



LOCAL INSTRUCTION NUMBER 25-01

To: Catawba Local Workforce Area
Subject: Electronic and Physical Redactions of PII and Other Sensitive Information
Issuance Date: September 16, 2025
Effective Date: September 5, 2025

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

References:

- Workforce Innovation and Opportunity Act, Public Law 113-128, Section 116
- The Privacy Act of 1974, Public Law 93-579
- 2 CFR §§ 200.303(e); 200.334; 200.338; 29 CFR § 38.41
- Training and Employment Guidance Letters (TEGLs) 39-11; 23-19, Change 2; 07-18; 1023, Change 2
- Office of Management and Budget (OMB) Memorandum M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*
- State Instruction 25-02

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

Personally Identifiable Information

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

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

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

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

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

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

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

Other Sensitive Information

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

Medical Information. The details and dates regarding medical information can be sensitive to an individual. Examples include, but are not limited to, health status and treatment, pregnancy status, details of an individual's disability status, requests for disability accommodations, medical procedures/diagnoses, or medicine/prescription taken.

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

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

Policy: To ensure the confidentiality of all protected PII and other sensitive information, defined above, the Local Workforce Development Area requires the grantee redact such information from all records maintained and stored for individuals.

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

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

Redacting Documents in SCWOS

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

NOTE: WIOA program staff may redact the entire uploaded document to ensure the security of all PII or sensitive information (i.e., putting a black box over the entire page).

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

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

Physical Redactions of Documents

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

There are several ways to redact information in a physical file, including but not limited to: blacking out the information with a permanent marker (e.g., Sharpie), use of a redaction pen, or cutting the necessary information out of the paper and shredding it. For the redaction of documentation kept as a physical file in an SC Works center, staff must also be mindful of data validation requirements, as physical redactions cannot be removed afterwards, like they can be in SCWOS. When source documentation is required for data validation, that necessary information must not be redacted from a physical file. Refer to TEGL 23-19, Change 2, Attachment II, *Source Documentation for WIOA Core/Non-Core Programs DOL-only Data Element Validation*, to confirm what information must not be redacted from physical documents. The attachment is attached to this state instruction for ease of access and may also be found at: <https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2019/TEGL%202319%2C%20Change%202/Attachment%20II%20%28PDF%29.pdf>.

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

Case Notes Containing Protected PII and Other Sensitive Information

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

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

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

Monitoring

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

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

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

Inquiries: Questions may be directed to Amanda Baker at Abaker@catawbacog.org.

A handwritten signature in blue ink that reads "Amanda Baker". The signature is fluid and cursive, with the first name "Amanda" and last name "Baker" clearly distinguishable.

Amanda Baker, WIOA Administrator

Attachment:

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

Redacting Documents in SCWOS

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Navigating to Documents

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

Ways to Add a Document

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

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

Adding a Document

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

Document Association & Information

Click on "Add a Document"

Fill out the associated fields in the document information section, including program, application, verification item, and expiration dates.

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

Document Association

If you would like to associate the associated document to a specific program, select the program.

Program: Wagner-Payser (WPS)

Application: WPS Application 98428813 Application Date 10/11/2023

Verification Item: WPS - Age Verification

Verification Type: Driver's License

Document Information

Document Description: Driver License

Do not enter Program specific information. If you are adding a document, it will be added to the program's document.

User Accountable: Yes No

Date Received: 6/2/2023

Document Expires: 6/2/2023

Expiration Date: 6/2/2023

Modified Document: No

Scanned Document: No

If left blank, today's date will be used.

Attaching a Document

Attach Document

Multiple documents can be uploaded simultaneously. See [Help](#).

Select File

Click on "Select File" to upload a document.

Attach Document

Driver License.docx

Select File

Multiple documents can be uploaded simultaneously. See [Help](#).

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

Then click save!

Redacting a Document



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

Saving the Annotation



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

Annotation Options

- Save any new annotation or previously layered annotation as:
 - Separate layer that can be changed later
 - Permanently burned into the image (can not be changed later)

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

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

Zoom

Mouse Tools

Other Tools

Annotations

2

OTHER TOOLS

Click an icon to zoom out (make smaller) or zoom in (make larger) on the image. View the image in full size, or make the image the same size as the viewer's window.

The icons in this section will change your mouse pointer to perform different functions, such as dragging the image up/down/side/ways, zooming in/out on the image, or cropping the image.

These icons help to clean-up and enhance black and white images.

The "Icon" changes a color image to black and white.

Click an icon to rotate the image to the left (clockwise) or to the right (counterclockwise).

ANNOTATIONS

	Erase		Draw Line
	Draw Line 2		Draw Polygon
	Draw Freehand Annotation		Draw Ellipse
	Draw Rectangle		Measure to Redact
	Draw Highlight		Draw Text
	Draw Draft Stamp		Create Sticky Note

Attachment II

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

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

A. Understanding the Source Documentation Attachment layout/columns

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

B. Types of Source Documentation

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

The general categories of source documentation types include:

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

Attachment II: Source Documentation DOL- only Data Element Validation

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Apprenticeship	Job Corps	WIOA Title I	WIOA Title II	WIOA Title III	WIOA Title IV	WIOA Title V	WIOA Title VI	WIOA Title VII	WIOA Title VIII	WIOA Title IX	WIOA Title X				
SECTION A - INDIVIDUAL INFORMATION																		
SECTION A.1B - LOCAL OPPORTUNITY INFORMATION																		
200	Date of Birth (WIOA)	Record the participant's date of birth.															• Driver's License • Diplomatic Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, Local or Tribal Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • Work History or 10 Cards • Work Permit • Family Bible • Cross-Match with State Agency Records • Justice System Records • Selective Service Registration • Signed Letter from a parent or guardian • Self-Attestation	For H-1B grantees: Grants that serve incumbent worker participants may use documentation maintained by the employer to document "date of birth" (WIOA). For Job Corps Job Corps also allows the following where the applicant's name and date of birth is identified: 1) Department of Homeland Security (DHS) documents including Document 1-55 Permanent Resident Card and Form I-94 Arrival/Departure Record 2) Employment records.
202	Individual with a Disability (WIOA)	Record 1: If the participant indicates that he/she has any "disability", as defined in Section 321(b) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. Record 0: If the participant indicates that he/she does not have a disability that meets the definition. Record 9: If the participant did not self-identify.														• School SOL Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) record • Self-Attestation		
211	American Indian / Alaska Native (WIOA)	Record 1: If the participant indicates that he/she is a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or region or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (65 Stat. 681) (43 U.S.C. 1601 et seq.), which is recognized as eligible for the special programs and services provided by the United States to Indian because of their status as Indians. Record 0: If the participant did not self-identify. Record 9: If the participant did not self-identify his/her race.															For DIMP One of the following: • Certificate of Degree of Indian Blood (CDIB) card or letter • Tribal Enrollment Card • Letter or card from BIA showing census roll number • Document from the Alaska Native Corporation which verifies that the applicant is an Alaska Native	
214	Native Hawaiian / Other Pacific Islander (WIOA)	Record 1: If the participant indicates that he/she is a person having origins in any of the original peoples of the Pacific Islands, Samoa, or other Pacific Islands. Record 0: If the participant indicates that he/she does not meet any of these conditions. Record 9: If the participant did not self-identify his/her race.															For DIMP One of the following: • Certified Birth Certificate showing Native Hawaiian ethnicity • OHA (Office of Hawaiian Affairs) Registry Card • Kamehameha Schools Ho'oulu Hawaiian Out Center Certification Letter which states Native Hawaiian	
SECTION A.2B - METABOLIC CHARACTERISTICS																		

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

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Eligible Person	WIOA Adult	WIOA Disabled Youth	WIOA Youth	Outdated Worker	INA	Unemployed (6077)	Unemployed (6077)	Unemployed (6077)	Unemployed (6077)	Unemployed (6077)	Unemployed (6077)			
413	Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10	Record 1 If the participant is a seasonal farmworker, meaning an individual who is employed, or was employed in the past 12 months, in farmwork (as described at 20 CFR 651.10) of a seasonal or other temporary nature and is not required to be absent overnight from his/her permanent place of residence. Non-migrant individuals who are full-time students are excluded. Labor is performed on a seasonal basis where, ordinarily, the employment pertains to, or is of the kind exclusively performed at certain seasons or periods of the year and which, from its nature, may not be continuous or carried on throughout the year. A worker is employed on a seasonal basis even though he/she may perform farm work in employment on other temporary basis where he/she is employed for a limited time only or his/her performance is contemplated for a particular place of work, usually of short duration. Generally, employment which is contemplated to continue indefinitely is not temporary. Record 2 If the participant is a migrant farmworker, meaning a seasonal farmworker (as defined above) who is employed on a temporary basis in the United States for a period of not more than 12 months, in a rural area, in a seasonal or other temporary nature and is not required to be absent overnight from his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded. Record 0 If the participant does not meet the condition described above. Leave blank if this data element does not apply to the individual.													• Cross-Match with Public Assistance Records • Cross-Match with State MIS Database • Employment Records • Case notes • Self-Attestation		
SECTION A-10 - PUBLIC ASSISTANCE INFORMATION																	
600	Temporary Assistance to Needy Families (TANF)	Record 1 If the participant is, based on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program. Record 0 If the participant does not meet the condition described above. Leave blank if this data element does not apply to the participant.	X	X	X		X								X	• TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records	For WIOA Adult/Youth/DPW/DWS require only if participant has received Individualized Career Services or Training
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) (NIOA)	Record 1 If the participant is, based on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program. Record 0 If the participant does not meet the condition described above. Record 9 If the data element does not apply to the participant (i.e., the participant has never received TANF, or if the participant has already exhausted lifetime TANF eligibility).	X	X	X		X								X	• TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records	For WIOA Adult/Youth/DPW/DWS require only if participant has received Individualized Career Services or Training
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)	Record 1 If the participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket Holder issued by the Social Security Administration. Record 2 If the participant is receiving or has received SSDI benefit payments under Title XVI of the Social Security Act in the last six months prior to participation in the program. Record 3 If the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program. Record 4 If the participant is receiving or has received SSI under Title XVI of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket Holder issued by the Social Security Administration. Record 5 If the participant is receiving or has received SSDI benefit payments under Title XVI of the Social Security Act in the last six months prior to participation in the program and is a Ticket to Work Program Ticket Holder issued by the Social Security Administration. Record 6 If the participant is receiving or has received both SSI and SSDI in the last six months prior to participation in the program and is a Ticket to Work Program Ticket Holder issued by the Social Security Administration. Record 0 If the participant does not meet any of the conditions described above.	X	X	X										X	• SSI/SSDI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI/SSDI Eligibility Verification • Cross-Match with SSA Database	For WIOA Adult/Youth/DPW/DWS require only if participant has received Individualized Career Services or Training
603	Supplemental Nutrition Assistance Program (SNAP)	Record 1 If the participant is receiving assistance through the Supplemental Nutrition Assistance Program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.) Record 0 If the participant does not meet the above criteria.	X	X	X										X	• SNAP Eligibility Verification • Documentation of SNAP Benefit Receipt • Referral Transmittal from SNAP • Cross-Match	For WIOA Adult/Youth/DPW/DWS require only if participant has received Individualized Career Services or Training

