Instructions for Completing NFJP, WIA Program Planning Summary (PPS) Report

General Instructions. The PPS is required to be submitted as part of the annual grant plan. The specific instructions below explain the items on the PPS.

a. Grantee Name and Address – No entry necessary.

b. Grant Number -FOR GRANT OFFICER'S USE ONLY

c. Period of Grant – NO ENTRY REQUIRED

d. FOR GRANT OFFICER'S USE ONLY.

Section I. Participation Summary

This section describes the planned flow of participants through the program: the number entering, those leaving and those remaining in the program. The plan is cumulative on a quarterly basis, and includes carry over participants.

LINE I. A. Total Participants Enter for each quarter the cumulative number of participants planned for the program year.

> **Participant** is any individual who is determined eligible to participate in the program and receives a service funded by the program. Participant counts do not include individuals who only receive a determination of eligibility to participate in the program.

> **LINE I. A.1. New Participants -** Enter for each quarter the cumulative number of new participants projected to be enrolled in the program year.

> **LINE I. A.2. Participants Carried Over -** Enter for each quarter the number of participants projected to be in the grantee's program on the last day of the previous program year whose participation will continue in the current program year. This number remains constant for each quarter of the current year.

LINE I. B. Total Number of Participants Exiting the Program - Enter for each quarter the cumulative number of participants expected to exit the program during the program year.

> **Exit** from the program occurs when a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no gap in service and is not scheduled for future services. The date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program.

Section II. Participant Outcomes.

> **LINE II. A. Placed in Unsubsidized Employment -**Enter for each quarter the cumulative number of participants the program expects to place in unsubsidized employment.

> **LINE II. B. Completed Training Services -** Enter for each quarter the cumulative number of participants the program expects will complete at least one training service.

> **LINE II. C. Total Current Participants** (End of Period) - Enter for each quarter the projected number of individuals the program expects will be participating in the program as of the end of that quarter.