

DWS Data Validation Checklist

Issuance 22-03; July 20, 2022
TEGL 23-19; June 18, 2020
TEGL 7-18; December 19, 2018

<u>Data Element</u>	<u>Data Element Definition / Instructions</u>	<u>Source Documentation</u>
<p>PIRL #</p> <p>Programs: A = Adult D = DLW Y = Youth DWG = Dislocated Worker Grants</p>	<p>1. NOTE: Several elements have “electronic” listed as source documentation. However, at this time most of them have been crossed out due to the definition of electronic records. It is unclear that the process in Arkansas allows for electronic records in most cases.</p> <p>2. Most of the information in this column is copied from TEGL 23-19 and is written in the language contained in the PIRL.</p> <p>3. Most Recent Date: 1002; 1003; 1004; 1201 The “Most Recent Date” means the most recent date from the Date of Exit. For example, participant exited on 7/2/2020. Received the following services during participation: Basic Career Service on 5/20/2020, and Basic Career Service on 6/14/2020 The Most Recent to the Date of Exit is 6/14/2020. That will be the date reported on the PIRL, and the service to document. A participant may have more than one Basic Career Service. You will not be able to document the Most Recent service until you know when there will be an Exit Date. If the participant has more than one Basic Career Service that ended on the same date, then document the one that was entered last. Same for Most Recent Individualized Career Service.</p> <p>4. ***Status Form: 1206; 1402; 1403; 1405; 1407; 1408; 1409; 1410; 1411; 1412; 1413; 1414; 1415; 1500 Status Form for services can be found in AJL as follows: Enrollment Details > Printable Version > Service and Training > Print Preview All services & service info on the S&T will be in the print preview Use the Snipping Tool to select the service to document, copy it to a Word</p>	<p>Select one documentation item for each element.</p> <p>*NOTE: 1601; 1603; 1605; 1607; 1700; 1701; 1702; 1703; 1705; 1706: Documentation type: “Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate).” DWS wage file contains a match of the SSN and the AJL Participant ID # then during the review, wages on the UI wage file are matched with wages posted in AJL and also validated on the PIRL (DOL guidance). Local Area staff do not have to document these PIRL elements if wages are UI or SWIS.</p> <p>**NOTE: 1602; 1604; 1606; 1704 Documentation type: “UI wage data match/administrative wage match such as the National Directory of New Hires.” The state will validate these PIRL wage elements against the UI and SWIS wage files and the PIRL file</p>

	<p>Doc, save to your computer, upload into the Document Uploader.</p> <p>5. <u>File Documentation with Case Notes:</u> use the Text Box in the Uploader to write the case notes.</p>	
<p>Date of Birth</p> <p>PIRL #200</p> <p>Programs: A/D/Y/DWG</p>	<p>Record the participant's date of birth</p>	<ol style="list-style-type: none"> 1. Driver's License 2. Baptismal Record 3. Birth Certificate 4. DD-214 5. Report of Transfer or Discharge Paper 6. Federal, State or Local Identification Card 7. Passport 8. Hospital Record of Birth 9. Public Assistance/Social Service Records 10. School Records or ID Cards 11. Work Permit 12. Family Bible
<p>Individual with a Disability</p> <p>PIRL #202</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> 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.</p> <p><u>Record 0</u> if the participant indicates that he/she does not have a disability that meets the definition.</p> <p><u>Record 9</u> if the participant did not self-identify.</p>	<ol style="list-style-type: none"> 1. Self-Attestation 2. School 504 Records Provided by Student 3. Assessment Test Results

<p>Eligible Veteran Status</p> <p>PIRL #301</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> 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><u>Record 2</u> 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><u>Record 3</u> 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><u>Record 0</u> if the participant does not meet any one of the conditions described above.</p>	<ol style="list-style-type: none"> 1. DD-214 2. Cross-Match with Department of Defense Records 3. Cross-Match with Veterans Service Database 4. A Letter from the Veterans' Administration <p>For WIOA Adult/DW/DWG require only if participant received Individualized Career Services or Training</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = yes <=180 days 2 = yes, eligible veteran 3 = yes, other eligible person 0 = no</p>
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<p>UC Eligible Status</p> <p>PIRL #401</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> 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 based on participation in the Reemployment Services and Eligibility Assessment (RESEA) program.</p> <p><u>Record 2</u> 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><u>Record 3</u> if the participant is a person who meets condition 2 (a) described above but was not referred to service through the state's WPRS system or the RESEA program.</p> <p><u>Record 4</u> 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><u>Record 5</u> if the participant is a claimant who is exempt from normal work search requirements according to state law and does not have to perform work search activities.</p> <p><u>Record 0</u> 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>	<ol style="list-style-type: none"> 1. Cross-Match to State UI Database (UI wage records) 2. Cross-Match to State MIS Database (RESEA & WIOA are in same MIS but not lumped in same section – so it is a cross match - Cliff) 3. Referral Transmittal by RESEA or WPRS 4. Self-Attestation for Code Values 3 and 4 only <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = claimant referred by RESEA 2 = claimant referred by WPRS 3 = claimant not referred by RESEA or WPRS 4 = exhaustee 5 = claimant is exempt (work search) 0 = neither claimant or exhaustee</p>
<p>Long-Term Unemployed at Program Entry</p> <p>PIRL #402</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> if the participant, at program entry, has been unemployed for 27 or more consecutive weeks.</p> <p><u>Record 0</u> if the participant does not meet the condition described above.</p> <p>(PIRL collects data for youth but 23-19 does not have youth for validation)</p>	<ol style="list-style-type: none"> 1. Self-Attestation 2. Public Assistance Records 3. Refugee Assistance Records 4. Cross-Match with Public Assistance Database 5. Cross-Match to State UI Database

<p>School Status at Program Entry</p> <p>PIRL# 409</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending any primary or secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school.</p> <p><u>Record 2</u> if the participant, at program entry, has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time, or is between school terms and is enrolled to return to school.</p> <p><u>Record 3</u> if the participant, at program entry, has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program (whether full or part-time), or is between school terms and is enrolled to return to school.</p> <p><u>Record 4</u> if the participant, at program entry, is not within the age of compulsory school attendance; and is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p><u>Record 5</u> if the participant, at program entry, is not attending any school and has either graduated from secondary school or has attained a secondary school equivalency.</p> <p><u>Record 6</u> if the participant, at program entry, is within the age of compulsory school attendance, but is not attending school and has not received a secondary school diploma or its recognized equivalent.</p>	<ol style="list-style-type: none"> 1. Cross-Match with Postsecondary Education Database 2. Educational Institution Enrollment Record Copy 3. Applicable Records from Education Institution (GED certificate, diploma, attendance records, transcripts, report card, or school documentation) 4. Intake Application or Enrollment Form Signed 5. Electronic Records 6. Self-Attestation <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = in-school, secondary school or less</p> <p>2 = in-school, alternative school</p> <p>3 = in school, postsecondary school</p> <p>4 = not attending school or secondary school dropout</p> <p>5 = not attending school; secondary school graduate or has a recognized equivalent</p> <p>6 = not attending school; within age of compulsory school attendance</p>
<p>Dislocation Date (Date of Actual Dislocation)</p> <p>PIRL # 410</p> <p>Programs: A/D/DWG</p>	<p>Record the participant's date of actual dislocation from employment. This date is the last day of employment at the dislocation job.</p> <p>Leave blank if there is no dislocation job (e.g., displaced homemaker) or this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Verification from Employer 2. Rapid Response List 3. Notice of Layoff 4. Public Announcement with Follow-Up Cross-Match with UI Database 5. Self- Attestation
<p>Temporary Assistance to Needy Families (TANF)</p> <p>PIRL #600</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> 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.</p> <p><u>Record 0</u> if the participant does not meet the condition described above. Leave blank if this data element does not apply to the participant.</p> <p>(Enrollment Snapshot & Demographics Snapshot – Low Income Info & Public Assistance info)</p>	<ol style="list-style-type: none"> 1. TANF Eligibility Verification 2. TANF Period of Benefit Receipt Verification 3. Referral Transmittal from TANF 4. Cross-Match with TANF Public Assistance Records <p>For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training</p>

<p>Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry</p> <p>PIRL #601</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> 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.</p> <p><u>Record 0</u> if the participant does not meet the condition described above.</p> <p><u>Record 9</u> 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).</p>	<ol style="list-style-type: none"> 1. TANF Eligibility Verification 2. TANF Period of Benefit Receipt Verification 3. Referral Transmittal from TANF 4. Cross-Match with TANF Public Assistance Records <p>For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training</p>
<p>Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)</p> <p>PIRL #602</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> 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.</p> <p><u>Record 2</u> 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.</p> <p><u>Record 3</u> if the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program.</p> <p><u>Record 4</u> 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.</p> <p><u>Record 5</u> 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.</p> <p><u>Record 6</u> 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.</p> <p><u>Record 0</u> if the participant does not meet any of the conditions described above</p> <p>(SSDI & SSI– Enrollment Snapshot. SSI – Demographics Snapshot Low Income Info & excludable income)</p>	<ol style="list-style-type: none"> 1. SSI/SSDI Receipt of Benefits Verification 2. Referral Transmittal from SSA 3. SSI/SSDI Eligibility Verification 4. Cross-Match with SSA Database <p>For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = SSI 2 = SSDI 3 = both SSI and SSDI 4 = SSI and Ticket Holder 5 = SSDI and Ticket Holder 6 = Both SSI and SSDI and A Ticket Holder 0 = no</p>

