

**The PY 98 MSFW National Data Book:
Summary Tabulations Based
on Client-Level Data**

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Table 1
COUNTS OF TERMINEES, BY STATE AND TYPE OF TERMINEE
(Universe: All PY 98 Terminees)

	Total	E&T Terminees	Services- Only	Objective Assessment Only
U.S. Total	42,248	10,896	30,717	635
Alabama	253	110	122	21
Arizona	318	284	34	--
Arkansas	1,782	140	1,640	2
California	10,476	1,709	8,583	184
Colorado	524	211	313	--
Connecticut	62	25	35	2
Delaware	100	14	79	7
Florida	3,495	1,002	2,458	35
Georgia	1,626	286	1,293	47
Hawaii	127	125	1	1
Idaho	684	209	475	--
Illinois	955	102	852	1
Indiana	329	68	241	20
Iowa	647	185	455	7
Kansas	209	190	16	3
Kentucky	836	343	493	--
Louisiana	599	174	425	--
Maine	111	51	55	5
Maryland	164	28	134	2
Massachusetts	246	124	120	2
Michigan	837	97	724	16
Minnesota	858	73	785	--
Mississippi	1,145	312	785	48
Missouri	369	208	161	--
Montana	826	138	660	28
Nebraska	298	97	201	--
Nevada	13	13	--	--
New Hampshire	36	9	27	--
New Jersey	270	38	232	--
New Mexico	262	107	155	--
New York	1,290	166	1,120	4
North Carolina	1,289	527	686	76
North Dakota	254	25	229	--

Table 1 (continued)

	Total	E&T Terminees	Services- Only	Objective Assessment Only
Ohio	1,039	146	875	18
Oklahoma	1,041	148	893	--
Oregon	222	189	33	--
Pennsylvania	1,033	96	896	41
Puerto Rico	691	642	49	--
South Carolina	125	83	35	7
South Dakota	128	100	13	15
Tennessee	345	201	144	--
Texas	4,723	1,071	3,652	--
Utah	85	39	46	--
Vermont	38	24	14	--
Virginia	168	130	5	33
Washington	564	501	53	10
West Virginia	41	19	22	--
Wisconsin	592	285	307	--
Wyoming	123	32	91	--

Note: Numbers represent an unduplicated count of records submitted by MSFW grantees during any of the 5 reporting periods covering PY 98 and with valid termination codes.

Table 2
CHARACTERISTICS OF TERMINEES, BY TYPE OF TERMINEE
(Universe: All PY 98 Terminees Nationwide)

	<u>Total</u>	<u>E&T Terminees</u>	<u>Services- Only</u>	<u>Objective Assessment Only</u>
Total Terminees	42,248	10,896	30,717	635
Migrant Status				
Migrants	36	21	41	17
Seasonal	64	79	59	83
Gender				
Female	50	48	50	53
Male	50	52	50	47
Age				
Under 16	--	--	--	--
16-21	15	31	8	22
22-44	62	58	64	68
45 and older	23	10	28	10
Race/Ethnicity				
White (not Hispanic)	8	15	5	12
Black (not Hispanic)	12	14	11	30
Hispanic	79	68	83	53
Amer. Indian or Alaskan Native	1	1	1	3
Asian or Pacific Islander	--	1	--	2
Qualification for Program				
Farmworker	90	82	94	86
Dependent/spouse of farmworker	10	18	6	14
Number of Dependents Under Age 18				
None	35	45	32	40
1 or 2	36	35	37	34
3 or more	28	20	31	26
Educational Status				
Full-time high school student	1	3	1	1
Completed 8th grade or less	51	29	60	35
Completed 9th through 11th grade	24	29	23	31
Completed 12th grade or (GED)	21	33	16	30
Completed 13th grade or more	2	6	1	3
Reading Skills Grade Level				
Less than 7th grade	49	49	--	49
7th or 8th grade	17	17	--	18
9th grade and above	34	34	--	33
Math Skills Grade Level				
Less than 7th grade	58	58	--	66
7 th or 8th grade	20	19	--	21
9 th grade and above	22	23	--	14

Table 2 (Nationwide continued)

	Total	E&T Terminees	Services- Only	Objective Assessment Only
Public Assistance, Any type	27	28	26	35
Cash Welfare Recipient				
AFDC	6	8	5	12
GA, RCA, SSI	5	6	5	9
Receives Food Stamps	24	25	23	29
Labor Force Status at Entry				
Employed	18	14	20	14
Unemployed	76	78	75	80
Not in labor force	6	8	5	6
Weeks Worked in Past Year				
None	11	12	10	9
1 to 15	29	40	26	39
16 to 26	27	22	29	26
27 to 51	32	25	35	24
52	1	1	1	1
Unemployment Compensation Status				
Claimant	18	11	20	15
Exhaustee	4	3	5	3
None	78	86	76	82
Preprogram Earnings in Past Year				
None (not employed in past year)	11	12	10	9
Less than \$2,500	23	32	19	31
\$2,500 to \$4,999	24	22	25	23
\$5,000 to \$7,499	21	15	23	18
\$7,500 or more	22	18	23	18
Veteran				
Total veterans	7	2	9	2
Vietnam era	--	--	--	1
Additional Barriers to Employment				
Limited English language	53	40	57	29
Offender	2	4	1	7
Homeless	4	3	4	4
Displaced homemaker	1	2	1	--
Lacks work history	61	67	59	62
Long-term agricultural employment	72	60	77	63
Pregnant or parenting youth	3	4	2	3
Substance abuse	1	2	--	3
Lacks transportation	24	31	22	28
Single head of household	16	18	15	24
Individual with a disability	2	2	2	3
Grantee-identified barrier	14	22	12	2

Note: Numbers represent counts (Total Terminees) or percentages (all remaining items). A '--' denotes a percentage less than 1%.

Table 3
CHARACTERISTICS OF E&T TERMINEES, BY FARMWORKER STATUS
(Universe: All PY 98 E&T Terminees Nationwide)

	<u>Total</u>	<u>Migrants</u>	<u>Seasonals</u>
Total Terminees	10,896	2,332	8,564
Migrant Status			
Migrants	21	100	--
Seasonal	79	--	100
Gender			
Female	48	44	49
Male	52	56	51
Age			
Under 16	--	1	--
16-21	31	30	32
22-44	58	57	58
45 and older	10	12	10
Race/Ethnicity			
White (not Hispanic)	15	3	18
Black (not Hispanic)	14	5	17
Hispanic	68	90	63
Amer. Indian or Alaskan Native	1	--	2
Asian or Pacific Islander	1	2	1
Qualification for Program			
Farmworker	82	81	82
Dependent/spouse of farmworker	18	19	18
Number of Dependents Under Age 18			
None	45	43	45
1 or 2	35	37	35
3 or more	20	20	20
Educational Status			
Full-time high school student	3	5	2
Completed 8th grade or less	29	36	27
Completed 9th through 11th grade	29	28	29
Completed 12th grade or (GED)	33	28	35
Completed 13th grade or more	6	4	6
Reading Skills Grade Level			
Less than 7th grade	49	70	43
7th or 8th grade	17	12	18
9th grade and above	34	18	39
Math Skills Grade Level			
Less than 7th grade	58	73	53
7th or 8th grade	19	14	21
9th grade and above	23	13	26

Table 3 (Nationwide continued)

	Total	Migrants	Seasonals
Public Assistance, Any type	28	23	30
Cash Welfare Recipient			
AFDC	8	5	9
GA, RCA, SSI	6	3	6
Receives Food Stamps	25	21	26
Labor Force Status at Entry			
Employed	14	14	14
Unemployed	78	80	78
Not in labor force	8	7	8
Weeks Worked in Past Year			
None	12	12	12
1 to 15	40	33	42
16 to 26	22	28	20
27 to 51	25	26	25
52	1	1	1
Unemployment Compensation Status			
Claimant	11	5	13
Exhaustee	3	3	2
None	86	92	85
Preprogram Earnings in Past Year			
None (not employed in past year)	12	12	13
Less than \$2,500	32	28	34
\$2,500 to \$4,999	22	25	21
\$5,000 to \$7,499	15	19	14
\$7,500 or more	18	16	19
Veteran			
Total veterans	2	1	3
Vietnam era	--	--	--
Additional Barriers to Employment			
Limited English language	40	49	38
Offender	4	2	4
Homeless	3	9	2
Displaced homemaker	2	1	2
Lacks work history	67	73	66
Long-term agricultural employment	60	70	57
Pregnant or parenting youth	4	5	4
Substance abuse	2	1	2
Lacks transportation	31	33	31
Single head of household	18	12	20
Individual with a disability	2	1	2
Grantee-identified barrier	22	18	23

Note: Numbers represent counts (Total Terminees) or percentages (all remaining items). A '--' denotes a percentage less than 1%.

Table 4
SERVICES RECEIVED FOR SERVICES-ONLY TERMINEES, BY FARMWORKER STATUS
(Universe: All PY 98 Services-Only Terminées Nationwide)

	<u>Total</u>	<u>Migrants</u>	<u>Seasonals</u>
Total Terminées	30,717	12,588	18,129
Percent Receiving Various Support Services, Funded by Any Source			
Transportation	5	8	3
Health care	2	1	3
Family care	1	--	1
Counseling	15	14	15
Housing, rental, or resettlement	10	3	14
Translation & interpretation	4	6	3
Emergency assistance	59	61	58
Meals & nutrition assistance	35	31	38
Stipends	--	--	--
Other	13	11	15
Not specified	11	12	11
Percent Receiving Various Support Services, Funded by Section 402			
Transportation	4	8	2
Health care	2	--	2
Family care	1	--	1
Counseling	14	14	14
Housing, rental, or resettlement	9	3	14
Translation & interpretation	4	5	3
Emergency assistance	59	59	58
Meals & nutrition assistance	32	26	36
Stipends	--	--	--
Other	13	9	15
Not specified	12	13	11
Concurrent Participation			
JTPA II-A, -B, or -C; 204(d); III	--	--	--
JOBS program participant	--	--	--
Other federally funded programs	--	--	--
None of above	100	100	100

Note: Numbers represent counts (Total Terminées) or percentages (all remaining items). A '--' denotes a percentage less than 1%. "Not specified" represents those services-only terminées who were not indicated as having received any supportive service.