300	Homeless participant, Homeless Child
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Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			English Proficiency	WIOA Literacy	WIOA Basic Skills	WIOA Math	WIOA Reading	WIOA Writing	WIOA Social Studies	WIOA Science	WIOA Arts	WIOA Health	WIOA Career	WIOA Job Corps		
B01	Ex-Offender Status at Program Entry (WIOA)	Record 1 If the participant, at program entry, is a person who either (i) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (ii) received assistance in overcoming barriers to employment resulting from a record of arrest or conviction. Record 0 If the participant does not meet any one of the conditions described above. Record 9 If the participant did not disclose.	X	X	X	X	X	X	X	X	X	X	X	X	Documentation from the Juvenile or Adult Criminal Justice System • Court records from a court of Probation Officer • Referral Transmittal from a Reintegration Agency • Case notes • Needs Assessment • Individual Service Strategy • Individual Learning Program Application • Self-Attestation	
B02	Low Income Status at Program Entry (WIOA)	Record 1 If the participant, at program entry, is a person who: (a) Resides, or in the 6 months prior to application to the program has resided, or is a member of a family that is residing or in the past 6 months prior to application to the program has resided: (i) Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Assistance Act (42 USC 601, et seq.); (ii) Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601, et seq.); (iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381), or (iv) State or local income-based public assistance. (b) Is in a family with total family income that does not exceed the higher of the poverty line or 20% of the state median income. (c) Is an individual who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751, et seq.); (d) Is a foster child on behalf of whom state or local government payments are made; (e) Is 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; (f) Is a homeless participant or a homeless child or youth or runaway youth (see Data Element B009); (g) Is a youth living in a high-poverty area. Record 0 If the participant does not meet the criteria presented above.	X	X	X	X	X	X	X	X	X	X	X	X	For WIOA Adult/DW/MW/DWG require only if participant has received Individualized Career Services or Training For Youth Living in a High Poverty Area: Case notes documenting high poverty area status. For Job Corps (J) Documented phone contacts with case worker attempting to verify receipt of cash payments from income-based public assistance; (i) A letter from caseworker or support provider attesting to the participant's status as a homeless individual; (ii) A letter accompanied by a completed Statement of Support form (verifying how the applicant is being supported in the absence of any significant income); (iii) A letter or other documentation from the U.S. Department of Health and Human Services (HHS) attesting to the participant's status as a foster child or runaway youth; (iv) Written documentation from the tax school awarded by the applicant verifying the applicant's eligibility; (v) Letter from a caseworker or public agency personnel attesting to the status of the applicant as a foster child, or documented phone contact with caseworker or public agency personnel attesting to the status of the applicant; (vi) Tax returns or W-2s	
B03	English Language Learner at Program Entry (WIOA)	Record 1 If the participant, at program entry, is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions: (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language. Record 0 If the participant does not meet the conditions described above.	X	X	X	X	X	X	X	X	X	X	X	X	Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Intake Application or Enrollment Form • Individual Service Strategy • Self-Attestation	
B04	Basic Skills Deficient/Low levels of Literacy at Program Entry	Record 1 If the participant is, at program entry: A) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or B) a person who has not completed high school and whose reading, or math, or writing, or speaking English skills are necessary to function on the job, in the participant's family, or in society. Record 0 If the participant does not meet the condition described above.	X	X	X	X	X	X	X	X	X	X	X	X	Assessment Test Results • Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) • Case notes • Self-Attestation	For WIOA Adult/DW/MW/DWG require only if participant has received Individualized Career Services or Training
B05	Single Parent at Program Entry (WIOA)	Record 1 If the participant, at program entry, is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent child(ren) under age 18 (including single program women). Record 0 If the participant does not meet the condition described above. Record 9 If the participant did not self-identify.	X	X	X	X	X	X	X	X	X	X	X	X	Needs Assessment • TANF Single Parent Eligibility Verification • Intake Application or Enrollment Form • Individual Service Strategy or Employment Plan • Case notes • Self-Attestation	For Job Corps: • Birth certificate indicating applicant as parent • Court decree indicating child support • Any official government/school form indicating dependent children AND self attestation on marital status

*Items Highlighted in yellow represent data elements jointly validated with the Department of Education as outlined in TIEI 17-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)		
			Eligible Person	WIOA Adult	WIOA Youth	WIOA Transfer	Dislocated Worker	SNAP	Program of Interest	Section 1004	Section 1005	Section 1006	Section 1007	Section 1008	Section 1009	Section 1010		
807	Displaced Nonmigrant at Program Entry (WIOA)	Record 1 If the participant, at program entry, has been providing unpaid services to family members in the home and who: (A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 1016(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 (1) of section 1016(1) of title 10, United States Code); or (iii) is a dependent spouse referred to in paragraph (1) of section 1016(1) of title 10, United States Code, who is unable to perform his or her duties connected (as defined in section 1011(2) of title 38, United States Code) with the death or disability of the member; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. Record 0 If the participant does not meet the conditions described above.														• Public Application of Enrollment Form • Cross-Match with Public Assistance Records • Copy of Spouse's Layoff Notice • Copy of Spouse's Death Record • Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) • Copy of Divorce Records • Copy of Bank Records • Copy of Bank Records Showing Financial Dependence on spouse, no separate individual income support, or no employment income earned • Needs Assessment • Individual Employment Plan • Self-Attestation		
808	Migrant and Seasonal Farmworker Status	Record 1 If the participant, at program entry, is a low-income individual (i) who for the 12 consecutive months ending on the 24th day of the month prior to the start of the program: (A) is employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency. Record 2 If the participant, at program entry, is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day. Record 3 If the participant is a migrant farmworker or seasonal farmworker (as defined above) aged 18-24. Record 4 If the participant is an adult program participant and a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above. Record 5 If the participant is a youth program participant and a dependent (as defined in 20 CFR 685.110) of the individual described as a seasonal or migrant seasonal farmworker above. *Note: This element is used both by the NSIP Program eligibility status type and by other programs to identify participants with this (WIOA sec. (3) defined) barrier to employment.	X	X	X				X							• Cross-Match with Public Assistance Records • Program intake documents used to determine low-income status • Employer Contact/Letter • Program application • Cross-Match with State MIS Database • Cross-Match with H-1B Records • Case notes • Self-Attestation	For NSIP: Additionally, when determining dependent status use the definition of dependent at 20 CFR 685.110.	
SECTION B - ONE STOP PROGRAM PARTICIPATION INFORMATION																		
900*	Date of Program Entry (WIOA)	Record the date on which an individual became a participant as determined in 20 CFR 672.130 following applicable programmatic requirements for the provision of services. Leave blank if this data element does not apply.	X	X	X	X	X		X								• Individual Plan for Employment • Electronic Records • Program intake documents, such as eligibility determination documentation or program enrollment forms	
901*	Date of Program Exit (WIOA)	Record the last date the participant received services that are not self-service, information-only, or follow-up services. Record this last date of receipt of services only if there are no business days that are not self-service, information-only, or follow-up services, derived from the program. For Times 1, 11 and 11, record the last date of funded services. For Vocational Rehabilitation programs, record the date when the participant's record of services is closed pursuant to 34 CFR 361.43 or 461.56. Leave blank if this data element does not apply to the participant.	X	X	X	X	X		X								• Copy of the letter sent to the individual indicating that the case was closed • Electronic Records • Attendance records • Review of service records identifying the last qualifying service (end list of a planned job)	For Grants funded by the National Apprenticeship Act: • Verify that the participant has completed: • Validation for all pre-apprenticeship steps as appropriate • Validation BA completion with a copy of the Certificate of Completion, electronic record (e.g., from the MI Demographic Portal or SMA system), email or other written documentation from the Registration Agency stating the apprentice completed (but has not yet received their Certificate of Completion). • Verify that the participant has completed documentation from educational or work experience providers (e.g., attendance records or a letter stating successful completion).
902	Date of First Case Management and Employment Service	Record the date on which the participant begins receiving his/her first case management and employment service funded by a program following a determination of eligibility to participate in the program.															• Cross-Match • Case notes	

[illegible]

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

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			WIOA Priority	WIOA Activity	WIOA Service	WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title			
1104	Most Recent Date Received Staff-Assisted Job Search Activities	Record the most recent date that the participant was provided job search activities with significant staff involvement, and which are designed to help the participant plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan. "Resume Assistance" - Providing instruction on the content and format of resumes and cover letters and providing assistance in the development and production of the same. "Job Search Workshops" - An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. "Job Finding Clubs" - Have all the elements of a Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs. "Job Search Planning" - Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area. Leave blank if the participant did not receive a job search activity with significant staff involvement. Additional Note: This definition includes participants who receive workforce information services or attend a TAP employment workshop. Those services will be collected and reported separately.														• Case notes • Cross-Match • Electronic Records	
1105	Most Recent Date Referred to Employment	Indicate the most recent date that the participant received a referral to employment which included significant staff involvement. A referral to employment is (a) the act of bringing to the attention of an employer a job seeker or group of registered job seekers who are available for a job and (b) the record of such a referral. Leave blank if the participant did not receive a referral to employment.	X														• Case notes • Cross-Match • Electronic Records
1106	Most Recent Date Referred to Federal Training	Record the most recent date that the participant was referred to a training program supported by the Federal Government, such as WIOA-funded projects, TAA, Adult Education, Vocational Rehabilitation and Job Corps. Leave blank if the participant did not receive a referral to federal training.	X														• Case notes • Cross-Match • Electronic Records
1112	Most Recent Date Received Unemployment Insurance (UI) Claim Assistance	Indicate the most recent date a job seeker was provided meaningful assistance in filing a UI claim. Leave blank if the participant did not receive unemployment insurance claim assistance.	X														• Case notes • Cross-Match • Electronic Records
1113	Most Recent Date Referred to Other Federal/State Assistance	Record the most recent date a job seeker was referred to Other Federal/State Assistance. This may include Supplemental Nutrition Assistance Program (SNAP) benefits, Temporary Assistance for Needy Families (TANF), health insurance assistance, child support assistance, tax preparation support, and any other Federal or State assistance programs. Leave blank if the participant was not referred to Other Federal/State assistance.	X														• Case notes • Cross-Match • Electronic Records
SECTION C-18 - INDIVIDUALIZED CAREER SERVICES																	
1200	Date of First Individualized Career Service	Record the first date the participant received any individualized career service on or after the date of participation. Individualized Career Services include development of an Individual Employment Plan, Pre-Vocational Services, provision of comprehensive skills and career assessments, internships or work experiences, financial literacy services, English as Second Language Services, or any other service that is designed to assist a participant in obtaining employment. A significant amount of staff time with an individual participant is described in WIOA sec. 134(c)(2)(j)(ii). Leave blank if the participant did not receive any individualized career service or this date element does not apply to the individual.															• Case notes • Cross-Match • Electronic Records
1201	Most Recent Date Received Individualized Career Service	Record the most recent date on which the participant received individualized career services as described in WIOA sec. 134(c)(2)(j)(ii).															• Case notes • Cross-Match • Electronic Records