<p>SNAP (Supplemental Nutrition Assistance Program)</p> <p>PIRL # 603</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> 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.)</p> <p><u>Record 0</u> if the participant does not meet the above criteria.</p> <p>(Demographics Snapshot – Low Income Info)</p>	<ol style="list-style-type: none"> 1. SNAP Eligibility Verification 2. Authorization to Receive SNAP Copy 3. Documentation of SNAP Benefit Receipt 4. Referral Transmittal from SNAP 5. Cross-Match with SNAP Public Assistance Records <p>For WIOA adult/DW/DWG require only if participant has received individualized career services or training</p>
<p>Other Public Assistance Recipient</p> <p>PIRL #604</p> <p>Programs: A/DLW</p>	<p><u>Record 1</u> 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.</p> <p><u>Record 0</u> if the participant does not meet the above criteria. Leave blank if this data element does not apply to the participant.</p> <p>Arkansas does not have GA or RCA, but a person from another state might have received it. (Enrollment Snapshot & Excludable Income)</p>	<ol style="list-style-type: none"> 1. Authorization to Receive Cash Public Assistance Copy 2. Public Assistance Check Copy 3. Medical Card Showing Cash Grant Status 4. Public Assistance Eligibility Verification 5. Cross-Match with Refugee Assistance Records 6. Cross-Match with Public Assistance Records 7. Cross-Match with State MIS Database
<p>Pregnant or Parenting Youth</p> <p>PIRL #701</p> <p>Programs: Y</p>	<p><u>Record 1</u> 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.</p> <p><u>Record 0</u> if the participant does not meet the conditions described above. Leave blank if the data is not available.</p> <p>(Barriers)</p>	<ol style="list-style-type: none"> 1. Self-Attestation 2. Case Notes 3. Needs Assessment 4. WIC Eligibility Verification 5. TANF Single Parent Eligibility Verification 6. Intake Application or Enrollment Form Signed 7. ISS Signed
<p>Youth Who Needs Additional Assistance</p> <p>PIRL #702</p> <p>Programs: Y</p>	<p><u>Record 1</u> 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.</p> <p><u>Record 0</u> if the participant does not meet the conditions described above. Leave blank if this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Self-Attestation 2. Intake Application or Enrollment Form Signed 3. Case Notes 4. Needs Assessment 5. ISS Signed <p>DWS staff will need a current copy of the Local Area Additional Assistance Policy.</p>

<p>Foster Care Youth Status at Program Entry (WIOA)</p> <p>PIRL #704</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> 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.</p> <p><u>Record 0</u> if the participant does not meet the conditions described above.</p> <p>(Demographics Snapshot – Income Amounts; Low Income Info; barriers)</p>	<ol style="list-style-type: none"> 1. Written Confirmation from Social Services Agency 2. Case Notes 3. Self-Attestation 4. Foster Care Agency Referral Transmittal 5. Intake Application or Enrollment Form Signed 6. Needs Assessment 7. IEP/ISS Signed
<p>Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry</p> <p>PIRL #800</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant, at program entry:</p> <p>(a) Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who:</p> <ul style="list-style-type: none"> is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement; <p>Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;</p> <p>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;</p> <p>or</p> <p>Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).</p> <p>This definition does not include a participant imprisoned or detained under an Act of Congress or State law. A participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.</p> <p><u>Record 0</u> if the participant does not meet the conditions described above.</p> <p><u>Note:</u> 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.</p> <p>(Demographic Snapshot Low Income Info. Runaway – Barriers. Income Amt)</p>	<ol style="list-style-type: none"> 1. Self-Attestation 2. Intake Application or Enrollment Form Signed 3. Written Statement or Referral Transmittal from a Shelter or Social Service Agency 4. Needs Assessment 5. Case Notes 6. IEP/ISS Signed 7. A letter from caseworker or support provider

<p>Ex-Offender Status at Program Entry</p> <p>PIRL #801</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant, at program entry, is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.</p> <p><u>Record 0</u> if the participant does not meet any one of the conditions described above.</p> <p><u>Record 9</u> if the participant did not disclose.</p>	<ol style="list-style-type: none"> 1. Documentation from the Juvenile or Adult Criminal Justice System 2. Written Statement or Referral Document from a Court or Probation Officer 3. Referral Transmittal from a Reintegration Agency 4. Intake Application or Enrollment Form Signed 5. Case Notes 6. Needs Assessment 7. Self-Attestation 8. IEP/ISS Signed 9. Federal Bonding Program Application
<p>Low Income Status at Program Entry</p> <p>PIRL #802</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant, at program entry, is a person who:</p> <p>(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:</p> <p>(i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.);</p> <p>(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.) (TANF)</p> <p>(iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381) (SSI); or</p> <p>(iv) State or local income-based public assistance.</p> <p>(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;</p> <p>(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.);</p> <p>(d) Is a foster child on behalf of whom State or local government payments are made;</p> <p>(e) Is a 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;</p> <p>(f) Is a homeless participant or a homeless child or youth or runaway youth (see Data Element #800); or</p> <p>(g) Is a youth living in a high-poverty area.</p> <p><u>Record 0</u> if the participant does not meet the criteria presented above.</p>	<ol style="list-style-type: none"> 1. Award Letter from Veteran’s Administration 2. Bank Statements 3. Pay Stubs 4. Compensation Award Letter 5. Court Award Letter 6. Pension Statement 7. Employer Statement/Contact 8. Family or Business Financial Records 9. Housing Authority Verification 10. Quarterly Estimated Tax for Self-Employed Persons 11. Social Security Benefits 12. UI Claim Documents 13. Authorization to Receive Cash Public Assistance Copy 14. Public Assistance Check Copy 15. Public Assistance Eligibility Verification 16. Cross-Match with Refugee Assistance Record 17. Cross-Match with Public Assistance Records 18. Cross-Match with UI Wage Records 19. Self-Attestation (use application. If under 18 parents sign) <p>For WIOA Adult/DW/DWG require only if participant has received Individualized Career Services or Training (for DEV not eligibility)</p>

<p>English Language Learner at Program Entry</p> <p>PIRL #803</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> 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.</p> <p><u>Record 0</u> if the participant does not meet the conditions described above.</p>	<ol style="list-style-type: none"> 1. Case notes 2. Assessment Test Results 3. Applicable Records from Education Institution (transcripts, or other school documentation) 4. Self-Attestation 5. Intake Application or Enrollment Form Signed 6. IEP/ISS Signed
<p>Basic Skills Deficient/Low Levels of Literacy at Program Entry</p> <p>PIRL #804</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant is, at program entry:</p> <p>a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or</p> <p>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.</p> <p><u>Record 0</u> if the participant does not meet the conditions described above.</p> <p>If “Testing” reveals BSD then BSD question on the snapshot must be “yes” (Enrollment Snapshot)</p>	<ol style="list-style-type: none"> 1. Case notes 2. Assessment Test Results 3. Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) <p>For WIOA Adult/DW/WP/DWG require only if participant has received Individualized Career Services or Training</p>
<p>Single Parent at Program Entry</p> <p>PIRL #806</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> 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).</p> <p><u>Record 0</u> if the participant does not meet the condition described above. Record 9 if the participant did not self-identify.</p>	<ol style="list-style-type: none"> 1. Self-Attestation 2. TANF Single Parent Eligibility Verification 3. Case Notes 4. Needs Assessment 5. Intake Application or Enrollment Form Signed 6. IEP / ISS signed

<p>Displaced Homemaker at Program Entry</p> <p>PIRL # 807</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> if the participant, at program entry, has been providing unpaid services to family members in the home and who:</p> <p>(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</p> <p>(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p> <p><u>Record 0</u> if the participant does not meet the conditions described above.</p>	<ol style="list-style-type: none"> 1. Self-attestation 2. Intake Application or Enrollment Form Signed 3. Cross-Match with Public Assistance Records 4. Spouse's Layoff Notice Copy 5. Spouse's Death Record Copy 6. Spouse's Permanent Change of Station (PCS) Orders Copy (for a military move or assignment) 7. Divorce Records Copy 8. Applicable Court Records Copy 9. Bank Records Copy (showing financial dependence on spouse, no separate individual income support, or no employment income earned) 10. Needs Assessment 11. IEP/ISS Signed
<p>Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)</p> <p>PIRL #808</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> 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.</p> <p><u>Record 2</u> 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.</p> <p><u>Record 3</u> if the participant is a migrant farmworker or seasonal farmworker (as defined above) aged 14-24.</p> <p><u>Record 4</u> 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.</p> <p><u>Record 5</u> 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.</p>	<ol style="list-style-type: none"> 1. Self-Attestation 2. Case Notes 3. Cross-Match with Public Assistance Records 4. NFJP Eligibility Documents 5. Cross-Match with State MIS 6. Cross-Match with H-1B Records <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = seasonal farmworker adult 2 = migrant farmworker adult 3 = MSFW youth 4 = dependent adult 5 = dependent youth 0 = no</p>

<p>Date of Program Entry (Date of Participation)</p> <p>PIRL #900</p> <p>Programs: A/D/Y/DWG</p>	<p>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.</p> <p>Must be the date of first participant level service provided to the participant and entered on the S&T.</p> <p>Initial Assessment for Adults/DLW/DWG triggers participation. It includes referral to take a TABE test and taking the TABE. Therefore, the date of a TABE test/results cannot be dated prior to the Date of Eligibility/Enrollment/Date of Participation unless the test results were provided by another entity.</p> <p>Date of participation for youth occurs after the youth has received Eligibility Determination, Objective Assessment and ISS and then receives a service that triggers participation.</p>	<p>Electronic Records AJL: Program Details > Enrollment/Eligibility Date List > Participation Date, and Service & Training Plan AJL: Enrollment Details Page > Service & Training</p> <p>Both will be reviewed. The date must be consistent with services.</p>
<p>Exit Date (Date of Program Exit)</p> <p>PIRL #901</p> <p>Programs: A/D/Y/DWG</p>	<p>The last date the participant received services that are not information-only or follow up services.</p> <p>Must be the date participant received the final service whether partner or WIOA service. Exit date must not be based on a date of service where the service was held open and then an end date entered that did not represent the actual last day it was provided. Review Transactional Services, Issuance PY 19-07, Change 1</p> <p>Supportive Services may not extend Exit Date for Adults/DLW (TEGL 19-16, page 19)</p> <p>If the exit date is incorrect, then the after-exit wage quarters may be incorrect.</p>	<p>Electronic Records AJL: Enrollment Details > Enrollment Info, and Service & Training Plan</p> <p>The date must be consistent with services on the S&T, partner services, and must not represent the date of a service held open.</p>

