


<b>TRAINING AND EMPLOYMENT NOTICE</b>	NO. 5-05
	DATE September 1, 2005

TO: ALL STATE WORKFORCE AGENCIES  
ALL STATE WORKFORCE LIAISONS

FROM: ESTHER R. JOHNSON   
Administrator  
Office of Performance and Technology

SUBJECT: Workforce Investment Act (WIA) Reporting

1. **Purpose.** To remind the system of WIA performance reporting requirements for the upcoming months.
2. **Program Year (PY) 2004 Information.** *WIA Performance Reporting.* States are reminded that PY 2004 performance reporting follows guidance issued in Training and Employment Guidance Letter (TEGL) 14-03, Change 1, *Performance Reporting Submission Procedures for the Workforce Investment Act Standardized Record Data (WIASRD), the Annual Report, and the Quarterly Reports under Title IB of the Workforce Investment Act (WIA) for Program Years (PYs) 2003 and 2004*, issued on August 11, 2004. The due date for the WIA annual report is October 1, 2005, and the due date for the WIASRD is October 15, 2005. Electronic copies should be emailed to [WIA.AR@dol.gov](mailto:WIA.AR@dol.gov), and hard copies of the annual report narratives should be sent to:  
U.S. Department of Labor  
Employment and Training Administration  
Attn: Esther R. Johnson,  
Administrator, Office of Performance and Technology  
200 Constitution Avenue, NW  
Room S-5206  
Washington, D.C. 20210
  - Guidance is available at:  
<http://www.doleta.gov/performance/guidance/tegl.cfm>

*WIA Data Validation.* The process of completing WIA report validation will help ensure that the annual reports submitted are accurate. The PY 2004 annual report **must** be validated and the results electronically submitted to ETA prior to the October 1, 2005, report deadline. Additionally, data element validation for PY 2004 must be completed by February 1, 2006, and the results must be submitted

electronically using the ETA funded software. WIA data validation requirements for PY 2004 are outlined in TEGL 3-03, Change 3.

- Guidance is available at:  
[http://www.doleta.gov/performance/reporting/tools\\_datavalidation.cfm](http://www.doleta.gov/performance/reporting/tools_datavalidation.cfm)

3. **PY 2005 Reporting Information.** Changes in WIA performance reporting that became effective beginning with PY 2005 (July 1, 2005) will be collected through revised quarterly and annual performance reports and individual records. ETA has received emergency clearance on these revised reports from OMB through September 30, 2005, and will seek an extension of this approval through December 31, 2005. The approved reports for WIA are available at:  
<http://www.doleta.gov/performance/guidance/wia.cfm>

As part of the process to obtain full clearance on revised reporting instructions, ETA announced the reporting package in the Federal Register on July 13, 2005, and is requesting public comment on the proposal. The 60-day comment period ends September 12, 2005, and comments should be submitted to either [ETAPerforms@dol.gov](mailto:ETAPerforms@dol.gov) or:

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Employment and Training Administration  
Attn: Esther R. Johnson,  
Administrator, Office of Performance and Technology  
200 Constitution Avenue, NW  
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- The reporting package is available at:  
<http://www.doleta.gov/performance/guidance/wiaOMB%201205-0420.cfm>
4. **Action Required.** State Workforce Agencies should share this Notice with appropriate workforce investment program staff.
  5. **Inquiries.** Questions regarding this guidance should be directed to the appropriate regional performance specialist or to [ETAPerforms@dol.gov](mailto:ETAPerforms@dol.gov).