Notes: Highlighted in yellow: represents data elements jointly validated with the Department of Education as outlined in TLE 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program											Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			WIOA Youth	WIOA Dislocated Worker	WIOA Transition	WIOA Dislocated Worker	WIOA Youth	WIOA Dislocated Worker	WIOA Transition	WIOA Dislocated Worker	WIOA Youth	WIOA Dislocated Worker	WIOA Transition		
1202	Date Individual Employment Plan Created	Record the date on which the participant's Individual Employment Plan (IEP) was created or otherwise established to identify the participant's opportunities, needs, and goals for employment, training, and the appropriate combination of services for the participant to achieve the employment goal. Leave blank if an employment plan was not created for the participant, or if the individual is not a participant.	X	X	X	X	X	X	X	X	X	X	X	• Case Match • Individual Employment Plan or Individual Service Strategy • Electronic Records	
1205	Type of Work Experience	If the participant received work experience, record the appropriate code to indicate the type of work experience provided to the participant. Record 1 if the participant participated in summer employment or an internship during the summer months (WIOA Youth). Record 2 if the participant participated in an internship or employment opportunity during the non-summer months or if it extends beyond the summer months. Record 3 if the participant participated in a pre-apprenticeship program. Record 4 if the participant participated in a transitional job as defined in WIOA section 134(j)(5). Record 5 if the participant participated in on-the-job training (WIOA Youth). Record 6 if the participant participated in another type of work experience not covered in 1 through 5. Record 7 if the participant did not participate in a work experience. Record 8 if the participant did not participate in a work experience. NOTE: Code Value 6 should only be selected when other work experience opportunities are provided to the participant and the participant is not a participant in a pre-apprenticeship program, or if on-the-job training for WIOA Youth is part of a pre-apprenticeship program, choose Code 3 for pre-apprenticeship.	X	X	X	X	X	X	X	X	X	X	X	• Case Match • Individual Employment Plan or Individual Service Strategy • Electronic Records	
1206	Date Received Financial Literacy Services	Record the date, at any time during participation in the program, that the participant received any financial literacy services. They may include services that help with creating budgets, initiate checking and savings accounts at banks, applying for and managing loans and credit cards, learning about credit reports and credit scores, and identifying identity theft. Leave blank if the data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	• Activity Sheets • Sign-in Sheets • Attendance record • Vendor contract • Case notes • Electronic Records	
1211	Transitional Job	Record 1 if the participant received work experience as a transitional job as described in WIOA Section 134(j)(5). Record 0 if the participant did not receive transitional job training as described above.	X	X	X	X	X	X	X	X	X	X	X	• Electronic Records • Case notes • Signed Transitional Job Agreement	
SECTION C-A - TRAINING SERVICES															
1300	Received Training (WIOA)	Record 1 if the participant received training services as defined by program specific guidance. Record 0 if the participant did not receive training services.	X	X	X	X	X	X	X	X	X	X	X	• Case Match • Vendor Training Provider Records • Signed Training Contract • Individual Training Account • Electronic Records	
1301	Eligible Training Provider - Name - Training Service #1 (WIOA)	Enter the name of the eligible training provider where the participant received training. Leave blank if the data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	• Vendor Training Records • Receipts • Vendor Training Provider Records • Attendance Sheets or Records • Signed Training Contract • Individual Training Account	
1302	Date Entered Training #1 (WIOA)	Record the date on which the participant first training service actually began. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	• Individual Training Account • Vendor Training Records • Electronic Records • Attendance Sheets or Records • Case Notes	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program											Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			WIOA Title I	WIOA Title II	WIOA Title III	WIOA Title IV	WIOA Title V	WIOA Title VI	WIOA Title VII	WIOA Title VIII	WIOA Title IX	WIOA Title X	WIOA Title XI		
1305*	Type of Training Service #1 (WIOA)	Use the appropriate code to indicate the type of approved training being provided to the participant. Check Code 09. NOTE: Code 09 should only be utilized when other codes are clearly not appropriate. Record 00 if the participant did not receive a training service. Leave blank if this data element does not apply to the participant.												• Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records The source documentation TEG1 23-19, Change 2 is a clarification for DOS funded grants and not a revision of the Joint guidance.	• This is a joint document with the Department of Education as outlined in TEG1 23-19. • Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records The source documentation TEG1 23-19, Change 2 is a clarification for DOS funded grants and not a revision of the Joint guidance.
1306	Occupational Skills Training Code #1	Enter the 8 digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that matches the training participant's employment goal. Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.												• Cross-Match • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • Individual Training Account	• Cross-Match • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • Individual Training Account
1307	Training Completed #1	Record 1 if the participant completed approved training. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.												• Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record • Individual Training Account	
1308	Date Completed, or Withdrawn from, Training #1	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a first training service or this data element does not apply to the participant.												• Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record	
1309	Date Entered Training #2	Record the date on which the participant's second training service actually began. Leave blank if the participant did not receive a second training service or the data element does not apply to the participant.												• Individual Training Account • Vendor Training Records • Attendance Sheets or Records • Case notes	
1310*	Type of Training Service #2 (WIOA)	If the participant received a second type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If DOT or MAI (agencies) is being provided in part of a Registered Apprenticeship program, choose Code 01. NOTE: Code 01 should only be entered when other codes are clearly not appropriate. Record 00 if the participant did not receive a second training service. Leave blank if this data element does not apply to the participant.												• Cross-Match • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records	• This is a joint document with the Department of Education as outlined in TEG1 23-19. • Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records The source documentation TEG1 23-19, Change 2 is a clarification for DOS funded grants and not a revision of the Joint guidance.
1311	Occupational Skills Training Code #2	Enter the 8 digit O*NET SOC 2019 taxonomy occupational code (database version 25.1 or later) that matches the training participant's employment goal. Note: If all 8 digits of the O*NET occupational code are not collected, record at least the first 6 digits.												• Cross-Match • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • Individual Training Account	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program											Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			WIOA Title I	WIOA Title II	WIOA Title III	WIOA Title IV	WIOA Title V	WIOA Title VI	WIOA Title VII	WIOA Title VIII	WIOA Title IX	WIOA Title X	WIOA Title XI		
1312	Training Completed #2	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	- Cross-Match - Vendor Training Records - Attendance Sheets or Records - Case notes - Electronic Record - Individual Training Account	- Cross-Match - Vendor Training Records - Attendance Sheets or Records - Case notes - Electronic Record - Individual Training Account
1313	Date Completed, or Withdrew from, Training #2	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a second training service or this data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	- Cross-Match - Vendor Training Records - Attendance Sheets or Records - Case notes - Electronic Record - Individual Training Account	- Cross-Match - Vendor Training Records - Attendance Sheets or Records - Case notes - Electronic Record - Individual Training Account
1314	Date Entered Training #3	Record the date on which the participant's third training service actually began. If the participant received more than 3 training services, record the date on which the participant actually began the last (or most recent) training service. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	- Individual Training Account - Vendor Training Records - Electronic Record - Attendance Sheets or Records - Case notes	- Individual Training Account - Vendor Training Records - Electronic Record - Attendance Sheets or Records - Case notes
1315*	Year of Training Service #3 (WIOA)	If the participant received a valid type of training, record the appropriate code to indicate the type of approved training being provided to the participant. NOTE: If DIT or SLLI training is being provided as part of a Registered Apprenticeship program, please use Code 05. NOTE: Codes should only be utilized when other codes are clearly not appropriate. Leave blank if the participant did not receive a third service. Additional Note: If the participant receives more than three training services, record the last (or most recent) training service received by the participant in this field.	X	X	X	X	X	X	X	X	X	X	X	- Cross-Match - Case notes - Cross-Match between dates of services and vendor training information - Vendor Training Documentation - Electronic Records - Individual Training Account - Attendance records	- This is a Joint Element with the Department of Education as outlined in TIGL 7.18. - Cross-Match - Cross-Match between dates of services and vendor training information - Vendor Training Documentation - Electronic Records - Individual Training Account - Attendance records - Vendor Training Documentation - Electronic Records - Individual Training Account - Attendance records
1316	Occupational Skills Training Code #3	Enter the 8 digit CPINET SOC 2018 taxonomy occupational code (database version 35.1 or later) that matches the training participant's employment goal. Note: If all 8 digits of the CPINET occupational code are not collected, record at least the first 6 digits.	X	X	X	X	X	X	X	X	X	X	X	- Cross-Match - Case notes - Signed Individual Employment Plan or Training Plan - Signed Training Contract - Individual Training Account	- Cross-Match - Case notes - Signed Individual Employment Plan or Training Plan - Signed Training Contract - Individual Training Account
1317	Training Completed #3	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	- Cross-Match - Vendor Training Records - Attendance Sheets or Records - Case notes - Electronic Records - Individual Training Account	- Cross-Match - Vendor Training Records - Attendance Sheets or Records - Case notes - Electronic Records - Individual Training Account
1318	Date Completed, or Withdrew from, Training #3	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a third training service or this data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	- Cross-Match - Vendor Training Records - Attendance Sheets or Records - Case notes - Electronic Records - Individual Training Account	- Cross-Match - Vendor Training Records - Attendance Sheets or Records - Case notes - Electronic Records - Individual Training Account
1319	Established Individual Training Account (ITA)	Record 1 if any of the individual's services were purchased utilizing an Individual Training Account funded by WIOA Title I. This information can be updated anytime during participation. Record 0 if the individual does not meet the condition described above. Leave blank if the data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	- Cross-Match - Case notes - Individual Training Account Approval, Allocation or Activation Records	- Cross-Match - Case notes - Individual Training Account Approval, Allocation or Activation Records