Table 5
SERVICES RECEIVED BY E&T TERMINEES, BY FARMWORKER STATUS
(Universe: All PY 98 E&T Terminees)

	<u>Total</u>	<u>Migrants</u>	<u>Seasonals</u>
Total Terminees	10,896	2,332	8,564
Percent Who Received:			
Any of those below	85	79	87
Basic skills training	24	27	23
Occ skills training (non-OJT)	27	20	28
Integrated skills training	14	5	16
On-the-job training (OJT)	17	19	17
Work experience	12	13	12
Worker safety training	4	4	4
Any two or more of those above	9	6	10
Average TOTAL Hours of Those Who Received:			
Basic skills training	191	142	207
Occ skills training (non-OJT)	429	330	449
Integrated skills training	709	646	715
On-the-job training (OJT)	305	245	323
Work experience	450	494	438
Worker safety training	6	3	7
Average SECTION 402 Hours of Those Who Received:			
Basic skills training	191	141	207
Occ skills training (non-OJT)	416	319	435
Integrated skills training	709	646	715
On-the-job training (OJT)	301	240	320
Work experience	452	494	439
Worker safety training	6	2	7
Percent of Terminees, by Duration of TOTAL Training Hours			
None	15	21	13
1 to 40 hours	9	15	8
41 to 100 hours	10	7	11
101 to 250 hours	20	26	19
251 to 500 hours	20	17	21
501 to 1,000 hours	18	10	20
Over 1,000 hours	8	3	9
Percent of Terminees, by Duration of SECTION-402 Training Hours			
None	15	21	14
1 to 40 hours	10	15	8
41 to 100 hours	10	7	11
101 to 250 hours	21	26	19
251 to 500 hours	20	17	21
501 to 1,000 hours	17	10	19
Over 1,000 hours	7	3	8

Table 5 (Nationwide continued)

	Total	Migrants	Seasonals
Percent Getting Training Assistance			
With training services	50	41	53
Training assistance only	14	20	12
Percent Receiving Various Support Services, Funded by Any Source			
Any of those below	70	78	68
Transportation	22	21	23
Health care	7	6	7
Family care	4	3	4
Counseling	34	39	32
Housing, rental, or resettlement	9	16	7
Translation & interpretation	7	9	6
Emergency assistance	17	18	17
Meals & nutrition assistance	17	28	14
Stipends	29	33	29
Other	21	21	21
Percent Receiving Various Support Services, Funded by Section 402			
Any of those below	69	76	67
Transportation	20	19	20
Health care	5	3	5
Family care	3	2	3
Counseling	33	39	32
Housing, rental, or resettlement	8	14	6
Translation & interpretation	6	9	6
Emergency assistance	17	18	16
Meals & nutrition assistance	13	22	11
Stipends	29	33	28
Other	20	19	20
Areas of Occupational Skill Training (among those who received it)			
Managerial/professional/technical	10	6	11
Sales and related	1	--	1
Clerical and admin support	13	12	14
Service	21	18	21
Agriculture and related	5	6	5
Production and related	49	58	47
Concurrent Participation			
JTPA II-A, -B, or -C; 204(d); III	2	1	2
JOBS program participant	1	--	1
Other federally funded programs	3	2	3
None of above	95	97	95

Note: Numbers represent counts (Total Terminées), hours (Average hours in training), or percentages (all remaining items). Average hours in training, by training type, is restricted to those who received that training type. Percentages of the Areas of Occupational Skill Training are restricted to those who received occupational skills training (either classroom-based or OJT); all other percentages are based on Total Terminées. A '--' denotes a percentage less than 1%. See Appendix A for details.

Table 6
SERVICES RECEIVED FOR E&T TERMINEES, BY GENDER AND RACE/ETHNICITY
(Universe: All PY 98 E&T Terminées Nationwide)

	Gender		Race/Ethnicity			
	Female	Male	White	Black	Hisp	Other
Total Terminées	5,207	5,689	1,588	1,548	7,459	301
Percent Who Received:						
Any of those below	88	82	85	89	84	88
Basic skills training	29	19	10	30	25	43
Occ skills training (non-OJT)	28	25	50	31	21	17
Integrated skills training	13	14	6	2	18	2
On-the-job training (OJT)	12	21	21	9	17	28
Work experience	16	9	7	27	11	12
Worker safety training	3	4	1	3	4	--
Any two or more of those above	11	7	7	10	9	13
Average TOTAL Hours of Those Who Received:						
Basic skills training	207	169	415	205	173	129
Occ skills training (non-OJT)	377	482	712	324	316	507
Integrated skills training	698	718	994	796	689	404
On-the-job training (OJT)	307	304	390	307	286	265
Work experience	442	462	331	429	473	533
Worker safety training	10	3	5	6	6	2
Average SECTION 402 Hours of Those Who Received:						
Basic skills training	207	169	426	205	172	129
Occ skills training (non-OJT)	374	460	681	322	314	479
Integrated skills training	698	718	989	796	690	404
On-the-job training (OJT)	304	300	387	308	281	261
Work experience	441	469	330	429	477	533
Worker safety training	10	3	4	5	6	2
Percent of Terminées, by Duration of TOTAL Training Hours						
None	12	18	15	11	16	12
1 to 40 hours	10	9	5	7	10	24
41 to 100 hours	11	9	8	10	10	7
101 to 250 hours	20	21	19	28	19	20
251 to 500 hours	22	18	14	26	20	21
501 to 1,000 hours	18	17	19	12	19	11
Over 1,000 hours	7	8	20	5	5	5
Percent of Terminées, by Duration of SECTION-402 Training Hours						
None	12	18	16	12	16	12
1 to 40 hours	10	9	5	7	10	24
41 to 100 hours	11	9	8	10	10	7
101 to 250 hours	20	21	19	28	19	21
251 to 500 hours	22	19	14	26	20	21
501 to 1,000 hours	18	16	19	12	18	11
Over 1,000 hours	7	7	19	5	5	5

Table 6 (Nationwide continued)

	Gender		Race/Ethnicity			
	Female	Male	White	Black	Hisp	Other
Percent Getting Training Assistance						
With training services	55	46	47	50	50	78
Training assistance only	11	17	14	11	15	12
Percent Receiving Various Support Services, Funded by Any Source						
Any of those below	71	68	78	86	64	78
Transportation	25	19	18	41	19	25
Health care	7	7	8	11	6	3
Family care	6	2	4	5	3	3
Counseling	37	31	28	54	31	41
Housing, rental, or resettlement	8	10	15	7	8	11
Translation & interpretation	7	7	3	2	8	10
Emergency assistance	19	16	15	28	16	13
Meals & nutrition assistance	16	17	16	21	16	12
Stipends	33	27	26	38	29	13
Other	19	23	38	18	17	46
Percent Receiving Various Support Services, Funded by Section 402						
Any of those below	70	68	76	85	63	77
Transportation	23	17	15	39	17	22
Health care	5	5	4	7	5	3
Family care	4	1	3	3	3	3
Counseling	37	30	27	54	30	41
Housing, rental, or resettlement	7	9	13	5	7	11
Translation & interpretation	6	6	3	2	8	10
Emergency assistance	18	15	15	27	15	12
Meals & nutrition assistance	13	13	11	17	13	10
Stipends	33	26	26	38	29	13
Other	17	22	37	16	16	44
Areas of Occupational Skill Training (among those who received it)						
Managerial/professional/technical	14	7	21	12	5	16
Sales and related	1	1	1	1	1	1
Clerical and admin support	25	3	8	13	15	16
Service	35	8	12	45	18	17
Agriculture and related	3	8	4	2	7	13
Production and related	21	74	54	27	54	36
Concurrent Participation						
JTPA II-A, -B, or -C; 204(d); III	2	2	1	3	2	1
JOBS program participant	1	--	--	1	--	--
Other federally funded programs	3	3	6	3	2	5
None of above	95	95	93	94	96	94

Note: Numbers represent counts (Total Terminees), hours (Average hours in training), or percentages (all remaining items). Average hours in training, by training type, is restricted to those who received that training type. Percentages of the Areas of Occupational Skill Training are restricted to those who received occupational skills training (either classroom-based or OJT); all other percentages are based on Total Terminees. A '--' denotes a percentage less than 1%. See Appendix A for details.

Table 7
SERVICES RECEIVED FOR E&T TERMINEES, BY AGE AND EDUCATION COMPLETED
(Universe: All PY 98 E&T Terminees Nationwide)

	Age			Educational Status		
	LT 22	22-44	45 plus	LT 9th	9 to 11	Grad
Total Terminees	3,444	6,311	1,141	3,129	3,483	4,284
Percent Who Received:						
Any of those below	89	84	77	83	84	88
Basic skills training	25	23	24	28	31	15
Occ skills training (non-OJT)	30	26	19	16	20	40
Integrated skills training	15	13	12	20	13	10
On-the-job training (OJT)	15	18	19	18	15	18
Work experience	15	12	8	6	15	15
Worker safety training	3	4	5	5	3	3
Any two or more of those above	10	9	8	8	8	10
Average TOTAL Hours of Those Who Received:						
Basic skills training	218	183	150	174	198	206
Occ skills training (non-OJT)	620	330	264	231	255	560
Integrated skills training	771	680	660	701	670	764
On-the-job training (OJT)	294	310	305	280	271	346
Work experience	379	497	461	425	395	499
Worker safety training	4	8	4	3	14	3
Average SECTION 402 Hours of Those Who Received:						
Basic skills training	217	183	151	173	196	208
Occ skills training (non-OJT)	599	323	258	228	254	541
Integrated skills training	768	681	665	701	671	761
On-the-job training (OJT)	289	306	303	276	267	343
Work experience	381	499	461	424	393	506
Worker safety training	3	7	4	3	13	2
Percent of Terminees, by Duration of TOTAL Training Hours						
None	11	16	23	17	16	12
1 to 40 hours	7	10	14	13	10	6
41 to 100 hours	8	11	10	12	11	8
101 to 250 hours	21	20	19	19	24	19
251 to 500 hours	21	20	18	18	20	22
501 to 1,000 hours	20	17	13	16	15	21
Over 1,000 hours	11	6	4	5	4	12
Percent of Terminees, by Duration of SECTION-402 Training Hours						
None	12	16	23	18	16	13
1 to 40 hours	7	10	14	13	10	7
41 to 100 hours	8	11	10	12	11	8
101 to 250 hours	22	20	19	19	24	19
251 to 500 hours	21	20	18	18	20	22
501 to 1,000 hours	19	17	12	16	14	20
Over 1,000 hours	11	6	4	5	4	11

Table 7 (Nationwide continued)

	Age			Educational Status		
	LT 22	22-44	45 plus	LT 9th	9 to 11	Grad
Percent Getting Training Assistance						
With training services	48	52	46	55	52	46
Training assistance only	10	15	21	16	15	12
Percent Receiving Various Support Services, Funded by Any Source						
Any of those below	68	71	69	64	74	70
Transportation	22	23	21	20	26	21
Health care	7	7	8	7	8	6
Family care	2	5	2	4	4	3
Counseling	38	32	32	29	37	35
Housing, rental, or resettlement	7	10	11	9	10	9
Translation & interpretation	5	7	11	12	6	3
Emergency assistance	13	20	17	17	19	17
Meals & nutrition assistance	14	18	18	17	17	16
Stipends	32	29	27	29	31	28
Other	18	22	21	18	22	22
Percent Receiving Various Support Services, Funded by Section 402						
Any of those below	67	70	68	64	73	69
Transportation	18	22	19	18	23	19
Health care	3	5	7	6	5	4
Family care	2	4	2	3	3	2
Counseling	37	32	31	28	36	35
Housing, rental, or resettlement	4	9	10	7	8	8
Translation & interpretation	5	7	10	12	6	3
Emergency assistance	12	19	16	16	18	16
Meals & nutrition assistance	11	15	15	14	15	12
Stipends	32	29	26	29	31	28
Other	17	21	19	17	20	21
Areas of Occupational Skill Training (among those who received it)						
Managerial/professional/technical	15	8	5	2	5	17
Sales and related	2	1	1	1	1	1
Clerical and admin support	18	12	7	7	13	17
Service	19	22	16	15	26	20
Agriculture and related	4	5	16	10	5	3
Production and related	42	53	55	65	49	42
Concurrent Participation						
JTPA II-A, -B, or -C; 204(d); III	3	2	2	1	2	3
JOBS program participant	--	1	--	--	--	1
Other federally funded programs	5	2	2	3	3	4
None of above	92	96	96	96	95	94

Note: Numbers represent counts (Total Terminées), hours (Average hours in training), or percentages (all remaining items). Average hours in training, by training type, is restricted to those who received that training type. Percentages of the Areas of Occupational Skill Training are restricted to those who received occupational skills training (either classroom-based or OJT); all other percentages are based on Total Terminées. A '--' denotes a percentage less than 1%. See Appendix A for details.

