Purpose: To provide guidance regarding the redaction of electronic and physical documents containing Personally Identifiable Information (PII) and other sensitive information.

References:

- Workforce Innovation and Opportunity Act, Public Law 113-128, Section 116
- The Privacy Act of 1974, Public Law 93-579
- 2 CFR §§ 200.303(e); 200.334; 200.338; 29 CFR § 38.41
- Training and Employment Guidance Letters (TEGLs) 39-11; 23-19, Change 2; 07-18; 10-23, Change 2
- Office of Management and Budget (OMB) Memorandum M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*
- State Instruction 16-11, Change 1; 20-09

Background: Federal law, OMB Guidance, and the Department of Labor (DOL) requires measures to mitigate the risks associated with the collection, storage, and dissemination of data and documentation containing PII and other sensitive information. Such information must be maintained and stored in a manner that ensures confidentiality in accordance with 29 CFR § 38.41 and State Instruction 16-11, Change 1, *Confidentiality of Equal Opportunity Records*.

Personally Identifiable Information

PII is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

DOL categorizes PII into two types: protected PII and non-sensitive PII. The distinction between them is based on the potential risk of harm that could result from their release. They are defined as follows:

1. *Protected PII.* Information that, if disclosed, could result in harm to the individual whose name or identity is linked to that information. These include:

- Social security numbers (SSNs)
- Credit card numbers
- Bank account numbers
- Home addresses and telephone numbers
- Ages and Birthdates
- Unique Identifiers
- Marital status
- Spouse names
- Educational history
- Biometric identifiers
- Medical history
- Financial information
- Computer passwords

2. *Non-sensitive PII.* Information that, if disclosed by itself, could not reasonably be expected to result in personal harm. It is stand-alone information that is not linked or closely associated with any protected or unprotected PII. These include:

- First and last names
- Email addresses
- Business telephone numbers
- General education credentials
- Gender
- Race

NOTE: Depending on the circumstances, a combination of non-sensitive PII could potentially be categorized as protected or sensitive PII.

Other Sensitive Information

This refers to any unclassified information that, if lost, misused, or accessed/modified without authorization, could negatively impact Federal programs or compromise the privacy rights of individuals as protected under the Privacy Act.

Medical Information. The details and dates regarding medical information can be sensitive to an individual. Examples include, but are not limited to, health status and treatment, pregnancy

status, details of an individual's disability status, requests for disability accommodations, medical procedures/diagnoses, or medicine/prescription taken.

Legal Information. All legal information is considered sensitive, as it can cause participants to be treated differently than others. Examples include, but are not limited to, previous incarceration, suspension of license, or child custody issues.

For a comprehensive overview of DOL compliance obligations to protect PII and other sensitive information, refer to TEGL 39-11, *Guidance on the Handling and Protection of Personally Identifiable Information*. The Appendix of TEGL 39-11 provides a detailed list of relevant Federal laws and policies governing data privacy, security, and the protection of PII and other sensitive information.

Policy: To ensure the confidentiality of all protected PII and other sensitive information, defined above, the Department of Employment and Workforce (DEW) requires that Local Workforce Development Areas (LWDAs), DEW staff, and SC Works center staff and partners redact such information from all records maintained and stored for individuals.

Maintenance. Whether the information is maintained in an electronic file or as a physical document in an SC Works center, staff **MUST NEVER** leave the document unattended or visible to those who do not have the appropriate privileges. For an electronic file, staff must lock the computer before stepping away. For a physical file, staff must return the document to the file cabinet it came from and lock the cabinet.

Communication. PII and other sensitive information **MUST NEVER** be communicated in an email unless the information is encrypted. Staff must use SCWOS State Identification Numbers or Claimant Identification Numbers when referencing individuals via written communication. **Full SSNs must never be sent!** Personal information can be disclosed only on a need-to-know basis and cannot be shared with other customers.

Redacting Documents in SCWOS

When uploading documentation in SC Works Online Services (SCWOS), protected PII and other sensitive information must be redacted. This makes it possible for the individual to be assisted without the concern that their PII is being revealed. All program staff responsible for case management functions can edit a document to redact PII; however, only staff with the appropriate privileges can remove/edit redactions once they have been made.

NOTE: DEW Employment Services (ES) and DEW Reemployment Services and Eligibility Assessment (RESEA) program staff may redact the entire uploaded document to ensure the security of all PII or sensitive information (i.e., putting a black box over the entire page).

Staff must associate uploaded documentation with the program in which they are enrolling the individual. This will ensure that only those with the appropriate privileges have access to any protected PII or other sensitive information contained in the customer's uploaded documents. If a customer uploads their documentation while completing an Eligibility Explorer application (as denoted by "General – No Program Association" in the Program Name column), staff must associate the document with the program for which they are completing the program enrollment.

For instructions on how to redact a document in SCWOS, visit the SC Works Training Center at scworksllearningcenter.noverant.com and complete the course "Redacting Documents in SCWOS." The desk aid guidance that accompanies the course is attached to this state instruction for ease of access.

Physical Redactions of Documents

Any file that contains protected PII or other sensitive information and is maintained as a physical document in an SC Works center must be kept in a separate, locked file cabinet in which only staff with the appropriate privileges have access.

There are several ways to redact information in a physical file, including but not limited to: blacking out the information with a permanent marker (e.g., Sharpie), use of a redaction pen, or cutting the necessary information out of the paper and shredding it. For the redaction of documentation kept as a physical file in an SC Works center, staff must also be mindful of data validation requirements, as physical redactions cannot be removed afterwards, like they can be in SCWOS. When source documentation is required for data validation, that necessary information must not be redacted from a physical file. Refer to TEGL 23-19, Change 2, Attachment II, *Source Documentation for WIOA Core/Non-Core Programs DOL-only Data Element Validation*, to confirm what information must not be redacted from physical documents. The attachment is attached to this state instruction for ease of access and may also be found at:

<https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2019/TEGL%2023-19%2C%20Change%202/Attachment%20II%20%28PDF%29.pdf>.

DEW ES and DEW RESEA staff must not redact the entire document when it is kept as a physical file, though they are allowed to do so in SCWOS.

NOTE: If a physical file is intended to be scanned into SCWOS, it is recommended that staff wait until it is an electronic file before redacting, then destroy the original, physical copy.

Case Notes Containing Protected PII and Other Sensitive Information.

Case notes must never contain protected PII or other sensitive information unless it is essential to meet the requirements of an application or program. If the inclusion of protected PII or other sensitive information is necessary, the case note must not be entered into SCWOS.

Regardless of SCWOS suppression functionalities, protected PII and other sensitive information **must never** be included in a case note uploaded to SCWOS. Instead, such case notes must be stored in a separate, locked file cabinet in the SC Works center. Access to these files must be limited to staff with the appropriate privileges.

To maintain proper record retention, a case note must also be entered into SCWOS stating that the original case note is securely stored in a locked file.

Monitoring

DEW's Office of Internal Audit conducts routine monitoring in which they review electronic and physical files and notify a LWDA if any redaction methods are not effective in masking protected PII or other sensitive information.

Noncompliance with the safeguards contained in Federal and state laws for protected PII and other sensitive information can lead to civil and criminal sanctions. Those granted the appropriate privileges may also be liable to civil and criminal sanctions if they improperly disclose protected PII and other sensitive information.

Action: Please ensure that all appropriate staff receive and understand this policy.

Inquiries: Questions may be directed to WorkforcePolicy@dew.sc.gov.



Nina Staggars, Assistant Executive Director
Workforce Development Division

Attachment:

- LMS Module: Redacting Documents in SCWOS
- TEGL 23-19, Change 2, Attachment II, *Source Documentation for WIOA Core/Non-Core Programs DOL-only Data Element Validation*

Redacting Documents in SCWOS

1

Navigating to Documents



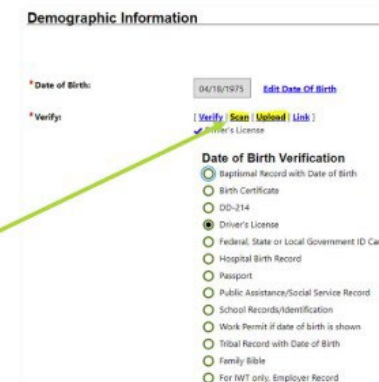
In the expandable menu at the top of the screen when assisting an individual, navigate to Staff Profiles -> General Profile -> Documents (Staff)

Ways to Add a Document

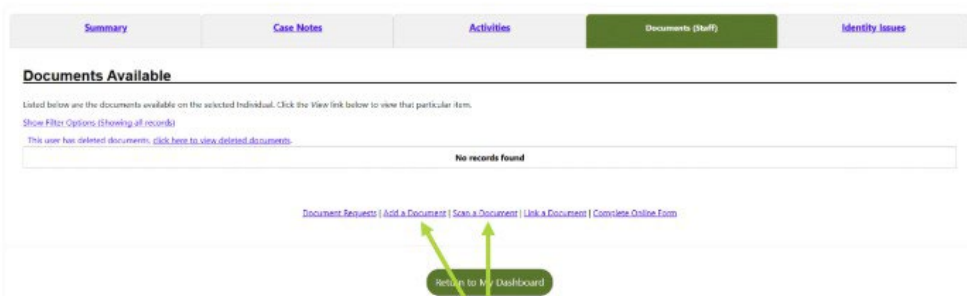


You may add initially or after eligibility by clicking on "Documents (Staff)."

You may add during eligibility for the program you represent (Wagner-Peyser, WIOA, TAA, etc).



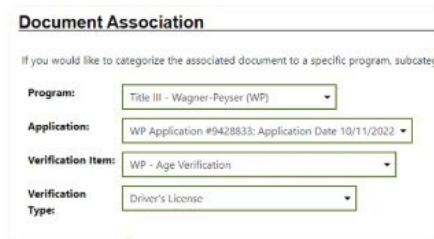
Adding a Document



In either section, there are two ways to add a document into SCWOS that we currently use. Add from a file on your computer or shared drive or directly scan a document into the system.

Document Association & Information

Click on "Add a Document"



Fill out the associated fields, including program, application, verification item, and verification type.

Fill out applicable fields in the document information section, including any expiration dates.



Attaching a Document

Attach Document

Multiple documents can be uploaded simultaneously, but must

Click on "Select File" to upload a document.

Select the correct file from whatever location the file was stored at.

Name	Date modified	Type	Size
Verifications 20230922.xlsx	12/28/2023 3:27 PM	Microsoft Excel W...	200 KB
Driver License.docx	11/2/2023 8:02 AM	Microsoft Word D...	55 KB

Once you have selected the file and clicked "open," you will see it listed.

Attach Document

Multiple documents can be uploaded simultaneously, but must

Then click save!

Save

Redacting a Document

Document Name	Document Tags	Program Name	Category	Modify Date	Expiration Date	Action
Driver License.docx	Driver License	Title III - Wagner-Peyser (W/P)	Verification	12/29/2023 10:06	06/03/2025 12:00	View Edit Download Delete Mark as Medical

Click "Edit" to obscure any PII. You will then see the document and a toolbar above the document.



Saving the Annotation



Annotation Options

*Save any new annotation or previously layered annotation as:

- ☒ Separate layer that can be changed later
- ☐ Permanently burned into the image (can not be changed later)

Once you have redacted the PII and other sensitive information using the tools available, it is time to save the attachment.

If the annotation is saved as a separate layer, staff with the appropriate privileges can remove/edit annotations. If you permanently burn the annotation into the image, it cannot be removed.



OTHER TOOLS	
Zoom	Click an icon to zoom out (make smaller) or zoom in (make larger) on the image, view the image in full size, or make the image the same size as the viewer's window.
Mouse Tools	The icons in this section will change your mouse pointer to perform different functions, such as dragging the image up/down/sideways, zooming in/out on the image, or cropping the image.
B/W Image Clean-up	These icons help to clean-up and enhance black and white images.
Grayscale	This icon changes a color image to black and white.
Rotate	Click an icon to rotate the image to the left (clockwise) or to the right (counterclockwise).

ANNOTATIONS

	Draw Line	
	Draw Line 2	
	Draw Polygon	
	Draw Freehand Annotation	
	Draw Ellipse	
	Draw Rectangle	
	See Note!	
	Mouse to Redact	
	Draw Highlight	
	Draw Text	
	Draw Draft Stamp	
	Create Sticky Note	

Note: Employment Services and RESEA staff may choose to redact the entire document using the tools in SCWOS in accordance with State Instruction 25-02

Linking a Document

Link a Document

Click on "Link a Document"

In the case where an individual is served by multiple programs, it is a good practice to check for any uploaded documents prior to asking the individual to produce again (for example if enrolling in the Adult program after the individual has been served in Wagner-Peyser). If there is a document that is already uploaded by another program that will satisfy one of the eligibility verifications for the program you are working in, the original document can be linked to the new application.