*Items highlighted in yellow represent data elements jointly validated with the Department of Education as outlined in TIGL 7.18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Region 10	Region 11	Region 12	Region 13	Region 14	Region 15	Region 16	Region 17	Region 18	Region 19	Region 20	Region 21		
1321	Waiver from Training Requirement	Use the appropriate code to indicate the reason for which a waiver from the training requirements was issued to the participant. Record 0 if the participant did not receive a training waiver. Leave blank if this data element does not apply to the participant.													• Waiver Documentation in Case File (that includes initial approval and renewal at 90 day intervals) • Cross-Match with State UI Records of TRA Checks • Verification form from UI or Employment Counselor	
1322	Date of Most Recent Case Management and Reemployment Service	Record the date on which the participant received his or her most recent Case Management and Reemployment Service. Leave blank if this does not apply to the participant.													• Cross-Match • Case notes	
1323	Date Waiver from Training Requirement Issued	Record the date on which the participant received his or her most recent waiver from training. Leave blank if this does not apply to the participant.													• Waiver Documentation in Case File • Cross-Match with State UI Database • Verification form from UI or Employment Counselor	
1324*	Participated in Postsecondary Education During Program Participation (WIOA)	Record 1 if the participant was in a postsecondary education program that leads to a credential or certificate from an accredited postsecondary education institution at any point during program participation. Record 0 if the participant was not in a postsecondary education program that leads to a credential or certificate from an accredited postsecondary education institution during program participation, which includes if the participant was employed in a postsecondary education program that does not lead to a credential or degree from an accredited postsecondary education institution at any point during program participation. Leave blank if the participant was not in a postsecondary education program as defined in program specific guidance. Note: This data element relates to the credential indicator denominator and those who are recorded at 1 are included in the credential rate denominator. This element is a subset of PIRL 1311. Do not record 1 if the participant was first enrolled in postsecondary education after exiting the program.													• Data match with postsecondary data system • Copy of enrollment record • School records or verification of enrollment • School records • Transcript or report card	• This is a Joint Element with the Department of Education as outlined in TIGL 7-18. • Data match with postsecondary data system • Cross-Match with State UI Records of TRA Checks • The documentation with notes from program staff • School records • Transcript or report card The source documentation TIGL 23-19, Change 1 is a clarification for DOJ funded grants and not a revision of the joint guidance.
SECTION C: YOUTH PROGRAMS/ALTERNATIVE SECONDARY SERVICES (Not Captured Broadway)																
1402*	Enrolled in Secondary Education Program (WIOA)	Record 1 if the participant was enrolled in a secondary education program at or above the 10th Grade. Secondary education programs include but are not limited to: secondary school and enrollment in a program of study with a high school credit, but are not limited to attending study skills training. Leave blank if the participant was not enrolled in a secondary education program at or above the 10th Grade. Record 0 if the participant was not enrolled in a secondary education program at or above the 10th Grade. Record 1 if the participant was enrolled in a secondary education program at or above the 10th Grade.													• Copy of enrollment record • Case notes • School records or verification of enrollment • School records • Data match to State E-12 data system	• This is a Joint Element with the Department of Education as outlined in TIGL 7-18. • Copy of enrollment record • School records or verification of enrollment • School records • Data match to State E-12 data system • Transcript or report card • Data match to State E-12 data system The source documentation TIGL 23-19, Change 2 is a clarification for DOJ funded grants and not a revision of the joint guidance.
1402	Most Recent Date Received Educational Achievement Services	Record the most recent date on which the participant received an educational achievement service. Educational achievement services include, but are not limited to: tutoring, study skills training, career counseling, and other services designed to assist participants in meeting 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.													• Activity sheets • Sign-in sheets • Attendance record • School records • Electronic Records • Case notes • Cross-Match	
1403	Most Recent Date Received Alternative Secondary School Services	Record the most recent date on which the participant received alternative secondary school services, or dropout recovery services, as appropriate. Leave blank if the participant did not receive alternative secondary school services or dropout recovery services.													• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes	

*Items highlighted in yellow represent data elements jointly recorded with the Department of Education as outlined in TIGL 7-18.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program	Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			WIOA Adult Training WIOA Youth Onsite Onsite Offsite Pre-Apprenticeship Program Post-Program Follow-up Transition Support Other		
1405	Most Recent Date Received Work Experience Opportunities	Record the most recent date on which the youth participant received work experience opportunities that have as a component academic and occupational education. Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience includes summer employment opportunities and other employment opportunities that occur during the school year or after school hours, pre-apprenticeship programs, internships and job shadowing and on-the-job training opportunities. Leave blank if the participant did not receive work experience opportunities or this data element does not apply to the participant.	X	Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic records • Case notes	
1406*	Date Enrolled in Post-Est Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)	Record the first date after exit that the participant enrolled in or attempted an education or training program that leads to a recognized postsecondary credential after program exit. NQIS. The element only applies to participants who exited secondary education and obtained a secondary school diploma or its equivalent per Sec. 116b(2)(3)(k)(ii). This data element applies to the "Credential Rate Indicator".	X	• Case notes • School records or verification of enrollment • Transcript or report card • Cross-Match • Follow up survey from program participants	This is a Joint Element with the Department of Education as outlined in TEGI 7.38 • Copies of enrollment record • Enrollment documentation with notes from program staff • Transcript or report card • Data matrix with postsecondary data system The source documentation TEGI 28.19, Change 3 is a clarification by DOE funded grants and not a revision of the joint guidelines.
1407	Most Recent Date Received Education Offered Concurrently with Workforce Preparation	Record the most recent date on which the participant received education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. Leave blank if the participant did not receive education offered concurrently with workforce preparation.	X	Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic records • Case notes	
1408	Most Recent Date Received Leadership Development Opportunities	Record the most recent date on which the participant received services that include, but are not limited to, opportunities that may include community service and peer-oriented activities encouraging responsibility and other positive social and civic behavior, as appropriate. Leave blank if the participant did not receive a leadership development service or this data element does not apply to the participant.	X	Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic records • Case notes	
1409	Most Recent Date Received Supportive Services	Record the most recent date on which the participant received a supportive service (WIOA section 134(a)(2)) which includes, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the participant to participate in programs which provide career and training services as defined in WIOA sec. 134(c)(2) and 134(c)(3). Support services for youth participants include: (a) linkages to community services; (b) assistance with transportation; (c) assistance with food and shelter needs; (d) assistance with housing; (e) assistance with health care needs; (f) assistance with substance abuse treatment; (g) assistance with legal issues; (h) assistance with disabilities; (i) referrals to healthcare; (j) assistance with uniforms or other appropriate work attire; and work-related book, including such items as eye glasses and protective eye gear; (l) assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and (m) payments and fees for employment and training-related applications, tests, and certifications. Leave blank if the participant did not receive supportive services or this data element does not apply to the participant.	X	Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic records • Case notes	
1410	Most Recent Date Received Adult Mentoring Services	Record the most recent date on which the participant received adult mentoring services. Adult mentoring is a relationship between an adult mentor and a youth mentee that occurs both during and after program participation. Leave blank if the participant did not receive adult mentoring services or this data element does not apply to the participant.	X	Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic records • Case notes	

SECTION C.86 - OTHER RELATED ASSISTANCE AND SUPPORT SERVICES FOR NON-YOUTH CUSTOMERS

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			WIOA-Match	WIOA-Match	WIOA-Match	WIOA-Match	WIOA-Match	WIOA-Match	WIOA-Match	WIOA-Match	WIOA-Match	WIOA-Match	WIOA-Match	WIOA-Match		
1531	Date Received First Basic TRA Payment	Record the date on which the participant received their first Basic TRA payment. Leave blank if the participant did not receive a Basic TRA payment, or if the individual is not a TRA participant.													- Cross-Match - Request for Allowance - Electronic Records	
1532	Date Received First Completion TRA Payment	Record the date on which the participant received their first Completion TRA payment. Leave blank if the participant did not receive a Completion TRA payment, or if the individual is not a TRA participant.													- Cross-Match - Request for Allowance - Electronic Records	
1534	Date Received First A/RTAA Payment	Record the date on which the participant received their first Alternative/Reemployment Trade Adjustment Assistance (A/RTAA) payment. Leave blank if the individual is not a TRA participant.													- Cross-Match - Request for Allowance - Electronic Records	
1535	Number of A/RTAA Payments Current Quarter	Record the number of A/RTAA payments paid to the participant in the current report quarter. "0" if this data element does not apply to the participant. Leave blank if the individual is not a TRA participant.													- Cross-Match - Request for Allowance - Electronic Records	
SECTION B - PROGRAM/OUTCOME INFORMATION																
SECTION B-1 - EMPLOYMENT AND JOB INTERVIEW DATA																
1600 ^a	Employed in 1st Quarter After Exit Quarter (WIOA)	Record 1 if the participant is in unsubsidized employment (not including Registered Apprenticeship, or the military). Record 2 if the participant is in a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the first quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.													- UI wage data match/ administrative wage match, such as the National Directory of New Hire - Follow-up forms from program participants - Pay check stubs, tax records, W2 form - Quarterly tax payment forms, such as a IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor	- UI wage data match - Follow-up forms from program participants - Pay check stubs, tax records, W2 form - Quarterly tax payment forms, such as a IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor
1601 ^a	Type of Employment Match 1st Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment match for the first quarter after the quarter of exit. The codes are: 1 = UI wage data match; 2 = follow-up forms from program participants; 3 = pay check stubs, tax records, W2 form; 4 = quarterly tax payment forms, such as a 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.													- Consistent with TIGI 25-16 - Cross-Match with State and Out-of-State UI Quarterly Wage Records - Follow-up forms from program participants - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hire) - State New Hire Registry - Response from Program Participants - Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statement - Minimum of two per TIGI 25-16 - Income Tax Records, W-2 form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Form (such as IRS form 941) - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Private Program Administrative Database (such as TANF, SNAP or other public assistance programs)	- Consistent with the Department of Education as outlined in TIGI 2-16 - Follow-up forms from program participants - Pay check stubs, tax records, W2 form - Quarterly tax payment forms, such as an IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Program	WIOA	WIOA	WIOA	WIOA	WIOA	WIOA	WIOA	WIOA	WIOA	WIOA	WIOA		
1665	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the third quarter after the exit quarter. If the participant is not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the third quarter after the quarter of exit.	X	X	X	X	X	X	X	X	X	X	X	X	- Consistent with TEGS 25-IE - Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Responses from Program Participants - Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGS 25-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Records from the Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	- Consistent with TEGS 25-IE - Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Responses from Program Participants - Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGS 25-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Records from the Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
1666*	Employed in 4th Quarter After Exit Quarter (WIOA)	Record 1 if the participant is a subsidized employment not including Registered Apprenticeship or the military. Record 2 if the participant is a Registered Apprenticeship. Record 3 if the participant is in the military. Record 0 if the participant was not employed in the fourth quarter after the quarter of exit. Record 9 if the participant has exited but employment information is not yet available.	X	X	X	X	X	X	X	X	X	X	X	X	- This is a joint benefit with the Department of Education as well as the Department of Labor - UI wage data match - Follow-up survey from program participants - Pay check stubs, tax records, W2 form - Quarterly tax payment forms, such as an IRS form 941 - Document from employer on company letterhead attesting to employment status and earnings - Self-employment worksheets signed and attested to by program participants - Records from the Railroad Retirement System - Quarterly tax payment forms, such as an IRS form 941 - Document from employer on company letterhead attesting to employment status and earnings - Self-employment worksheets signed and attested to by program participants - Desired data notes verified by employer and signed by the recorder - The source documentation TEGS 23-19, Change 2 is a clarification for DCI funded grants and not a revision of the joint guidance	- This is a joint benefit with the Department of Education as well as the Department of Labor - UI wage data match - Follow-up survey from program participants - Pay check stubs, tax records, W2 form - Quarterly tax payment forms, such as an IRS form 941 - Document from employer on company letterhead attesting to employment status and earnings - Self-employment worksheets signed and attested to by program participants - Records from the Railroad Retirement System - Quarterly tax payment forms, such as an IRS form 941 - Document from employer on company letterhead attesting to employment status and earnings - Self-employment worksheets signed and attested to by program participants - Desired data notes verified by employer and signed by the recorder - The source documentation TEGS 23-19, Change 2 is a clarification for DCI funded grants and not a revision of the joint guidance
1667	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)	Use the appropriate code to identify the method used in determining the participant's employment status in the fourth quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If the participant is not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the fourth quarter after the quarter of exit.	X	X	X	X	X	X	X	X	X	X	X	X	- Consistent with TEGS 25-IE - Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Responses from Program Participants - Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGS 25-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Records from the Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	- Consistent with TEGS 25-IE - Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Responses from Program Participants - Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGS 25-16) - Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Records from the Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants - Cross-Match with Program Administrative Databases (such as TANF, SNAP or other public assistance programs)