<p>First Youth Service Date (Date of First WIOA Youth Service)</p> <p>PIRL #906</p> <p>Programs: Y</p>	<p>Record the date on which the participant began receiving his/her first WIOA youth service (i.e. 1 of the 14 youth program elements in WIOA §129(c)(2)). Leave blank if the participant did not receive services funded by the WIOA Youth program.</p>	<ol style="list-style-type: none"> 1. Intake Application or Enrollment Form signed with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service 2. Case Notes with Cross-Match to State MIS Database (AJL) 3. Signed Individual Service Strategy with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service 4. Eligibility Determination Documentation or Program Enrollment Forms with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service
<p>Recipient of Incumbent Worker Training</p> <p>PIRL #907</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> if the participant received Incumbent Worker training services under WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i).</p> <p><u>Record 2</u> if the participant received Incumbent Worker training services by Local Formula funds under WIOA section 134(d)(4).</p> <p><u>Record 3</u> if the participant received Incumbent Worker training services under both Statewide funds (Governor’s Reserve and/or Rapid Response) WIOA section 134(a)(3)(A)(i) and/or 134(a)(2)(A)(i) and Local Formula funds under WIOA section 134(d)(4).</p> <p><u>Record 4</u> if the participant received Incumbent Worker training services under H1B.</p> <p><u>Record 5</u> if the participant received incumbent Worker training services under a National Dislocated Worker Grant (DWG) (WIOA section 170).</p> <p><u>Record 6</u> if the participant received Incumbent Worker training services under a National Farmworker Job Program (NFJP)(WIOA section 167).</p> <p><u>Record 0</u> if the participant did not receive services under the condition described above or received services by a local area with statewide funds passed down from the state to the local area.</p>	<ol style="list-style-type: none"> 1. IWT Contract Signed 2. Electronic Records <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = statewide 15% and/or Rapid Response 25% only</p> <p>2 = local formula only (20%)</p> <p>3 = both statewide and local formula</p> <p>4 = H-1B funded grant</p> <p>5 = DWG funded grant</p> <p>6 = NFJP funded grant</p> <p>0 = no</p>
<p>Rapid Response</p> <p>PIRL #908</p> <p>Programs: D/DWG</p>	<p><u>Record 1</u> if the participant participated in rapid response activities authorized at WIOA section 134(a)(2)(A)(i)(I).</p> <p><u>Record 0</u> if the participant did not receive services under the condition described above.</p> <p><u>Record 9</u> if grantee is unable to track enrollment in the program. Leave blank if this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Cross-Match with State MIS 2. Case Notes 3. Self-Attestation 4. Rapid Response List 5. Cross-Match to Rapid Response Records

<p>Other Reasons for Exit</p> <p>PIRL #923</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Institutionalized:</u> If the participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant.</p> <p><u>Health/ Medical:</u> If the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.</p> <p><u>Deceased:</u> If the participant is deceased.</p> <p><u>Reserve Forces called to Active Duty:</u> If the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.</p> <p><u>Foster Care:</u> If the participant is in the foster care system as defined in 45 CFR 1355.20(a), and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only).</p> <p>AJL: Program Details Page > Exit Questions > Other Reasons for Exit</p>	<ol style="list-style-type: none"> 1. File documentation with notes from staff 2. Information from partner services 3. Status/exit form 4. Electronic Records 5. Withdrawal form with explanation 6. Information from institution or facility <p><u>PIRL Codes (state reviewers)</u></p> <p>01 = institutionalized 02 = health / medical 03 = deceased 04 = reserve forces called to active duty 05 = foster care 07 = criminal offender 00 = no</p>
<p>Date of First Basic Career Service (Staff-Assisted)</p> <p>PIRL #1001</p> <p>Programs: A/D/DWG</p>	<p>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.</p> <p>Local Areas will not have to document this element. The State will validate the date by comparing the service date on the S&T with the date on the PIRL – Documentation #2. (DOL Guidance)</p>	<ol style="list-style-type: none"> 1. Case Notes 2. Cross-Match with State MIS 3. Electronic Records
<p>Most Recent Date Received Basic Career Services (Self-Service / Information-Only)</p> <p>PIRL #1002</p> <p>Programs: A/D/DWG</p>	<p>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.</p>	<ol style="list-style-type: none"> 1. Electronic Records 2. Case Notes

<p>Most Recent Date Received Basic Career Services (Staff-Assisted)</p> <p>PIRL #1003</p> <p>Programs: A/D/DWG</p>	<p>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.</p>	<p>1. Case Notes 2. Electronic Records</p>
<p>Date of Most Recent Career Service (WIOA)</p> <p>PIRL #1004</p> <p>Programs: A/D/DWG</p>	<p>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.</p>	<p>1. Case Notes 2. Electronic Records</p>
<p>Most Recent Date Received Staff-Assisted Services (DVOP specialist)</p> <p>PIRL #1005</p> <p>Programs: A/D/DWG</p>	<p>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.</p>	<p>1. Electronic Records 2. Case Notes</p>
<p>Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program</p> <p>PIRL #1006</p> <p>Programs: A/D/DWG</p>	<p>Record the most recent date on which the participant was referred to the Department of Veterans Affairs Vocational Rehabilitation and Employment Program.</p>	<p>1. Electronic Records 2. Case Notes</p>

<p>Date of Most Recent Reportable Individual Contact</p> <p>PIRL #1007</p> <p>Programs: A/D/DWG</p>	<p>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.</p> <p>Local Areas will not have to document this element. The State will validate the date by comparing the service date on the S&T with the date on the PIRL. Documentation #2 (DOL Guidance)</p>	<ol style="list-style-type: none"> 1. Case Notes 2. Cross-Match with State MIS Database 3. Electronic Records
<p>Date of First Individualized Career Service</p> <p>PIRL #1200</p> <p>Programs: A/D/DWG</p>	<p>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.</p> <p>Local Areas will not have to document this element. The State will validate the date by comparing the service date on the S&T with the date on the PIRL. Documentation #2. (DOL Guidance)</p>	<ol style="list-style-type: none"> 1. Case Notes 2. Cross-Match with State MIS 3. Electronic Records
<p>Most Recent Date Received Individualized Career Service</p> <p>PIRL #1201</p> <p>Programs: A/D/DWG</p>	<p>Record the most recent date on which the participant received individualized career services as described in WIOA sec. 134(c)(2)(xii).</p>	<ol style="list-style-type: none"> 1. Case Notes 2. Electronic Records
<p>Date Individual Employment Plan Created</p> <p>PIRL #1202</p> <p>Programs: A/D/DWG</p>	<p>Record the date on which the participant's Individual Employment Plan (IEP) was created or otherwise established to identify the participant's employment goals, their appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. Leave blank if an employment plan was not created for the participant, or if the individual is not a participant.</p> <p>(IEP date must be prior to training date)</p>	<ol style="list-style-type: none"> 1. Case Notes 2. IEP/ISS signed 3. Electronic Records

<p>Type of Work Experience</p> <p>PIRL #1205</p> <p>Programs: A/D/Y/DWG</p>	<p>If the participant received work experience, record the appropriate code to indicate the type of work experience provided to the participant.</p> <p><u>PIRL Codes (state reviewers)</u></p> <p><u>Record 1</u> if the participant participated in summer employment or an internship during the summer months (WIOA Youth).</p> <p><u>Record 2</u> if the participant participated in an internship or employment opportunity during the non-summer months or if it extends beyond the summer months.</p> <p><u>Record 3</u> if the participant participated in a pre-apprenticeship program.</p> <p><u>Record 4</u> if the participant participated in job shadowing.</p> <p><u>Record 5</u> if the participant participated in on-the-job training (WIOA Youth).</p> <p><u>Record 6</u> if the participant participated in a transitional job, as defined in WIOA Section 134(d)(5).</p> <p><u>Record 7</u> if the participant participated in another type of work experience not covered in 1 through 5.</p> <p><u>Record 0</u> if the participant did not participate in a work experience. Leave blank if this data element does not apply to the participant.</p> <p>NOTE: Code Value 6 should only be selected when other work experience opportunities are provided that are not captured elsewhere. This code value is also for use with Adult, Dislocated Worker, and Dislocated Worker Grants programs only.</p> <p>NOTE: If employment opportunities not limited to summer months are part of a pre-apprenticeship program, or if on-the-job training for WIOA Youth is part of a pre-apprenticeship program, choose Code 3 for pre-apprenticeship.</p>	<ol style="list-style-type: none"> 1. Case Notes 2. Work Experience Agreement Signed 3. Electronic Records
<p>Date Received Financial Literacy Services</p> <p>PIRL # 1206***</p> <p>Programs: A/D/Y/DWG</p>	<p>Record the date, at any time during participation in the program, that the participant received any financial literacy services. They may include services that help with creating budgets, initiate checking and savings accounts at banks, applying for and managing loans and credit cards, learning about credit reports and credit scores, and identifies identity theft.</p> <p>Leave blank if this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Activity sheets 2. Sign-in sheets 3. Attendance records 4. Vendor contract 5. Case Notes 6. status forms noting receipt of service and type of service received (WIOA) 7. Electronic Records
<p>Transitional Jobs</p> <p>PIRL #1211</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> if the participant received work experience at a transitional job as described in WIOA Section 134(d)(5).</p> <p><u>Record 0</u> if the participant did not receive transitional jobs training as described above.</p>	<ol style="list-style-type: none"> 1. Electronic Records 2. Case Notes 3. Transitional Job Agreement Signed

<p>Received Training</p> <p>PIRL #1300</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant received training services. <u>Record 0</u> if the participant did not receive training services.</p>	<ol style="list-style-type: none"> 1. Cross-Match Between Dates of Service and Vendor Training Information 2. Vendor Training Records 3. Cross-Match with State MIS Database 4. Case Notes 5. Training Contract Signed 6. ITA 7. Electronic Records
<p>Date Entered Training #1</p> <p>PIRL #1302</p> <p>Programs: A/D/Y/DWG</p>	<p>Record the date on which the participant's first training service actually began. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.</p> <p>See 1811</p> <p>The actual start date must be the date training started or the first date the participant attended class.</p>	<ol style="list-style-type: none"> 1. Cross-Match between State MIS Database (AJL) and Attendance Records 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database (AJL) 3. Case Notes with Follow-up Cross-Match to State MIS Database (AJL) 4. ITA
<p>Type of Training Service #1</p> <p>PIRL #1303</p> <p>Programs: A/D/Y/DWG</p>	<p>Type of approved training provided to the participant.</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = OJT (non WIOA youth) 2 = Skill Upgrading 3 = Entrepreneurial (non WIOA youth) 4 = ABE or ESL in Conjunction with Training 5 = Customized Training 6 = Occupational Skills Training (non WIOA youth) 8 = Prerequisite Training 9 = Registered Apprenticeship 10 = Youth Occupational Skills Training 11 = Other Non-Occupational Skills Training 12 = Job Readiness Training in Conjunction with Other Training</p> <p>(Private Sector Training not included – 1333)</p>	<ol style="list-style-type: none"> 1. Enrollment record Copy 2. File documentation with notes from staff 3. Cross-Match between dates of service and vendor training information 4. Vendor training documentation 5. Electronic Records 6. Individual Training Account 7. Attendance records <p><u>Fields on service screen that must be completed</u></p> <p>1. "Does this service lead to a credential, employment, or measurable skills gain?" Must be checked "yes".</p> <p>2. "Select the result(s) the service may lead to." Select all that apply.</p>