You may then link the document to as many verification items as needed. Filling out the document association and information sections will ensure the document is then available for your program.

Document Association

If you would like to categorize the associated document to a specific program, subcategory, application...

Program: Title I - Workforce Development (WIOA)

Application: WIOA Application #9531806 Application Date 11/3/2023

Verification Item: WIOA - Address Verification

Verification Type: Driver's License

Document Information

Document Description: Driver License

*Document Tags: Do not enter personal identifiable information (PII) into this field.
Keywords that will be indexed with this attachment.
Driver's License

Date Received: 12/15/2023

Document Expires: ☐ Check if document expires

Medical Document: ☐

Sealed Document: ☐

Title I - Workforce Development (WIOA)

Intro

- Info
- Verifications
- Public Assistance
- Eligibility Summary
- Contact
- Employment
- Services

Now when you go to the WIOA application, the document will be available under the verification section in the eligibility screens. It will also add another row to the documents section for the program you are providing services for.

Document Name	Document Type	Program Name	Category	Upload Date	Actions
Drivers License (PNG)	Driver's License	Title I - Workforce Development (WIOA)	Verification	12/15/2023 01:23	View Edit Delete Download Remove
Drivers License (PNG)	Driver's License	Title II - Wagner-Peyser (WPS)	Verification	12/15/2023 01:14	View Edit Delete Download Remove

Residential Address

*Address 1: 10 Saughtree Lane West

Address 2:

*Zip/Postal Code: 29045 [Find Zip Code](#)

*City: Elgin

*State: South Carolina

*County/Borough/Parish: Kershaw

*Country: United States

*Address Verify: [Verify](#) [Scan](#) [Upload](#) [Link](#)
[Other Applicable Documentation, \(specify\)](#)
[Driver's License \(image/png\)](#) [Remove](#)

Scanning a Document

Scan a Document

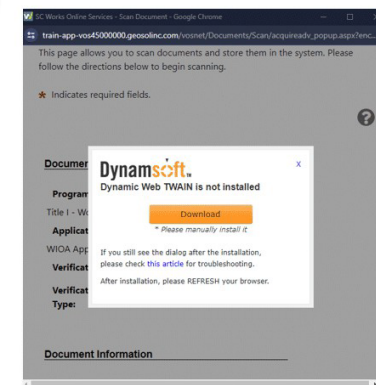
*Verify:

[Verify](#) [Scan](#) [Upload](#) [Link](#)

✓ Drivers License

If you have access to a scanner, documents can be uploaded directly from the scanner without having to save them on your hard drive first. You may either click "Scan a Document" in the Documents (Staff) section or click "Scan" for each eligibility item needing to be verified.

Once you click scan, if this is your first time scanning, you will receive a popup requiring you to install Dynamic Web TWAIN. You may need assistance from your IT department to install it.



The scanning section has both the Document Association and Document Information sections that were available when uploading a document from a file. In addition, there is a Scan Options and Settings section. You would need to select the source (scanner) and the pixel type and resolution and select any additional settings.

train-app-vos45000000.geosolinc.com says
The document has been uploaded successfully.

OK

Once you have selected "Upload Document," the system should give you the message it has been uploaded successfully.

Scan Options

Select Source: Canon P-215 TWAIN

Pixel Type: ☐ BW ☒ Gray ☐ RGB

Resolution: 100

Settings

☐ Show Source User Interface

☐ Discard Blank Page

☒ Use Auto Document Feed

☐ Duplex

☐ Insert new scanned image before current image

[Scan Document](#)

*At this point, you would edit the document, add annotations, and burn them into the image.

Source Documentation for Core/Non-Core Programs DOL-only Data Element Validation

Source Documentation Validation Instructions

The data element source documentation table lists the data elements that grantees are either required or encouraged to validate as part of the data validation framework discussed in Attachment I (please refer to Attachment I for program-specific guidance). The table displays the PIRL data element numbers, data element names, definitions/instructions, program specific requirements, and source documentation needed to perform data element validation on each data element. All grantees reporting performance data in accordance with section 116(d) of WIOA must use the same data element definitions in the PIRL. All programs required to conduct data validation, as outlined in Attachment I, must use the source documentation in Attachment II.

A. Understanding the Source Documentation Attachment layout/columns

1. Columns for “Data Element Number,” “Data Element Name,” and “Data Element Definitions/Instructions” are not to be cited as the latest PIRL data elements. When seeking current PIRL related information, please visit [ETA’s performance website](#) for current reporting requirements.
2. An “X” in the column represents the data elements applicable to a particular program for validation.
3. The “Source Documentation” column lists acceptable source documentation by each element. Programs may choose any of the acceptable source documentation from the list. Grantees may be more restrictive and authorize a smaller subset of allowable source documentation in their grantee policy. Grantees choosing to establish more restrictive source documentation policies should carefully consider the impacts (direct or indirect) those restrictions may have on providing equitable and accessible services to populations with barriers that can make obtaining certain source documents difficult.
4. The “Program Specific Parameters” column lists any special conditions or notes a program office may require. Source documentation requirements in this column, if any, will supplement or supersede those listed in the Source Documentation column as these requirements may limit acceptable source documentation.

B. Types of Source Documentation

For most data elements, the validation guidelines provide multiple forms of acceptable source documentation. If multiple sources conflict, the most authoritative source should be used to determine if the data element is valid and accurate.

The general categories of source documentation types include:

1. **Case Notes:** Case notes refer to either paper or electronic statements by the case manager that identify, at a minimum, the following: (a) a participant's status for a specific data element, (b) the date on which the information was obtained, and (c) the name of the case manager who obtained the information.
2. **Cross-Match:** A cross-match requires grantees to identify detailed evidence that confirms the data element in a secondary database. Grantees must also confirm supporting information such as dates of participation and services rendered. Grantees must have data sharing agreements in place as appropriate.
3. **Electronic Records which may include:**
 - **Participant Source Documents:** Participant source documents maintained in the grantee’s management information system (MIS) or other official record keeping system.
 - **Grantee participant service record:** Grantee participant information generated and maintained by the grantee regarding the specific services received by a participant. The information may be generated and maintained through the grantee’s MIS or other official recordkeeping system.
4. **Self-Attestation:** Self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. DOL broadly interprets what is considered an electronic/digital signature. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. Grantees must retain documentation of the self-attestation.

Attachment II: Source Documentation DOL- only Data Element Validation

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program																Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (RECO) (Adult)	Reentry Employment Opportunities (RECO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HIS	Job Corps	Apprenticeship			
SECTION A - INDIVIDUAL INFORMATION																				
SECTION A.02 - EQUAL OPPORTUNITY INFORMATION																				
200	Date of Birth (WIOA)	Record the participant's date of birth.		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	• Driver's License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, Local or Tribal Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible • Cross-Match with State Agency Records • Justice System Records • Selective Service Registration • Signed Letter from a parent or guardian • Medical Records • Self-Attestation	For H-1B grantees: Grants that serve incumbent worker participants may use documentation maintained by the employer to document "Date of Birth (WIOA)." For Job Corps: Job Corps also allows the following where the applicant's name and date of birth is identified: i) Department of Homeland Security (DHS) documents including Document I-55 Permanent Resident Card and Form I-94 Arrival/Departure Record ii) Employment records
202	Individual with a Disability (WIOA)	Record 1 if the participant indicates that he/she has any "disability", as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. Record 0 if the participant indicates that he/she does not have a disability that meets the definition. Record 9 if the participant did not self-identify.	X	X	X	X	X		X	X			X		X	X		• School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) record • Self-Attestation		
211	American Indian / Alaska Native (WIOA)	Record 1 if the participant indicates that he/she is a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.								X									For DINAP One of the following: • Certificate of Degree of Indian Blood (CDIB) card or letter • Tribal Enrollment Card • Letter or card from BIA showing census roll number • Document from the Alaska Native Corporation which verifies that the applicant is an Alaska Native	
214	Native Hawaiian / Other Pacific Islander (WIOA)	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant did not self-identify his/her race.								X									For DINAP One of the following: • Certified Birth Certificate showing Native Hawaiian ethnicity • OHA (Office of Hawaiian Affairs) Registry Card • Kamehameha Schools Ho'oulu Hawaiian Data Center Certification Letter which states Native Hawaiian	
SECTION A.03 - VETERAN CHARACTERISTICS																				

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program															Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Job Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HB	Job Corps	Apprenticeship		
301	Eligible Veteran Status	Record 1 if the participant is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. Record 2 if the participant served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. Record 3 if the participant is: (a) the spouse of any person who died on active duty or of a service connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. Record 0 if the participant does not meet any one of the conditions described above. Leave "blank" if the data is not available.	X	X	X		X	X		X	X		X	X			Source documentation beyond Self-Attestation for this element is only required at the point in which a decision is made to enroll a covered person over a non-covered person and commit financial resources, which does not include staff time. (Per TEGL 10-09, Section 9.) • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • A Letter from the Veterans' Administration • NGB- 22 documenting Title 10 federal active duty service • Self-Attestation		
SECTION A.04 - EMPLOYMENT AND EDUCATION INFORMATION																			
401	UC Eligible Status	Record 1 if the participant is a person who (a) filed a claim and has been determined 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) received staff-assisted services provided by the Reemployment Services and Eligibility Assessment (RESEA) program. Record 2 if the participant is a person who (a) filed a claim and has been determined eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system. Record 3 if the participant is a person who meets condition 2 (a) described above, but was not referred to service through the state's WPRS system or did not receive a RESEA provided staff-assisted service. Record 4 if the participant meets condition 2(a), but has exhausted all UC benefit rights for which he/she has been determined eligible, including extended supplemental benefit rights. Record 5 if the participant is claimant who is exempt from normal work search requirements according state law, and does not have to perform work search activities. Record 0 if the participant was neither a UC Claimant nor an Exhaustee. Leave blank if this data element does not apply to the participant.	X	X	X		X		X			X			X		• Cross-Match with State UI Database • Cross-Match with State MIS Database • Referral Transmittal by RESEA or WPRS • Self-Attestation for Code Values 3 and 4 only		
402	Long-Term Unemployed at Program Entry (WIOA)	Record 1 if the participant, at program entry, has been unemployed for 27 or more consecutive weeks. Record 0 if the participant does not meet the condition described above.	X	X	X		X		X			X		X			• Public Assistance Records • Refugee Assistance Records • Cross-Match with Public Assistance Database • Cross-Match with UI Database • Self-Attestation		
407	Highest School Grade Completed at Program Entry (WIOA)	Use the appropriate code to record the highest school grade completed by the participant at program entry. Record 1 – 12 for the number of school grades completed by the participant. Record 0 if no school grades were completed.								X	X	X	X		X	X	• Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form • Electronic Records • Case notes • Self- Attestation	For Job Corps: If school records are unavailable, Job Corps admission counselors must document attempts to obtain educational history.	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program															Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HB	Job Corps	Apprenticeship		
408	Highest Educational Level Completed at Program Entry (WIOA)	Use the appropriate code to record the highest educational level completed by the participant at program entry. Record 1 if the participant attained a secondary school diploma. Record 2 if the participant attained a secondary school equivalency. Record 3 if the participant has a disability and attained a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP). Record 4 if the participant completed one of more years of postsecondary education. Record 5 if the participant attained a postsecondary certification, license, or educational certificate (non-degree). Record 6 if the participant attained an Associate's degree. Record 7 if the participant attained a Bachelor's degree. Record 8 if the participant attained a degree beyond a Bachelor's degree. Record 0 if no educational level was completed.								X	X	X	X	X	X	X	• Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form • Electronic Records • Case notes • Self- Attestation	For Job Corps: If school records are unavailable, Job Corps admission counselors must document attempts to obtain educational history.	
409	School Status at Program Entry (WIOA)	Record 1 if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. Record 2 if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time, or is between school terms and is enrolled to return to school. Record 3 if the participant, at program entry, has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and is enrolled to return to school. Record 4 if the participant, at program entry, is not within the age of compulsory school attendance; and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the participant, at program entry, is not attending any school and has either graduated from secondary school or has attained a secondary school equivalency. Record 6 if the participant, at program entry, is within the age of compulsory school attendance, but is not attending school and has not received a secondary school diploma or its recognized equivalent.	X	X	X	X	X			X		X			X		• Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form • Electronic Records • Case notes • Self-Attestation		
410	Date of Actual Dislocation	Record the participant's date of actual dislocation from employment. This date is the last day of employment at the dislocation job. Leave blank if there is no dislocation job (e.g., displaced homemaker) or this data element does not apply to the participant.	X	X	X		X					X					• Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self-Attestation		
411	Most Recent Date of Qualifying Separation	Record the participant's most recent date of separation from trade-impacted employment that qualifies the participant to receive benefits and/or services under the Trade Act. Leave blank if there is no qualifying separation date or the separation date is the same as the Date of Actual Dislocation or this data element does not apply to the participant.						X									• Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self-Attestation		
412	Tenure with Employer at Separation	Record the total number of months that the participant was employed with the employer of record as of the participant's most recent qualifying date of separation. Employment of at least one day but less than one month should be recorded as "1". Leave blank if this data element does not apply to the participant.						X				X					• Verification from Employer • Worker List from Firm • Cross-Match • Intake Application or Enrollment Form • Case notes • Self-Attestation		