*Where highlighted in yellow, reports of data elements aren't validated with the Department of Education as defined in TEGS 2-1A.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Region Prior to	WIOA Activity	WIOA Unemployed	WIOA Trade	Dislocated Worker	YWI	Training (YWI)	Wages and Benefits	Industry	Employment	Supplemental Data	Source		
1608	Employment Related to Training (WIOA) (2nd Quarter After Exit)	Record 1 If the participant received training services and obtained employment directly related to the training services received. Record 0 If the participant received training services and obtained employment, but the employment was not directly related to the training services received. Record 9 If the participant received training services and obtained employment, but it is unknown if the employment was directly related to the training services received. Leave blank if the participant did not receive training or has not entered the employment information in yet available.	X	X	X	X									- UI Wage Records - Supplemental data sources defined by TEG 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other federal employment and administrative databases - Other out of state federal wage record systems - Case notes	
1620	Occupational Code (if available)	Record the 6-digit occupational code that best describes the participant's employment using the O*Net (Version 4.0 for 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. Record 9 if the participant has been employed in multiple occupations and the participant has not entered the occupational code for the most recent job held. Individual had multiple jobs use the occupational code for the most recent job held.	X	X	X	X									- UI Wage Records - Supplemental data sources defined by TEG 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other federal employment and administrative databases - Other out of state federal wage record systems - Case notes	
1621	Entered Non-Traditional Employment	Record 1 If the participant's employment is in an occupation or field of work for which individuals of the same sex are not traditionally employed. Record 0 If the participant's employment is in an occupation or field of work for which individuals of the same sex are traditionally employed. Record 9 If the participant's employment is in an occupation or field of work for which individuals of the same sex are traditionally employed, but the participant is not sure if the occupation or field of work is traditionally male or female. Record 0 If the participant's employment is in a non-traditional occupation or field of work, but the participant is not sure if the occupation or field of work is traditionally male or female. Record 9 If the participant's employment is in a non-traditional occupation or field of work, but the participant is not sure if the occupation or field of work is traditionally male or female.	X	X	X	X									- UI Wage Records - Supplemental data sources defined by TEG 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other federal employment and administrative databases - Other out of state federal wage record systems - Case notes	
1632	Occupational Code of Employment 2nd Quarter After Exit Quarter (if available)	Record the 6-digit occupational code that best describes the participant's employment using the O*Net (Version 4.0 for later versions) classification system.	X	X	X	X									- UI Wage Records - Supplemental data sources defined by TEG 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other federal employment and administrative databases - Other out of state federal wage record systems - Case notes	
1633	Occupational Code of Employment 4th Quarter After Exit Quarter (if available)	Record the 6-digit occupational code that best describes the participant's employment using the O*Net (Version 4.0 for later versions) classification system.	X	X	X	X									- UI Wage Records - Supplemental data sources defined by TEG 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other federal employment and administrative databases - Other out of state federal wage record systems - Case notes	
1634	Industry Code of Employment 1st Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS code for the participant's primary occupation should be reported. Enter 9999999 if Wages 1st Quarter After Exit Quarter and NAICS Code is not known. Leave blank if the data element does not apply to the person or wages are not yet available.	X	X	X	X									- UI Wage Records - Supplemental data sources defined by TEG 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other federal employment and administrative databases - Other out of state federal wage record systems - Case notes	
1635	Industry Code of Employment 2nd Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment using the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS code for the participant's primary occupation should be reported. Enter 9999999 if Wages 2nd Quarter After Exit Quarter and NAICS Code is not known. Leave blank if the data element does not apply to the person or wages are not yet available.	X	X	X	X									- UI Wage Records - Supplemental data sources defined by TEG 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other federal employment and administrative databases - Other out of state federal wage record systems - Case notes	

*Shown highlighted in yellow: represent data element not yet fully validated with the Department of Education as outlined in TEG 26-16.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wage-Prior	WIOA Admin	WIOA Admin	WIOA Admin	WIOA Admin	WIOA Admin	WIOA Admin	WIOA Admin	WIOA Admin	WIOA Admin	WIOA Admin	WIOA Admin		
1516	Industry Code of Employment 3rd Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment during the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if Wages 3rd Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	X	X	X	X	X	X	X	X	X	X	X	X	- UI Wage Records - Supplemental data sources defined by TEG 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other federal employment and administrative databases - Other out of state federal wage record systems - Case notes	
1517	Industry Code of Employment 4th Quarter After Exit Quarter	Record the 4 to 6-digit industry code that best describes the participant's employment during the North American Industrial Classification System (NAICS). If more than one NAICS is reported, then the NAICS associated with the highest gross wage should be reported. Enter 999999 if Wages 4th Quarter After the Exit Quarter exist and NAICS Code is not known. Leave blank if this data element does not apply to the person or wages are not yet available.	X	X	X	X	X	X	X	X	X	X	X	X	- UI Wage Records - Supplemental data sources defined by TEG 26-16 follow up services - Surveys - Record sharing and/or automated record matching with other federal employment and administrative databases - Other out of state federal wage record systems - Case notes	
1518	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)	Record 1 if the participant's employer in the second quarter also matches the employer in the fourth quarter. Record 0 if the participant is not employed in the second or fourth quarters after exit, or the employer in the second quarter does not match the employer in the fourth quarter	X	X	X	X	X	X	X	X	X	X	X	X	- Consistent with TEG 26-16 - Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hire Registry - Significant Follow-up Survey Responses from Program Participants - Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEG 26-16) - Records of Social Security, Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - Signed letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) - Self-employment or Sales Commission Worksheets Signed and Attested to by the participant - Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	For H-1B grantees - ETA performs UI wage data match on behalf of grantees for "Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)" primary indicator of performance measure.

SECTION DUE - WAGE RECORD DATA

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program										Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Wage-Prior	WIOA-Match	WIOA-Subsequent	WIOA-Touch	Unemployed-Prior	TA	Unemployed-Prior	Unemployed-Prior	Unemployed-Prior	Unemployed-Prior		
1700	Earnings 3rd Quarter Prior to Participation Quarter	Record total earnings from wage records for the third quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	X	X	X	X	X						Consistent with TIGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the Bureau of Labor Statistics, Bureau of Census, Bureau of Economic Analysis, and State New Hire Reporting System) • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TIGL 26-16) • Income Tax Records, W-2 Form, or Other Record from the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	
1701	Earnings 2nd Quarter Prior to Participation Quarter	Record total earnings from wage records for the second quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.	X	X	X	X	X						Consistent with TIGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the Bureau of Labor Statistics, Bureau of Census, Bureau of Economic Analysis, and State New Hire Reporting System) • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TIGL 26-16) • Income Tax Records, W-2 Form, or Other Record from the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Earnings Prior to Participation Quarter	Earnings After First Quarter (WIOA)	Earnings After Second Quarter (WIOA)	Earnings After Third Quarter (WIOA)	Earnings After Fourth Quarter (WIOA)	Earnings After Fifth Quarter (WIOA)	Earnings After Sixth Quarter (WIOA)	Earnings After Seventh Quarter (WIOA)	Earnings After Eighth Quarter (WIOA)	Earnings After Ninth Quarter (WIOA)	Earnings After Tenth Quarter (WIOA)	Earnings After Eleventh Quarter (WIOA)		
1702	Earnings 1st Quarter Prior to Participation Quarter	Record total earnings from wage records for the first quarter prior to the quarter of participation. Leave blank if data element does not apply to the participant.													- Consistent with TIGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TIGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TAMR, SNAP or other public assistance programs)	- Consistent with TIGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TIGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TAMR, SNAP or other public assistance programs)
1703	Earnings 1st Quarter After First Quarter (WIOA)	Record total earnings for the first quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.													- Consistent with TIGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TIGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TAMR, SNAP or other public assistance programs)	- Consistent with TIGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TIGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TAMR, SNAP or other public assistance programs)
1704*	Earnings 2nd Quarter After First Quarter (WIOA)	Record total earnings for the second quarter after the quarter of exit. Record 999999.99 if data is not yet available for this item. Leave blank if data element does not apply to the participant.													- Consistent with TIGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TIGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TAMR, SNAP or other public assistance programs)	- Consistent with TIGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TIGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TAMR, SNAP or other public assistance programs)

*Items highlighted in yellow represent data elements jointly validated with the Department of Education as outlined in TIGL 7-18.