Table 8
SERVICES RECEIVED FOR E&T TERMINEES, BY SELECTED BARRIERS
(Universe: All PY 98 E&T Terminees Nationwide)

	<u>Qualifies as</u>		<u>Limited English</u>		<u>Long-term Agr</u>	
	<u>Frmwk</u>	<u>Dep</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
Total Terminees	8,885	2,011	4,363	6,533	6,533	4,363
Percent Who Received:						
Any of those below	84	89	83	86	85	86
Basic skills training	22	31	29	20	22	26
Occ skills training (non-OJT)	27	26	15	34	27	26
Integrated skills training	12	19	21	9	13	14
On-the-job training (OJT)	18	11	18	17	18	16
Work experience	12	14	5	17	13	11
Worker safety training	4	3	5	3	5	2
Any two or more of those above	8	12	7	10	10	8
Average TOTAL Hours of Those Who Received:						
Basic skills training	182	222	207	176	191	192
Occ skills training (non-OJT)	420	471	268	476	387	493
Integrated skills training	699	736	702	721	691	734
On-the-job training (OJT)	307	288	292	314	282	344
Work experience	471	368	535	432	416	511
Worker safety training	7	2	7	4	4	14
Average SECTION 402 Hours of Those Who Received:						
Basic skills training	182	220	207	176	191	191
Occ skills training (non-OJT)	406	465	264	461	373	482
Integrated skills training	698	740	702	719	690	734
On-the-job training (OJT)	304	281	288	311	278	341
Work experience	472	372	533	435	417	514
Worker safety training	6	2	7	4	3	13
Percent of Terminees, by Duration of TOTAL Training Hours						
None	16	11	17	14	15	14
1 to 40 hours	10	9	12	8	10	8
41 to 100 hours	10	9	12	9	11	9
101 to 250 hours	20	20	16	24	22	18
251 to 500 hours	20	21	19	21	19	22
501 to 1,000 hours	17	20	19	17	16	20
Over 1,000 hours	7	9	6	9	7	8
Percent of Terminees, by Duration of SECTION-402 Training Hours						
None	16	12	17	14	16	15
1 to 40 hours	10	9	12	8	11	8
41 to 100 hours	10	9	12	9	11	9
101 to 250 hours	20	21	16	24	22	19
251 to 500 hours	20	21	19	21	19	22
501 to 1,000 hours	17	20	18	16	15	20
Over 1,000 hours	7	9	6	8	7	8

Table 8 (Nationwide continued)

	Qualifies as		Limited English		Long-term Agr	
	Frmwk	Dep	Yes	No	Yes	No
Percent Getting Training Assistance						
With training services	51	48	53	48	54	45
Training assistance only	15	10	15	13	15	12
Percent Receiving Various Support Services, Funded by Any Source						
Any of those below	70	69	60	76	73	65
Transportation	21	26	17	26	24	20
Health care	6	9	7	7	7	7
Family care	3	6	4	4	4	3
Counseling	32	41	24	40	36	31
Housing, rental, or resettlement	9	9	9	9	10	8
Translation & interpretation	6	9	14	1	9	4
Emergency assistance	18	15	12	21	20	13
Meals & nutrition assistance	17	14	16	17	18	14
Stipends	27	39	29	30	26	34
Other	21	18	17	23	23	17
Percent Receiving Various Support Services, Funded by Section 402						
Any of those below	69	68	60	75	72	64
Transportation	20	21	15	23	22	17
Health care	5	4	6	4	5	4
Family care	2	5	3	3	3	3
Counseling	32	41	24	40	35	30
Housing, rental, or resettlement	8	6	8	8	9	6
Translation & interpretation	6	8	14	1	8	3
Emergency assistance	17	15	12	20	19	13
Meals & nutrition assistance	14	12	13	14	15	11
Stipends	27	38	29	30	26	34
Other	20	17	17	22	22	17
Areas of Occupational Skill Training (among those who received it)						
Managerial/professional/technical	10	14	2	14	7	15
Sales and related	1	2	1	1	1	1
Clerical and admin support	11	28	8	16	11	17
Service	20	25	13	24	20	21
Agriculture and related	6	2	11	3	4	7
Production and related	53	30	64	43	56	38
Concurrent Participation						
JTPA II-A, -B, or -C; 204(d); III	2	3	1	3	2	2
JOBS program participant	--	1	--	1	1	--
Other federally funded programs	3	5	2	4	3	3
None of above	96	91	97	94	95	95

Note: Numbers represent counts (Total Terminées), hours (Average hours in training), or percentages (all remaining items). Average hours in training, by training type, is restricted to those who received that training type. Percentages of the Areas of Occupational Skill Training are restricted to those who received occupational skills training (either classroom-based or OJT); all other percentages are based on Total Terminées. A '--' denotes a percentage less than 1%. See Appendix A for details.

Table 9**OUTCOMES OBTAINED BY E&T TERMINEES, BY FARMWORKER STATUS***(Universe: All PY 98 E&T Terminees Nationwide)*

	Total	Migrants	Seasonals
Total Terminees	10,896	2,332	8,564
Entered Employment Rate	81	79	81
Summary of Termination Type (%)			
Entered employment ONLY	28	33	27
Obtained an enhancement ONLY	17	21	16
Both entered employment and obtained an enhancement	39	29	41
Other termination	16	16	16
Employment at Termination (%)			
Entered employment, total	67	63	68
Employed more than 20 hrs/wk	67	62	68
Employed with fringe benefits	44	41	45
Employed with UI coverage	59	54	61
Entered an apprenticeship	1	1	1
Obtained Employability Enhancements (%)			
Total, any type	56	50	57
Attained documented skill gain	41	34	43
Completed worksite objectives	14	14	14
Entered other training	--	--	--
Returned to full-time school	2	3	2
Completed a GED	3	2	3
Completed high school	--	1	--
Completed advanced degree	2	1	2
Type not specified	1	1	1
Other Terminations (%)			
Institutionalized	--	--	--
Health/medical (inc. death)	1	1	1
Moved/cannot locate	3	4	2
Lacks family care	--	--	--
Lacks transportation	--	--	--
Lacks housing	--	--	--
Separated/sanctioned	1	1	1
Voluntary, other	4	5	3
Other	7	5	8
Follow-up Outcomes, AMONG THOSE EMPLOYED AT TERMINATION (%)			
Employed, total	78	74	79
Employed with same employer as at termination	59	59	59

Table 9 (Nationwide continued)

	Total	Migrants	Seasonals
Characteristics of Jobs at Termination, AMONG THOSE EMPLOYED			
Hours worked per week (%)			
1 to 19 hours	--	--	--
20 to 34 hours	8	4	9
35 hours or more	92	96	91
Average hours worked (in hrs)	39	40	39
Hourly wage (%)			
Less than \$5.00	--	--	--
\$5.00 to \$5.99	27	22	29
\$6.00 to \$7.49	38	42	37
\$7.50 to \$9.99	26	30	25
\$10.00 or more	8	7	9
Average hourly wage (in dollars)	7.14	7.14	7.14
Occupation of jobs held (%)			
Managerial/prof./technical	9	6	10
Sales and related	1	--	1
Clerical and admin support	12	12	12
Service	20	15	22
Agriculture and related	6	6	6
Production and related	52	60	49
Characteristics of Jobs at Follow-up, AMONG THOSE EMPLOYED			
Hours worked per week (%)			
1 to 19 hours	--	--	--
20 to 34 hours	7	3	8
35 hours or more	93	96	92
Average hours worked (in hrs.)	40	40	39
Hourly Wages (%)			
Less than \$5.00	--	--	--
\$5.00 to \$5.99	21	20	22
\$6.00 to \$7.49	37	39	37
\$7.50 to \$9.99	31	32	30
\$10.00 or more	10	9	11
Average hourly wage (in dollars)	7.45	7.37	7.47

Note: Numbers represent counts (Total Terminees), averages (Average hours worked; Average hourly wages), or percentages (all remaining items). Items under the heading “**Characteristics of Jobs,**” at either Termination or Follow-up, are calculated based on those employed at termination or follow-up, respectively; all other percentages are based on Total Terminees. A ‘--’ denotes a percentage less than 1%. See Appendix A for details.

Table 10**OUTCOMES OBTAINED BY E&T TERMINEES, BY GENDER AND RACE/ETHNICITY***(Universe: All PY 98 E&T Terminees Nationwide)*

	Gender		Race/Ethnicity			
	Female	Male	White	Black	Hisp	Other
Total Terminees	5,207	5,689	1,588	1,548	7,459	301
Entered Employment Rate	79	81	88	85	77	90
Summary of Termination Type (%)						
Entered employment ONLY	24	32	32	18	29	38
Obtained an enhancement ONLY	21	14	11	19	18	10
Both entered employment and obtained an enhancement	39	38	46	50	35	43
Other termination	16	16	10	12	19	9
Employment at Termination (%)						
Entered employment, total	63	70	78	69	64	81
Employed more than 20 hrs/wk	63	70	78	69	63	81
Employed with fringe benefits	42	45	51	48	41	48
Employed with UI coverage	57	62	66	61	57	68
Entered an apprenticeship	1	1	1	2	--	1
Obtained Employability Enhancements (%)						
Total, any type	60	52	57	69	53	53
Attained documented skill gain	44	39	45	39	41	39
Completed worksite objectives	15	12	12	31	10	11
Entered other training	1	--	1	1	--	--
Returned to full-time school	3	2	1	3	2	2
Completed a GED	3	2	1	1	3	1
Completed high school	1	--	--	1	--	1
Completed an advanced degree	1	2	9	1	--	3
Type not specified	1	1	1	1	1	1
Other Terminations (%)						
Institutionalized	--	--	--	--	--	--
Health/medical (inc. death)	1	1	1	2	1	1
Moved/cannot locate	3	3	3	2	3	1
Lacks family care	1	--	--	1	--	--
Lacks transportation	--	--	--	--	--	--
Lacks housing	--	--	--	--	--	--
Separated/sanctioned	2	1	1	2	1	2
Voluntary, other	3	4	2	3	4	1
Other	6	8	3	4	9	3
Follow-up Outcomes, AMONG THOSE EMPLOYED AT TERMINATION (%)						
Employed, total	78	78	83	77	76	86
Employed with same employer as at termination	60	58	64	58	57	75

Table 10 (Nationwide continued)

	Gender		Race/Ethnicity			
	Female	Male	White	Black	Hisp	Other
Characteristics of Jobs at Termination, AMONG THOSE EMPLOYED						
Hours worked per week (%)						
1 to 19 hours	--	--	--	--	--	--
20 to 34 hours	12	4	8	9	7	7
35 hours or more	88	95	92	91	92	93
Average hours worked (in hrs)	38	40	40	39	39	39
Hourly wage (%)						
Less than \$5.00	--	--	--	--	--	--
\$5.00 to \$5.99	38	18	21	41	25	32
\$6.00 to \$7.49	39	37	32	36	40	32
\$7.50 to \$9.99	19	33	31	16	27	27
\$10.00 or more	4	12	16	6	7	9
Average hourly wage (in dollars)	6.59	7.59	7.75	6.72	7.05	7.50
Occupation of jobs held (%)						
Managerial/prof./technical	12	6	17	11	5	13
Sales and related	1	1	1	--	1	2
Clerical and admin support	24	3	8	13	14	15
Service	36	8	13	46	17	18
Agriculture and related	3	8	3	1	7	17
Production and related	23	75	58	28	56	35
Characteristics of Jobs at Follow-up, AMONG THOSE EMPLOYED						
Hours worked per week (%)						
1 to 19 hours	1	--	1	1	--	--
20 to 34 hours	10	4	8	11	5	7
35 hours or more	90	96	91	89	95	93
Average hours worked (in hrs.)	39	40	40	39	40	39
Hourly Wages (%)						
Less than \$5.00	--	--	--	--	--	--
\$5.00 to \$5.99	32	12	16	35	20	26
\$6.00 to \$7.49	41	35	29	36	41	34
\$7.50 to \$9.99	22	38	37	23	31	30
\$10.00 or more	5	15	19	7	8	11
Average hourly wage (in dollars)	6.79	8.03	8.24	6.99	7.24	7.79

Note: Numbers represent counts (Total Terminees), averages (Average hours worked; Average hourly wages), or percentages (all remaining items). Items under the heading "**Characteristics of Jobs,**" at either Termination or Follow-up, are calculated based on those employed at termination or follow-up, respectively; all other percentages are based on Total Terminees. A '--' denotes a percentage less than 1%. See Appendix A for details.