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

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			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	Youthbuild	Jobs for Veterans/State Grants (JVS)	HIB			Job Corps	Apprenticeship
413	Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10	Record 1 If the participant is a seasonal farmworker, meaning an individual who is employed, or was employed in the past 12 months, in farmwork (as described at 20 CFR 651.10) of a seasonal or other temporary nature and is not required to be absent overnight from his/her permanent place of residence. Non-migrant individuals who are full-time students are excluded. Labor is performed on a seasonal basis where, ordinarily, the employment pertains to, or is of the kind exclusively performed at certain seasons, or periods of the year and which, from its nature, may not be continuous or carried on throughout the year. A worker, who moves from one seasonal activity to another, while employed in farm work, is employed on a seasonal basis even though he/she may continue to be employed during a major portion of the year. A worker is employed on other temporary basis where he/she is employed for a limited time only or his/her performance is contemplated for a particular piece of work, usually of short duration. Generally, employment which is contemplated to continue indefinitely is not temporary. Record 2 If the participant is a migrant farmworker, meaning a seasonal farmworker (as defined above) who travels to the job site so that the farmworker is not reasonably able to return to his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded. Record 0 If the participant does not meet the condition described above. Leave blank if this data element does not apply to the individual.	X														• Cross-Match with Public Assistance Records • Cross-Match with State MIS Database • Employment Records • Case notes • Self-Attestation		
SECTION A.05 - PUBLIC ASSISTANCE INFORMATION																			
600	Temporary Assistance to Needy Families (TANF)	Record 1 If the participant is listed on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program. Record 0 If the participant does not meet the condition described above. Leave blank if this data element does not apply to the participant.	X	X	X		X			X			X					• TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)	Record 1 If the participant, at program entry, is within 2 years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether receiving these benefits at program entry. Record 0 If the participant does not meet the condition described above. Record 9 If the data element does not apply to the participant (i.e., the participant has never received TANF, or if the participant has already exhausted lifetime TANF eligibility).	X	X	X		X						X					• TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
602	Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	Record 1 If the participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program. Record 2 If the participant is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program. Record 3 If the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program. Record 4 If the participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket Holder issued by the Social Security Administration. Record 5 If the participant is receiving or has received SSDI benefit payments under Title XIX of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket holder issued by the Social Security Administration. Record 6 If the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program and is a Ticket to Work Program Ticket holder issued by the Social Security Administration. Record 0 If the participant does not meet any of the conditions described above.	X	X	X				X				X					• SSI/SSDI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI/SSDI Eligibility Verification • Cross-Match with SSA Database	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training
603	Supplemental Nutrition Assistance Program (SNAP)	Record 1 If the participant is receiving assistance through the Supplemental Nutrition Assistance Program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.) Record 0 If the participant does not meet the above criteria.	X	X	X					X			X					• SNAP Eligibility Verification • Documentation of SNAP Benefit Receipt • Referral Transmittal from SNAP • Cross-Match	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)		
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HB			Job Corps	Apprenticeship
604	Other Public Assistance Recipient	Record 1 if the participant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), or Refugee Cash Assistance (RCA). Do not include foster child payments. Record 0 if the participant does not meet the above criteria. Leave blank if this data element does not apply to the participant.		X	X					X		X						• Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Medical Card Showing Cash Grant Status • Public Assistance Eligibility Verification • Cross-Match	
SECTION A.06 - ADDITIONAL YOUTH CHARACTERISTICS																			
701	Pregnant or Parenting Youth	Record 1 if the participant is a youth who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18. Record 0 if the participant does not meet the conditions described above. Leave blank if the data is not available.				X							X					• Needs Assessment • WIC Eligibility Verification • TANF Single Parent Eligibility Verification • Intake Application or Enrollment Form • Individual Service Strategy • Case notes • Self-Attestation	
702	Youth Who Needs Additional Assistance	Record 1 if the participant is an out-of-school youth who requires additional assistance to enter or complete an educational program, or to secure and hold employment or an in-school youth who requires additional assistance to complete an educational program or to secure or hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan. Record 0 if the participant does not meet the conditions described above. Leave blank if this data element does not apply to the participant.				X							X					See State policy on definition: • Intake Application or Enrollment Form • Case notes • Needs Assessment • Individual Service Strategy • Self-Attestation	
704	Foster Care Youth Status at Program Entry (WIOA)	Record 1 if the participant, at program entry, is a person aged 24 or under who is currently in foster care or has aged out of the foster care system. Record 0 if the participant does not meet the conditions described above.	X	X	X	X	X				X	X	X			X		• Written Confirmation from Social Services Agency • Case notes • Foster Care Agency Referral Transmittal • Intake Application or Enrollment Form • Needs Assessment • Individual Service Strategy • Self-Attestation	
SECTION A.07 - ADDITIONAL REPORTABLE CHARACTERISTICS																			
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)	Record 1 if the participant, at program entry: (a) Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who: (i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; (ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; (iii) is living in an emergency or transitional shelter; (iv) is abandoned in a hospital; or (v) is awaiting foster care placement; (b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground; (c) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or (d) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include a participant imprisoned or detained under an Act of Congress or State law. A participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless. Record 0 if the participant does not meet the conditions described above. Note: WIOA youth who meet the definition of homeless as defined in WIOA section 681.210(c)(5) and 681.220(d)(4) are reported in this data element.	X	X	X	X	X			X	X	X	X			X		• Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case notes • Individual Service Strategy • A letter from caseworker or support provider • Self-Attestation	For Job Corp: If the source documentation is unavailable, documented attempts to obtain such information accompanied by a completed Statement of Support form describing how the applicant is being supported in the absence of any significant income.

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			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	Youthbuild	Jobs for Veterans' State Grant (JVS)	HB	Job Corps	Apprenticeship		
801	Ex-Offender Status at Program Entry (WIOA)	Record 1 if the participant, at program entry, is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction. Record 0 if the participant does not meet any one of the conditions described above. Record 9 if the participant did not disclose.	X	X	X	X	X			X			X		X		• Documentation from the Juvenile or Adult Criminal Justice System • Written Statement or Referral Document from a Court or Probation Officer • Referral Transmittal from a Reintegration Agency • Intake Application or Enrollment Form • Case notes • Needs Assessment • Individual Service Strategy • Federal Bonding Program Application • Self-Attestation		
802	Low Income Status at Program Entry (WIOA)	Record 1 if the participant, at program entry, is a person who: (a) Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received: (i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.); (ii) Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.); (iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or (iv) State or local income-based public assistance. (b) Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level; (c) Is an individual who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.); (d) Is a foster child on behalf of whom State or local government payments are made; (e) Is an participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement; (f) Is a homeless participant or a homeless child or youth or runaway youth (see Data Element #800); or (g) Is a youth living in a high-poverty area. Record 0 if the participant does not meet the criteria presented above.	X	X	X	X	X		X	X			X		X	X	• Award Letter From Veteran's Administration • Bank Statements • Pay Stubs • Compensation Award Letter • Court Award Letter • Pension Statement • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with UI Wage Records • Self-Attestation	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training For Youth Living in a High Poverty Area: Case notes documenting High Poverty Area status. For Job Corps: i) Documented phone contact with case worker attesting to family receipt of cash payments from income-based public assistance; ii) A letter from caseworker or support provider attesting to the applicant's status as Homeless or documented attempts to obtain such a letter accompanied by a completed Statement of Support form describing how the applicant is being supported in the absence of any significant income; iii) A letter or other documentation from the U.S. Department of Agriculture verifying the applicant's eligibility for free or reduce lunch, or written documentation from the last school attended by the applicant verifying the applicant's eligibility; iv) Letter from a caseworker or public agency personnel attesting to the status of the applicant as a Foster Child, or documented phone contact with a caseworker or public agency personnel attesting to the status of the applicant; v) Tax returns or W-2s	
803	English Language Learner at Program Entry (WIOA)	Record 1 if the participant, at program entry, is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language. Record 0 if the participant does not meet the conditions described above.	X	X	X	X	X			X			X		X	X	• Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Intake Application or Enrollment Form • Individual Service Strategy • Case notes • Self-Attestation		
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	Record 1 if the participant is, at program entry: A) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or B) a youth or adult, who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society. Record 0 if the participant does not meet the conditions described above.	X	X	X	X	X			X			X			X	• Assessment Test Results • Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) • Case notes	For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training	
806	Single Parent at Program Entry (WIOA)	Record 1 if the participant, at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women). Record 0 if the participant does not meet the condition described above. Record 9 if the participant did not self-identify.	X	X	X	X	X			X			X			X	• Needs Assessment • TANF Single Parent Eligibility Verification • Intake Application or Enrollment Form • Individual Service Strategy or Employment Plan • Case notes • Self-Attestation	For Job Corps: • Birth certificate indicating applicant as parent • Court decree indicating child support • Any official government/school form indicating dependent children AND Self-attestation on marital status	

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807	Displaced Homemaker at Program Entry (WIOA)	Record 1 if the participant, at program entry, has been providing unpaid services to family members in the home and who: (A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Record 0 if the participant does not meet the conditions described above.	X	X	X		X										• Intake Application or Enrollment Form • Cross-Match with Public Assistance Records • Copy of Spouse's Layoff Notice • Copy of Spouse's Death Record • Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) • Copy of Divorce Records • Copy of Applicable Court Records • Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) • Needs Assessment • Individual Employment Plan • Self-Attestation		
808	Migrant and Seasonal Farmworker Status	Record 1 if the participant, at program entry, is a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency. Record 2 if the participant, at program entry, is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day. Record 3 if the participant is a migrant farmworker or seasonal farmworker (as defined above) aged 14-24. Record 4 if the participant is an adult program participant and a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above. Record 5 if the participant is a youth program participant and a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above. *Note: This element is used both by the NFJP Program eligibility status type and by other programs to identify participants with this (WIOA sec. (3) defined) barrier to employment.	X	X	X		X		X								• Cross-Match with Public Assistance Records • NFJP Eligibility Documents used to determine low-income status • Employer Contract/Letter • Program application • Cross-Match with State MIS Database • Cross-Match with H-1B Records • Case notes • Self-Attestation	For NFJP: Additionally, when determining dependent status use the definition of dependent at 20 CFR 685.110.	
SECTION B - ONE STOP CENTER PROGRAM PARTICIPATION INFORMATION																			
900*	Date of Program Entry (WIOA)	Record the date on which an individual became a participant as referenced in 20 CFR 677.150 satisfying applicable programmatic requirements for the provision of services. Leave blank if this data element does not apply.	X	X	X	X	X		X	X	X	X	X		X	X	• Individual Plan for Employment • Electronic Records • Program intake documents, such as eligibility determination documentation or program enrollment forms		
901*	Date of Program Exit (WIOA)	Record the last date the participant received services that are not self-service, information-only, or follow up services. Record this last date of receipt of services only if there are no future services, that are not self-service, information-only, or follow up services, planned from the program. For Titles I, II and III, record the last date of funded service(s). For Vocational Rehabilitation programs, record the date when the participant's record of service is closed pursuant to 34 CFR 361.43 or 361.56. Leave blank if this data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X		X	X	X	• A copy of the letter sent to the individual indicating that the case was closed • WIOA status/exit forms • Electronic Records • Attendance records • Review of service records identifying the last qualifying service (and lack of a planned gap)	For Grants funded by the National Apprenticeship Act: • Validate only for registered apprentices who have completed. • Validate for all pre-apprentices, as appropriate. • Validate RA completions with a copy of the Certificate of Completion, electronic record (e.g., from the AI Demographic Portal or SAA system), email or other written transmission from the Registration Agency stating the apprentice completed (but has not yet received their Certificate of Completion). • Validate for all pre-apprentices using documentation from educational or work experience provider including attendance records or a letter stating successful completion.
902	Date of First Case Management and Employment Service	Record the date on which the participant begins receiving his/her first case management and employment service funded by a program following a determination of eligibility to participate in the program.						X						X			• Cross-Match • Case notes		