SECTION DUE - EDUCATION AND CREDENTIAL DATA

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Program Review	WIOA Indicator	WIOA Indicator	WIOA Indicator	WIOA Indicator	WIOA Indicator	WIOA Indicator	WIOA Indicator	WIOA Indicator	WIOA Indicator	WIOA Indicator	WIOA Indicator		
1801*	Date Attained Recognized Credential (WIOA)	Record the date on which the participant attained a recognized credential. Leave blank if the participant did not attain a degree or certificate.	X	X	X	X	X	X	X	X	X	X	X	X	• Cross-Match • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	• This is a task aligned with the Department of Education as outlined in TEEL 7.18. • Data match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider • This is a task aligned with the Department of Education as outlined in TEEL 7.18. • Data match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider • For grant-funded under the National Apprenticeship Act, validate month and year only.
1802	Type of Recognized Credential #2 (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree obtained by the participant who received education or training services. Record 0 if the participant received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate Indicator and the Measurable Skills Gain Indicator for all DOL programs.	X	X	X	X	X	X	X	X	X	X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	
1803	Date Attained Recognized Credential #2 (WIOA)	Record the date on which the participant attained a second recognized credential, or if the data element does not apply.	X	X	X	X	X	X	X	X	X	X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	• For grant-funded under the National Apprenticeship Act, validate month and year only.
1804	Type of Recognized Credential #3 (WIOA)	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree obtained by the participant who received education or training services, but did not attain a recognized diploma, degree, license or certificate. Leave blank if data element does not apply to the participant. NOTE: Diplomas, degrees, licenses or certificates must be attained either during participation or within one year of exit. This data element applies to both the Credential Rate Indicator and the Measurable Skills Gain Indicator for all DOL programs.	X	X	X	X	X	X	X	X	X	X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	
1805	Date Attained Recognized Credential #3 (WIOA)	Record the date on which the participant attained a third recognized credential, or if the data element does not apply.	X	X	X	X	X	X	X	X	X	X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider	
1806*	Date of Most Recent Measurable Skill Gain: Educational Functioning Level (EFL) (WIOA)	Record the most recent date the participant who received instruction below the postsecondary education level achieved at least one EFL. EFL gain may be documented in one of three ways: 1) by comparing a participant's final EFL as measured by a pre-test with the participant's EFL as measured by a post-test; or 2) for States that offer secondary school programs that lead to a postsecondary education or a recognized equivalent, an EFL gain may be measured through the program and enrollment in postsecondary education or training during the program year. Leave blank if the data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	X	• Pre and post test results measuring EFL gain • Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units • Postsecondary education or training enrollment determined through data match, survey documentation, or program notes	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			WIOA Approved	WIOA Waiver	WIOA Waiver	Distance Education	CTA (CDE)	CTA (CDE)	Transition to Employment (TTE)	Adult and Senior Employment Program (ASEP)	Industry Training Program (ITP)	Industry Training Program (ITP)	Industry Training Program (ITP)	Industry Training Program (ITP)		
1807*	Date of Most Recent Measurable Skill Gain: Postsecondary Training/Report Card (MIOGA)	Record the most recent date of the participant's transcript or report card for postsecondary education (e.g., high school diploma or GED) earned within the last 12 months. If the participant has not earned a high school diploma or GED, record the date of the participant's last transcript or report card. Leave blank if the data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	X	Transcript Report Card	For Grants funded by the National Apprenticeship Act, Viable only as appropriate (e.g., for pre-apprentices, high school apprentices).
1808*	Date of Most Recent Measurable Skill Gain: Secondary Training/Report Card (MIOGA)	Record the most recent date of the participant's transcript or report card for secondary education (e.g., high school diploma or GED) earned within the last 12 months. If the participant has not earned a high school diploma or GED, record the date of the participant's last transcript or report card. Leave blank if the data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	X	Transcript Report Card	For Grants funded by the National Apprenticeship Act, Viable only as appropriate (e.g., for pre-apprentices, high school apprentices).
1809*	Date of Most Recent Measurable Skill Gain: Training Milestone (MIOGA)	Record the most recent date that the participant had a skill check or better program report towards a measurable milestone for a training milestone (e.g., completion of one year of a registered apprenticeship program, etc.). Leave blank if the data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	X	Documentation of a skill gained through on-the-job training or training provider documentation Skill path Progress report from employer documenting a skill gain	For Grants funded by the National Apprenticeship Act, Viable only as appropriate (e.g., for pre-apprentices, high school apprentices).
1810*	Date of Most Recent Measurable Skill Gain: Skills Progression (MIOGA)	Record the most recent date that the participant successfully completed an exam that is required for a particular occupation, or program in attaining technical or occupational skills, as evidenced by trade-related benchmarks such as knowledge-based exams. Leave blank if the data element does not apply to the participant.	X	X	X	X	X	X	X	X	X	X	X	X	Results of knowledge-based exam Documentation demonstrating progress in attaining technical or occupational skills Documentation from training provider or employer Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam The source documentation TEOI 23-15, Change 2 is a requirement for OOL, funded grants and not a revision of the joint guidance.	For Grants funded by the National Apprenticeship Act, Viable only as appropriate (e.g., for pre-apprentices, high school apprentices).
1811*	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (MIOGA)	Record the date the participant was enrolled during program participation in an education or training program that either (1) leads to a recognized credential, including a secondary education program, or (2) a training program that leads to employment, as defined by the core program in which the participant participates. States may use this coding value if the participant was either already enrolled in education or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education or training at the time of program entry, the date in this field should be the date of program entry. This includes, but is not limited to, the date of enrollment in a registered apprenticeship program, Adult Education or secondary education program. Leave blank if the data element does not apply to the participant. NOTE: This data element applies to the Measurable Skill Gain Indicator, and specifically will be utilized to calculate the documentation. It incorporates all education and training program enrollment.	X	X	X	X	X	X	X	X	X	X	X	X	Copy of transcript School records or verification of enrollment Transcript or report card Coversheet	This is a Joint Element with the Department of Education as appropriate in TEOI 23-15. Copy of transcript Copy of enrollment record File documentation with notes from program staff School records Transcript or report card Data match with postsecondary data system The source documentation TEOI 23-15, Change 2 is a requirement for OOL, funded grants and not a revision of the joint guidance.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Program Priority	WIOA Activity	WIOA Investment	WIOA Training	Occupational Training	WIOA	Apprenticeship Program (Joint)	WIOA and Other Programs	WIOA	Apprenticeship Program (Joint)	WIOA	Apprenticeship Program (Joint)			
1812	School Status at Exit	Record 1 If the participant has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school. Record 2 If the participant has not received a secondary school diploma or its recognized equivalent and is attending an alternative secondary school or an alternative course of study approved by the local educational agency whether full or part-time. Record 3 If the participant has received a secondary school diploma or its recognized equivalent and is attending any secondary school (including full or part-time), or is between school terms and intends to return to school. Record 4 If the participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. Record 5 If the participant is not attending any school and has either graduated from secondary school or holds an equivalency. Record 6 If the participant is within the age of compulsory school attendance, but has not attended school for at least one full academic year or calendar quarter and has not received a secondary school diploma or its recognized equivalent. Leave blank if data element does not apply to the participant.													• Cross Match • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Record from Education Institution (GED certificate, transcript, report card, enrollment record or other school documentation) • Signed File Documentation with Information Obtained from Education or Training Provider • Case notes • Self-Attestation		
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognizable Secondary Credential or Employment (WIOA)	Record the date the participant completes, during program participation, either 1) an education or training program leading to a recognized credential (including a secondary education program or 2) a program leading to employment. If the participant is enrolled in a program, the participant's participation or training at the time of program entry or became enrolled in education or training at any point while participating in the program. If the participant was enrolled in postsecondary education at program entry, the date in this field should be after the date of program entry. This includes, but is not limited to, participation in Job Corps, YouthBuild, a Registered Apprenticeship program, Adult Education or secondary education programs. Leave blank if the data element does not apply to the participant. NOTE: This data element applies to the Measurable Skill Gains Indicator, and specifically will be utilized to calculate the denominator. It encompasses all education and training program enrollment.													• Cross Match • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Record from Education Institution (GED certificate, transcript, report card, enrollment record or other school documentation) • Signed File Documentation with Information Obtained from Education or Training Provider • Case notes • Self-Attestation		
SECTION D-4 - ADDITIONAL OUTCOME DATA																	
1900*	Youth 2nd Quarter Placement (WIOA)	Record 1 If the participant is enrolled in occupational skills training (including advanced training). Record 2 If the participant is enrolled in postsecondary education. Record 3 If the participant is enrolled in secondary education. Record 4 If the participant was not placed in any of the above conditions.													• Cross Match • Copy of Registration record • Copy of Enrollment record • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation	• Cross Match • Copy of Registration record • Copy of Enrollment record • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation	• Cross Match • Copy of Registration record • Copy of Enrollment record • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation
1901*	Youth 4th Quarter Placement (WIOA)	Record 1 If the participant is enrolled in occupational skills training (including advanced training). Record 2 If the participant is enrolled in postsecondary education. Record 3 If the participant is enrolled in secondary education. Record 4 If the participant was not placed in any of the above conditions.													• Cross Match • Copy of Registration record • Copy of Enrollment record • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation	• Cross Match • Copy of Registration record • Copy of Enrollment record • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation	• Cross Match • Copy of Registration record • Copy of Enrollment record • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation

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

*Items highlighted in yellow represent data elements jointly validated with the Departments of Education as defined in TECS 7-14.

