

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 (INAP)	Reentry Employment Opportunities (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	Youthbuild	Jobs for Veterans State Grants (JVG)	HUB	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.																<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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.																	For DINAP One of the following: <ul style="list-style-type: none"> • 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.																	For DINAP One of the following: <ul style="list-style-type: none"> • 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																			

*Rows highlighted in yellow represent data elements jointly validated with the Departments of Education as outlined in TEG1 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	
301	Eligible Veteran Status	<p>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.</p> <p>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.</p> <p>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.</p> <p>Record 0 if the participant does not meet any one of the conditions described above. Leave "blank" if the data is not available.</p>	X	X	X		X	X			X		X			X	X		<p>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.)</p> <ul style="list-style-type: none"> 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	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Record 0 if the participant was neither a UC Claimant nor an Exhaustee.</p> <p>Leave blank if this data element does not apply to the participant.</p>	X	X	X		X				X			X		X		<ul style="list-style-type: none"> 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)	<p>Record 1 if the participant, at program entry, has been unemployed for 27 or more consecutive weeks.</p> <p>Record 0 if the participant does not meet the condition described above.</p>	X	X	X		X					X		X		<ul style="list-style-type: none"> 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)	<p>Use the appropriate code to record the highest school grade completed by the participant at program entry.</p> <p>Record 1 – 12 for the number of school grades completed by the participant.</p> <p>Record 0 if no school grades were completed.</p>												X	X	X	<ul style="list-style-type: none"> 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 	<p>For Job Corps: If school records are unavailable, Job Corps admission counselors must document attempts to obtain educational history.</p>		

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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																<ul style="list-style-type: none"> • 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									<ul style="list-style-type: none"> • 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												<ul style="list-style-type: none"> • 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									<ul style="list-style-type: none"> • 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									<ul style="list-style-type: none"> • 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

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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																						<ul style="list-style-type: none"> • 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																						<ul style="list-style-type: none"> • 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																						<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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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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		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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

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	
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												<ul style="list-style-type: none"> 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									<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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				<ul style="list-style-type: none"> Cross-Match Case notes 	

*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		
924	TAA Application Date	Record the date on which the individual first applied for Trade Act services/benefits under the applicable certification.																		<ul style="list-style-type: none"> • 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.																		<ul style="list-style-type: none"> • 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													<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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													<ul style="list-style-type: none"> • 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										<ul style="list-style-type: none"> • 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						<ul style="list-style-type: none"> • 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						<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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																	<ul style="list-style-type: none"> • 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	Apprenticeship
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																<ul style="list-style-type: none"> 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																<ul style="list-style-type: none"> 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																<ul style="list-style-type: none"> 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																<ul style="list-style-type: none"> 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																<ul style="list-style-type: none"> 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												<ul style="list-style-type: none"> 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												<ul style="list-style-type: none"> 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)	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	<ul style="list-style-type: none"> • 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 	<p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> • 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 <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p>
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	<p>Consistent with TEGL 26-16:</p> <ul style="list-style-type: none"> • 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	X	X	<ul style="list-style-type: none"> • 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 	<p>This is a Joint Element with the Department of Education as outlined in TEGL 7-18:</p> <ul style="list-style-type: none"> • 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 <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p>	

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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)	HRB	Job Corps			Apprenticeship	
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												<ul style="list-style-type: none"> • 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												<ul style="list-style-type: none"> • 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	X			<p>Consistent with TEGL 26-16:</p> <ul style="list-style-type: none"> • 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 (JVS)	HRB	Job Corps			Apprenticeship		
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													Consistent with TEGL 26-16: <ul style="list-style-type: none"> • 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													Consistent with TEGL 26-16: <ul style="list-style-type: none"> • 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) 	

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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		
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											<p>Consistent with TEGL 26-16:</p> <ul style="list-style-type: none"> • 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 not yet available for this item. Leave blank if data element does not apply to the participant.		X	X	X		X		X			X							<p>Consistent with TEGL 26-16:</p> <ul style="list-style-type: none"> • 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	X	X	<ul style="list-style-type: none"> • 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 <p>• 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:</p> <ul style="list-style-type: none"> • 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 <p>The source documentation TEGL 23-19, Change 2 is a clarification for DOL funded grants and not a revision of the Joint guidance.</p>	

*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			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								Consistent with TEGL 26-16: <ul style="list-style-type: none"> • 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								Consistent with TEGL 26-16: <ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • 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	X	X	X	X	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HR	Job Corps			Apprenticeship		
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	X	X	X	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	

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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 (REG) (Adult)	Reentry Employment Opportunities (REG) (Youth)	YouthBuild	Jobs for Veterans' State Grants (JVS)	HR			Job Corps	Apprenticeship		
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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.			

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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)	TAAs	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			Apprenticeship
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											<ul style="list-style-type: none"> • 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											<ul style="list-style-type: none"> • 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											<ul style="list-style-type: none"> • 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			<ul style="list-style-type: none"> • 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			<ul style="list-style-type: none"> • 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			<ul style="list-style-type: none"> • 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 (REO) (Adult)	Reentry Employment Opportunities (REO) (Youth)	YouthBuild	Jobs for Veterans/State Grants (JVS)	HR			Job Corps	Apprenticeship
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			<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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)	HRB			Job Corps	Apprenticeship		
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			<ul style="list-style-type: none"> • 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			<ul style="list-style-type: none"> • 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			<ul style="list-style-type: none"> • 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			<ul style="list-style-type: none"> • 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			<ul style="list-style-type: none"> • 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 	

*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	Apprenticeship			
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			<ul style="list-style-type: none"> • 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			<ul style="list-style-type: none"> • 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			<ul style="list-style-type: none"> • 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			<ul style="list-style-type: none"> • 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			<ul style="list-style-type: none"> • 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

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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		
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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 	

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