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906	Date of First WIOA Youth Service	Record the date on which the participant began receiving his/her first WIOA youth service (i.e. 1 of the 14 youth program elements in WIOA §129(c)(2)). Leave blank if the participant did not receive services funded by the WIOA Youth program.				X					X						• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • Individual Service Strategy		
907	Recipient of Incumbent Worker Training	Record 1 if the participant received Incumbent Worker training services under WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i). Record 2 if the participant received Incumbent Worker training services by Local Formula funds under WIOA section 134(d)(4). Record 3 if the participant received Incumbent Worker training services under both Statewide funds (Governor's Reserve and/or Rapid Response) WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i) and Local Formula funds under WIOA section 134(d)(4). Record 4 if the participant received Incumbent Worker training services under H1B. Record 5 if the participant received incumbent Worker training services under a National Dislocated Worker Grant (DWG) (WIOA section 170). Record 6 if the participant received Incumbent Worker training services under a National Farmworker Job Program (NFJP)(WIOA section 167). Record 0 if the participant did not receive services under the condition described above, or received services by a local area with statewide funds passed down from the state to the local area.	X	X	X		X		x					X			• Signed Incumbent Worker Training agreement • Cross-Match • Case notes		
908	Rapid Response	Record 1 if the participant participated in rapid response activities authorized at WIOA section 134(a)(2)(A)(i)(I). Record 0 if the participant did not receive services under the condition described above. Record 9 if grantee is unable to track enrollment in the program. Leave blank if this data element does not apply to the participant.	X		X		X	X									• Cross-Match • Case notes • Rapid Response List • Self-Attestation		
915	TAA Petition Number	Record the petition number (and full alphabetical suffix, if applicable) of the certification which applies to the participant's group. If there is more than one petition number, list all petition numbers in the order in which they were received delimited by a pipe character (i.e.). If there are more than three petition numbers, list the first petition and the most recent two petition numbers. Leave blank if this data element does not apply to the participant.							X								• Employer Worker List • Designation of Eligibility Form • Case notes		
923*	Other Reasons for Exit (WIOA)	Record 01 if the participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant. Record 02 if the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program. Record 03 if the participant is deceased. Record 04 if the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. Record 05 if the participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only). Record 06 if the participant, who was determine to be eligible, is later determined not a have met eligibility criteria. NOTE: This circumstance applies only to the VR program, in which participant eligibility is routinely revisited during the participation period. For titles I, II, and III program eligibility is determined at the time an individual becomes a participant. Record 07 if the participant is a criminal offender in a correctional institution under section 225 of WIOA. Record 00 if the participant meets none of the above conditions.	X	X	X	X	X	X	X		X		X		X	X	• Information from partner services • WIOA or program status/exit forms • Electronic Records • Withdrawal form with explanation • Information from institution or facility • Case notes This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • File documentation with notes from program staff • Information from partner services • WIOA status/exit forms • Electronic Records • Withdrawal form with explanation • Information from institution or facility The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.		

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HB	JOB Corps		
924	TAA Application Date	Record the date on which the individual first applied for Trade Act services/benefits under the applicable certification.						X									• Cross-Match • Designation on Eligibility form • TAA Application Form • Electronic Records	
925	Date of First TAA Benefit or Service	Record the date of the first Trade funded benefit or service received after the participant was determined eligible to participate.						X									• Case notes • Cross-Match • Electronic Records	
SECTION C - ONE STOP SERVICES AND ACTIVITIES																		
SECTION C.01 - GENERAL SERVICES OVERVIEW																		
1001	Date of First Basic Career Service (Staff-Assisted)	Record the first date the participant received any staff-assisted basic services (includes any career service under WIOA section 134(c)(2)(A)(i)-(xi) that is not provided via self-service or information-only services and activities)". Leave blank if the participant did not receive a staff-assisted basic career service.	X	X	X		X			X							• Case notes • Cross-Match • Electronic Records	
1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)	Record the most recent date a job seeker accessed self-services/information-only services or activities during the reporting period, either a physical location or remotely via the use of electronic technologies. Self-Service does not uniformly apply to all virtually accessed services; For example, virtual accessed services that provide a level of support above independent job or information seeking on the part of a reportable individual/participant would not qualify as self-service. Information-only activities or services may be either self-service or staff assisted. Leave blank if the reportable individual/participant did not access a self-service/information-only basic career service.	X	X	X		X									X	• Case notes • Cross-Match • Electronic Records	
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)	Record the most recent date on which the participant received any basic career service (includes any career service under WIOA Section 134(c)(2)(A)(i)-(xi) that is not provided via self-service or information services and activities). Leave blank if the participant did not receive a basic career service with significant staff involvement.	X	X	X		X			X							• Case notes • Cross-Match • Electronic Records	
1004	Date of Most Recent Career Service (WIOA)	Record the date on which career services (both basic and individualized) were last received (excluding self-services, information services or activities, or follow-up services). Leave blank if the participant did not receive career services.	X	X	X		X		X	X							• Case notes • Cross-Match • Electronic Records	
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)	Record the most recent date on which the participant received any career service provided by a DVOP specialist. Leave blank if the participant did not receive a service with significant staff involvement or this data element does not apply to the participant.	X	X	X		X							X			• Case notes • Cross-Match • Electronic Records	
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program	Record the most recent date on which the participant was referred to the Department of Veterans Affairs Vocational Rehabilitation and Employment Program.	X	X	X		X							X			• Case notes • Cross-Match • Electronic Records	
1007	Date of Most Recent Reportable Individual Contact	Record the most recent date on which the job seeker had reportable individual level contact, including provision of identifying information or enrollment, with one or more applicable programs.	X	X	X		X		X	X						X	• Case notes • Cross-Match • Electronic Records	
SECTION C.02 - BASIC CAREER SERVICES																		
1102	Most Recent Date Received Staff-Assisted Career Guidance Services	Record the most recent date on which the participant received career guidance services with significant staff involvement. Career guidance services include the provision of information (including information on local performance and eligible training providers), materials, suggestions, or advice intended to assist the job seeker in making occupation or career decisions. Leave blank if the participant did not receive a career guidance service.	X														• Case notes • Cross-Match • Electronic Records	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HB			Job Corps
1104	Most Recent Date Received Staff-Assisted Job Search Activities	Record the most recent date that the participant was provided job search activities with significant staff involvement, and which are designed to help the participant plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan. "Resume Assistance" - Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same. "Job Search Workshops" - An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. "Job Finding Clubs" - Have all the elements of a Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs. "Job Search Planning" - Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area. Leave blank if the participant did not receive a job search activity with significant staff involvement. Additional Note: This definition excludes participants who receive workforce information services or attend a TAP employment workshop. Those services will be collected and reported separately.	X														• Case notes • Cross-Match • Electronic Records	
1105	Most Recent Date Referred to Employment	Indicate the most recent date that the participant received a referral to employment which included significant staff involvement. A referral to employment is (a) the act of bringing to the attention of an employer a job seeker or group of registered job seekers who are available for a job and (b) the record of such a referral. Leave blank if the participant did not receive a referral to employment.	X														• Case notes • Cross-Match • Electronic Records	
1106	Most Recent Date Referred to Federal Training	Record the most recent date that the participant was referred to a training program supported by the Federal Government, such as WIOA-funded projects, TAA, Adult Education, Vocational Rehabilitation and Job Corps. Leave blank if the participant did not receive a referral to federal training.	X														• Case notes • Cross-Match • Electronic Records	
1112	Most Recent Date Received Unemployment Insurance (UI) Claim Assistance	Indicate the most recent date a job seeker was provided meaningful assistance in filing a UI claim. Leave blank if the participant did not receive unemployment insurance claim assistance.	X														• Case notes • Cross-Match • Electronic Records	
1113	Most Recent Date Referred to Other Federal/State Assistance	Record the most recent date a job seeker was referred to Other Federal/State Assistance. This may include Supplemental Nutrition Assistance Program (SNAP) benefits, Temporary Assistance for Needy Families (TANF), health insurance assistance, child support assistance, tax preparation support, and any other Federal or State assistance programs. Leave blank if the participant was not referred to Other Federal/State assistance.	X														• Case notes • Cross-Match • Electronic Records	
SECTION C.03 - INDIVIDUALIZED CAREER SERVICES																		
1200	Date of First Individualized Career Service	Record the first date the participant received any individualized career service on or after the date of participation. Individualized Career Services include development of an Individual Employment Plan, Pre-Vocational Services, provision of comprehensive skills and career assessments, internships or work experiences, financial literacy services, English as Second Language Services, or any other service that comprises a significant amount of staff time with an individual participant as described in WIOA sec. 134(c)(2)(xii). Leave blank if the participant did not receive any individualized career service or this data element does not apply to the individual.	X	X	X		X			X							• Case notes • Cross-Match • Electronic Records	
1201	Most Recent Date Received Individualized Career Service	Record the most recent date on which the participant received individualized career services as described in WIOA sec. 134(c)(2)(xii).	X	X	X		X			X							• Case notes • Cross-Match • Electronic Records	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program															Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REGO) (Adults)	Reentry Employment Opportunities (REGO) (Youth)	YouthBuild	Jobs for Veterans' State Grant (JVS)	HB	JOB Corps	Apprenticeship		
1202	Date Individual Employment Plan Created	Record the date on which the participant's Individual Employment Plan (IEP) was created or otherwise established to identify the participant's employment goals, their appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. Leave blank if an employment plan was not created for the participant, or if the individual is not a participant.	X	X	X		X	X		X			X				• Cross-Match • Case notes • Individual Employment Plan or Individual Service Strategy • Electronic Records		
1205	Type of Work Experience	If the participant received work experience, record the appropriate code to indicate the type of work experience provided to the participant. Record 1 if the participant participated in summer employment or an internship during the summer months (WIOA Youth). Record 2 if the participant participated in an internship or employment opportunity during the non-summer months or if it extends beyond the summer months. Record 3 if the participant participated in a pre-apprenticeship program. Record 4 if the participant participated in job shadowing. Record 5 if the participant participated in on-the-job training (WIOA Youth). Record 6 if the participant participated in a transitional job, as defined in WIOA Section 134(d)(5). Record 7 if the participant participated in another type of work experience not covered in 1 through 5. Record 0 if the participant did not participate in a work experience. Leave blank if this data element does not apply to the participant. NOTE: Code Value 6 should only be selected when other work experience opportunities are provided that are not captured elsewhere. This code value is also for use with Adult, Dislocated Worker, and Dislocated Worker Grants programs only. NOTE: If employment opportunities not limited to summer months are part of a pre-apprenticeship program, or if on-the-job training for WIOA Youth is part of a pre-apprenticeship program, choose Code 3 for pre-apprenticeship.	X	X	X	X	X			X			X		X		• Case notes • Signed Work Experience Agreement • Electronic Records		
1206	Date Received Financial Literacy Services	Record the date, at any time during participation in the program, that the participant received any financial literacy services. They may include services that help with creating budgets, initiate checking and savings accounts at banks, applying for and managing loans and credit cards, learning about credit reports and credit scores, and identifies identity theft. Leave blank if this data element does not apply to the participant.	X	X	X	X	X			X							• Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Case notes • Electronic Records		
1211	Transitional Jobs	Record 1 if the participant received work experience at a transitional job as described in WIOA Section 134(d)(5). Record 0 if the participant did not receive transitional jobs training as described above.		X	X		X										• Electronic Records • Case notes • Signed Transitional Job Agreement		
SECTION C.04 - TRAINING SERVICES																			
1300	Received Training (WIOA)	Record 1 if the participant received training services as defined by program specific guidance. Record 0 if the participant did not receive training services.	X	X	X	X	X		X	X			X		X	X	• Cross-Match • Vendor/Training Provider Records • Signed Training Contract • Individual Training Account • Electronic Records		
1301	Eligible Training Provider - Name - Training Service #1 (WIOA)	Enter the name of the eligible training provider where the participant received training. Leave blank if this data element does apply to the participant.		X	X		X										• Vendor Training Records • Receipts • Cross-Match • Attendance Sheets or Records • Signed Training Contract • Individual Training Account		
1302	Date Entered Training #1 (WIOA)	Record the date on which the participant's first training service actually began. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.		X	X	X	X	X		X	X	X	X		X		• Individual Training Account • Vendor Training Records • Electronic Records • Attendance Sheets or Records • Case notes		