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program													Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title	WIOA Title		
2109	Primary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the primary type of training being provided to the participant. Leave blank if the participant did not enroll in training for Primary Type of Training Service for Training Activity #1.														• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records	
2110	Secondary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the secondary type of training being provided to the participant. Leave blank if the participant is not enrolled in a Secondary Type of Training Service for Training Activity #1.														• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2111	Tertiary Type of Training Service for Training Activity #1	Use the appropriate code to indicate the tertiary type of training being provided to the participant. Leave blank if the participant is not enrolled in a Tertiary Type of Training Service for Training Activity #1.														• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2112	Primary Type of Training Service for Training Activity #2	Use the appropriate code to indicate the primary type of training being provided to the participant. Leave blank if the participant is not enrolled in a Primary Type of Training Service for Training Activity #2.														• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2113	Secondary Type of Training Service for Training Activity #2	Use the appropriate code to indicate the secondary type of training being provided to the participant during their second training service, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Education/Job Training Activity #2.														• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2114	Tertiary Type of Training Service for Training Activity #2	Use the appropriate code to indicate the tertiary type of training being provided to the participant during their second training service, if applicable. Record 0 if the above condition does not apply to the participant.														• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2115	Primary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the primary type of training being provided to the participant during their third training service. Leave blank if the participant is not enrolled in a Primary Type of Training Service for Training Activity #3.														• Copy of enrollment record • File documentation with notes from program staff • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			WIOA Title	WIOA Address	WIOA Telephone	WIOA Fax	WIOA Email	WIOA Website	WIOA Training	WIOA Other	WIOA Other	WIOA Other	WIOA Other	WIOA Other		
2116	Secondary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the secondary type of training being provided to the participant during that third training service, if applicable. Leave blank if the participant is not enrolled in a Secondary Type of Training Service for Training Activity #3.													• Copy of enrollment record • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2117	Tertiary Type of Training Service for Training Activity #3	Use the appropriate code to indicate the tertiary type of training being provided to the participant during that third training service, if applicable. Leave blank if the participant is not enrolled in a Tertiary Type of Training Service for Training Activity #3.													• Copy of enrollment record • Cross-Match between dates of service and vendor training information • Vendor training documentation • State MIS or Grantee Electronic Records • Individual Training Account • Attendance records	
2118	Data Entered Employment (Discretionary Grants)	Record the date of employment when the participant first began a job. This data element captures employment outcomes for unemployed participants that found employment, and unemployed participants that entered a new position of employment. Leave blank if the participant has not received a job.													• UI wage data match • State follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	
2119	Incumbent Workers Retained Current Position	Record 1 if the participant was employed at the start of participation (Incumbent worker) and retained their current position in the first quarter after program completion. Record 0 if the participant was employed at the start of participation (Incumbent worker) and did not retain their current position in the first quarter after program completion. Record 2 if the participant was not employed at the start of participation (Incumbent worker) and did not advance into a new position as a result of the grant-funded activities. In the first quarter after program completion, leave blank if the participant has not completed the training program or is not an incumbent worker.													• UI wage data match • State follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	
2120	Incumbent Workers Advanced into a New Position with Current or New Employer in the 1st Quarter After Completion	Record 1 if the participant was employed at the start of participation (Incumbent worker) and advanced into a new position requiring a higher skill level during their current employment, as a result of grant-funded activities in the first quarter after training program completion. Record 0 if the participant was employed at the start of participation (Incumbent worker) and did not advance into a new position as a result of the grant-funded activities. In the first quarter after training program completion, leave blank if the participant has not completed the training program or is not an incumbent worker. Record 2 if information on the participant's employment status in the first quarter after training program completion is not available. Leave blank if the participant has not completed the training program or is not an incumbent worker.													• UI wage data match • State follow-up survey from program participants • Pay check stubs, tax records, W2 form • Wage record match • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and signed by the counselor	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (If applicable)
			WIOA Admin	WIOA Training	WIOA Dislocated Worker	Dislocated Worker (DW)	Job	Program (P)	Employment (E)	Wage and Salary	Incumbent Worker (IW)	Employment (E)	Incumbent Worker (IW)	Incumbent Worker (IW)		
2121	Incumbent Workers Retained Current Position in the 2nd Quarter after Program Completion	Record 1 If the participant was employed at the start of participation (Incumbent worker) and retained that position through the end of the 2nd quarter after training program completion, Record 0 If the participant was employed at the start of participation (Incumbent worker) and did not retain that current position in the second quarter after training program completion. Record 9 If information on the participant's employment status in the second quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an Incumbent worker.														- UI wage data match - Signed follow-up survey from program participants - Pay check stubs, tax records, W2 form - Wage record match - Quarterly tax payment forms, such as an IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor
2122	Incumbent Workers Advanced into a New Position with Current Employer or New Employer in the 3rd Quarter after Training Program Completion	Record 1 If the participant was employed at the start of participation (Incumbent worker) and advanced into a new position requiring a higher skill level during their current employer or a new employer as a result of grant-funded activities in the second quarter after training program completion. Record 0 If the participant was employed at the start of participation (Incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the second quarter after training program completion. Record 9 If information on the participant's employment status in the second quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an Incumbent worker.													X	- UI wage data match - Signed follow-up survey from program participants - Pay check stubs, tax records, W2 form - Wage record match - Quarterly tax payment forms, such as an IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor
2123	Incumbent Workers Retained Current Position in the 3rd Quarter After Program Completion	Record 1 If the participant was employed at the start of participation (Incumbent worker) and retained their current position in the third quarter after training program completion. Record 0 If the participant was employed at the start of participation (Incumbent worker) and did not retain their current position in the third quarter after training program completion. Record 9 If information on the participant's employment status in the second quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an Incumbent worker.													X	- UI wage data match - Signed follow-up survey from program participants - Pay check stubs, tax records, W2 form - Wage record match - Quarterly tax payment forms, such as an IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor
2124	Incumbent Workers Advanced into a New Position with Current or New Employer in the 3rd Quarter After Training Program Completion	Record 1 If the participant was employed at the start of participation (Incumbent worker) and advanced into a new position requiring a higher skill level during their current employer or a new employer as a result of grant-funded activities, in the third quarter after training program completion. Record 0 If the participant was employed at the start of participation (Incumbent worker) and did not advance into a new position as a result of the grant-funded activities, in the third quarter after training program completion. Record 9 If information on the participant's employment status in the third quarter after training program completion is not yet available. Leave blank if the participant has not completed the training program or is not an Incumbent worker.													X	- UI wage data match - Signed follow-up survey from program participants - Pay check stubs, tax records, W2 form - Wage record match - Quarterly tax payment forms, such as an IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor
2126	Entered Training-Related Employment After Training Program Completion	Record 1 If after training program completion, the employment in which the individual entered uses a substantial portion of the skills taught in the training received by the individual. The data element is training program completion based. Individuals that have not enrolled in and completed training should not be reported in this data element. Record 0 If the employment in which the individual entered does not use a substantial portion of the skills taught in the training received by the individual. Record 9 If unknown. Leave blank if the individual has not completed a training program and/or has not yet entered employment													X	- UI wage data match - Signed follow-up survey from program participants - Pay check stubs, tax records, W2 form - Wage record match - Quarterly tax payment forms, such as an IRS form 941 - Document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed case notes verified by employer and signed by the counselor

SECTION 5.08 - Individual Performance Data Program

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			WIOA Title I	WIOA Title II	WIOA Title III	WIOA Title IV	WIOA Title V	WIOA Title VI	WIOA Title VII	WIOA Title VIII	WIOA Title IX	WIOA Title X	WIOA Title XI	WIOA Title XII		
2212	Housing Services	Record 1 If the participant received temporary housing services as described in 20 CFR 685.360. Record 2 If the participant received permanent housing services as described in 20 CFR 685.360. Record 3 If the participant received both temporary housing services as described in 20 CFR 685.360 and permanent housing services as described in 20 CFR 685.360. Record 4 If the participant did not receive any housing services.														- Program application - Receipt of Services - Housing Services Contract - Case notes
2222	Family status for NEP Housing Services (WIOA Sec. 167)	Record 1 If the individual is an eligible MSFW and the individual does not reside with a family and receives NEP funded permanent or temporary housing services. Record 2 If the participant is not an eligible MSFW and the individual resides with a family and receives NEP funded permanent housing services or temporary housing services. Record 3 If the individual is not an eligible MSFW and the individual does not reside with a family and receives NEP funded permanent housing services. Record 4 If the individual is not an eligible MSFW and the individual resides with a family and receives NEP funded permanent housing services.														- Program application - Receipt of Services - Housing Services Contract - Case notes
3006	Family Unit Size	Record the number of individuals (including the participant) that live with the individual and are a part of the individual's family, as defined by 20 CFR 685.110.														- Program application - Receipt of Services - Housing Services Contract - Case notes
SECTION E-1 - BERNAR AND NATIVE AMERICAN PROGRAM (BNA)																
2302	Tribal Affiliation	Record the participant's tribal affiliation. Leave blank if the tribal affiliation code is unknown.														- Certificate of Degree of Indian Blood (CDB) card or letter - Tribal Enrollment Card - Letter or card from BIA showing census roll number - Letter or card from the Bureau of Indian Affairs Native Corporation which verifies that the applicant is an Alaska Native
2303	Public Assistance Recipient	Record 1 If the participant receives general assistance (GA) from their state or local government. Record 2 If the participant receives Temporary Assistance to Needy Families (TANF). Record 3 If the participant receives Supplemental Security Income (SSI). Record 4 If the participant receives Social Security Disability Insurance (SSDI). Record 5 If the participant receives Food Stamps (Food Stamp Act of 1977). Record 6 If the participant receives Foster Child Payments. Record 7 If the participant receives benefits from the USDA Commodity Program (NIEP). Record 8 If the participant receives benefits from the USDA Commodity Program. Record 9 If the participant does not meet this condition described above. Record 10 If the participant is receiving more than one type of public assistance.														- Public Assistance Verification from applicable Social Service Agency - Written Confirmation from Social Service Agency - Authorization/Documentation to Receive Food Stamps or SNAP - Letter or card from the Bureau of Indian Affairs Native Corporation which verifies that the applicant is an Alaska Native - Benefit Receipt Verification from applicable Social Service Agency - Self-Attestation
SECTION E-2 - BERNAR AND NATIVE AMERICAN PROGRAM (BNA)																
2400	In Work Release Program	Record 1 If the participant was in a work-release program at the time enrollment. Record 2 If the participant does not meet the condition described above.														- Direct Referral from Justice System - Verification from Justice System - Self-Attestation
2401	Employment Status at Incarceration	Record 1 If the participant was working in unskilled employment upon incarceration (not including Registered Apprenticeship or the individual's Training Account). Record 2 If the participant was in a Registered Apprenticeship upon incarceration. Record 3 If the participant was in the military upon incarceration. Record 4 If employment participant prior to incarceration is unknown. Record 5 If the participant was not employed upon incarceration.														Case notes