Table 11**OUTCOMES OBTAINED BY E&T TERMINEES, BY AGE AND EDUCATION COMPLETED***(Universe: All PY 98 E&T Terminees Nationwide)*

	Age			Educational Status		
	LT-22	22-44	45 plus	LT 9th	9-11	Grad
Total Terminees	3,444	6,311	1,141	3,129	3,483	4,284
Entered Employment Rate	79	82	77	77	77	86
Summary of Termination Type (%)						
Entered employment ONLY	23	30	35	29	26	29
Obtained an enhancement ONLY	22	14	17	18	18	15
Both entered employment and obtained an enhancement	39	40	29	35	37	43
Other termination	16	15	19	19	19	12
Employment at Termination (%)						
Entered employment, total	62	70	64	64	63	73
Employed more than 20 hrs/wk	62	70	64	63	63	72
Employed with fringe benefits	41	46	43	43	43	46
Employed with UI coverage	55	62	56	57	57	63
Entered an apprenticeship	1	1	1	1	1	1
Obtained Employability Enhancements (%)						
Total, any type	60	55	46	52	55	58
Attained documented skill gain	41	42	35	43	37	44
Completed worksite objectives	15	13	11	8	15	16
Entered other training	--	--	--	--	--	1
Returned to full-time school	6	--	1	1	4	2
Completed a GED	3	2	2	3	5	1
Completed high school	1	--	--	--	1	--
Completed an advanced degree	4	1	--	--	--	5
Type not specified	1	1	1	1	1	1
Other Terminations (%)						
Institutionalized	--	--	--	--	--	--
Health/medical (inc. death)	1	1	1	1	1	1
Moved/cannot locate	2	3	4	4	3	2
Lacks family care	--	--	--	--	--	--
Lacks transportation	--	--	--	--	--	--
Lacks housing	--	--	--	--	--	--
Separated/sanctioned	1	1	1	1	1	1
Voluntary, other	3	3	4	4	4	3
Other	7	6	9	8	8	5
Follow-up Outcomes, AMONG THOSE EMPLOYED AT TERMINATION (%)						
Employed, total	80	78	74	74	73	83
Employed with same employer as at termination	59	59	59	54	53	66

Table 11 (Nationwide continued)

	Age			Educational Status		
	LT-22	22-44	45 plus	LT 9th	9-11	Grad
Characteristics of Jobs at Termination, AMONG THOSE EMPLOYED						
Hours worked per week (%)						
1 to 19 hours	--	--	1	--	--	--
20 to 34 hours	11	7	5	5	7	10
35 hours or more	89	93	94	94	92	90
Average hours worked (in hrs)	39	40	39	40	39	39
Hourly wage (%)						
Less than \$5.00	--	--	--	--	--	--
\$5.00 to \$5.99	30	26	30	25	30	26
\$6.00 to \$7.49	39	37	39	42	39	35
\$7.50 to \$9.99	24	28	24	25	25	28
\$10.00 or more	7	9	7	7	6	11
Average hourly wage (in dollars)	6.95	7.25	7.03	7.00	6.93	7.37
Occupation of jobs held (%)						
Managerial/prof./technical	12	8	5	2	4	14
Sales and related	1	1	1	1	1	1
Clerical and admin support	17	11	7	6	11	16
Service	19	22	16	16	27	19
Agriculture and related	4	5	17	11	6	3
Production and related	46	54	54	65	50	46
Characteristics of Jobs at Follow-up, AMONG THOSE EMPLOYED						
Hours worked per week (%)						
1 to 19 hours	1	--	1	--	1	--
20 to 34 hours	7	7	5	5	7	8
35 hours or more	92	93	94	95	93	92
Average hours worked (in hrs.)	40	39	40	40	39	40
Hourly Wages (%)						
Less than \$5.00	--	--	--	--	--	--
\$5.00 to \$5.99	24	20	23	22	25	19
\$6.00 to \$7.49	37	38	38	44	39	33
\$7.50 to \$9.99	31	31	29	28	28	33
\$10.00 or more	9	11	9	5	8	14
Average hourly wage (in dollars)	7.36	7.50	7.38	7.03	7.16	7.83

Note: Numbers represent counts (Total Terminees), averages (Average hours worked; Average hourly wages), or percentages (all remaining items). Items under the heading “**Characteristics of Jobs,**” at either Termination or Follow-up, are calculated based on those employed at termination or follow-up, respectively; all other percentages are based on Total Terminees. A ‘--’ denotes a percentage less than 1%. See Appendix A for details.

Table 12**OUTCOMES OBTAINED BY E&T TERMINEES, BY SELECTED BARRIERS***(Universe: All PY 98 E&T Terminees Nationwide)*

	<u>Qualifies as</u>		<u>Limited English</u>		<u>Long-term Agr</u>	
	<u>Frmwk</u>	<u>Dep</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
Total Terminees	8,885	2,011	4,363	6,533	6,533	4,363
Entered Employment Rate	81	79	77	83	82	79
Summary of Termination Type (%)						
Entered employment ONLY	29	23	28	28	28	29
Obtained an enhancement ONLY	15	26	18	16	16	18
Both entered employment and obtained an enhancement	39	36	35	41	40	36
Other termination	16	15	19	14	15	18
Employment at Termination (%)						
Entered employment, total	69	59	63	69	68	65
Employed more than 20 hrs/wk	69	59	63	69	68	65
Employed with fringe benefits	45	39	46	42	44	43
Employed with UI coverage	61	53	58	60	61	57
Entered an apprenticeship	1	--	1	1	1	1
Obtained Employability Enhancements (%)						
Total, any type	54	61	53	58	57	54
Attained documented skill gain	41	42	44	39	42	40
Completed worksite objectives	14	13	7	18	16	10
Entered other training	--	1	--	1	--	--
Returned to full-time school	1	7	1	3	1	4
Completed a GED	2	4	4	2	2	3
Completed high school	--	2	--	1	--	1
Completed an advanced degree	2	2	--	3	2	2
Type not specified	1	1	1	1	1	1
Other Terminations (%)						
Institutionalized	--	--	--	--	--	--
Health/medical (inc. death)	1	1	1	1	1	1
Moved/cannot locate	3	2	3	2	3	2
Lacks family care	--	--	--	--	--	1
Lacks transportation	--	--	--	--	--	--
Lacks housing	--	--	--	--	--	--
Separated/sanctioned	1	1	1	1	1	1
Voluntary, other	4	3	3	4	4	3
Other	7	8	10	5	6	9
Follow-up Outcomes, AMONG THOSE EMPLOYED AT TERMINATION (%)						
Employed, total	78	80	79	77	77	80
Employed with same employer as at termination	60	55	58	60	59	59

Table 12 (Nationwide continued)

	Qualifies as		Limited English		Long-term Agr	
	Frmwk	Dep	Yes	No	Yes	No
Characteristics of Jobs at Termination, AMONG THOSE EMPLOYED						
Hours worked per week (%)						
1 to 19 hours	--	--	--	--	--	--
20 to 34 hours	7	13	6	9	6	11
35 hours or more	93	87	94	91	94	88
Average hours worked (in hrs)	40	38	39	39	40	39
Hourly wage (%)						
Less than \$5.00	--	--	--	--	--	--
\$5.00 to \$5.99	26	32	25	28	25	31
\$6.00 to \$7.49	38	40	40	36	38	38
\$7.50 to \$9.99	27	22	27	26	28	23
\$10.00 or more	9	6	7	9	9	7
Average hourly wage (in dollars)	7.18	6.92	7.05	7.19	7.26	6.95
Occupation of jobs held (%)						
Managerial/prof./technical	8	12	2	12	7	13
Sales and related	1	2	1	1	1	1
Clerical and admin support	10	28	7	15	10	16
Service	20	24	13	24	20	21
Agriculture and related	6	3	12	3	5	7
Production and related	55	31	65	46	58	41
Characteristics of Jobs at Follow-up, AMONG THOSE EMPLOYED						
Hours worked per week (%)						
1 to 19 hours	--	1	--	1	--	1
20 to 34 hours	6	10	5	8	6	8
35 hours or more	94	89	95	92	94	91
Average hours worked (in hrs.)	40	38	40	39	40	39
Hourly Wages (%)						
Less than \$5.00	--	--	--	--	--	--
\$5.00 to \$5.99	21	25	17	24	21	23
\$6.00 to \$7.49	36	44	45	34	36	40
\$7.50 to \$9.99	32	24	31	30	32	28
\$10.00 or more	11	6	7	12	11	9
Average hourly wage (in dollars)	7.52	7.05	7.19	7.58	7.50	7.36

Note: Numbers represent counts (Total Terminees), averages (Average hours worked; Average hourly wages), or percentages (all remaining items). Items under the heading “**Characteristics of Jobs,**” at either Termination or Follow-up, are calculated based on those employed at termination or follow-up, respectively; all other percentages are based on Total Terminees. A ‘--’ denotes a percentage less than 1%. See Appendix A for details.

Appendix A:
Technical Notes to Tables

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NOTES TO TABLES

The numbers appearing in the tables are either raw counts (e.g., total terminees), percentages (e.g., the percentage of terminees who are males and females), or averages (e.g., average hours worked per week).

- Raw counts: These represent the number of terminees who have the characteristic in question, as identified in the grantees' data submissions.
- Percentages: These represent the percentage of terminees with the characteristics in question, calculated as column percentages. **Almost always percentages are calculated using as the base the total number of terminees** (i.e., those identified by the column heading), after excluding those with missing data. The exceptions, which are explicitly noted, occur when the characteristics of jobs in which training occurred or those held at termination or follow-up are described, which use as the base those terminees in the column heading who received occupational training or were employed at termination or follow-up, respectively. Regardless of the base, percentages are reported after rounding to the nearest whole number.
- Averages: Averages are calculated for selected items that are measured on a continuous scale (e.g., hourly wage, hours in training) and are always computed after excluding missing data and values of "0" (e.g., those not employed and hence with no hourly wage, or those who spent no time in the specified training activity).