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program															Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REG) (Adult)	Reentry Employment Opportunities (REG) (Youth)	YouthBuild	Jobs for Veterans of State Grant (JVS)	HB	Job Corps	Apprenticeship		
1303*	Type of Training Service #1 (WIOA)	Use the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be utilized when other codes are clearly not appropriate. Record 00 if the participant did not receive a training service. Leave blank if this data element does not apply to the participant.		X	X	X	X	X	X	X	X	X	X	X	X		• Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.	
1306	Occupational Skills Training Code #1	Enter the 8 digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that matches the training participant's employment goal. Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.		X	X	X	X	X		X			X		X	X	• Cross-Match • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • Individual Training Account	Grantees funded under the National Apprenticeship Act, may also include ETA 671 or the SAA equivalent; printout from the RAPIDS AI (Apprentice Information) Demographic Portal; or page 1 of the relevant Appendix A providing the OST code	
1307	Training Completed #1	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.		X	X	X	X	X		X	X	X	X		X		• Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record • Individual Training Account		
1308	Date Completed, or Withdrew from, Training #1	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.		X	X	X	X	X		X	X	X	X		X		• Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record		
1309	Date Entered Training #2	Record the date on which the participant's second training service actually began. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.		X	X	X	X			X	X	X	X		X		• Individual Training Account • Vendor Training Records • Electronic Record • Attendance Sheets or Records • Case notes		
1310*	Type of Training Service #2 (WIOA)	If the participant received a second type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be instances when other codes are clearly not appropriate. Record 00 if the participant did not receive a second training service. Leave blank if this data element does not apply to the participant.		X	X	X	X		X	X	X	X	X		X	X	• Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.	
1311	Occupational Skills Training Code #2	Enter the 8 digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that matches the training participant's employment goal. Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.		X	X		X			X			X		X		• Cross-Match • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • Individual Training Account		

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HR	Job Corps		
1312	Training Completed #2	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.		X	X	X	X			X			X		X		• Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record • Individual Training Account	
1313	Date Completed, or Withdrew from, Training #2	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.		X	X	X	X			X	X	X	X		X		•Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record • Individual Training Account	
1314	Date Entered Training #3	Record the date on which the participant's third training service actually began. If the participant received more than 3 training services, record the date on which the participant actually began the last (or most recent) training service. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.		X	X	X	X			X	X	X	X		X		• Individual Training Account • Vendor Training Records • Electronic Record • Attendance Sheets or Records • Case notes	
1315*	Type of Training Service #3 (WIOA)	If the participant received a third type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If OJT or Skill Upgrading is being provided as part of a Registered Apprenticeship program, choose Code 09. NOTE: Code 06 should only be utilized when other codes are clearly not appropriate. Record 00 if the participant did not receive a third service. Leave blank if this data element does not apply to the participant. Additional Note: If the participant receives more than three training services, record the last (or most recent) training services received by the participant in this field.		X	X	X	X		X	X	X	X	X		X	X	• Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1316	Occupational Skills Training Code #3	Enter the 8 digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that matches the training participant's employment goal. Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.		X	X		X			X			X		X		• Cross-Match • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • Individual Training Account	
1317	Training Completed #3	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.		X	X	X	X			X	X	X			X		•Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Records • Individual Training Account	
1318	Date Completed, or Withdrew from, Training #3	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.		X	X	X	X			X	X	X	X		X		•Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Records • Individual Training Account	
1319	Established Individual Training Account (ITA)	Record 1 if any of the individual's services were purchased utilizing an Individual Training Account funded by WIOA Title I. This information can be updated anytime during participation. Record 0 if the individual does not meet the condition described above. Leave blank if this data element does not apply to the participant.		X	X		X						X				• Cross-Match • Case notes • Individual Training Account Approval, Allocation or Activation Records	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program															Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HIB	Job Corps	Apprenticeship			
1321	Waiver from Training Requirement	Use the appropriate code to indicate the reason for which a waiver from the training requirements was issued to the participant. Record 0 if the participant did not receive a training waiver. Leave blank if this data element does not apply to the participant.						X										• Waiver Documentation in Case File (that includes initial approval and renewals at 30 day intervals) • Cross-Match with State UI Records of TRA Checks • Verification Form from UI or Employment Counselor		
1322	Date of Most Recent Case Management and Reemployment Service	Record the date on which the participant received his or her most recent Case Management and Reemployment Service. Leave blank if this does not apply to the participant.						X										• Cross-Match • Case notes		
1323	Date Waiver From Training Requirement Issued	Record the date on which the participant received his or her most recent waiver from training. Leave blank if this does not apply to the participant.						X										• Waiver Documentation in Case File • Cross-Match with State UI Database • Verification Form from UI or Employment Counselor		
1332*	Participated in Postsecondary Education During Program Participation (WIOA)	Record 1 if the participant was in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation Record 0 if the participant was not in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution during program participation, which includes if the participant was enrolled in a postsecondary education program that does not lead to a credential or degree from an accredited postsecondary education institution at any point during program participation. Leave blank if the participant was not in a postsecondary education program, as defined in program specific guidance. Note: This data element relates to the credential indicator denominator and those who are recorded as 1 are included in the credential rate denominator. This element is a subset of PIRL 1811. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.		X	X	X	X			X	X	X	X	X		X	X	• Data match with postsecondary data system • Copy of enrollment record • Case notes • School records or verification of enrollment • Transcript or report card	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Data match with postsecondary data system • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card The source documentation TEGL 23-19, Change 1 is a clarification for DOL funded grants and not a revision of the Joint guidance.	
SECTION C.05 - YOUTH PROGRAM SERVICES/ELEMENTS (Not Captured Elsewhere)																				
1401*	Enrolled in Secondary Education Program (WIOA)	Record 1 if the participant was enrolled in a Secondary Education Program at or above the 9th Grade level. A Secondary Education program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential. Examples may include adult high school credit programs and programs designed to prepare participants to pass recognized high school equivalency exams such as the GED, HiSET, or TASC. Programs of study designed to teach English proficiency skills or literacy skills below the 9th grade equivalent are not considered Secondary Education Programs. States may use this coding value if the participant was either already enrolled in education or training at the time of application to the program OR became enrolled in an education or training program at or above the 9th Grade level at any point while participating in the program. Record 0 if the participant was not enrolled in a secondary education program at or above the 9th grade level.		X	X	X	X			X	X	X	X			X	X	X	• Copy of enrollment record • Case notes • School records or verification of enrollment • Transcript or report card • Data match to State K-12 data system	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match to State K-12 data system The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1402	Most Recent Date Received Educational Achievement Services	Record the most recent date on which the participant received an educational achievement service. Educational achievement services include, but are not limited to tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. Leave blank if the participant did not receive educational achievement services or this data element does not apply to the individual.				X								X				• Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • Cross-Match		
1403	Most Recent Date Received Alternative Secondary School Services	Record the most recent date on which the participant received alternative secondary school services, or dropout recovery services, as appropriate. Leave blank if the participant did not receive alternative secondary school services or dropout recovery services.				X								X				• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes		

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Job Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REG) (Adult)	Reentry Employment Opportunities (REG) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HB			JOB Corps
1405	Most Recent Date Received Work Experience Opportunities	Record the most recent date on which the youth participant received work experience opportunities that have as a component academic and occupational education. Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences include: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. Leave blank if the participant did not receive work experience opportunities or this data element does not apply to the participant.				X						X					• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes	
1406*	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)	Record the first date after exit that the participant enrolled in or attended an education or training program that leads to a recognized postsecondary credential after program exit. NOTE: This element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalency per Sec 116(b)(2)(A)(iii). This data element applies to the Credential Rate indicator.	X	X	X	X		X	X		X	X			X		• Case notes • School records or verification of enrollment • Transcript or report card • Cross-Match • Follow-up survey from program participants	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match with postsecondary data system The source documentation TEGL 23-19, Change 1 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1407	Most Recent Date Received Education Offered Concurrently with Workforce Preparation	Record the most recent date on which the participant received education offered concurrently with and in in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. Leave blank if the participant did not receive education offered concurrently with workforce preparation.				X						X					• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes	
1408	Most Recent Date Received Leadership Development Opportunities	Record the most recent date on which the participant received services that include, but are not limited to, opportunities that may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate. Leave blank if the participant did not receive a leadership development service or this data element does not apply to the participant.				X						X					• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes	
1409	Most Recent Date Received Supportive Services	Record the most recent date on which the participant received a supportive service (WIOA section 134(d)(2)) which include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the participant to participate in programs which provide career and training services as defined in WIOA sec. 134(c)(2) and 134(c)(3). Support services for youth participants include; (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) needs-related payments; (f) assistance with educational testing; (g) reasonable accommodations for youth with disabilities; (h) referrals to healthcare; (i) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear; (j) assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (k) payments and fees for employment and training-related applications, tests, and certifications. Leave blank if the participant did not receive supportive services or this data element does not apply to the participant.	X	X	X	X						X		X			• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes	
1410	Most Recent Date Received Adult Mentoring Services	Record the most recent date on which the participant received adult mentoring services. Adult mentoring services may last for at least twelve (12) months and may occur both during and after program participation. Leave blank if the participant did not receive adult mentoring services or this data element does not apply to the participant.				X						X					• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)		
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HB			JOB Corps	Apprenticeship
1411	Most Recent Date Received Comprehensive Guidance/ Counseling Services	Record the most recent date on which the participant received comprehensive guidance and counseling services, which may include drug and alcohol abuse counseling. Leave blank if the participant did not receive comprehensive guidance/counseling services or this data element does not apply to the participant.				X							X					• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes	
1412	Most Recent Date Received Youth Follow-up Services	Record the most recent date on which the youth participant received follow-up services after exiting the program. Follow-up services for youth participants are described as: (a) Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. (b) Follow-up services for youth may also include the following program elements: (1) Supportive services; (2) Adult mentoring; (3) Financial literacy education; (4) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and (5) Activities that help youth prepare for and transition to postsecondary education and training. (c) All youth participants must be offered the opportunity to receive follow-up services that align with their Individual Service Strategies. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted. Leave blank if the participant did not receive follow-up services or if this data element does not apply to the participant.				X							X					• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes	
1413	Most Recent Date Youth Received Entrepreneurial Skills Training	Record the most recent date on which the participant participated in entrepreneurial skills training. Leave blank if the participant did not participate in entrepreneurial skills training.				X							X					• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes	
1414	Most Recent Date Youth Received Services that provide labor market information and employment information	Record the most recent date on which the participant participated in services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. Leave blank if the participant did not participate in these services.				X							X					• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes	
1415	Most Recent Date Youth Received Postsecondary transition and preparatory activities	Record the most recent date on which a youth participant received activities that helped them to prepare for and transition to postsecondary education and training. Leave blank if the participant did not participate in activities that helped them to prepare for and transition to postsecondary education and training.				X							X					• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes	
SECTION C.06 - OTHER RELATED ASSISTANCE AND SUPPORT SERVICES FOR NON-YOUTH CUSTOMERS																			
1500	Received Needs-Related Payments	Record 1 if the participant received needs related payments (WIOA section 134(d)(3)) for the purpose of enabling the participant to participate in approved training funded under WIOA Title IB. Record 0 if the participant did not receive any needs-related payments as described above. Leave blank if this data element does not apply to the participant.		X	X		X					X	X	X				• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)		
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grant (JVS)	HIA			Job Corps	Apprenticeship
1511	Date Received First Basic TRA payment	Record the date on which the participant received their first Basic TRA payment. Leave blank if the participant did not receive a Basic TRA Payment, or if the individual is not a TAA participant.						X										• Cross-Match • Request for allowance • Electronic Records	
1526	Date Received First Completion TRA Payment	Record the date on which the participant received their first Completion TRA payment. Leave blank if the participant did not receive a Remedial/Prerequisite TRA Payment, or if the individual is not a TAA participant.						X										• Cross-Match • Request for allowance • Electronic Records	
1534	Date Received First A/RTAA Payment	Record the date on which the participant received their first Alternative/Reemployment Trade Adjustment Assistance (A/RTAA) payment. Leave blank if the individual is not a TAA participant.						X										• Cross-Match • Request for allowance • Electronic Records	
1535	Number of A/RTAA Payments Current Quarter	Record the number of A/RTAA payments paid to the participant in the current report quarter. "0" if this data element does not apply to the participant Leave blank if the individual is not a TAA participant						X										• Cross-Match • Request for allowance • Electronic Records	
SECTION D - PROGRAM OUTCOMES INFORMATION																			
SECTION D.01 - EMPLOYMENT AND JOB RETENTION DATA																			
1600*	Employed in 1st Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military.) Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	X	X	X	X	X		X	X	X	X	X					• UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1601*	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If the participant is not found in wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the first quarter after the quarter of exit.	X	X	X	X	X			X	X	X	X					Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REGO) (Adults)	Reentry Employment Opportunities (REGO) (Youth)	Youthbuild	Jobs for Veterans' State Grants (JVS)	HRB	JOB Corps		
1602*	Employed in 2nd Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military.) Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the second quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	• UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the second quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the second quarter after the exit quarter. If the participant is not found in wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the second quarter after the quarter of exit.	X	X	X	X	X		X	X	X	X	X	X	X	X	Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military.) Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the third quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	X	X	X	X	X		X	X	X	X	X	X			• UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program															Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	Youthbuild	Jobs for Veterans' State Grants (JVSG)	HRB	JOB Corps	Apprenticeship		
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If the participant is not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the third quarter after the quarter of exit.	X	X	X	X	X			X	X	X	X	X				Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	
1606*	Employed in 4th Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military.) Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the fourth quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	• UI wage data match/administrative wage match such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed Case notes verified by employer and signed by the counselor This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.	
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the fourth quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If the participant is not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the fourth quarter after the quarter of exit.	X	X	X	X	X			X	X	X	X	X	X	X	X	Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)		
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adults)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HR			Job Corps	Apprenticeship
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)	Record 1 if the participant received training services and obtained employment directly related to the training services received. Record 0 if the participant received training services and obtained employment, but the employment was not directly related to the training services received. Record 9 if the participant received training services and obtained employment, but it is unknown if the employment was directly related to the training services received. Leave blank if the participant did not receive training or has not exited or the employment information is not yet available.	X	X	X	X	X						X	X				• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes	
1610	Occupational Code (if available)	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system. This information can be based on any job held after exit from the program. Leave blank if occupational code is not available or not known, or the data element does not apply. Additional Notes: This information can be based on any job held after exit and only applies to adults, dislocated workers and youth who entered employment in the quarter after the exit quarter. If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual had multiple jobs, use the occupational code for the most recent job held.	X	X	X		X							X				• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes	
1611	Entered Non-Traditional Employment	Record 1 if the participant's employment is in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work. Non-traditional employment can be based on either local or national data, and both males and females can be in non-traditional employment. This information can be based on any job held after exit and only applies to adults, dislocated workers and youth who entered employment in the second quarter after the exit quarter. Record 0 if the participant does not meet the condition described above. Record 9 if not known.		X	X								X					• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes	
1612	Occupational Code of Employment 2 nd Quarter After Exit Quarter (If available)	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4 0 (or later versions) classification system.	X	X	X									X				• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes	
1613	Occupational Code of Employment 4 th Quarter After Exit Quarter (If available)	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4 0 (or later versions) classification system.	X	X	X									X				• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes	
1614	Industry Code of Employment 1st Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if "Wages 1st Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	X	X	X		X							X				• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes	
1615	Industry Code of Employment 2nd Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if "Wages 2nd Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	X	X	X		X							X				• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	Youthbuild	Jobs for Veterans' State Grants (JVS)	HR	JOB Corps		
1616	Industry Code of Employment 3rd Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if 'Wages 3rd Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available	X	X	X		X							X			• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes	
1617	Industry Code of Employment 4th Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if 'Wages 4th Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	X	X	X		X							X			• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes	
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)	Record 1 if the participant's employer in the second quarter also matches the employer in the fourth quarter. Record 0 if the participant is not employed in the second or fourth quarters after exit, or the employer in the second quarter does not match the employer in the fourth quarter	X	X	X	X	X			X	X	X	X	X		X	Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	For H-1B grantees - ETA performs UI wage data match on behalf of grantees for "Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)" primary indicator of performance measure.
SECTION D.02 - WAGE RECORD DATA																		