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			WIOA Pre-Enrollment	WIOA Assessment	WIOA Post-Enrollment	WIOA T-1	WIOA T-2	WIOA T-3	WIOA T-4	WIOA T-5	WIOA T-6	WIOA T-7	WIOA T-8	WIOA T-9		
2413	Incarcerated at Program Entry (WIOA)	Record 1 If the participant, at program entry, was a criminal offender in a correctional institution at program entry. Record 0 If this data element does not apply to the participant.													- Direct Referral from Justice System - Justice system records - Parole or Probation Officer - Case notes - Self-Attestation	
2414	Date Released from Incarceration (WIOA)	Record the date the participant was released from a correctional institution. Leave blank if participant remains in a correctional institution at program exit.													- Direct Referral from Justice System - Verification from Justice System - Justice system records - Parole Officer - Case notes - Self-Attestation	
2415	Date of Anticipated Release From Incarceration	Record the date that the participant is anticipated to be released from a correctional institution. Leave blank if this data element does not apply to the participant.													- Direct Referral from Justice System - Verification from Justice System - Case notes - Self-Attestation	
2416	Post-Release Status	Record 1 If the participant's post-release status is parole. Record 2 If the participant's post-release status is probation. Record 3 If the participant's post-release status is out on bail. Record 4 If the participant's post-release status is other conditions. Leave blank if this data element does not apply to the participant. [i.e., if the person has yet to be released from incarceration, per 24.15]													- Direct Referral from Justice System - Verification from Justice System - Justice system records - Parole or Probation Officer - Case notes - Self-Attestation	
2417	Most Recent Type of Offense	Record 1 If the participant was convicted of a property crime. Record 2 If the participant was convicted of a drug crime. Record 3 If the participant was convicted of a public order crime. Record 4 If the participant was convicted of a violent crime. Record 5 If the type of crime cannot be determined or if the information is not available.													- Direct Referral from Justice System - Verification from Justice System - Justice system records - Parole or Probation Officer - Case notes - Self-Attestation	
2422	Housing Status at Six Months After Program Entry	Record the appropriate housing status for the participant at six months after program entry as indicated in code values 1 through 5.													Case notes	
2423	Housing Status at Enrollment	Record the appropriate housing status for the participant at enrollment as indicated in code values 1 through 5.													Case notes	
2424	Alcohol/Drug Abuse Six Months After Enrollment	Record 1 If the participant abused alcohol and/or drugs at six months after enrollment. Record 0 If the above conditions do not apply to the participant.													- Case notes - Self-Attestation	
2433	Re-arrested within 12 months of Release for a New Crime	Record 1 If the participant was re-arrested within 12 months of release for a new crime. Record 0 If the participant does not meet the condition described above.													- Probation or Parole Officer - Justice system records - Verification from Justice System - Case notes - Self-Attestation	
2434	Re-arrested for a previous crime	Record 1 If the participant was re-arrested for a previous crime. Record 0 If the above condition does not apply to the participant. Record 5 If this information is not available.													- Probation or Parole Officer - Justice system records - Verification from Justice System - Case notes - Self-Attestation	
2435	Re-arrested for a revocation of the parole or probation order for violation of terms of sentence	Record 1 If the participant was re-arrested for revocation of parole. Record 2 If the participant was re-arrested for revocation of probation order for violations of terms of sentence. Record 3 If the participant was re-arrested for other violations of the terms and conditions of their sentence. Record 0 If the above conditions do not apply to the participant.													- Probation or Parole Officer - Justice system records - Verification from Justice System - Case notes - Self-Attestation	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			Program Officer	WIOA Activities	WIOA Assessment	WIOA Training	Education Training	On-Site	Technical Assistance	Program Support	Program Support	Program Support	Program Support	Program Support	Program Support	Program Support		
2436	Not Re-created	Record 1 If the participant was not re-arrested. Record 0 If the above condition does not apply to the participant.															- Probation or Parole Officer - Justice system records - Verification from Justice System - Care notes - Self-Attestation	
2437	Date arrested for new/previous crime	Record the date that the participant was arrested for a new or previous crime. Leave blank if the above condition does not apply to the participant.															- Probation or Parole Officer - Justice system records - Verification from Justice System - Care notes - Self-Attestation	
2438	Convicted for new/previous crime	Record 1 If the participant was convicted of a new crime. Record 2 If the participant was convicted of a previous crime. Record 0 If the above condition does not apply to the participant. Record 9 If this information is not available.															- Probation or Parole Officer - Justice system records - Verification from Justice System - Care notes - Self-Attestation	
SECTION 4.06 - JUVENILE AND CRIMINAL OPPORTUNITIES (YOUTH)																		
2500	Secondary school enrollment status at arrest	Record 1 If the participant was a secondary school student at the time of their arrest. Record 2 If the participant was a secondary school graduate at the time of their arrest. Record 3 If the participant was a secondary school dropout at the time of their arrest. Record 0 If the participant does not meet the conditions described above.															- Care notes - Self-Attestation	
2502	Youth Offender status at enrollment	Record 1 If the participant is currently in, returning from, or has been in a juvenile corrections facility. Record 2 If the participant is currently in, returning from, or has been in a juvenile detention facility. Record 3 If the participant is currently on, leaving, or has been on juvenile probation. Record 4 If the participant is currently in, leaving, or has been in juvenile alternatives sentencing or diversion. Record 5 If the participant is currently in, returning from, or has been in an adult prison. Record 6 If the participant is currently in, returning from, or has been in an adult jail. Record 7 If the participant is currently on, leaving, or has been on adult probation. Record 8 If the participant is currently in, leaving, or has been in adult sentence or diversion. Record 0 If the at-risk participant is not an offender.															- Direct referral from Juvenile Justice System or Adult Criminal Justice System - Parole or probation officer - Verification from the Justice System - Justice system records - Care notes - Self-Attestation	For RED grantees: In the event that the Justice system cannot provide this information because of confidentiality requirements, grantees may use a self-attestation from the enrollee, or if the enrollee is a minor, a self-attestation letter from a parent or guardian.
2505	Date verified Selective Service registration	Enter date verified Selective Service registration. Leave blank for participants who are not required to sign up for selective service.															Verification from Selective Service Administration	
2510	Completed diversion without out-of-home placement	Record 1 If diversion was completed without out-of-home placement. Record 0 If the participant does not meet the condition. Leave blank if participant did not receive diversion services.															- Parole or probation officer - Verification from the Justice System - Care notes - Self-Attestation	
2511	Records expunged	Record 1 If the participant's record was expunged. Record 0 If the participant's record was not expunged. Leave blank if participant did not receive expungement legal services.															- Parole or probation officer - Verification from the Justice System - Care notes - Self-Attestation	
2512	Records sealed	Record 1 If the participant's record was sealed. Record 0 If the participant does not meet this condition. Leave blank if participant did not receive sealing or records assistance.															- Parole or probation officer - Verification from the Justice System - Care notes - Self-Attestation	
2516	Date of postsecondary education or training placement	Record the date of participant's placement into postsecondary education or training. Leave blank if the participant was not placed into postsecondary education or training.															- Copy of School or Training Provider Enrollment Record - Care notes	

Data Element No.	Data Element Name (WIOA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program												Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)
			WIOA Priority	WIOA Action	WIOA Outcome	WIOA Status	Allocated Person	TA	Program	Program	Program	Program	Program	Program		
2523	Date entered degree or certificate program	Record the date on which the participant entered the degree or certificate program. Leave blank if the participant did not enter into a degree or certificate program.													- Copy of School or Training Provider Enrollment Record - Case notes	
2523	Date arrested for new crime after enrollment	Record date on which participant was arrested for new crime after enrollment. Leave blank if this data element does not apply to the participant.													- Parole or probation officer - Verification from the Justice System - Justice system records - Case notes - Self-Attestation	
2526	Convicted for new crime committed after enrollment	Record date on which participant was convicted for new crime after enrollment. Leave blank if this data element does not apply to the participant.													- Parole or probation officer - Verification from the Justice System - Justice system records - Case notes - Self-Attestation	
2527	Type of crime	Record 1 if participant was arrested/convicted for a violent felony. Record 0 if participant was arrested/convicted for a non-violent felony. Record 3 if participant was arrested/convicted for a misdemeanor.													- Parole or probation officer - Verification from the Justice System - Justice system records - Case notes - Self-Attestation	
2528	Reached 12-month point since release from correctional facility or placement on probation	Record 1 if participant has reached 12-month point since release from correctional facility or placement on probation. Record 0 if the participant does not meet this condition.													- Case notes - Records showing date released from correctional facility or placed on probation	
2529	Convicted for new crime committed within 12 months of release from correctional facility or placement on probation	Record 1 if participant was convicted for new crime committed within 12 months of release from correctional facility or placement on probation. Record 0 if the participant does not meet this condition.													- Parole or probation officer - Verification from the Justice System - Justice system records - Case notes - Self-Attestation	
2530	Incarcerated for new crime committed after enrollment	Record 1 if the participant was incarcerated for a new crime committed after enrollment. Record 0 if the participant does not meet this condition.													- Parole or probation officer - Verification from the Justice System - Justice system records - Case notes - Self-Attestation	
2542	Arrested for new crime in follow-up period	Record 1 if participant was arrested for a new crime in follow-up period. Record 0 if participant was not arrested for a new crime in follow-up period.													- Parole or probation officer - Verification from the Justice System - Justice system records - Case notes - Self-Attestation	
2543	Date arrested for new crime in follow-up period	Record the date on which the participant was arrested for new crime in follow-up period. Leave blank if the data element does not apply to the participant.													- Parole or probation officer - Verification from the Justice System - Justice system records - Case notes - Self-Attestation	
2544	Convicted for new crime committed in follow-up period	Record the date on which the participant was convicted for new crime in follow-up period. Leave blank if the data element does not apply to the participant.													- Parole or probation officer - Verification from the Justice System - Justice system records - Case notes - Self-Attestation	
2545	Incarcerated for new crime committed in follow-up period	Record 1 if participant was incarcerated for new crime committed in follow-up period. Record 0 if the participant does not meet this condition.													- Parole or probation officer - Verification from the Justice System - Justice system records - Case notes - Self-Attestation	

*Values highlighted in yellow represent data elements which validated with the Department of Education as outlined in TELS 7.1a.

status highlighted in yellow represents data alignment fairly well with the Data Reports of Education as outlined in TIGER 2.3.1.

Data Element No.	Data Element Name (WIDA refers to elements in the Joint PIRL)	Data Element Definitions/Instructions	Requirements by Program														Source Documentation (at least one of the following)	Program Specific Parameters (if applicable)	
			Apprenticeship	Job Corps	LITA	State for (Veteran)	Trade Skills (VET)	Pre-Apprentice	Employment	Employment	Employment	Employment	Employment	Employment	Employment	Employment	Employment	Employment	
2012	Type of Related Instruction Provider	Record 1: If the provider of Related Instruction (RI) is a Joint Apprenticeship Training Committee. Record 2: If the provider of RI is a Community College. Record 3: If the provider of RI is a Vocational or Technical School. Record 4: If the provider of RI is a 4-year educational institution. Record 5: If the provider of RI is an entity other than those previously noted. Leave blank if this data element does not apply.																- The name of the entity should clearly identify whether it is a JATC, Voc/Tech School, Community College, Vocational or Technical School, or something else. - Employer Agreement - Principal from BAPIS AI (Apprentice Information) Demographic Portal - A Data-Basin Certification may be utilized if the sponsor is also the RI provider - Invoice or other financial document from the RI provider - Course schedule or (pages from) a catalogue for the entity - A signed letterhead from the website - Cross-match	
2017	Est. Wage	Record the hourly wage received on the date of Ed. Leave blank if this data element does not apply.																- Electronic record (if published/known) from the BAPIS AI (Apprentice Information) Demographic Portal - Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - National Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Signed Follow-up Survey Response from Program Participants - Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEG, 26-16) - Personal Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (pertaining to an individual's employment status and earnings) - Cross-Match with Partner Program Administrative Database (such as TANF, SNAP or other public assistance programs) - ETA Will conduct UI wage match for non-state parties	
2018	Wage at Entry into Apprenticeship	Record the hourly wage received on the date of entry into the apprenticeship program. Leave blank if this data element does not apply.																- ETA Form 671 or SAA equivalent - Electronic record from BAPIS AI (Apprentice Information) - Demographic Portal from BAPIS AI (Apprentice Information) - Cross-Match with State and Out-of-State UI Quarterly Wage Records (Intrastate and Interstate) - Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) - Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) - State New Hires Registry - Copy of Pay Check Stub, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEG, 26-16) - Personal Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation - Railroad Retirement System - Quarterly Tax Payment Forms (such as IRS Form 941) - A Signed Letter from an Employer on Company Letterhead (pertaining to an individual's employment status and earnings) - Cross-Match with Partner Program Administrative Database (such as TANF, SNAP or other public assistance programs)	