Information presented in the remainder of this Appendix identifies the universe of observations for various tabulations, describes data cleaning and checking procedures, including adjustments for missing values, and concludes with specifications for the row and column headings in each of the tables.

UNIVERSE RESTRICTIONS

Data tabulations included in the PY 98 Data Book are based on the data submitted by Migrant and Seasonal Farmworker (MSFW) grantees as part of their Standardized Participant Information Reporting (SPIR) requirements. Definitions and instructions for coding SPIR data are appended to this report, as Appendix B.

All records submitted by grantees for PY 98 are included in these tabulations, except the small number of records without a valid termination code. Thus, included are some records with out-of-range termination dates.

Data reported in the Data Book strictly speaking reflect counts and characteristics of *terminations* rather than *terminees*. Thus, a participant who was enrolled and

terminated from the MSFW program more than once during the course of the same program year would be counted multiple times.

A major selection filter for the tables relates to the termination type, with distinctions made between those who received *services-only*, *objective-assessment-only*, or *employment and training (E&T) services*. These distinctions are made on the basis of the participant's termination category (SPIR item #34) in the following way:

- The universe for Tables 1 and 2 includes *all terminees*, regardless of their termination type (i.e., termination types 1 through 5).
- The universe for Table 3 includes only *E&T Terminees* (i.e., termination types 1,2, and 5).
- The universe for Table 4 includes only *services-only terminees* (i.e., termination type 3 only).
- The universe for Tables 5 through 12 includes only *E&T terminees* (i.e., termination types 1, 2, and 5), excluding both services-only terminees and those who received objective-assessment only (i.e., excluding termination types 3 and 4).

DATA CHECKING AND CLEANING

Data reported by grantees were subject to some data quality checks, to identify outliers or other patterns of implausible data. If a data item for a terminatee failed to pass our data quality check, we typically replaced the terminatee's data on that item with a missing value code. Primarily, the data cleaning entailed examining each grantee's data submission for violations of the *Record Layout, Coding Guidelines, and Edit Checks*, distributed by DOL. This cleaning was generally of two types. First, values that were out-of-range according to the Coding Guidelines were set to missing, if the non-missing value supplied by the grantee was not otherwise clearly interpretable. For example, if a terminatee were coded '3' on an item for which '1' and '2' were the only valid codes, according to the Coding Guidelines, the '3' would be replaced by a missing value code. Second, inconsistencies between items (again, according to the coding guidelines) were handled by setting one or both of the inconsistent items to missing. For example, the hourly wage of the job held at termination (item #36b) was set to missing if the terminatee was not indicated as having entered employment at termination (item #34 coded '1').

Exceptions to our strict adherence to the *Coding Guidelines* occurred when we could indisputably identify the value the grantee intended, even if a technical violation of the Guidelines did occur. For example, those who did not enter employment at termination (item #34 not equal to '1') were supposed to have been coded '2' (signifying 'no') on items #35a through #35d denoting whether the terminatee's job at termination had each of various characteristics (e.g., whether the terminatee was self-employed, etc.). However, some grantees left these items blank for terminatees not entering employment at termination, technically in violation of the coding guidelines. Because it is clear that items #35a through #35d are not applicable for those not

entering employment at termination, we changed the grantee's null value to a '2' before preparing the Data Book, so that the grantee's data would conform to the guidelines.

For a very few other items, implausibly low or high values on continuous variables were also changed, usually by setting them to missing, even though they were strictly speaking not in violation of the reporting instructions. For example, hourly wages at termination (item #36b), for those who were employed at termination, of less than \$1.00 or more than \$75 were assumed to be erroneous and were set to missing. We were very conservative in making changes of this sort to avoid altering the data to fit our preconceptions. Only, values that were clearly implausible were altered, and these instances are explicitly indicated in a subsequent section of the Appendix.

With these exceptions, the data recorded in these tabulations are thus as they were reported by grantees, even where the results might be counterintuitive or suspect for one reason or another. For example, substantial proportions of services-only terminees are listed as not having received any supportive service (Table 3), even though this is contradictory on the face of it. Moreover, some SPIR items are intrinsically subject to under-reporting. For example, unless the intake worker has clear evidence that a terminnee has a problem with substance abuse, the terminnee is likely to be coded 'no' on the relevant SPIR item (SPIR item #23h). Estimates for some items reported in the Data Book should therefore be viewed as conservative.

ADJUSTMENTS FOR MISSING DATA

In most cases, tabulations could be computed straightforwardly after excluding terminees with out-of-range or implausible values. For example, some terminees had missing, invalid, or implausible birth dates in their SPIR record, making it impossible to compute the individual's age at enrollment. Because there was no particular reason for believing that these persons were younger or older than the average terminnee, we calculated the age distribution shown in Tables 2 and 3 after excluding those with "bad" data on this item.

In some instances, however, there were reasons for believing that simply computing tabulations after excluding missing data, without an adjustment, could impart a bias of some kind to the results. For example, some persons who had entered employment at termination had missing information as to whether their job at termination offered fringe benefits. Computing the percentage of *all* terminees who were employed at termination with fringe benefits by simply excluding these individuals would yield misleading results, because, by virtue of being employed at termination, those with missing data on the item measuring receipt of fringe benefits are more likely to be employed with fringe benefits than the "average" E&T terminnee (a substantial proportion of whom were not even employed at termination).

To correct for such bias, proportional adjustments were used. These adjustments amounted to computing the conditional probability that the terminnee had the characteristics in question (in this case, received fringe benefits at termination), given that the terminnee had some other relevant attribute (e.g., was employed at termination). Items for which proportionate adjustments were applied were:

- Employed at termination more than 20 hours/week
- Employed at termination with fringe benefits
- Employed at termination with UI coverage
- Employed at follow-up.
- Employed at follow-up with the same employer as at termination.

Details on the adjustment are described below, where relevant.

NOTES TO THE CALCULATION OF COLUMN HEADINGS

Termination Type. Tables 1 and 2 show results according to termination type (item #34), with E&T terminees defined as those coded '1', '2', or '5'; Services-Only terminees defined as those coded '3'; and Objective-Assessment-Only terminees defined as those coded '4'.

Farmworker Status. This appears as the column heading in Tables 3, 4, 5, and 9, and is based on SPIR item #11.

Gender and Race/Ethnicity. These appear as the column headings for Tables 6 and 10 and are based on SPIR items #7 and #8.

Age and Educational Status. These appear as the column heading for Tables 7 and 11 and are defined below, Notes to the Calculation of Terminee Characteristics.

Selected Barriers to Employment. These appear as the column heading for Tables 8 and 12 and are based on SPIR item #9 (Qualifies for the Program as a Farmworker or Dependent of a Farmworker), item #23a (Limited English Speaker), and item #23f (Long-term Agricultural Employment).

NOTES TO THE CALCULATION OF TERMINEE CHARACTERISTICS (TABLES 1-3)

Farmworker Status. This is based on SPIR item #11.

Gender. This is based on SPIR item #7.

Age. This is computed as days elapsed from Date of Birth (SPIR Item #6) to Date of Enrollment (SPIR item #5), divided by 365.25. Ages less than 14 or greater than 85 were assumed to be invalid and were set to missing.

Race/Ethnicity. This is based on SPIR item #8.

Qualification for Program. This is based on SPIR item #9.

Number of Dependent Children. This is based on SPIR item #13a.

Educational Status. This item was based on SPIR items #14 (highest grade completed) and #15 (student status). "Full-time high school students" represent those coded 'yes' on item #15 *and* whose highest grade completed (item #14) ranged from 0 to 11, inclusive. The 2 categories of dropouts represent non-full-time students whose highest grade completed was 0 to 8 or

9 to 11, respectively. The remaining categories of Educational Status were computed for those whose highest grade completed was 12 or greater, without regard to item #15.

Reading Skills Grade Level. This was operationalized based on actual grade-level equivalents, as recorded in SPIR item #21. Those whose reading skills were reported based on the raw test score (i.e., in keeping with the SPIR instructions, these are values without an explicit decimal) were excluded from the computation.

Math Skills Grade Level. Identical procedures were used as for Reading Skills Grade Level, described above.

Public Assistance Recipient. Those considered to be public assistance recipients are those who received any of AFDC (SPIR item #12a), General Assistance (GA; item #12b), Refugee Cash Assistance (RCA; item #12c), Supplemental Security Income (SSI; item #12d), or Food Stamps (item #12e).

Cash Welfare Recipient. In keeping with the 1992 JTPA Amendments, cash welfare recipients include those receiving either AFDC, GA, RCA, or SSI (see Public Assistance Recipient, above, for definitions of these components).

Receives Food Stamps. This based on SPIR item #12e.

Labor Force Status at Entry. This based on SPIR item #16.

Weeks Worked in Past Year. This is based on SPIR item #17 (see Preprogram Earnings in Past Year, below, for additional notes).

Unemployment Compensation Status. This is based on SPIR item #19.

Preprogram Earnings in Past Year. This is based on SPIR item #18. Because of missing data on Weeks Worked (items #17) or Preprogram Earnings (item #18), the percentage recorded as not working in the past year differs (by less than 1 percentage point) across these two tabulations.

Additional Barriers to Employment. Except for “Grantee-Identified Barrier,” these were defined straightforwardly based on items #23a to #23k. Terminees with a “Grantee-Identified Barrier” were those where some alpha entry was coded for item #23l; a ‘no’ was assumed in all other cases.

NOTES TO THE CALCULATION OF SERVICES RECEIVED FOR SERVICES-ONLY TERMINEES (TABLE 4)

Percent Receiving Various Support Services, Funded by Any Source. For each support-service type, a ‘yes’ is indicated if the service was either Section 402 funded or Non-402 funded, as denoted by items #32a through #32k. Multiple mentions are allowed. The percentage of services-only terminees who were not indicated as having received any supportive service are coded as “Not specified.”

Percent Receiving Various Support Services, Funded by Section 402. This is defined as above except only Section 402-funded services are considered.

Concurrent Participation. This is defined from item #39. Multiple mentions are allowed. In keeping with coding guidelines, missing values are assumed to represent 'no'.

NOTES TO THE CALCULATION OF SERVICES RECEIVED FOR E&T TERMINEES (TABLES 5-8)

Percent Who Received. A 'yes' was indicated for terminees shown as receiving at least 1 hour of the training of the specified type, regardless of whether it was Section 402 funded or not, based on SPIR items #24 through #29. Multiple mentions are allowed. Terminees listed as receiving a type of training funded by Section 402 were also assumed to have received training of that type regardless of the funding source, even if Total hours was listed as '0'.

Average TOTAL Hours of Those Who Received. These represent the average hours of training, for those who received training of the specified type, regardless of whether or not the training was funded by the Section 402 program (i.e., entries are taken from the 'Total' column for SPIR items #24 through #29). Total hours were replaced by Section 402 hours, if Section 402 hours were the greater of the two. Although, strictly speaking, values up to 9,999 are allowable for each training type, for purposes of these tabulations we treated implausibly high values as invalid, according to the following limits:

Training Type	Upper Limit
Basic skills classroom training	5,000
Occupational skills classroom training	5,000
Integrated skills classroom training	5,000
On-the-job training	1,200
Work experience training	2,000
Worker safety training	1,000

Values exceeding these limits were set to missing.