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HRB			JOB Corps
1700	Earnings 3rd Quarter Prior to Participation Quarter	Record total earnings from wage records for the third quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	X	X	X		X						X				Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	
1701	Earnings 2nd Quarter Prior to Participation Quarter	Record total earnings from wage records for the second quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	X	X	X		X						X				Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	Youthbuild	Jobs for Veterans' State Grants (JVS)	HRB	JOB Corps		
1702	Earnings 1st Quarter Prior to Participation Quarter	Record total earnings from wage records for the first quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	X	X	X		X	X						X			Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	
1703	Earnings 1st Quarter After Exit Quarter (WIOA)	Record total earnings for the first quarter after the quarter of exit. Record 999999.99 if data is are not yet available for this item. Leave blank if data element does not apply to the participant.	X	X	X		X			X	X	X	X	X			Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	
1704*	Earnings 2nd Quarter After Exit Quarter (WIOA)	Record total earnings for the second quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	• UI wage data match/administrative wage match such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	• For non-state Apprenticeship grantees, ETA performs UI wage data match on behalf of grant recipients. This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • UI wage data match • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program															Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	Youthbuild	Jobs for Veterans' State Grants (JVS)	HB	Job Corps	Apprenticeship		
1705	Earnings 3rd Quarter After Exit Quarter (WIOA)	Record total earnings for the third quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant	X	X	X		X			X	X	X	X				Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)		
1706	Earnings 4th Quarter After Exit Quarter (WIOA)	Record total earnings for the fourth quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.	X	X	X		X			X	X	X	X	X	X	X	Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	• For H-1B grantees- ETA performs UI wage data match on behalf of grantees. • For non-state Apprenticeship grantees, ETA performs UI wage data match on behalf of grant recipients.	
SECTION D.03 - EDUCATION AND CREDENTIAL DATA																			
1800*	Type of Recognized Credential (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate Indicator and the Measurable Skills Gain Indicator for all programs.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Data match. • Copy of credential. • Copy of school record. • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REGO) (Adult)	Reentry Employment Opportunities (REGO) (Youth)	Youthbuild	Jobs for Veterans' State Grants (JVS)	HIB	Job Corps		
1801*	Date Attained Recognized Credential (WIOA)	Record the date on which the participant attained a recognized credential. Leave blank if the participant did not attain a degree or certificate.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Data match. • Copy of credential. • Copy of school record. • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance. • For grants funded under the National Apprenticeship Act, validate month and year only.
1802	Type of Recognized Credential #2 (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all DOL programs.		X	X	X	X			X	X	X	X	X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	
1803	Date Attained Recognized Credential #2 (WIOA)	Record the date on which the participant attained a second recognized credential. Leave blank if the participant did not attain a second recognized credential, or if this data element does not apply.		X	X	X	X			X	X	X	X	X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	For grants funded under the National Apprenticeship Act, validate month and year only.
1804	Type of Recognized Credential #3 (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate indicator and the Measurable Skills Gain indicator for all DOL programs.		X	X	X	X			X	X	X	X	X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	
1805	Date Attained Recognized Credential #3 (WIOA)	Record the date on which the participant attained a third recognized credential. Leave blank if the participant did not attain a third recognized credential, or if this data element does not apply.		X	X	X	X			X	X	X	X	X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	
1806*	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)	Record the most recent date the participant who received instruction below the postsecondary education level achieved at least one EFL. EFL gain may be documented in one of three ways: 1) by comparing a participant's initial EFL as measured by a pre-test with the participant's EFL as measured by a participant's post-test; or 2) for States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or 3) States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year. Leave blank if this data element does not apply to the participant.		X	X	X	X		X	X	X	X	X		X		• Pre- and post-test results measuring EFL gain • Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units • Postsecondary education or training enrollment determined through data match, survey documentation, or program notes	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REGO) (Adult)	Reentry Employment Opportunities (REGO) (Youth)	YouthBuild	Jobs for Veterans State Grants (JVSG)	HB			Job Corps
1807*	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)	Record the most recent date of the participant’s transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed semesters during the same 12 month period, that shows a participant is meeting the State unit’s academic standards. Leave blank if this data element does not apply to the participant.		X	X	X	X		X	X	X	X				X	• Transcript • Report Card	For Grants funded by the National Apprenticeship Act: Validate only as appropriate (e.g., for pre-apprentices, high school apprentices).
1808*	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)	Record the most recent date of the participant’s transcript or report card for secondary education for one semester showing that the participant is meeting the State unit’s academic standards. Leave blank if this data element does not apply to the participant.		X	X	X	X		X	X	X	X				X	• Transcript • Report Card	For Grants funded by the National Apprenticeship Act: Validate only as appropriate (e.g., for pre-apprentices, high school apprentices).
1809*	Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)	Record the most recent date that the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.). Leave blank if this data element does not apply to the participant.		X	X	X	X		X	X	X	X		X	X	X	• Documentation of a skill gained through OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider documenting a skill gain • Progress report from employer documenting a skill gain	For Grants funded by the National Apprenticeship Act: Also include proof of wage increase. This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1810*	Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)	Record the most recent date the participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams. Leave blank if this data element does not apply to the participant.		X	X	X	X		X	X	X	X		X	X	X	• Results of knowledge-based exam or certification of completion • Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam	For Grants funded by the National Apprenticeship Act: Also include proof of wage increase and copy of interim credential. This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Results of knowledge-based exam or certification of completion. • Documentation demonstrating progress in attaining technical or occupational skills • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1811*	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	Record the date the participant was enrolled during program participation in an education or training program that either 1) leads to a recognized credential, including a secondary education program; or 2) a training program that leads to employment; as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be the date of Program Entry. This includes, but is not limited to, participation in Job Corps, YouthBuild, a Registered Apprenticeship program, Adult Education or secondary education programs. Leave blank if the data element does not apply to the participant. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.		X	X	X	X		X	X	X	X		X	X		• Case notes • School records or verification of enrollment • Transcript or report card • Cross-Match	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card. • Data match with postsecondary data system The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	Youthbuild	Jobs for Veterans' State Grant (JVS)	HB			Job Corps
1812	School Status at Exit	Record 1 if the participant has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. Record 2 if the participant has not received a secondary school diploma or its recognized equivalent and is attending an alternative secondary school or an alternative course of study approved by the local educational agency whether full or part-time. Record 3 if the participant has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and intends to return to school. Record 4 if the participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 if the participant is not attending any school and has either graduated from secondary school or holds an equivalency. Record 6 if the participant is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter and has not received a secondary school diploma or its recognized equivalent. Leave blank if data element does not apply to the participant.									X						• Cross-Match • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Records from Education Institution (GED certificate, transcripts, report card, enrollment record or other school documentation) • Signed File Documentation with Information Obtained from Education or Training Provider • Case notes • Self-Attestation	
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)	Record the date the participant completes, during program participation, either 1) an education or training program that leads to a recognized credential, including a secondary education program; or 2) training program that leads to employment; as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be after the date of Program Entry. This includes, but is not limited to, participation in Job Corps, Youthbuild, a Registered Apprenticeship program, Adult Education or secondary education programs. Leave blank if the data element does not apply to the participant. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.		X	X	X	X				X	X	X		X	X	• Cross-Match • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Records from Education Institution (GED certificate, transcripts, report card, enrollment record or other school documentation) • Signed File Documentation with Information Obtained from Education or Training Provider • Case notes • Self-Attestation	
SECTION D.04 - ADDITIONAL OUTCOME DATA																		
1900*	Youth 2nd Quarter Placement (Title I) (WIOA)	Record 1 if the participant is enrolled in occupational skills training (including advanced training). Record 2 if the participant is enrolled in postsecondary education. Record 3 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions.				X			X			X	X			X	• Cross-Match • Copy of registration record • Case notes • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Cross-Match with other agencies • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Vendor/training provider training documentation The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.
1901*	Youth 4th Quarter Placement (Title I) (WIOA)	Record 1 if the participant is enrolled in occupational skills training (including advanced training). Record 2 if the participant is enrolled in postsecondary education. Record 3 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions.				X			X			X	X			X	• Cross-Match • Copy of registration record • Case notes • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation	This is a Joint Element with the Department of Education as outlined in TEGL 7-18: • Cross-Match with other agencies • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Vendor/training provider training documentation The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.

* Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	Youthbuild	Jobs for Veterans' State Grant (JVS)	H1B	Job Corps		
SECTION E - NEW DATA ELEMENTS (Data Elements are Specific to Each Program, As Listed)																		
SECTION E.01 - DISLOCATED WORKER GRANTS																		
2001	Date of Completion of DWG Services	Record the date the participant received their last service in the DWG program.					X											• Cross-Match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case notes with Follow-up Cross-Match to State MIS Database
2002	Employed at Completion of DWG Services	Record 1 if the participant is employed at completion of participation in services under a Dislocated Worker Grant (DWG). Employment is counted the quarter in which the participant stops receiving services funded through a DWG project. Record 0 if the participant does not meet the condition described above.					X											• UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Signed document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor
2004	Received Services through a Disaster Recovery Dislocated Worker Grant	Record 1 if the participant received disaster relief employment only and received no other services. Record 2 if the participant received disaster relief employment and received Employment and Training services (Career and Training services). Record 3 if the participant received Employment and Training services (Career and Training services) only, and did not receive disaster relief employment. Record 0 if the participant did not receive services under a Disaster Recovery DWG.					X											• UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Signed document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor • State MIS • Grantee Electronic MIS Records
SECTION E.02 - H1B																		
2101	Underemployed Worker	Record 1 if a person is not currently connected to a full-time job commensurate with the individual's level of education, skills, or wage and/or salary earned previously, or who have obtained only episodic, short-term, or part-time employment Record 0 if the participant does not meet any of the conditions described above. Leave blank if information is not available.												X				• Current Pay check stubs, tax records, W2 form • Prior Pay check stubs, tax records, W2 form • Copy of Diploma, Credential or Degree Awarded by Education Institution • Case notes • Self-Attestation
2103	Most Recent Date Received Assessment Services	Record the most recent date on which the participant received assessment services funded by the program. Leave blank if the participant did not receive Assessment Services.												X				• Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • WIOA status forms noting receipt of service and type of service received
2106	Most Recent Date Received Specialized Participant Services	Record the most recent date on which the participant received specialized participant services which include, but are not limited to, financial counseling, behavioral health counseling, mentoring, assistance with re-location, job coaching, networking, and job search assistance. Leave blank if the participant did not receive Specialized Participant Services.												X				• Activity sheets • Sign-in sheets • Attendance record • Vendor records • Electronic Records • Case notes

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REGO) (Adult)	Reentry Employment Opportunities (REGO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HR	JOB Corps		
2109	Primary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the primary type of training being provided to the participant. Leave blank if the participant did not enroll in training for Primary Type of Training Service for Training Activity #1.													X		• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records	
2110	Secondary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the secondary type of training being provided to the participant, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Training Service for Training Activity #1.													X		• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2111	Tertiary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the tertiary type of training being provided to the participant, if applicable. Leave blank if the participant is not enrolled in a Tertiary Type of Training Service for Training Activity #1.													X		• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2112	Primary Type of Training Service for Training Activity #2	Use the appropriate code to indicate the primary type of training being provided to the participant during their second training service. Leave blank if the participant is not enrolled in a Primary Type of Training Service for Training Activity #2.													X		• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2113	Secondary Type of Training Service for Training Activity #2	Use the appropriate code to indicate the secondary type of training being provided to the participant during their second training service, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Education/Job Training Activity #2.													X		• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2114	Tertiary Type of Training Service for Training Activity #2	Use the appropriate code to indicate the tertiary type of training being provided to the participant during their second training service, if applicable. Record 0 if the above condition does not apply to the participant.													X		• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2115	Primary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the primary type of training being provided to the participant during their third training service. Leave blank if the participant is not enrolled in a Primary Type of Training Service for Training Activity #3.													X		• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HR			Job Corps
2116	Secondary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the secondary type of training being provided to the participant during their third training service, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Training Service for Training Activity #3.												X			• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2117	Tertiary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the tertiary type of training being provided to the participant during their third training service, if applicable. Leave blank if the participant is not enrolled in a Tertiary Type of Training Service for Training Activity #3.												X			• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2118	Date Entered Employment (Discretionary Grants)	Record the date of employment (when the participant first began a job). This data element captures employment outcomes for unemployed participants that found employment, and underemployed participants that entered a new position of employment. Leave blank if the participant has not received a job.												X			• UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	
2119	Incumbent Workers Retained Current Position	Record 1 if the participant was employed at the start of participation (incumbent worker) and retained their current position in the first quarter after program completion. Record 0 if the participant was employed at the start of participation (incumbent worker) and did not retain their current position in the first quarter after program completion. Record 9 if information on the participant's employment status in the first quarter after program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.												X			• UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	
2120	Incumbent Workers Advanced into a New Position with Current or New Employer in the 1st Quarter after Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities in the first quarter after training program completion. Record 0 if the participant was employed at the start of program participation (incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the first quarter after training program completion. Record 9 if information on the participant's employment status in the first quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.												X			• UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	

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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HRB			Job Corps
2121	Incumbent Workers Retained Current Position in the 2nd Quarter after Program Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and retained their current position in the second quarter after training program completion. Record 0 if the participant was employed at the start of participation (incumbent worker) and did not retain their current position in the second quarter after training program completion. Record 9 if information on the participant's employment status in the second quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.											X				• UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	
2122	Incumbent Workers Advanced into a New Position with Current Employer or New Employer in the 2nd Quarter after Training Program Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities in the second quarter after training program completion. Record 0 if the participant was employed at the start of program participation (incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the second quarter after training program completion. Record 9 if information on the participant's employment status in the second quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.											X				• UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	
2123	Incumbent Workers Retained Current Position in the 3rd Quarter After Program Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and retained their current position in the third quarter after training program completion. Record 0 if the participant was employed at the start of participation (incumbent worker) and did not retain their current position in the third quarter after training program completion. Record 9 if information on the participant's employment status in the second quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.											X				• UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	
2124	Incumbent Workers Advanced into a New Position with Current or New Employer in the 3rd Quarter after Training Program Completion	Record 1 if the participant was employed at the start of participation (incumbent worker) and advanced into a new position requiring a higher skill level either with their current employer or a new employer, as a result of grant funded activities, in the third quarter after training program completion. Record 0 if the participant was employed at the start of program participation (incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the third quarter after training program completion. Record 9 if information on the participant's employment status in the third quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an incumbent worker.											X				• UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	
2126	Entered Training-Related Employment After Training Program Completion	Record 1 if after training program completion, the employment in which the individual entered uses a substantial portion of the skills taught in the training received by the individual. This data element is training program completion based. Individuals that have not enrolled in and completed training should not be reported in this data element. Record 0 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 9 if unknown. Leave blank if the individual has not completed a training program and/or has not yet entered employment											X				• UI wage data match • Signed Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	
SECTION E.03 - National Farmworker Jobs Program																		

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (REG) (Adult)	Reentry Employment Opportunities (REG) (Youth)	Youthbuild	Jobs for Veterans' State Grants (JVS)	HR	JOB Corps		
2212	Housing Services	Record 1 if the participant received temporary housing services as described in 20 CFR 685.360 Record 2 if the participant received permanent housing services as described in 20 CFR 685.360 Record 3 if the participant received both temporary housing services as described in 20 CFR 685.360 and permanent housing services as described in 20 CFR 685.360. Record 0 if the participant did not receive any housing services.							X								• Program application • Receipt of Services • Housing Services Contract • Case notes	
2232	Family status for NFJP Housing Services (WIOA Sec. 167)	Record 1 if the individual is an eligible MSFW and the individual does not reside with a Family and receives NFJP funded permanent or temporary housing services. Record 2 if the individual is an eligible MSFW and the individual resides with a Family and receives NFJP funded permanent housing services or temporary housing services. Record 3 if the individual is not an eligible MSFW and the individual does not reside with a Family and receives NFJP funded permanent housing services. Record 4 if the individual is not an eligible MSFW and the individual resides with a Family and receives NFJP funded permanent housing services.							X								• Program application • Receipt of Services • Housing Services Contract • Case notes	
3008	Family Unit Size	Record the number of individuals (including the participant) that live with the individual and are a part of the individual's family, as defined by 20 CFR 685.110.							X								• Program application • Receipt of Services • Housing Services Contract • Case notes	
SECTION E.04 - INDIAN AND NATIVE AMERICAN PROGRAM (INA)																		
2302	Tribal Affiliation	Record the participant's tribal affiliation. Leave blank if the tribal affiliation code is unknown.								X							• Certificate of Degree of Indian Blood (CDIB) card or letter • Tribal Enrollment Card • Letter or card from BIA showing census roll number • Document from the Alaska Native Corporation which verifies that the applicant is an Alaska Native	
2303	Public Assistance Recipient	Record 1 if the participant receives general assistance (GA) from their state or local government; Record 2 if the participant receives Temporary Assistance to Needy Families (TANF); Record 3 if the participant receives Supplemental Security Income (SSI-SSA Title XVI). Record 4 if the participant receives Social Security Disability Insurance (SSDI). Record 5 if the participant receives Food Stamps (Food Stamp Act of 1977). Record 6 if the participant receives Foster Child Payments. Record 7 if the participant receives benefits from Tribal Work Experience Programs (TWEP). Record 8 if the participant receives benefits from the USDA Commodity Program. Record 0 if the participant does not meet the conditions described above. Record all that apply if the participant is receiving more than one type of public assistance.								X							• Public Assistance Verification from applicable Social Service Agency • Written Confirmation from Social Services Agency • Authorization/Documentation to Receive Food Stamps or SNAP • Letter or Email from Social Worker/Case Worker • Benefit Receipt Verification from applicable Social Service Agency • Self-Attestation	
SECTION E.05 - REENTRY EMPLOYMENT OPPORTUNITIES (ADULT)																		
2400	In Work Release Program	Record 1 if the participant was in a work-release program at the time enrollment. Record 0 if the participant does not meet the condition described above.									X						• Direct Referral from Justice System • Verification from Justice System • Case notes • Self-Attestation	
2401	Employment Status at Incarceration	Record 1 if the participant was working in unsubsidized employment upon incarceration (not including Registered Apprenticeship or the Individual Training Account). Record 2 if the participant was in a Registered Apprenticeship upon incarceration. Record 3 if the participant was in the military upon incarceration. Record 9 if employment participant prior to incarceration is unknown. Record 0 if the participant was not employed upon incarceration.									X						• Case notes	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HRB	JOB Corps		
2413	Incarcerated at Program Entry (WIOA)	Record 1 if the participant, at program entry, was a criminal offender in a correctional institution at program entry. Record 0 if this data element does not apply to the participant.									X	X					• Direct Referral from Justice System • Verification from Justice System • Parole or Probation Officer • Case notes • Self-Attestation	
2414	Date Released from Incarceration (WIOA)	Record the date the participant was released from a correctional institution. Leave blank if participant remains in a correctional institution at program exit.									X	X					• Direct Referral from Justice System • Verification from Justice System • Justice system records • Parole Officer • Case notes • Self-Attestation	
2415	Date of Anticipated Release From Incarceration	Record the date that the participant is anticipated to be released from a correctional institution. Leave blank if this data element does not apply to the participant.									X						• Direct Referral from Justice System • Verification from Justice System • Case notes • Self-Attestation	
2416	Post-Release Status	Record 1 if the participant's post-release status is parole. Record 2 if the participant's post-release status is probation. Record 3 if the participant's post-release status is out on bail. Record 4 if the participant's post-release status is without conditions Leave blank if this data element does not apply to the participant. [i.e., if the person has yet to be released from incarceration, per 2415]									X						• Direct Referral from Justice System • Verification from Justice System • Justice system records • Parole or Probation Officer • Case notes • Self-Attestation	
2417	Most Recent Type of Offense	Record 1 if the participant was convicted of a property crime. Record 2 if the participant was convicted of a drug crime. Record 3 if the participant was convicted of a public order crime. Record 4 if the participant was convicted of another type of crime. Record 9 if the type of crime cannot be determined or if the information is not available.									X						• Direct Referral from Justice System • Verification from Justice System • Justice system records • Parole or Probation Officer • Case notes • Self-Attestation	
2422	Housing Status at Six Months After Program Entry	Record the appropriate housing status for the participant at six months after program entry as indicated in code values 1 through 9.									X						• Case notes	
2423	Housing Status at Enrollment	Record the appropriate housing status for the participant at enrollment as indicated in code values 1 through 9.									X						• Case notes	
2424	Alcohol/Drug Abuse Six Months After Enrollment	Record 1 if the participant abused alcohol and/or drugs at six months after enrollment. Record 0 if the above conditions do not apply to the participant.									X						• Case notes • Self-Attestation	
2433	Re-arrested within 12 months of Release for a New Crime	Record 1 if the participant was re-arrested within 12 months of release for a new crime. Record 0 if the participant does not meet the condition described above.									X						• Probation or Parole Officer • Justice system records • Verification from Justice System • Case notes • Self-Attestation	
2434	Re-arrested for a previous crime	Record 1 if the participant was re-arrested for a previous crime. Record 0 if the above condition does not apply to the participant. Record 9 if this information is not available.									X						• Probation or Parole Officer • Justice system records • Verification from Justice System • Case notes • Self-Attestation	
2435	Re-incarcerated for a revocation of the parole or probation order for violations of terms of sentence	Record 1 if the participant was re-incarcerated for revocation of parole. Record 2 if the participant was re-incarcerated for revocation of probation order for violations of terms of sentence. Record 3 if the participant was re-incarcerated for other violations of the terms and conditions of their sentence. Record 0 if the above conditions do not apply to the participant.									X						• Probation or Parole Officer • Justice system records • Verification from Justice System • Case notes • Self-Attestation	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HRB			Job Corps
2436	Not Re-arrested	Record 1 if the participant was not re-arrested. Record 0 if the above condition does not apply to the participant.									X						• Probation or Parole Officer • Justice system records • Verification from Justice System • Case notes • Self-Attestation	
2437	Date arrested for new/previous crime	Record the date that the participant was arrested for a new or previous crime. Leave blank if the above condition does not apply to the participant.									X						• Probation or Parole Officer • Justice system records • Verification from Justice System • Case notes • Self-Attestation	
2438	Convicted for new/previous crime	Record 1 if the participant was convicted of a new crime. Record 2 if the participant was convicted of a previous crime. Record 0 if the above condition does not apply to the participant. Record 9 if this information is not available.									X						• Probation or Parole Officer • Justice system records • Verification from Justice System • Case notes • Self-Attestation	
SECTION E.06 - REENTRY EMPLOYMENT OPPORTUNITIES (YOUTH)																		
2500	Secondary school enrollment status at arrest	Record 1 if the participant was a secondary school student at the time of their arrest. Record 2 if the participant was a secondary school graduate at the time of their arrest. Record 3 if the participant was a secondary school dropout at the time of their arrest. Record 0 if the participant does not meet the conditions described above.										X					• Case notes • Self-Attestation	
2502	Youth Offender status at enrollment	Record 1 if the participant is currently in, returning from, or has been in a juvenile correctional facility. Record 2 if the participant is currently in, returning from, or has been in a juvenile detention facility. Record 3 if the participant is currently on, leaving, or has been on juvenile probation. Record 4 if the participant is currently in, leaving, or has been in juvenile alternative sentencing or diversion. Record 5 if the participant is currently in, returning from, or has been in an adult prison. Record 6 if the participant is currently in, returning from, or has been in an adult jail. Record 7 if the participant is currently on, leaving, or has been on adult probation. Record 8 if the participant is currently in, leaving, or has been in adult sentence or diversion. Record 0 if the at-risk participant is not an offender.										X					• Direct Referral from Juvenile Justice System or Adult Criminal Justice System • Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation	For REO grantees: In the event that the justice system cannot provide this information because of confidentiality requirements, grantees may use a self-attestation from the enrollee, or if the enrollee is a minor, a self-attestation letter from a parent or guardian.
2505	Date verified Selective Service registration	Enter date verified Selective Service Registration Leave blank for participants who are not required to sign up for selective service.										X	X				• Verification from Selective Service Administration	
2510	Completed diversion without out-of-home placement	Record 1 if diversion was completed without out-of-home placement. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive diversion services.										X					• Parole or probation officer • Verification from the Justice System • Case notes • Self-Attestation	
2511	Records expunged	Record 1 if the participant's record was expunged. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive expungement legal services.										X					• Parole or probation officer • Verification from the Justice System • Case notes • Self-Attestation	
2512	Records sealed	Record 1 if the participant's record was sealed. Record 0 if the participant does not meet this condition. Leave blank if participant did not receive sealing of records assistance.										X					• Parole or probation officer • Verification from the Justice System • Case notes • Self-Attestation	
2516	Date of postsecondary education or training placement	Record the date of participant's placement into postsecondary education or training. Leave blank if the participant was not placed into postsecondary education or training.											X				• Copy of School or Training Provider Enrollment Record • Case notes	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wagner-Peyser	WIOA Adults	WIOA Dislocated Workers	WIOA Youth	Dislocated Worker Grants (DWG)	TAA	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INAA)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVSG)	HRB	JOB Corps		
2523	Date entered degree or certificate program	Record the date on which the participant entered the degree or certificate program. Leave blank if the participant did not enter into a degree or certificate program.											X				• Copy of School or Training Provider Enrollment Record • Case notes	
2525	Date arrested for new crime after enrollment	Record date on which participant was arrested for new crime after enrollment. Leave blank if this data element does not apply to the participant.										X					• Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation	
2526	Convicted for new crime committed after enrollment	Record date on which participant was convicted for new crime after enrollment. Leave blank if this data element does not apply to the participant.										X					• Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation	
2527	Type of crime	Record 1 if participant was arrested/convicted for a violent felony. Record 2 if participant was arrested/convicted for a non-violent felony. Record 3 if participant was arrested/convicted for a misdemeanor.										X					• Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation	
2528	Reached 12-month point since release from correctional facility or placement on probation	Record 1 if participant has reached 12-month point since release from correctional facility or placement on probation. Record 0 if the participant does not meet this condition.										X					• Case notes • Case records showing date released from correctional facility or placed on probation	
2529	Convicted for new crime committed within 12 months of release from correctional facility or placement on probation	Record 1 if participant was convicted for new crime committed within 12 months of release from correctional facility or placement on probation. Record 0 if the participant does not meet this condition.										X					• Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation	
2530	Incarcerated for new crime committed after enrollment	Record 1 if the participant was incarcerated for a new crime committed after enrollment. Record 0 if the participant does not meet this condition.										X					• Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation	
2542	Arrested for new crime in follow-up period	Record 1 if participant was arrested for a new crime in follow-up period. Record 0 if participant was not arrested for a new crime in follow-up period.										X					• Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation	
2543	Date arrested for new crime in follow-up period	Record the date on which the participant was arrested for new crime in follow-up period. Leave blank if this data element does not apply to the participant.										X					• Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation	
2544	Convicted for new crime committed in follow-up period	Record the date on which the participant was convicted for new crime in follow-up period Leave blank if this data element does not apply to the participant.										X					• Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation	
2545	Incarcerated for new crime committed in follow-up period	Record 1 if participant was incarcerated for new crime committed in follow-up period. Record 0 if the participant does not meet this condition.										X					• Parole or probation officer • Verification from the Justice System • Justice system records • Case notes • Self-Attestation	