<p>Occupational Skills Training Code #1</p> <p>PIRL # 1306</p> <p>Programs: A/D/Y/DWG</p>	<p>Enter the 8-digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known.</p> <p>Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training.</p>	<ol style="list-style-type: none"> 1. Cross-Match with State MIS 2. Case notes 3. IEP/ISS Signed 4. Training Contract Signed 5. ITA
<p>Training Completed #1</p> <p>PIRL #1307</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant completed approved training. <u>Record 0</u> if the participant did not complete training (withdrew). Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Cross-Match between State MIS Database (AJL) and Attendance Records 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database (AJL) 3. Case Notes with Follow-up Cross-Match to State MIS Database (AJL)
<p>Date Completed, or Withdrew from, Training #1</p> <p>PIRL #1308</p> <p>Programs: A/D/Y/DWG</p>	<p>Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.</p> <p>See 1813</p> <p>The actual end date must be the date training ended or the last date the participant attended class. It is not the date of a credential unless they are the same date. It is not the date a case manager received a copy of a credential. It is not the date of a test such as a CPA test or test to obtain a license unless the test date is the same date as the last day of training.</p>	<ol style="list-style-type: none"> 1. Cross-Match between State MIS Database (AJL) and Attendance Records 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database (AJL) 3. Case Notes with Follow-up Cross-Match to State MIS Database (AJL)
<p>Date Entered Training #2</p> <p>PIRL #1309</p> <p>Programs: A/D/Y/DWG</p>	<p>Record the date on which the participant's second training service actually began. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.</p> <p>The actual start date must be the date training started or the first date the participant attended class.</p>	<ol style="list-style-type: none"> 1. Cross-Match between State MIS Database (AJL) and Attendance Records 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database (AJL) 3. Case Notes with Follow-up Cross-Match to State MIS Database (AJL) 4. ITA

<p>Type of Training Service #2</p> <p>PIRL #1310</p> <p>Programs: A/D/Y/DWG</p>	<p>Type of approved training provided to the participant.</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = OJT (non WIOA youth)</p> <p>2 = Skill Upgrading</p> <p>3 = Entrepreneurial (non WIOA youth)</p> <p>4 = ABE or ESL in Conjunction with Training</p> <p>5 = Customized Training</p> <p>6 = Occupational Skills Training (non WIOA youth)</p> <p>8 = Prerequisite Training</p> <p>9 = Registered Apprenticeship</p> <p>10 = Youth Occupational Skills Training</p> <p>11 = Other Non-Occupational Skills Training</p> <p>12 = Job Readiness Training in Conjunction with Other Training</p>	<ol style="list-style-type: none"> 1. Enrollment record copy 2. File documentation with notes from staff 3. Cross-Match between dates of service and vendor training information 4. Vendor training documentation 5. Electronic Records 6. Individual Training Account 7. Attendance records <p><u>Fields on service page that must be completed</u></p> <p>1. "Does this service lead to a credential, employment, or measurable skills gain?" Must be checked "yes".</p> <p>2. "Select the result(s) the service may lead to." Select all that apply for this field.</p>
<p>Occupational Skills Training Code #2</p> <p>PIRL #1311</p> <p>Programs: A/D/Y/DWG</p>	<p>Enter the 8-digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known.</p> <p>Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training.</p>	<ol style="list-style-type: none"> 1. Cross-Match with State MIS 2. Case notes 3. IEP / ISS Signed 4. Training Contract Signed 5. ITA
<p>Training Completed #2</p> <p>PIRL # 1312</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant completed approved training.</p> <p><u>Record 0</u> if the participant did not complete training (withdrew).</p> <p>Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Cross-Match between State MIS Database (AJL) and Attendance Records 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database (AJL) 3. Case Notes with Follow-up Cross-Match to State MIS Database (AJL)

<p>Date Completed, or Withdrew from, Training #2</p> <p>PIRL #1313</p> <p>Programs: A/D/Y/DWG</p>	<p>Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.</p> <p>The actual end date must be the date training ended or the last date the participant attended class. It is not the date of a credential unless they are the same date. It is not the date a case manager received a copy of a credential. It is not the date of a test such as a CPA test or test to obtain a license unless the test date is the same date as the last day of training.</p>	<ol style="list-style-type: none"> 1. Cross-Match between State MIS Database (AJL) and Attendance Records 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database (AJL) 3. Case Notes with Follow-up Cross-Match to State MIS Database (AJL)
<p>Date Entered Training #3</p> <p>PIRL #1314</p> <p>Programs: A/D/Y/DWG</p>	<p>Record the date on which the participant's third training service actually began. If the participant received more than 3 training services, record the date on which the participant actually began the last (or most recent) training service. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.</p> <p>The actual start date must be the date training started or the first date the participant attended class.</p>	<ol style="list-style-type: none"> 1. Cross-Match between State MIS Database (AJL) and Attendance Records 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database (AJL) 3. Case Notes with Follow-up Cross-Match to State MIS Database (AJL) 4. ITA
<p>Type of Training Service #3</p> <p>PIRL #1315</p> <p>Programs: A/D/Y/DWG</p>	<p>Type of approved training provided to the participant.</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = OJT (non WIOA youth)</p> <p>2 = Skill Upgrading</p> <p>3 = Entrepreneurial (non WIOA youth)</p> <p>4 = ABE or ESL in Conjunction with Training</p> <p>5 = Customized Training</p> <p>6 = Occupational Skills Training (non WIOA youth)</p> <p>8 = Prerequisite Training</p> <p>9 = Registered Apprenticeship</p> <p>10 = Youth Occupational Skills Training</p> <p>11 = Other Non-Occupational Skills Training</p> <p>12 = Job Readiness Training in Conjunction with Other Training</p> <p>The actual end date must be the date training ended. It is not the date of a credential unless they are the same date. It is not the date a case manager received a copy of a credential. It is not the date of a test such as a CPA test or test to obtain a license unless the test date is the same date as the last day of training.</p>	<ol style="list-style-type: none"> 1. Enrollment record copy 2. File documentation with notes from staff 3. Cross-Match between dates of service and vendor training information 4. Vendor training documentation 5. Electronic Records 6. Individual Training Account 7. Attendance records <p><u>Fields on service page that must be completed</u></p> <p>1. "Does this service lead to a credential, employment, or measurable skills gain?" Must be checked "yes".</p> <p>2. "Select the result(s) the service may lead to." Select all that apply for this field.</p>

<p>Occupational Skills Training Code #3</p> <p>PIRL #1316</p> <p>Programs: A/D/Y/DWG</p>	<p>Enter the 8-digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services. Leave blank if occupational code is not available or not known or if this data element does not apply to the participant.</p> <p>Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the participant receives multiple training services, use the occupational skills training code for the most recent training. If the participant received more than 3 training services, use the occupational skills training code for the last (or most recent) training service.</p>	<ol style="list-style-type: none"> 1. Cross-Match with State MIS 2. Case notes 3. IEP / ISS Signed 4. Training Contract Signed 5. ITA
<p>Training Completed #3</p> <p>PIRL #1317</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant completed approved training. <u>Record 0</u> if the participant did not complete training (withdrew). Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Cross-Match between State MIS Database (AJL) and Attendance Records 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database (AJL) 3. Case Notes with Follow-up Crossmatch to State MIS Database (AJL)
<p>Date Completed, or Withdrew from, Training #3</p> <p>PIRL #1318</p> <p>Programs: A/D/Y/DWG</p>	<p>Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant</p> <p>The actual end date must be the date training ended or the last date the participant attended class. It is not the date of a credential unless they are the same date. It is not the date a case manager received a copy of a credential. It is not the date of a test such as a CPA test or test to obtain a license unless the test date is the same date as the last day of training.</p>	<ol style="list-style-type: none"> 1. Cross-Match between State MIS Database and Attendance Records (AJL) 2. Vendor Training Records with Follow-up Cross-Match to State MIS Database (AJL) 3. Case Notes with Follow-up Cross-Match to State MIS Database (AJL)

<p>Established Individual Training Account (ITA)</p> <p>PIRL #1319</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> if any of the individual's services were purchased utilizing an Individual Training Account funded by WIOA Title I. This information can be updated anytime during participation.</p> <p><u>Record 0</u> if the individual does not meet the condition described above. Leave blank if this data element does not apply to the participant.</p> <p>(Enrollment Details > Educational Grants) (If training paid by partner or PELL then ITA not needed unless run out of money)</p>	<ol style="list-style-type: none"> 1. Cross-Match with State MIS Database 2. Case notes 3. ITA Approval, Allocation or Activation Records
<p>Participated in Postsecondary Education During Program Participation</p> <p>PIRL #1332</p> <p>Programs: A/D/Y/DWG</p>	<p>If the participant was in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation.</p> <p>AJL: Enrollment Details Page > Service & Training > Service Entered</p>	<ol style="list-style-type: none"> 1. Data match with postsecondary data system 2. Enrollment record copy 3. File documentation with notes from staff 4. School records 5. Transcript or Report Card
<p>Enrolled in Secondary Education Program</p> <p>PIRL 1401</p> <p>Programs: A/D/Y/DWG</p>	<p>If the participant was enrolled in a secondary education program at or above the 9th grade level. A secondary education program includes both secondary school and enrollment in a program of study with instruction designed to lead to a high school equivalent credential. Examples may include adult high school credit programs and programs designed to prepare participants to pass recognized high school equivalency exams such as the GED. Program of study designed to teach English proficiency skills or literacy skills below the 9th grade equivalency are not considered secondary education programs. The participant may either already be enrolled in education or training at the time of application to the program (Snapshot) or became enrolled in an education or training program at or above the 9th grade level at any point while participating in the program. Service entered on S&T.</p>	<ol style="list-style-type: none"> 1. Enrollment record copy 2. File documentation with notes from staff 3. School records 4. Transcript or Report Card 5. Data match to State K-12 data system

<p>Most Recent Date Received Educational Achievement Services</p> <p>PIRL #1402***</p> <p>Programs: Y</p>	<p>Record the most recent date on which the participant received an educational achievement service. Educational achievement services include, but are not limited to tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. Leave blank if the participant did not receive educational achievement services or this data element does not apply to the individual.</p>	<ol style="list-style-type: none"> 1. Sign-in sheets 2. Attendance records 3. Vendor contract 4. Electronic Records 5. Status forms noting receipt of service and type of service received (WIOA)
<p>Most Recent Date Received Alternative Secondary School Services</p> <p>PIRL #1403***</p> <p>Programs: Y</p>	<p>Record the most recent date on which the participant received alternative secondary school services, or dropout recovery services, as appropriate. Leave blank if the participant did not receive alternative secondary school services or dropout recovery services.</p>	<ol style="list-style-type: none"> 1. Activity sheets 2. Sign-in sheets 3. Attendance records 4. Vendor contract 5. Electronic Records 6. Status forms noting receipt of service and type of service received (WIOA)
<p>Most Recent Date Received Work Experience Opportunities</p> <p>PIRL #1405***</p> <p>Programs: Y</p>	<p>Record the most recent date on which the youth participant received work experience opportunities that have as a component academic and occupational education. Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences include summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. Leave blank if the participant did not receive work experience opportunities or this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Activity sheets 2. Sign-in sheets 3. Attendance records 4. Vendor contract 5. Cross-Match with State MIS database 6. Case Notes 7. Logs or status forms noting receipt of service and combination of services received