Average SECTION 402 Hours of Those Who Received. These represent the average hours of training, for those who received training of the specified type, if the training was funded by the Section 402 program (i.e., entries are taken from the 'Sec. 402' column for SPIR items #24 through #29). Persons with training hours exceeding the limits described above were set to missing.

Percent of Terminees, by Duration of TOTAL Hours. This tabulation is based on the summation of Total hours across each training type, including those who were recorded as having received '0' hours in all training types. For each training type, Total hours were replaced by Section 402 hours, if Section 402 hours were the greater of the two. Persons with training hours exceeding the limits described above were set to missing.

Percent of Terminees, by Duration of SECTION 402 Hours. This tabulation is based on the summation of Section 402 hours across each training type, including those who were recorded as having received '0' hours in all training types. Persons with training hours exceeding the limits described above were set to missing.

Percent Receiving Training Assistance. This represents the percentage receiving training assistance (item #30), either in addition to receiving hours in some training type or not.

Percent Receiving Various Support Services, Funded by Any Source. For each support-service type, a 'yes' is indicated if the service was either Section 402 funded or Non-402 funded, as denoted by items #32a through #32k. Multiple mentions are allowed. The percentage receiving "Any of those below" represents those who received a supportive service of a least 1 type, whether or not Section 402 funded.

Percent Receiving Various Support Services, Funded by Section 402. This is defined as above, except only Section 402-funded services are considered.

Areas of Occupational Skill training. This was based on SPIR item #31 and is defined only for those who received occupational skills training (either in the classroom or through OJT). See Notes to the Calculation of Outcomes Obtained for details on the categorization of occupation into the broad categories shown in the Data Book.

Concurrent Participation. This is defined from item #39. Multiple mentions are allowed. In keeping with the coding guidelines, missing values are assumed to represent 'no.'

NOTES TO THE CALCULATION OF OUTCOMES OBTAINED FOR E&T TERMINEES (TABLES 9-12)

Entered Employment Rate. This is defined as the number of those with termination type (SPIR item #34) coded "1," divided by the difference of the total number of E&T Terminees minus those with termination type coded "2."

Summary of Termination Type. The categories used in the Data Book are mutually exclusive; i.e., all terminees covered by each table fall into one any only category. Terminees are allocated to these categories based on responses to SPIR item #34 and #35d, as follows:

- Entered employment ONLY. Defined as termination type (item #34) coded '1' and Also attained employability enhancement (item #35d) coded 'no'.
- Obtained an enhancement ONLY. Defined as termination type (item #34) coded '2'.
- Both entered employment and obtained an enhancement. Defined as termination type (item #34) coded '1' and Also attained employability enhancement (item #35d) coded 'yes.'
- Other terminations. Defined as termination type (item #34) coded '5.'

Employment at Termination. These figures are based on SPIR items #34, #35a, #36c, and #36f and are calculated as the number with the characteristic in question, as a percentage of all E&T terminees. For all items beyond "Entered employment, total," a proportional adjustment is used to correct for biases introduced by missing data. This adjustment represents the number of terminees with the job attribute in question as a percentage of those employed at termination (and with non-missing data on the item in question), multiplied by the percentage who "Entered employment, total."

Obtained Employability Enhancements. These figures are based on SPIR items #34, #35d, and #37a through #37h. Multiple mentions are allowed. "Total, any type" represents those with *either* termination type (item #34) coded '1' or also attained employability enhancement (item #35d) coded 'yes.' Items #37g and #37h are combined into a single category, "Completed advanced degree." Those coded as having attained an enhancement "Total, any type" but who are coded 'no' or are missing on all items 37a to 37h are coded as "Type not specified."

Other Terminations. These figures are based on SPIR items #34 and #38. The category "Other or not specified" represents those coded '5' on termination type (item #34) who are either coded '10' on Reason for Other Termination (item #38) or are missing on the Reason for Other Termination.

Employed at Follow-up, Among Those Employed at Termination. These percentages are calculated based only on those *employed at termination* and using an adjustments for non-response bias, as follows:

$$(a + b/(b + c) * d + e)/(a + d + e + f) * 100, \text{ where}$$

a = the number for whom employment was confirmed by the employer at termination (item #40 is 'yes')

b = among those for whom employment was disconfirmed by the employer at termination (item #40 is 'no'), the number who were found to be employed as a result of participant contact (item #41 is '1')

- c = among those for whom employment was disconfirmed by the employer at termination (item #40 is 'no'), the number who were found to be not employed as a result of participant contact (item #41 is '2')
- d = the number for whom employment was disconfirmed by the employer at termination (item #40 is 'no'), regardless of whether direct participant contact was achieved
- e = among those for whom contact with the employer at termination was not completed (item #40 is missing), the number who were found to be employed as a result of direct participant contact (item #41 is '1')
- f = among those for whom contact with the employer at termination was not completed (item #40 is missing), the number who were found to be not employed as a result of participant contact (item #41 is '2')

Characteristics of Jobs at Termination, AMONG THOSE EMPLOYED. All figures are restricted to those who were *employed at termination*.

Hours worked per week. This is based on SPIR item #36a.

Hourly wage. This is based on SPIR item #36b. Values of the hourly wage less than \$1 or greater than \$75 were assumed to be coding errors and were set to missing.

Occupation of jobs held. This is based on SPIR item #36d. Occupation of jobs held is categorized using OES codes. Terminees whose occupation was reported using DOT codes had their occupation converted to OES codes using a crosswalk as follows:

Category	Range of OES Codes	Range of DOT Codes
Managerial/prof./technical	0 to 39999	0 to 199999999
Sales and related	40000 to 49999	250000000 to 299999999
Clerical and admin support	50000 to 59999	200000000 to 249999999
Service	60000 to 69999	300000000 to 399999999
Agriculture and related	70000 to 79999	400000000 to 499999999
Production and related	80000 to above	500000000 and above

Characteristics of Jobs at Follow-up, AMONG THOSE EMPLOYED. All figures are restricted to those who were *employed at follow-up*.

Hours worked per week. This is based on SPIR item #43.

Hourly wage. This is based on SPIR item #42. Values of the hourly wage less than \$1 or greater than \$75 were assumed to be coding errors and were set to missing.

**Appendix B:
SPIR Reporting Instructions**

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**JTPA TITLE IV-A, SECTION 402
MIGRANT AND SEASONAL FARMWORKER
DATA RECORD FORMAT**

SECTION I. PROGRAM INFORMATION

1. ETA-Assigned Section 402 Code: _____
 2. Field Office Identifier (FIPS Code of State/County): _____ / _____
 3. Participant Social Security Number: _____
 4. Number of Participant's Family Member(s) Who are Also Enrolled in 402 Program: _____
 5. Date of Enrollment: (MMDDYY) _____
-

SECTION II. CHARACTERISTICS OF PARTICIPANT

6. Date of Birth: (MMDDYY) _____
7. Gender:
 1. Male
 2. Female
8. Race/Ethnicity:
 - 1) White (Not Hispanic)
 2. Black (Not Hispanic)
 3. Hispanic
 4. American Indian or Alaskan Native (Not Hispanic)
 5. Asian or Pacific Islander (Not Hispanic)
 6. Not Obtained
9. Qualifies for Sect. 402 Program as a:
 1. Farmworker
 2. Dependent of a Farmworker
10. Enter(FIPS Code of State/County) of the Primary Domicile _____ / _____
11. Enter whether Participant is (or is a dependent of) a Migrant, or Seasonal, Farmworker:
 1. Migrant Farmworker
 2. Seasonal Farmworker
12. Public Assistance Recipient:

12a. AFDC:	1. Yes	2. No
12b. General Assistance (GA)	1. Yes	2. No
12c. Refugee Cash Assistance:	1. Yes	2. No
12d. Supplemental Security Income (SSI/SSA):	1. Yes	2. No
12e. Food Stamps (Food Stamp Act of 1977):	1. Yes	2. No
13. Family Size:
 - 13a. Number of Dependent Children Under Age 18: (00) _____
 - 13b. Number of Others in Family: (00) _____

SECTION 11. CHARACTERISTICS OF PARTICIPANT- Continued

- 14. Highest School Grade Participant Completed: (00) _____
- 15. Student Currently Enrolled/Attending
 School Full-time: (**Excludes Post-Secondary**) 1. Yes 2. No
- 16. Labor Force Status at Entry: 1. Employed
 2. Unemployed
 3. Not in the Labor Force
- 17. Number of Weeks Worked During the Most Recent 12 Months
 from Enrollment: (00) _____
- 18. Pre-program Earnings During the Most Recent 12 Months
 from Enrollment: (00000) _____
- 19. Unemployed Gnt Insurance Status: 1. Claimant
 2. Exhaustee
 3. None
- 20. Veteran Status: 1. Yes 2. No
 2Ca. Vietnam Era Veteran: 1. Yes 2. No
- 21. Reading Skills Grade Level (00.0) (**if tested**)
 or Reading Skills Raw Test Score: (000) _____
 21a. Enter Name of Test (**if tested**): _____
- 22. Math Skills Grade Level (00.0) (**if tested**)
 or Math Skills Raw Test Score: (000) _____
 22a. Enter Name of Test (**if tested**): _____
- 23. Additional Barriers to Employment:
 - 23a. Limited English Language Proficiency: 1. Yes 2. No
 - 23b. Offender: 1. Yes 2. No
 - 23c. Homeless: 1. Yes 2. No
 - 23d. Displaced Homemaker: 1. Yes 2. No
 - 23e. Lacks Significant Work History: 1. Yes 2. No
 - 23f. Long-term Agricultural Employment: 1. Yes 2. No
 - 23g. Pregnant or Parenting Youth: 1. Yes 2. No
 - 23h. Substance Abuse: 1. Yes 2. No
 - 23i. Lacks Transportation: 1. Yes 2. No
 - 23j. One Person Head of Household with
 Dependents Under Age 18: 1. Yes 2. No
 - 23k. Individual with a Disability: 1. Yes 2. No
 - 23l. Grantee-identified Barrier: _____

SECTION III. TRAINING & EDUCATIONAL ACTIVITIES & RELATED SERVICES

- | | <u>Actual Hours</u> | |
|---|---------------------|-----------------|
| | <u>Total</u> | <u>Sec. 402</u> |
| 24. Basic Skills Training: | _____ | _____ (0000) |
| 25. Occupational Skills Training (Non-OJT): | _____ | _____ (0000) |
| 26. Integrated Basic/Occupational Skills Training: | _____ | _____ (0000) |
| 27. On-the-Job Training: | _____ | _____ (0000) |
| 28. Work Experience: | _____ | _____ (0000) |
| 29. Worker Safety Training: | _____ | _____ (0000) |
| 30. Training Assistance: | 1. Yes | 2. No |
| 31. Occupational Skills Training Code: 31a. Type of Code _____ | | |
| 31b. Code _____ | | |