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2546	Housing Status at follow-up	Record 1 if participant resides in stable housing at follow-up. Record 2 if participant resides in temporary housing at follow-up. Record 3 if participant is homeless at follow-up.									X						• Case notes	
SECTION E.07 - YOUTHBUILD																		
2607	Migrant Youth	Record 1 if the participant is the youth and is a migrant worker or is a member of a migrant family. Record 0 if the participant does not meet the conditions described above.										X					• Cross-Match with Public Assistance Records • NFJP Eligibility Documents • Cross-Match with State MIS Database • Cross-Match with H-1B Record • Signed Employer statement or letter on business letterhead • Wage records/family wage records • Work permits • Self-Attestation • Case notes	
2608	Offender	Record 1 if the participant has been convicted of a crime by the juvenile justice system. Record 2 if the participant has been convicted of a crime by the adult correctional system. Record 0 if the participant does not meet the conditions described above.										X					• Court documentation • Resident of a detention facility, group home, or restricted state-run facility • Letter of parole/probation officer • Police or Justice Department records • Self-Attestation	
2609	Secondary School Drop-Out	Record 1 if the participant is a youth and has dropped out of secondary school. Record 0 if the participant does not meet the condition described above.										X					• Letter/documentation from the school stating the youth has dropped out • School attendance record • Self-Attestation	
2610	Child of Incarcerated Parent or Legal Guardian	Record 1 if either of the youth's parents or legal guardian is incarcerated at the time of the youth's enrollment into the YouthBuild program, or if at least one parent has been previously incarcerated. Record 0 if the participant does not meet the condition described above.										X					• Court records • Self-Attestation	
SECTION E.08 - MISCELLANEOUS DATA ELEMENTS AND USER DEFINED FIELDS																		
2700	Social Security Number	Record the Social Security Number (SSN) assigned to the participant. NOTE: THE SSN MUST NOT BE INCLUDED UNLESS SPECIFIED UNDER PROGRAM OR FUNDING STREAM REPORTING REQUIREMENTS.					X		X	X	X	X		X	X		• SSN Card • Other Federal or State ID with SSN	For YouthBuild and, DINAP documents may also include: • Self-Attestation • Intake Application • Enrollment Form
SECTION E.10 - REGISTERED APPRENTICESHIP																		
2900	RAPIDS Number	Record the RAPIDS number for the participant who is a registered apprentice (Registered Apprenticeship Partners Information Data System). Leave blank if this data element does not apply. Note: There are no RAPIDS numbers for pre-apprentices.													X		• Cross-Match Note: Data validation is not required for State Apprenticeship Agency (SAA) States that do not use RAPIDS because registered apprentices will not have a RAPIDS Number. Grantees reporting from SAA states that do not use RAPIDS may use the unique identifier for this data element or they may use a corresponding number meeting the AN 12 data type and field length requirements for this data element.	
2902	Date Enrolled in Pre-Apprenticeship	Record the date the participant started the pre-apprenticeship program. Leave blank if this data element does not apply.													X		• Vendor/Training Provider Records • Signed Training Contract • Electronic Records • Attendance Sheets or Records • Case notes	

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2904	In Pre-Apprenticeship Program with an Articulated Agreement	Record 1 if the participant is in a pre-apprenticeship program where a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA) or other formal agreement exists between the pre-apprenticeship program and the Registered Apprenticeship Program. Record 2 if no formal agreement exists between the pre-apprenticeship program and an apprenticeship program. Leave blank if this data element does not apply.														X	• Memorandum of understanding (MOU) or similar agreement • Letter from Employer or Union • Vendor/Training Provider Records • Electronic Records • Attendance Sheets or Records • Case notes • Documentation from Union website	
2905	Date Completed Pre-Apprenticeship	Record the date the participant completed the pre-apprenticeship program. Leave blank if this data element does not apply.														X	• Vendor/Training Provider Records • Signed letter from an administrator or program manager of the quality pre-apprenticeship program • Completion certificate or similar document indicating completion • For grants funded under the National Apprenticeship Act, validate month and year only.	
2908	Date Started Apprenticeship	Record the date the participant started the apprenticeship program. Leave blank if this data element does not apply.												X		X	• Davis-Bacon Certificate • Documentation from RAPIDS AI (Apprentice Information) Demographic Portal • ETA Form 671 Section II (Apprenticeship Agreement) or the SAA equivalent with email or similar confirmation from a USDOL Office of Apprenticeship representative or a representative from the State Apprenticeship Agency (e.g., State Director or ATR (Apprenticeship Training Representative)) • Documentation from SAA's information management system	
2909	Expected Completion Date: Apprenticeship	Record the expected completion date of the apprenticeship program, whether or not the participant is expected to complete the program during their participation. Leave blank if this data element does not apply.												X		X	• Appendix A from the program's Standards of Apprenticeship documenting length of time for the RAP (for Time-Based RAPs) or approximate length of time for competency-based or hybrid programs • Documentation from RAPIDS AI (Apprentice Information) Demographic Portal identifying the individual and their expected completion date • ETA Form 671 Section II (Apprenticeship Agreement) or the SAA equivalent • (Cross match) Other electronic record from RAPIDS or an SAA's information management system containing this information	
2910	Type of Apprenticeship Program	Record 1 if the apprenticeship program is a Time-Based program. Record 2 if the apprenticeship program is a Competency-Based program. Record 3 if the apprenticeship program is a Hybrid program. Leave blank if this data element does not apply.														X	• Cover page of Appendix A from the program's Standards of Apprenticeship documenting length of time for the RAP (for Time-Based RAPs) or approximate length of time for competency-based or hybrid programs. • Davis-Bacon Certificate identifying the individual and type of program; • Printout from RAPIDS AI (Apprentice Information) Demographic Portal; • ETA Form 671 Section II (Apprenticeship Agreement) or the SAA Equivalent • Documentation from SAA's information management system • Cross-match	
2911	Date Completed Apprenticeship	Record the date the participant completed the apprenticeship program. Leave blank if this data element does not apply.												X		X	• Certificate of Completion issued by the Registration Agency • Davis-Bacon Certificate • Printout from RAPIDS AI (Apprentice Information) Demographic Portal • Other electronic record from RAPIDS or SAA equivalent • For grants funded under the National Apprenticeship Act, validate month and year only.	

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEGL 7-18.

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2912	Type of Related Instruction Provider	Record 1 if the provider of Related Instruction (RI) or Related Technical Instruction (RTI) is a Joint Apprenticeship Training Committee. Record 2 if the provider of RI is a Community College. Record 3 if the provider of RI is a Vocational or Technical School. Record 4 if the provider of RI is a 4-year educational institution. Record 5 if the provider of RI is an entity other than those previously noted. Leave blank if this data element does not apply.															X	• The name of the entity should clarify whether it is a JATC, Voc/Tech School, Community College, 4-year educational institution, or something else • Employer Agreement • Printout from RAPIDS AI (Apprentice Information) Demographic Portal • A Davis-Bacon Certification may be utilized if the sponsor is also the RI provider • Invoice or other financial document from the RI provider • Course schedule or [pages from] a catalogue for the entity • A printout or screen shot from the website • Cross-match	
2917	Exit Wage	Record the hourly wage received on the Date of Exit. Leave blank if this data element does not apply.															X	• Electronic record (printout/screen shot) from the RAPIDS AI (Apprentice Information) Demographic Portal • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs) • ETA will conduct UI wage match for non-state grantees	
2918	Wage at Entry into Apprenticeship	Record the hourly wage received on the date of entry into the apprenticeship program. Leave blank if this data element does not apply.															X	• ETA Form 671 or SAA equivalent • Electronic record from RAPIDS (e.g., RAPIDS AI (Apprentice Information) Demographic Portal screen shot) or SAA equivalent • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Cross match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	

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