<p>Date Enrolled in Post Exit Education or Training Program Leading to Recognized Postsecondary Credential PIRL #1406</p> <p>Programs: A/D/Y/DWG</p>	<p>Record the date, after program exit, the participant is enrolled in an education or training program that leads to a recognized postsecondary credential. The date must be after the exit date and can be within one year of the date of exit.</p> <p>Record the date following these instructions: Post Exit: If the participant is enrolled in education or training, then a service must be entered on the S&T: "Post exit post sec training leading to credential". Complete usual info such as O*NET, CIP, Does this Service Lead to a Credential, Type of Credential, etc. The start date of the service must be after the Exit Date. Because the participant is exited only Region Directors will be able to enter this service on the S&T. This is for the credential performance measure. The date recorded in AJL must match the date of the documentation.</p>	<ol style="list-style-type: none"> 1. Enrollment record copy 2. File documentation with notes from staff. 3. School records 4. Transcript or report card 5. Data match with postsecondary data system
<p>Most Recent Date Received Education Offered Concurrently with Workforce Preparation PIRL #1407***</p> <p>Programs: Y</p>	<p>Record the most recent date on which the participant received education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.</p> <p>Leave blank if the participant did not receive education offered concurrently with workforce preparation.</p>	<ol style="list-style-type: none"> 1. Activity sheets 2. Sign-in sheets 3. Attendance records 4. Vendor contract 5. Electronic Records 6. WIOA status forms noting receipt of service and type of service received
<p>Most Recent Date Received Leadership Development Opportunities PIRL #1408***</p> <p>Programs: Y</p>	<p>Record the most recent date on which the participant received services that include, but are not limited to, opportunities that may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.</p> <p>Leave blank if the participant did not receive a leadership development service or this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Activity sheets 2. Sign-in sheets 3. Attendance records 4. Vendor contract 5. Electronic Records 6. Status form noting receipt of service and type of service received (WIOA)

<p>Most Recent Date Received Supportive Services</p> <p>PIRL #1409***</p> <p>Programs: A/D/Y/DWG</p>	<p>Record the most recent date on which the participant received a supportive service (WIOA section 134(d)(2)) which include, but are not limited to, assistance with transportation, childcare, dependent care, and housing that are necessary to enable the participant to participate in programs which provide career and training services as defined in WIOA sec. 134(c)(2) and 134(c)(3). Support services for youth participants include; (a) linkages to community services; (b) assistance with transportation; (c) assistance with child care and dependent care; (d) assistance with housing; (e) needs-related payments; (f) assistance with educational testing; (g) reasonable accommodations for youth with disabilities; (h) referrals to healthcare; (i) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear; (j) assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (k) payments and fees for employment and training-related applications, tests, and certifications.</p> <p>Leave blank if the participant did not receive supportive services or this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Activity sheets 2. Sign-in sheets 3. Attendance records 4. Vendor contract 5. Electronic Records, case notes 6. Status forms noting receipt of service and type of service received (WIOA)
<p>Most Recent Date Received Adult Mentoring Services</p> <p>PIRL #1410***</p> <p>Programs: Y</p>	<p>Record the most recent date on which the participant received adult mentoring services. Adult mentoring services may last for at least twelve (12) months and may occur both during and after program participation.</p> <p>Leave blank if the participant did not receive adult mentoring services or this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Activity sheets 2. Sign-in sheets 3. Attendance records 4. Vendor contract 5. Electronic Records 6. Status form noting receipt of service & type of service received (WIOA)
<p>Most Recent Date Received Comprehensive Guidance/ Counseling Services</p> <p>PIRL #1411***</p> <p>Programs: Y</p>	<p>Record the most recent date on which the participant received comprehensive guidance and counseling services, which may include drug and alcohol abuse counseling.</p> <p>Leave blank if the participant did not receive comprehensive guidance/counseling services or this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Activity sheets 2. Sign-in sheets 3. Attendance records 4. Vendor contract 5. Electronic Records, case notes 6. Status forms noting receipt of service and type of service received (WIOA)

<p>Most Recent Date Received Youth Follow-up Services</p> <p>PIRL #1412***</p> <p>Programs: Y</p>	<p>Record the most recent date on which the youth participant received follow-up services after exiting the program. Follow-up services for youth participants are described as: (a) Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. (b) Follow-up services for youth may also include the following program elements: (1) Supportive services; (2) Adult mentoring; (3) Financial literacy education; (4) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and (5) Activities that help youth prepare for and transition to postsecondary education and training. (c) All youth participants must be offered the opportunity to receive follow-up services that align with their Individual Service Strategies.</p> <p>Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services, or the participant cannot be located or contacted.</p> <p>Leave blank if the participant did not receive follow-up services or if this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Activity sheets 2. Sign-in sheets 3. Attendance records 4. Vendor contract 5. Electronic Records, case notes 6. Status forms noting receipt of service and type of service received (WIOA)
<p>Most Recent Date Youth Received Entrepreneurial Skills Training</p> <p>PIRL #1413***</p> <p>Programs: Y</p>	<p>Record the most recent date on which the participant participated in entrepreneurial skills training.</p> <p>Leave blank if the participant did not participate in entrepreneurial skills training.</p>	<ol style="list-style-type: none"> 1. Activity sheets (copy S&T status) 2. Sign-in sheets 3. Attendance records 4. Vendor contract 5. Electronic Records 6. Status forms noting receipt of service and type of service received (WIOA)

<p>Most Recent Date Youth Received Services that Provide Labor Market Information and Employment Information PIRL #1414***</p> <p>Programs: Y</p>	<p>Record the most recent date on which the participant participated in services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.</p> <p>Leave blank if the participant did not participate in these services.</p>	<ol style="list-style-type: none"> 1. Activity sheets 2. Sign-in sheets 3. Attendance records 4. Vendor contract 5. State MIS, case notes (AJL) 6. WIOA status forms noting receipt of service and type of service received
<p>Most Recent Date Youth Received Postsecondary Transition and Preparatory Activities PIRL #1415***</p> <p>Programs: Y</p>	<p>Record the most recent date on which a youth participant received activities that helped them to prepare for and transition to postsecondary education and training.</p> <p>Leave blank if the participant did not participate in activities that helped them to prepare for and transition to postsecondary education and training.</p>	<ol style="list-style-type: none"> 1. Activity sheets 2. Sign-in sheets 3. Attendance records 4. Vendor contract 5. Electronic Records, case notes 6. Status forms noting receipt of service and type of service received (WIOA)

<p>Received Needs-Related Payments</p> <p>PIRL #1500***</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> if the participant received needs related payments (WIOA section 134(d)(3)) for the purpose of enabling the participant to participate in approved training funded under WIOA Title IB.</p> <p><u>Record 0</u> if the participant did not receive any needs-related payments as described above.</p> <p>Leave blank if this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Activity sheets 2. Sign-in sheets 3. Attendance records 4. Vendor contract 5. Electronic Records, case notes 6. Status forms noting receipt of service and type of service received (WIOA)
<p>Employed in 1st Quarter After Exit Quarter</p> <p>PIRL #1600</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military)</p> <p><u>Record 2</u> if the participant is in a Registered Apprenticeship</p> <p><u>Record 3</u> if the participant is in the military</p> <p><u>Record 0</u> if the participant was not employed in the first quarter after the quarter</p> <p><u>Record 9</u> if the participant has exited but employment information is not yet available</p> <p>If UI or SWIS wages are present, then #1 electronic documentation and validation</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p>AJL: Program Details > Wages (after exit)</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = yes</p> <p>2 = yes, registered apprenticeship</p> <p>3 = yes, military</p> <p>0 = no</p> <p>9 = information not yet available</p>	<ol style="list-style-type: none"> 1. UI wage data match/administrative wage match, such as the National Directory of New Hires 2. Follow-up survey from participant recorded in case notes 3. Paycheck stubs, tax records, W2 form 4. Wage record match 5. Quarterly tax payment forms, such as an IRS form 941 6. Document from employer on company letterhead attesting to an individual's employment status and earnings 7. Self-employment worksheet signed and attested to by participant 8. Detailed case notes verified by employer and signed by the case manager