SECTION III. TRAINING & EDUCATIONAL ACTIVITIES & RELATED SERVICES - Cont'd -

	402 Funded		Non-402 Funded	
32. Support Services Received:				
32a. Transportation:	1. Yes	2. No	1. Yes	2. No
32b. Health Care:	1. Yes	2. No	1. Yes	2. No
32c. Family Care:	1. Yes	2. No	1. Yes	2. No
32d. Counseling:	1. Yes	2. No	1. Yes	2. No
32e. Housing or Rental Assistance:	1. Yes	2. No	1. Yes	2. No
32f. Resettlement Assistance:	1. Yes	2. No	1. Yes	2. No
32g. Translation & Interpretation Assistance:	1. Yes	2. No	1. Yes	2. No
32h. Emergency Assistance:	1. Yes	2. No	1. Yes	2. No
32i. Meals & Other Nutritional Assistance:	1. Yes	2. No	1. Yes	2. No
32j. Stipend:	1. Yes	2. No	1. Yes	2. No
32k. Other:	1. Yes	2. No	1. Yes	2. No

SECTION IV. PROGRAM TERMINATIONS AND OTHER OUTCOMES

33. Date of Termination: (MMDDYY) _____
34. Category of Termination:
1. Entered Employment
 2. Employability Enhancement Only
 3. Services Only
 4. Objective Assessment Only
 5. Other
35. For Those Who Entered Employment, Check All that Apply:
- | | | |
|---|--------|-------|
| 35a. Entered Registered Apprenticeship Program: | 1. Yes | 2. No |
| 35b. Entered Military Service: | 1. Yes | 2. No |
| 35c. Self-Employment: | 1. Yes | 2. No |
| 35d. Also Attained Employability Enhancement | 1. Yes | 2. No |
36. For Those Who Entered Employment, Provide Employment information:
- 36a. Hours Worked Per Week: (00) _____
- 36b. Hourly Wage at Termination: (00.00) _____
- 36c. Fringe Benefits Available/Received, or with Fringe Benefits Available/Received Following Successful Completion of Probationary Period: 1. Yes 2. No
- 36d. Occupational Code: 36d(1). Type of Code _____ 36d(2). Code _____
- 36e. Enter FIPS Code of State Where Job is Located: _____
- 36f. Job Covered by Unemployment Insurance: 1. Yes 2. No
37. For Those Who Obtained an Employability Enhancement Only or, an Employability Enhancement **and** an Entered Employment, Check all that apply:
- | | | |
|---|--------|-------|
| 37a. Attained Documented Skill Gains: | 1. Yes | 2. No |
| 37b. Completion of Worksite Training Objective: | 1. Yes | 2. No |
| 37c. Entered Non-Section 402 Training or Training Provided by Another Sec. 402 Grantee: | 1. Yes | 2. No |
| 37d. Returned to Full-time school | 1. Yes | 2. No |
| 37e. Completed GED: | 1. Yes | 2. No |
| 37f. Completed High School: | 1. Yes | 2. No |
| 37g. Completed Associate Degree: | 1. Yes | 2. No |
| 37h. Completed Bachelor's Degree: | 1. Yes | 2. No |

SECTION IV. PROGRAM TERMINATIONS AND OTHER OUTCOMES - Cont'd -

38. For Those Who are Other Terminations (Code 5 in Item 34), Check the Reason for Other Termination:

- 1. Institutionalized
- 2. Health/Medical
- 3. Moved/Cannot Locate (e.g., Migrant who returned to homebase)
- 4. Death
- 5. Lacks Family Care
- 6. Lacks Transportation
- 7. Lacks Housing
- 8. Separated/Sanctioned for Administrative Reasons
- 9. Voluntary Separation
- 10. Other

39. Concurrent Participation: Check all that apply.
- | | | |
|------------------------------------|--------|-------|
| 1. JTPA Title II-A | 1. Yes | 2. No |
| 2. JTPA Title II-B | 1. Yes | 2. No |
| 3. JTPA 204(d) - Older Workers | 1. Yes | 2. No |
| 4. JTPA Title II-C | 1. Yes | 2. No |
| 5. TPA Title III | 1. Yes | 2. No |
| 6. Other Federally Funded Programs | 1. Yes | 2. No |
| 7. JOBS Program Participant | 1. Yes | 2. No |

SECTION V. FOLLOW-UP INFORMATION ON THOSE EMPLOYED AT TERMINATION

40. Employment Confirmed by Employer: 1. Yes 2. No
41. If "No" to Item 40, Check the Following

Results of Participants Contacted:

- 1. Employment confirmed by participant
- 2. Participant is not employed
- 3. Participant was not contacted

42. Hourly Wage at Follow-up: (00.00) _____
43. Hours Normally Worked Per Week in Follow-up Job: (00) _____
44. Employed with Fringe Benefits Available/Received, or with Fringe Benefits Available/Received Following Successful Completion of Probationary Period:
1. Yes 2. No
45. Number of Weeks Worked with Same Employer in Follow-up period: (00)_____

INSTRUCTIONS
JTPA Title IV-A, Section 402
Migrant and Seasonal Farmworker
Data Record Format

Section I – PROGRAM INFORMATION

1. **ETA-Assigned Section 402 Grantee Code** - Record the appropriate 4-digit ETA Assigned identification code.
2. **Field Office Identifier (FIPS Code of State/County)** - Record the FIPS Code of the State and the FIPS Code of the County where the field office is located.
3. **Participant Social Security Number (SSN)** - Record the participant's Social Security Number. If the applicant has no SSN or refuses to provide it, a substitute number may be assigned during intake. (If a substitute number is generated use this format-99PY0000 where PY is the program year and 0000 is a serial number.) Grantees should make efforts to obtain a valid SSN prior to termination and record transmittal. NOTE: Possession of a Social Security Number is not a prerequisite for participation.
4. **Number of Participant's Family Member(s) Who are Also Enrolled in 402 Program** - Record the number of members of the participant's family who are enrolled in any Section 402 program.
5. **Date of Enrollment** - Record the date (MMDDYY) on which the individual began to receive program services after initial intake, eligibility screening and eligibility determination, e.g. date of assessment, first day of Classroom Training, first day of On-the-Job Training.

Section II. – CHARACTERISTICS OF PARTICIPANT

6. **Date of Birth** - Record the date (MMDDYY) of birth of the participant.
7. **Gender** - - Record the code for: 1-Male 2-Female

8. **Race/Ethnicity** - Record the code indicating the participant's race/ethnic group from among the following categories:

1-White (Not Hispanic) - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

2-Black (Not Hispanic) - A person having origins in any of the black racial groups of Africa.

3-Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin (including Spain), regardless of race. NOTE: Among persons from Central and South American countries, only those who are of Spanish origin, descent, or culture should be included in the Hispanic category. Persons from Brazil, Guiana, and Trinidad, for example, would be classified according to their race, and would not necessarily be included in the Hispanic category. Also, the Portuguese should be excluded from the Hispanic category and should be classified according to their race.

4-American Indian or Alaskan Native (Not Hispanic) -- A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

5-Asian or Pacific Islander (Not Hispanic) - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim and Bhutan), or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa. Hawaiian natives are to be recorded as Asian or Pacific Islanders.

6-Not Obtained - Record a 6 if participant, for any reason, does not provide this information.

9. **Qualifies for Sec. 402 Program as a:** - Record appropriate status: 1-Farmworker 2-Dependent (as defined in No. 13 below) or Spouse of a Farmworker. (NOTE: If a participant qualifies as eligible under both categories, use Code 1 - Farmworker.)

10. **Enter (FIPS Code of State/County) of the Primary Domicile:** - Record the FIPS Code of the State and the FIPS Code of the County of the primary domicile of the participant. If primary domicile is in Canada, record 88 and 888. If Mexico, record 99 and 999. (Primary domicile is that location which is established or claimed as the permanent residence of the participant.)

11. **Farmworker Status** - Record status of the participant (or participant's head of family if the participant is a dependent of a Farmworker) at the time of intake, as: 1-Migrant Farmworker
2-Seasonal Farmworker.
12. **Public Assistance Recipient** - If the participant, at the time of intake/eligibility determination, was listed on the welfare grant and was receiving cash payments from a means-tested, income transfer program or receiving Food Stamps, record appropriate status: 12a - AFDC 12b - General Assistance(GA) 12c - Refugee Cash Assistance 12d - Supplemental Security Income(SSI/SSA) 12e - Food Stamps(Food Stamp Act of 1977).
1-Yes 2-No.
13. **Family Size** - 13a. Record number of Dependent Children in the family under age 18 for whom custodial care is provided (00). 13b. Record number of Others in Family (00). Family size will be determined by adding one to the sum of these two items.
14. **Highest School Grade Participant Completed** - Record the highest educational level completed by the participant, using the following codes:
 - 00 - No educational grades completed
 - 01-11 - Number of elementary or secondary grades completed [see note]
 - 12 - High school graduate or equivalent
 - 13-15 - If a high school graduate or equivalent, the number of school years completed including college, or full-time technical or vocational school
 - 16 - Bachelor's degree or equivalent
 - 17 - Master's degree or equivalent
 - 18 - Ph.D or equivalent

Note: Participants who completed 12th grade but did not receive a diploma or equivalent are to be coded "11".
15. **Student Currently Enrolled/Attending School Full-time** - Record whether or not the participant (adult or youth) who has not received a high school diploma or a GED certificate is currently enrolled in and attending full-time a secondary (but not a postsecondary vocational, technical or academic) school or is between school terms and intends to return to school. 1-Yes 2-No
16. **Labor Force Status at Entry** - Record the appropriate code indicating the labor force status of the participant at time of intake, whether employed, unemployed, or not in the labor force.

An employed individual is one who, during the 7 consecutive days prior to intake,

1. did any work at all (at least 1 hour) as a paid employee, or
2. worked in his or her own business, profession or farm, or
3. worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or
4. is one who was not working, but has a job or business from which he or she was temporarily absent because of vacation, illness, bad weather, childcare problems, maternity or paternity leave, labor-management dispute, job training. Or other family or personal reasons, whether or not they were paid for the time off or were seeking other jobs.

An **unemployed individual** is one who, during the 7 consecutive days prior to intake, had no employment, was available for work except for temporary illness, and had made specific efforts to find employment some time during the 4-week period preceding intake. Individuals who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.

An individual is classified as not in the labor force if they are neither employed unemployed as defined above.

1-Employed 2-Unemployed 3-Not in the Labor Force

17. Number of Weeks Worked During the Most Recent 12 Months from Enrollment: -

Record the total number of weeks the participant was in the "Employed" status as defined in No. 16 immediately above. Record this information without regard to whether the individual is employed or unemployed at the time of intake (00).

18. Preprogram Earnings During the Most Recent 12 Months from Enrollment: - Record total preprogram earnings of the participant during the 12 months prior to intake. Earnings include salaries or wages, and also include any bonuses, tips, gratuities, commissions or overtime pay earned (00000). Record "(000)" if there were no earnings during this period. **NOTE: The earnings reported for this item do not have to be documented if this is not the 12-month period used in the eligibility determination process.**

19. **Unemployment Insurance Status:** - Record the participant's UI status in one of the following categories:

1. Claimant - An individual who has filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal unemployment insurance programs, and who has not exhausted benefit rights or whose benefit period has not ended.

2. Exhaustee - An individual who has exhausted all UI benefit rights for which the applicant has been determined monetarily eligible, including extended supplemental benefit rights.