<p>Type of Employment Match 1st Quarter After Exit Quarter</p> <p>PIRL #1601*</p> <p>Programs: A/D/DWG</p>	<p>Use the appropriate code to identify the method used in determining the participant's employment status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If the participant is not found in wage records, grant recipients 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.</p> <p><u>Record 0</u> if the participant was not employed in the first quarter after the quarter of exit.</p> <p>If UI or SWIS wages are present, then #1 electronic documentation and validation. Local Area does not document.</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p>AJL: Program Details > Wages (after exit)</p> <p><u>PIRL Codes (state reviewers)</u> 1 = UI wage data (AR / SWIS) 2 = Federal employment records (OPM, USPS) 3 = Military Employment records (DOD) 4 = Non UI verification (supplemental) 5 = Information not yet available 0 = Not employed</p>	<p>(consistent with TEGL 26-16)</p> <ol style="list-style-type: none"> 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) 4. State New Hires Registry 5. Signed Follow-up Survey Response from Program Participants 6. Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements Copy (minimum of two per TEGL 26-16) 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation 8. Railroad Retirement System 9. Quarterly Tax Payment Forms (such as IRS Form 941) 10. A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) 11. Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants 12. Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
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<p>Employed in 2nd Quarter After Exit Quarter</p> <p>PIRL #1602**</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military)</p> <p><u>Record 2</u> if the participant is in a Registered Apprenticeship</p> <p><u>Record 3</u> if the participant is in the military</p> <p><u>Record 0</u> if the participant was not employed in the first quarter after the quarter</p> <p><u>Record 9</u> if the participant has exited but employment information is not yet available</p> <p>If UI or SWIS wages are present, then #1 electronic documentation and validation. Local Area does not document.</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = yes</p> <p>2 = yes, registered apprenticeship</p> <p>3 = yes, military</p> <p>0 = no</p> <p>9 = information not yet available</p>	<ol style="list-style-type: none"> 1. UI wage data match/administrative wage match, such as the National Directory of New Hires 2. Follow-up survey from participant recorded in case notes. 3. Paycheck stubs, tax records, W2 form. 4. Quarterly tax payment forms, such as IRS form 941 5. Document from employer on company letterhead attesting to an individual's employment status and earnings 6. Self-employment worksheet signed and attested to by participant 7. Detailed case notes verified by employer and signed by the case manager
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<p>Type of Employment Match 2nd Quarter After Exit Quarter</p> <p>PIRL #1603*</p> <p>Programs: A/D/DWG</p>	<p>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.</p> <p><u>Record 0</u> if the participant was not employed in the second quarter after the quarter of exit.</p> <p>If UI or SWIS wages are present, then #1 electronic documentation and validation. Local Area does not document.</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = UI wage data (AR / SWIS) 2 = Federal employment records (OPM, USPS) 3 = Military Employment records (DOD) 4 = Non UI verification (supplemental) 5 = Information not yet available 0 = Not employed</p>	<p>(consistent with TEGL 26-16)</p> <ol style="list-style-type: none"> 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) 4. State New Hires Registry 5. Signed Follow-up Survey Response from Program Participants 6. Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements Copy (minimum of two per TEGL 26-16) 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation 8. Railroad Retirement System 9. Quarterly Tax Payment Forms (such as IRS Form 941) 10. A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) 11. Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants 12. Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
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<p>Employed in 3rd Quarter After Exit Quarter</p> <p>PIRL #1604**</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military)</p> <p><u>Record 2</u> if the participant is in a Registered Apprenticeship</p> <p><u>Record 3</u> if the participant is in the military</p> <p><u>Record 0</u> if the participant was not employed in the first quarter after the quarter</p> <p><u>Record 9</u> if the participant has exited but employment information is not yet available</p> <p>If UI or SWIS wages are present, then #1 electronic documentation and validation. Local Area does not document.</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p>AJL: Program Details > Wages (after exit)</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = yes</p> <p>2 = yes, registered apprenticeship</p> <p>3 = yes, military</p> <p>0 = no</p> <p>9 = information not yet available</p>	<ol style="list-style-type: none"> 1. UI wage data match/administrative wage match, such as the National Directory of New Hires 2. Follow-up survey from participant recorded in case notes 3. Paycheck stubs, tax records, W2 form 4. Quarterly tax payment forms, such as IRS form 941 5. Document from employer on company letterhead attesting to an individual's employment status and earnings 6. Self-employment worksheet signed and attested to by participant 7. Detailed case notes verified by employer and signed by the case manager
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<p>Type of Employment Match 3rd Quarter After Exit Quarter</p> <p>PIRL #1605*</p> <p>Programs: A/D/DWG</p>	<p>Use the appropriate code to identify the method used in determining the participant's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If the participant is not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest.</p> <p><u>Record 0</u> if the participant was not employed in the third quarter after the quarter of exit.</p> <p>If UI or SWIS wages are present, then #1 electronic documentation and validation. Local Area does not document.</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p><u>PIRL Codes (state reviewers)</u> 1 = UI wage data (AR / SWIS) 2 = Federal employment records (OPM, USPS) 3 = Military Employment records (DOD) 4 = Non UI verification (supplemental) 5 = Information not yet available 0 = Not employed</p>	<p>(consistent with TEGL 26-16)</p> <ol style="list-style-type: none"> 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) 4. State New Hires Registry 5. Signed Follow-up Survey Response from Program Participants 6. Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements Copy (minimum of two per TEGL 26-16) 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation 8. Railroad Retirement System 9. Quarterly Tax Payment Forms (such as IRS Form 941) 10. A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) 11. Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants 12. Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
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<p>Employed in 4th Quarter After Exit Quarter</p> <p>PIRL #1606**</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military)</p> <p><u>Record 2</u> if the participant is in a Registered Apprenticeship</p> <p><u>Record 3</u> if the participant is in the military</p> <p><u>Record 0</u> if the participant was not employed in the first quarter after the quarter</p> <p><u>Record 9</u> if the participant has exited but employment information is not yet available</p> <p>If UI or SWIS wages are present, then #1 electronic documentation and validation. Local Area does not document.</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p>AJL: Program Details > Wages (after exit)</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = yes</p> <p>2 = yes, registered apprenticeship</p> <p>3 = yes, military</p> <p>0 = no</p> <p>9 = information not yet available</p>	<ol style="list-style-type: none"> 1. UI wage data match/administrative wage match such as the National Directory of New Hires 2. Follow-up survey from participant recorded in case notes 3. Paycheck stubs, tax records, W2 form 4. Quarterly tax payment forms, such as IRS form 941 5. Document from employer on company letterhead attesting to an individual's employment status and earnings 6. Self-employment worksheet signed and attested to by participant 7. Detailed case notes verified by employer and signed by the case manager
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<p>Type of Employment Match 4th Quarter After Exit Quarter</p> <p>PIRL #1607*</p> <p>Programs: A/D/DWG</p>	<p>Use the appropriate code to identify the method used in determining the participant's employment status in the fourth quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If the participant is not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest.</p> <p>Record 0 if the participant was not employed in the fourth quarter after the quarter of exit.</p> <p>If UI or SWIS wages are present, then electronic documentation and validation. Local Area does not document.</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = UI wage data (AR / SWIS) 2 = Federal employment records (OPM, USPS) 3 = Military Employment records (DOD) 4 = Non UI verification (supplemental) 5 = Information not yet available 0 = Not employed</p>	<p>(consistent with TEGL 26-16)</p> <ol style="list-style-type: none"> 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) 4. State New Hires Registry 5. Signed Follow-up Survey Response from Program Participants 6. Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements Copy (minimum of two per TEGL 26-16) 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation 8. Railroad Retirement System 9. Quarterly Tax Payment Forms (such as IRS Form 941) 10. A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) 11. Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants 12. Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
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<p>Employment Related to Training (2nd Quarter After Exit)</p> <p>PIRL #1608</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> if the participant received training services and obtained employment directly related to the training services received.</p> <p><u>Record 0</u> if the participant received training services and did not obtain employment directly related to the training services received.</p> <p>Leave blank if the data is not available.</p>	<ol style="list-style-type: none"> 1. UI Wage Records 2. Supplemental data sources defined by TEGL 26-16 follow-up services 3. Surveys 4. Record sharing and/or automated record matching with other employment and administrative databases, 5. Other out-of-state federal wage record systems 6. Case notes
<p>Occupational Code (if available)</p> <p>PIRL #1610</p> <p>Programs: A/D/DWG</p>	<p>Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system. This information can be based on any job held after exit from the program. Leave blank if occupational code is not available or not known, or the data element does not apply.</p> <p>Additional Notes: This information can be based on any job held after exit and only applies to adults, dislocated workers and DWGs who entered employment in the quarter after the exit quarter. If all 8 digits of the occupational skills code are not collected, record as many digits as are available. If the individual had multiple jobs, use the occupational code for the most recent job held.</p>	<ol style="list-style-type: none"> 1. UI Wage Records 2. Supplemental data sources defined by TEGL 26-16 follow-up services 3. Surveys 4. Record sharing and/or automated record matching with other employment and administrative databases 5. Other out-of-state federal wage record systems 6. Case notes
<p>Entered Non-Traditional Employment</p> <p>PIRL #1611</p> <p>Programs: A/D</p>	<p><u>Record 1</u> if the participant's employment is in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work. Non-traditional employment can be based on either local or national data, and both males and females can be in non-traditional employment. This information can be based on any job held after exit and only applies to adults, dislocated workers and youth who entered employment in the second quarter after the exit quarter.</p> <p><u>Record 0</u> if the participant does not meet the condition described above.</p> <p><u>Record 9</u> if not known.</p> <p>(Youth are reported on PIRL but not on DEV)</p>	<ol style="list-style-type: none"> 1. UI Wage Records 2. Supplemental data sources defined by TEGL 26-16 follow-up services 3. Surveys 4. Record sharing and/or automated record matching with other employment and administrative databases 5. Other out of state federal wage record systems 6. Case notes

Occupational Code of Employment 2 nd Quarter After Exit Quarter (If available) PIRL #1612 Programs: A/D	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system.	<ol style="list-style-type: none"> 1. UI Wage Records (not for Arkansas) 2. Supplemental data sources defined by TEGL 26-16 follow-up services 3. Surveys 4. Record sharing and/or automated record matching with other employment and administrative databases 5. Other out of state federal wage record systems 6. Case notes
Occupational Code of Employment 4 th Quarter After Exit Quarter (If available) PIRL #1613 Programs: A/D	Record the 8-digit occupational code that best describes the participant's employment using the O*Net Version 4.0 (or later versions) classification system.	<ol style="list-style-type: none"> 1. UI Wage Records (not for Arkansas) 2. Supplemental data sources defined by TEGL 26-16 follow-up services 3. Surveys 4. Record sharing and/or automated record matching with other employment and administrative databases 5. Other out of state federal wage record systems 6. Case notes
Industry Code of Employment 1st Quarter After Exit Quarter PIRL #1614 Programs: A/D/DWG	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if Wages 1st Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	<ol style="list-style-type: none"> 1. UI Wage Records 2. Supplemental data sources defined by TEGL 26-16 follow-up services 3. Surveys 4. Record sharing and/or automated record matching with other employment and administrative databases 5. Other out of state federal wage record systems 6. Case notes

<p>Industry Code of Employment 2nd Quarter After Exit Quarter</p> <p>PIRL #1615</p> <p>Programs: A/D/DWG</p>	<p>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.</p> <p>Enter 999999 if Wages 2nd Quarter After the Exit Quarter exist and NAICS Code is not known.</p> <p>Leave blank if this data element does not apply to the person or wages are not yet available.</p>	<ol style="list-style-type: none"> 1. UI Wage Records 2. Supplemental data sources defined by TEGl 26-16 follow-up services 3. Surveys 4. Record sharing and/or automated record matching with other employment and administrative databases 5. Other out of state federal wage record systems 6. Case notes
<p>Industry Code of Employment 3rd Quarter After Exit Quarter</p> <p>PIRL #1616</p> <p>Programs: A/D/DWG</p>	<p>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.</p> <p>Enter 999999 if Wages 3rd Quarter After the Exit Quarter exist and NAICS Code is not known.</p> <p>Leave blank if this data element does not apply to the person or wages are not yet available.</p>	<ol style="list-style-type: none"> 1. Supplemental data sources defined by TEGl 26-16 follow-up services 2. Surveys 3. Record sharing and/or automated record matching with other employment and administrative databases 4. Other out of state federal wage record systems 5. Case notes
<p>Industry Code of Employment 4th Quarter After Exit Quarter</p> <p>PIRL #1617</p> <p>Programs: A/D/DWG</p>	<p>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.</p> <p>Enter 999999 if Wages 4th Quarter After the Exit Quarter exist and NAICS Code is not known.</p> <p>Leave blank if this data element does not apply to the person or wages are not yet available.</p>	<ol style="list-style-type: none"> 1. UI Wage Records 2. Supplemental data sources defined by TEGl 26-16 follow-up services 3. Surveys 4. Record sharing and/or automated record matching with other employment and administrative databases 5. Other out of state federal wage record systems 6. Case notes

<p>Retention with the same employer in the 2nd Quarter and the 4th Quarter</p> <p>PIRL #1618</p> <p>Programs: A/D/Y/DWG</p>	<p><u>Record 1</u> if the participant's employer in the second quarter also matches the employer in the fourth quarter.</p> <p><u>Record 0</u> 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</p>	<p>(consistent with TEGL 26-16)</p> <ol style="list-style-type: none"> 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) 4. State New Hires Registry 5. Signed Follow-up Survey Response from Program Participants 6. Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements Copy (minimum of two per TEGL 26-16) 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation 8. Railroad Retirement System 9. Quarterly Tax Payment Forms (such as IRS Form 941) 10. A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) 11. Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants 12. Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
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<p>Wages 3rd Quarter Prior to Participation Quarter</p> <p>PIRL #1700*</p> <p>Programs: A/D/DWG</p>	<p>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.</p> <p>If UI or SWIS wages are present, then #1 electronic documentation and validation. Local Area does not document.</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p>Reviewers must watch for duplicate UI or WRIS wages during a quarter</p> <p>AJL: Program Details > Wages (prior to participation)</p> <p>DOL uses wages prior to participation to match with wages after participation to look for increased wages.</p>	<p>(consistent with TEGL 26-16)</p> <ol style="list-style-type: none"> 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) 1. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) 2. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) 3. State New Hires Registry 4. Signed Follow-up Survey Response from Program Participants 5. Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements Copy (minimum of two per TEGL 26-16) 6. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation 7. Railroad Retirement System 8. Quarterly Tax Payment Forms (such as IRS Form 941) 9. A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) 10. Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants 11. Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
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<p>Wages 2nd Quarter Prior to Participation Quarter</p>	<p>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.</p>	<p>(consistent with TEGL 26-16)</p>
<p>PIRL #1701* Programs: A/D/DWG</p>	<p>If UI or SWIS wages are present, then #1 electronic documentation and validation. Local Area does not document.</p>	<ol style="list-style-type: none"> 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)
	<p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p>	<ol style="list-style-type: none"> 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) 4. State New Hires Registry
	<p>Reviewers must watch for duplicate UI or WRIS wages during a quarter</p>	<ol style="list-style-type: none"> 5. Signed Follow-up Survey Response from Program Participants 6. Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements Copy (minimum of two per TEGL 26-16)
	<p>AJL: Program Details > Wages (prior to participation)</p>	<ol style="list-style-type: none"> 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation 8. Railroad Retirement System 9. Quarterly Tax Payment Forms (such as IRS Form 941)
		<ol style="list-style-type: none"> 10. A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) 11. Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants 12. Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)

<p>Wages 1st Quarter Prior to Participation Quarter</p> <p>PIRL #1702*</p> <p>Programs: A/D/DWG</p>	<p>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.</p> <p>If UI or SWIS wages are present, then #1 electronic documentation and validation. Local Area does not document.</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p>Reviewers must watch for duplicate UI or WRIS wages during a quarter</p> <p>AJL: Program Details > Wages (prior to participation)</p>	<p>(consistent with TEGL 26-16)</p> <ol style="list-style-type: none"> 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) 4. State New Hires Registry 5. Signed Follow-up Survey Response from Program Participants 6. Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements Copy (minimum of two per TEGL 26-16) 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation 8. Railroad Retirement System 9. Quarterly Tax Payment Forms (such as IRS Form 941) 10. A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) 11. Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants 12. Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
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<p>Wages 1st Quarter After Exit Quarter</p> <p>PIRL #1703*</p> <p>Programs: A/D/DWG</p>	<p>Record total earnings for the first quarter after the quarter of exit. Record 999999.99 if data are not yet available for this item. Leave blank if data element does not apply to the participant.</p> <p>If UI or SWIS wages are present, then #1 electronic documentation and validation. Local Area does not document.</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p>Reviewers must watch for duplicate UI or WRIS wages during a quarter</p> <p>AJL: Program Details > Wages (after exit)</p>	<p>(consistent with TEGL 26-16)</p> <ol style="list-style-type: none"> 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) 4. State New Hires Registry 5. Signed Follow-up Survey Response from Program Participants 6. Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements Copy (minimum of two per TEGL 26-16) 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation 8. Railroad Retirement System 9. Quarterly Tax Payment Forms (such as IRS Form 941) 10. A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) 11. Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants 12. Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
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<p>Wages 2nd Quarter After Exit Quarter</p> <p>PIRL #1704**</p> <p>Programs: A/D/Y/DWG</p>	<p>Total earnings for the second quarter after the quarter of exit.</p> <p>If UI or SWIS wages are present, then #1 electronic documentation and validation. Local Area does not document.</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p>Reviewers must watch for duplicate UI or WRIS wages during a quarter</p> <p>AJL: Program Details > Wages (after exit)</p>	<ol style="list-style-type: none"> 1. UI wage data match/administrative wage match such as the National Directory of New Hires 2. Follow-up survey from participant recorded in case notes 3. Paycheck stubs, tax records, W2 form 4. Quarterly tax payment forms, such as IRS form 941 5. Document from employer on company letterhead attesting to an individual's employment status and earnings 6. Self-employment worksheet signed and attested to by participant 7. Detailed case notes verified by employer and signed by the case manager
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<p>Wages 3rd Quarter After Exit Quarter</p> <p>PIRL #1705*</p> <p>Programs: A/D/DWG</p>	<p>Record total earnings for the third quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item.</p> <p>Leave blank if data element does not apply to the participant</p> <p>If UI or SWIS wages are present, then #1 electronic documentation and validation. Local Area does not document.</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p>Reviewers must watch for duplicate UI or WRIS wages during a quarter</p> <p>AJL: Program Details > Wages (after exit)</p>	<p>(Consistent with TEGL 26-16)</p> <ol style="list-style-type: none"> 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) 4. State New Hires Registry 5. Signed Follow-up Survey Response from Program Participants 6. Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements Copy (minimum of two per TEGL 26-16) 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation 8. Railroad Retirement System 9. Quarterly Tax Payment Forms (such as IRS Form 941) 10. A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) 11. Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants 12. Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
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<p>Wages 4th Quarter After Exit Quarter</p> <p>PIRL 1706*</p> <p>Programs: A/D/DWG</p>	<p>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.</p> <p>If UI or SWIS wages are present, then #1 electronic documentation and validation. Local Area does not document.</p> <p>If no UI or SWIS wages, then Supplemental Wages must be documented and validated</p> <p>Reviewers must watch for duplicate UI or WRIS wages during a quarter</p> <p>AJL: Program Details > Wages (after exit)</p>	<p>(consistent with TEGL 26-16)</p> <ol style="list-style-type: none"> 1. Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) 2. Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) 3. Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) 4. State New Hires Registry 5. Signed Follow-up Survey Response from Program Participants 6. Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements Copy (minimum of two per TEGL 26-16) 7. Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation 8. Railroad Retirement System 9. Quarterly Tax Payment Forms (such as IRS Form 941) 10. A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) 11. Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants 12. Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
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<p>Type of Recognized Credential</p> <p>PIRL #1800</p> <p>Programs: A/D/Y/DWG</p>	<p>Type of recognized diploma, degree, or a credential: secondary school diploma/GED, AA or AS diploma/degree, BA or BS diploma/degree, occupational licensure, occupational certificate, occupational certification, other recognized diploma, degree or certificate. Must be attained either during participation or within one year after exit.</p> <p>AJL: Program Details > Outcomes > Fourth Quarter After Exit</p> <p>The source documentation for this data element applies to both the Credential Rate and the Secondary School Diploma Measurable Skill Gains for all programs. Some participants may attain the Credential Rate and not the MSG Diploma Skill. Others may attain both.</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = Secondary School Diploma/Equivalency 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Occupational Licensure 5 = Occupational Certificate 6 = Occupational Certification 7 = Other Recognized Diploma, Degree, or Certificate 0 = no recognized credential</p>	<ol style="list-style-type: none"> 1. Data Match 2. Credential Copy 3. School record (Example: Transcript/Report Card) 4. Follow-up survey from participant. Record in case notes 5. Case notes documenting information obtained from education or training provider <p>Credentials that do not count: (TEGL 15-10)</p> <p>Post-baccalaureate certificate Post-master’s certificate First-professional certificate (post-degree) Master’s degree First-professional degree Doctor’s degree</p>
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<p>Date Attained Recognized Credential</p> <p>PIRL #1801</p> <p>Programs: A/D/Y/DWG</p>	<p>The date on which the participant attained a recognized credential. Date on documentation must match date entered in AJL.</p> <p>Must be dated during participation or within 1 year after exit.</p> <p>Some credentials, particularly high school diplomas, will not contain a complete date. For example: the date on the diploma might be August 2019. Case Managers will know the exact date and should enter that into AJL. DEV reviewers are to “pass” this element if the month and year entered in AJL match on the diploma.</p> <p>Program Details > Outcomes > Fourth Quarter After Exit</p>	<ol style="list-style-type: none"> 1. Data match 2. Credential copy 3. School record (Example: Transcript/Report Card) 4. Follow-up survey from participant. Enter in Case Notes. 5. Case notes documenting information obtained from education or training provider
<p>Date Attained Recognized Credential #2</p> <p>PIRL# 1803</p> <p>Programs: A/D/Y/DWG</p>	<p>Record the date on which the participant attained a second recognized credential.</p> <p>Leave blank if the participant did not attain a second recognized credential, or if this data element does not apply.</p>	<ol style="list-style-type: none"> 1. Cross-Match with Postsecondary Education Database 2. Diploma, Credential or Degree Awarded by Education Institution Copy 3. Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) 4. Signed Follow-up Survey Response from Program Participant 5. Signed File Documentation with Information Obtained from Education or Training Provider

<p>Type of Recognized Credential #3 PIRL #1804</p> <p>Programs: A/D/Y/DWG</p>	<p>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.</p> <p>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.</p> <p><u>PIRL Codes (state reviewers)</u> 1 = secondary school diploma / or equivalency 2 = AA or AS diploma / degree 3 = BA or BS diploma / degree 4 = occupational licensure 5 = occupational certificate 6 = occupational certification 7 = other recognized diploma, degree, or certificate 0 = no recognized credential</p>	<ol style="list-style-type: none"> 1. Cross-Match with Postsecondary Education Database 2. Diploma, Credential or Degree Awarded by Education Institution Copy 3. Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) 4. Signed Follow-up Survey Response from Program Participant 5. Signed File Documentation with Information Obtained from Education or Training Provider
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<p>Date Attained Recognized Credential #3</p> <p>PIRL #1805</p> <p>Programs: A/D/Y/DWG</p>	<p>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.</p>	<ol style="list-style-type: none"> 1. Cross-Match with Postsecondary Education Database 2. Diploma, Credential or Degree Awarded by Education Institution Copy 3. Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) 4. Signed Follow-up Survey Response from Program Participant 5. Signed File Documentation with Information Obtained from Education or Training Provider
<p>Date of Most Recent MSG Educational Functioning Level (EFL)</p> <p>PIRL #1806</p> <p>Programs: A/D/Y/DWG</p>	<p>The most recent date the participant who received instruction below the postsecondary education level achieved at least one EFL. Date on documentation must match date entered in AJL.</p> <p>All MSGs must be documented</p> <p>Enrollment Details > Measurable Skill Gains, Goals and Interests</p>	<ol style="list-style-type: none"> 1. Pre- and post-test results measuring EFL gain 2. Adult high school transcript showing EFL gain through the awarding of credits or Carnegie units 3. Post-secondary education or training enrollment determined through data match, survey documentation, or case notes

<p>Date of Most Recent MSG Postsecondary Transcript/Report Card</p> <p>PIRL #1807</p> <p>Programs: A/D/Y/DWG</p>	<p>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 a 12 month period, that shows a participant is meeting the State unit’s academic standards.</p> <p>The date the MSG was attained may not be on a transcript/report card. If it can be determined from the transcript/report card that the participant was in school during the time period the MSG was attained, then it is considered that the date has been documented.</p> <p>All MSGs must be documented</p>	<p>1. Transcript / Report Card</p>
<p>Date of MSG Secondary School Diploma</p>	<p>Refer to PIRL 1800 for Source Documentation</p> <p>Date on documentation must match date entered in AJL.</p> <p>All MSGs must be documented</p>	
<p>Date of Most Recent MSG Secondary Transcript/Report Card</p> <p>PIRL #1808</p> <p>Programs: A/D/Y/DWG</p>	<p>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.</p> <p>The date the MSG was attained may not be on a transcript/report card. If it can be determined from the transcript/report card that the participant was in school during the time period the MSG was attained, then it is considered that the date has been documented.</p> <p>All MSGs must be documented</p>	<p>1. Transcript / Report Card</p>

<p>Date of Most Recent MSG Training Milestone</p> <p>PIRL #1809</p> <p>Programs: A/D/Y/DWG</p>	<p>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, completion of one year of a registered apprenticeship program, etc.). Date on documentation must match date entered in AJL.</p> <p>All MSGs must be documented</p>	<ol style="list-style-type: none"> 1. OJT or registered apprenticeship 2. Contract and/or evaluation from employer or training provider
<p>Date of Most Recent MSG Skills Progression (Passage of an Exam)</p> <p>PIRL #1810</p> <p>Programs: A/D/Y/DWG</p>	<p>Most recent date the participant successfully passed 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. Date on documentation must match date entered in AJL.</p> <p>All MSGs must be documented</p>	<ol style="list-style-type: none"> 1. Knowledge-based exam results or certification of completion 2. Documentation demonstrating progress in attaining technical or occupational skills 3. Documentation from training provider or employer 4. Credential that is required for a particular occupation and only is earned after the passage of an exam copy
<p>Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment</p> <p>PIRL #1811</p> <p>Programs: A/D/Y/DWG</p>	<p>The date the participant was enrolled during program participation in an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or 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 or YouthBuild or Adult Education or secondary education programs. Date on documentation must match date entered in AJL.</p> <p>The date used on the PIRL for 1811 is the training start date or the first date the participant attended class for the first training service on the S&T. That is the date to be validated for 1811. This will most likely be the same date for #1302.</p> <p>Enrollment Details > Service entered on S&T</p>	<ol style="list-style-type: none"> 1. Enrollment record copy 2. File documentation with notes from staff 3. School records 4. Transcript or report card 5. Data match with postsecondary data system

<p>Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment</p> <p>PIRL #1813</p> <p>Programs:A/D/Y/DWG</p>	<p>Record the date the participant completed, during program participation, an education or training program that leads to a recognized postsecondary credential, including a secondary education program, or 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.</p> <p>If the participant was enrolled in postsecondary education at program entry, the date in this field should be after the date of Program Entry. This includes, but is not limited to, participation in Job Corps, YouthBuild, a Registered Apprenticeship program, Adult Education or secondary education programs.</p> <p>Leave blank if the data element does not apply to the participant.</p> <p>NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollments.</p> <p>The actual end date must be the date training ended or the last date the participant attended class. It is not the date of a credential unless they are the same date. It is not the date a case manager received a copy of a credential. It is not the date of a test such as a CPA test or test to obtain a license unless the test date is the same date as the last day of training. This will most likely be the same date for #1308.</p>	<ol style="list-style-type: none"> 1. Cross-Match with Secondary or Postsecondary Education Database 2. Diploma, Credential or Degree Awarded by Education Institution Copy 3. Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) 4. Signed Follow-up Survey Response from Program Participant (can use Case Notes. See DEV policy definitions for Case Notes.) 5. Signed File Documentation with Information Obtained from Education or Training Provider. (The provider must sign. If it is an email, then the individual's name on the email is OK.)
<p>Youth 2nd Quarter Placement</p> <p>PIRL #1900</p> <p>Programs: Y</p>	<p>If the participant is enrolled in occupational skills training, postsecondary education, or secondary education during the 2nd quarter after the exit quarter.</p> <p>Program Details > Outcomes > 2nd Quarter after exit</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = occupational Skills Training 2 = postsecondary Education 3 = secondary Education 4 = no Placement</p>	<ol style="list-style-type: none"> 1. Cross-Match with other agencies 2. Enrollment record copy 3. File documentation with notes from staff 4. School records 5. Transcript or report card 6. Vendor/training provider training documentation

<p>Youth 4th Quarter Placement</p> <p>PIRL #1901</p> <p>Programs: Y</p>	<p>If the participant is enrolled in occupational skills training, postsecondary education, or secondary education during the 4th quarter after the exit quarter.</p> <p>Program Details > Outcomes > 4th Quarter after exit</p> <p><u>PIRL Codes (state reviewers)</u> 1 = occupational Skills Training 2 - postsecondary Education 3 = secondary Education 4 = no Placement</p>	<ol style="list-style-type: none"> 1. Enrollment record copy 2. School records 3. Transcript or report card 4. Vendor/training provider training documentation 5. File documentation with notes from staff 6. Cross-match with other agencies
<p>Category of Assessment #1</p> <p>PIRL #1902</p> <p>Programs: A/D/DWG</p>	<p><u>Record 1</u> if the participant was assessed using approved tests for Adult Basic Education (ABE)</p> <p><u>Record 2</u> if the participant was assessed using approved tests for English-As-A-Second Language (ESL)</p> <p><u>Record 3</u> if the participant was assessed using approved tests for both ABE and ESL.</p> <p><u>Record 0</u> if the participant was not assessed.</p> <p>Leave blank if this data element does not apply to the participant.</p>	<ol style="list-style-type: none"> 1. Assessment Test Results Copy 2. Vendor Receipt for Testing <p><u>PIRL Codes (state reviewers)</u> 1 = ABE 2 = ESL 3 = both ABE and ESL 0 = not assessed</p>
<p>Date of Completion of DWG Services</p> <p>PIRL #2001</p> <p>Programs: DWG</p>	<p>Record the date the participant received their last service in the DWG program.</p>	<ol style="list-style-type: none"> 1. Cross-Match between Electronic Records and Attendance Records 2. Vendor Training Records with Follow-up Cross-Match to Electronic Records 3. Case Notes with Follow-up Cross-Match to Electronic Records
<p>Employed at Completion of DWG Services</p> <p>PIRL #2002</p> <p>Programs: DWG</p>	<p><u>Record 1</u> 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.</p> <p>Record 0 if the participant does not meet the condition described above.</p>	<ol style="list-style-type: none"> 1. National Directory of New Hires 2. Follow-up survey from program participants 3. Paycheck stubs, tax records, W2 form 4. Quarterly tax payment forms, such as an IRS form 941 5. Document from employer on company letterhead attesting to an individual's employment status and earnings 6. Self-employment worksheets signed and attested to by program participants 7. Detailed case notes verified by employer and signed by the counselor

<p>Received Services through a Disaster Recovery Dislocated Worker Grant</p> <p>PIRL #2004</p> <p>Programs: DWG</p>	<p><u>Record 1</u> if the participant received disaster relief employment only under a Disaster Recovery DWG and received no other services under a Disaster Recovery DWG.</p> <p><u>Record 2</u> if the participant received disaster relief employment and received Employment and Training services (Career and Training services) under a Disaster Recovery DWG.</p> <p><u>Record 3</u> if the participant received Employment and Training services (Career and Training services) only under a Disaster DWG and did not receive disaster relief employment under a Disaster Recovery DWG.</p> <p><u>Record 0</u> if the participant did not receive services under a Disaster Recovery DWG.</p> <p><u>PIRL Codes (state reviewers)</u></p> <p>1 = disaster relief employment only</p> <p>2 = disaster relief employment and employment and training services</p> <p>3 = employment and training services only</p> <p>0 = no</p>	<ol style="list-style-type: none"> 1. UI wage data match/administrative wage match, such as the National Directory of New Hires 2. Follow-up survey from program participants 3. Paycheck stubs, tax records, W2 form 4. Quarterly tax payment forms, such as an IRS form 941 5. Document from employer on company letterhead attesting to an individual's employment status and earnings 6. Self-employment worksheets signed and attested to by program participants 7. Detailed case notes verified by employer and signed by the case manager 8. Electronic Records
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