3. None - Neither category above applies.

20. **Veteran Status:** - Record whether or not the participant is a person who (a) served on active duty in the military, naval, or air service (of the U.S.) for a period of more than 180 days and who was discharged or released with other than a dishonorable discharge or, (b) was discharged or released from active duty because of a service connected disability, or (c) was discharged as a member of a reserve component under an order to active duty pursuant to Section 672(a), (d), or (g), 673, or 673b of Title 10, who served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged from duty with other than a dishonorable discharge. (38 U.S.C. 2011(4)). 1-Yes 2-No

20a. **Vietnam Era Veteran:** - Record whether or not the participant is a Veteran who served in the Armed Forces of the United States between August 5, 1964 and May 7, 1975. 1-Yes 2-No

21. **Reading Skills Grade Level or Reading Skills Raw Test Score (if tested)** – Record either of the following: The grade level equivalent in English (Spanish in Puerto Rico) reading at which the participant is functioning at program entry as determined by a generally accepted standardized or criterion-referenced test (administered within the last 12 months) or a school record of reading level (determined within the last 12 months); or the raw test score in reading on a generally accepted standardized or criterion referenced test administered at intake. If grade level is reported, the format is (00.0). If a raw score is reported, the format is (000). Note: No reading test is required for individuals with a four-year college degree or above (BA, MA, Ph.D., etc.).

21a. Record the name and version (or form) of the test used.

22. **Math Skills Grade Level or Math Skills Raw Test Score (if tested)** - Record either of the following: The grade level equivalent in math skills at which the participant is functioning at program entry as determined by a generally accepted standardized or criterion-referenced test (administered within the last 12 months) or a school record of math level (determined within the last 12 months); or the raw test score in math on a generally accepted standardized or criterion-referenced test administered at intake. If grade level is reported, the format is (00.0). If a raw score is reported, the format is (000). Note: No reading test is required for individuals with a four-year college degree or above (BA, MA, Ph.D., etc.).

22a. Record the name and version (or form) of the test used.

23. **Additional Barriers to Employment** - Record all the appropriate codes for the following categories as they apply to the participant.

23a. **Limited English Language Proficiency** - Inability of a participant, whose native language is not English, to communicate in English, resulting in a barrier to employment.

23b. **Offender** - Any adult or youth who requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction (excluding misdemeanors)

23c. **Homeless** - An individual who lacks a fixed, regular, adequate nighttime residence; or any individual who has a primary nighttime residence that is a public or private operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. The term does not include a person imprisoned or detained pursuant to an Act of Congress or State law. Participants who may temporarily be sleeping in a shack or in their car/pickup while away from home should not, as a result of that alone, be recorded as homeless.

23d. **Displaced Homemaker** - An individual who has been providing unpaid services to family members in the home and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment and who has been dependent either: (a) on public assistance and whose youngest child is within 2 years of losing eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.); or (b) on the income of another, family member but is no longer supported by that income.

23e. **Lacks Significant Work History** - An individual who had not worked for any nonagricultural employer for longer than three (3) consecutive months in the 24 months prior to intake.

- 23f. **Long-term Agricultural Employment** - An individual who has engaged in agricultural work as the primary source of income for a minimum of four (4) years prior to intake.
- 23g. **Pregnant or Parenting Youth** - An individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under the age of 18.
- 23h. **Substance Abuse** - An individual with an alcohol and/or drug problem, which constitutes or results in a substantial barrier to employment.
- 23i. **Lacks Transportation** - An individual who lacks access to adequate public and adequate/reasonable private transportation services, resulting in a barrier to receiving training or accepting employment.
- 23j. **One Person Head of Household with Dependents Under Age 18** – An individual who has the responsibility, and is the sole source of support within the family, for one or more dependent children under age 18.
- 23k. **Individual with a Disability** - An individual who has a physical or mental disability which constitutes or results in a substantial handicap to employment. This definition includes disabled veterans for reporting purposes. NOTE: This definition will be used for performance standards purposes. It may also be used in establishing income eligibility under the "family-of-one" provisions of program regulations. Record 1-Yes 2-No for each category above as appropriate.
- 23l. **Grantee-Identified Barrier** - An individual who meets criteria for having an additional barrier to employment. These criteria shall be defined by the grantee. Name of barrier: _____:

Section III. - Training & Educational Activities & Related Services

This section provides a record of the type and amount of education, training and supportive services a participant receives while in the program. For Items 24 through 29, it is necessary to record the number of actual hours the participant spent in the activity which was funded under Section 402 (Farmworker) and operated by, or for, the grantee (0000). All other education and training received by the participant, including education or training provided by another Section 402 grantee, should be added to the Sec. 402 number and recorded under the column headed "Total" (0000). [NOTE: This number, to the nearest whole number of hours (no fractions of hours) should be recorded.]

24. **Basic Skills Training** - Training that includes, but is not limited to remedial reading, writing, Communication, mathematics and/or English for non-English speakers.
25. **Occupational Skills Training (Non-OJT)** - Training, including vocational education and classroom training, designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs.
26. **Integrated Basic/Occupational Skills Training** - A training program which combines elements of both Basic Skills Training and Occupational Skills Training (Non-OJT) as described immediately above.
27. **On-the-Job Training (OJT)** - Training in the public or private sector which is given to an individual (who has previously been hired by an employer) while he or she is, engaged in productive work, and which provides knowledge or skills leading to the full and adequate performance of the job.
28. **Work Experience** - A short-term or, part-time work activity in the public or not-for-profit sector which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors.
29. **Worker Safety Training** - Training which consists of instruction in any of the following: safe and proper ways to operate or maintain machinery, safe handling and use of toxic chemicals, proper use of protective clothing and devices, first aid, or other topics related to worker safety on the job site.
30. **Training Assistance** - Activities other than those listed immediately above (Items 24 through 29) including, but not limited to: Orientation to the world of work, Job-related counseling and assessment, Employability assessment (other than that performed at intake), Job development, Job search assistance, Job referral and placement, Vocational exploration programs.

31. **Occupational Skills Training Code/Type** - For the occupation for which training was received and recorded under Items 25, 26 or 27 above, determine and enter the occupational code (and whether DOT, OES, CIP, CENSUS or Other). NOTE: If participant receives both Classroom Training and OJT, record the occupational code for Classroom Training.
- 31a. Type _____
32b. Code _____ (Enter Code with no punctuation.)
32. **Support Services Received** - For each of the following supportive services record whether or not the services were received. Only consider those supportive services that were received while an individual was a participant.
- 32a. **Transportation** - transportation (public or private), or cash paid to or for participants for the purpose of transportation.
- 32b. **Health Care** - A supportive service that includes, but is not limited to, preventive and clinical medical treatment, voluntary family planning, and necessary psychiatric, psychological and prosthetic services.
- 32c. **Family Care** - A supportive service which helps participants meet their family care needs during program participation. Family care ranges from adult to child care inside or outside the home to after-school programs (inside or outside the home). It usually includes supervision and shelter, and may include subsistence and transportation.
- 32d. **Counseling** - The process of assisting participants with the solution of a variety of personal, financial or legal problems occurring during participation.
- 32e. **Housing or Rental Assistance** - A supportive service which assists participants in maintaining or obtaining adequate shelter for themselves and their families while they are receiving employment, training or other supportive services.
- 32f. **Resettlement Assistance** - A supportive service which assists participants in relocating in order to accept or maintain employment or to obtain education or training while participating in the program.
- 32g. **Translation & Interpretation Assistance** - A supportive service which involves a bi-lingual agent who hears or reads the language of one party and speaks or writes another language for another party. One of the two parties will be a program participant.

- 32h. **Emergency Assistance** - Any assistance provided, usually on short notice, consisting of food, shelter, medical assistance, transportation, or other needed services. Emergency assistance is provided only for a short period of time and only because of extraordinary circumstances.
- 32i. **Meals and Other Nutritional Assistance** - A supportive service(s) that includes the provision of food and other nutritional assistance to eligible program participants and their dependents.
- 32j. **Stipend** - A weekly allowance or payment for Living expenses paid to a participant while they are in training.
- 32k. **Other** - Any service provided which is not listed above.

Record 1-Yes or 2-No for each support service received under both 402 Funded and Non-402 Funded columns.

<p>SECTION IV. PROGRAM TERMINATIONS & OTHER OUTCOMES</p>

This section is concerned with the participant's termination from the program. It includes employment, employability enhancements, and other outcomes information.

- 33. **Date of Termination** - Record the date (MMDDYY) after which the participant is no longer receiving employment, training or other services (except post-termination services) funded under this program. Note: Individuals may be considered participants for a single period of up to 90 days of inactive status after last receipt of services, employment or training funded under a given program. During this 90-day period individuals may or may not receive additional services.
- 34. **Category of Termination** - Record the appropriate category as defined below:
 - 1. **Entered Employment** - Began work on an unsubsidized job, or entered into the Armed Forces (including entry into active duty from Reserve and National Guard units in cases of unplanned military buildup, e.g. such as that preceding Desert Shield/Storm), entry into employment in a registered apprenticeship program, or self employment.
 - 2. **Employability Enhancement Only** - An outcome other than entered employment, which is recognized as enhancing long-term employability and contributing to the potential for increased earnings and employment retention. This category is reserved for participants who attained an enhancement without entering unsubsidized employment. Outcomes in this category are restricted to:

(1) Entered Non-Section 402 Training, (2) Returned to Full-Time School, (3) Completed Major Level of Education, (4) Completion of Worksite Training Objective, and (5) Attained Basic/Occupational Skills Proficiency. NOTE: An Employability Enhancement outcome may not be recorded for a trainee placed in OJT solely as a result of that placement.

3. **Services Only** - Received support services, but did not receive any employment/training or entry/referral to unsubsidized employment.
 4. **Objective Assessment Only** - This category is reserved for participants on whom funds or staff resources were expended for Objective Assessment, but who did not receive any other services related to employment/training or entry/referral to unsubsidized employment.
 5. **Other** - All terminations not identified in 1, 2, 3 or 4 above.
35. **For Those Who Entered Employment, Check All that Apply** - Record 1-Yes or 2-No for each category as appropriate.
- 35a. **Entered Registered Apprenticeship Program** - An apprenticeship program which is operated jointly by an employer and a union, under an agreement with a State Apprenticeship agency.
 - 35b. **Entered Military Service** - Joined the Army, Navy, Air Force, Marines or Coast Guard, or, entered into active duty from Reserve or National Guard units in cases of unplanned military buildup, e.g. such as that preceding Desert Shield/Storm.
 - 35c. **Self-Employment** - Self-directed work in which goods or services produced by, or obtained by, the individual (or others working for him/her) are offered for sale.
 - 35d. **Also Attained Employability Enhancement** - See definition of Employability Enhancement under 34. above. This category is for participants who achieve an employability enhancement in addition to entry into unsubsidized employment.

36. **For Those Who Entered Employment, Provide Employment Information** - Record the requested information as appropriate.

36a. **Hours Worked per Week** - Record the usual number of hours of work scheduled per week (00), including overtime.

36b. **Hourly Wage at Termination** - Record the hourly wage at termination (00.00). Hourly wage includes any bonuses, tips, gratuities, commissions, and overtime pay earned.

36c. **Fringe Benefits Available/Received** - Record whether or not the employer makes available (or will make available following completion of a probationary period) to the individual (whether or not the individual accepts) fringe benefits consisting of, at a minimum, health insurance benefits and coverage under Social Security or an equivalent pension plan. For individuals holding multiple jobs, this item should be recorded as "yes" if any job provides fringe benefits..
1-Yes 2-No

36d. **Occupational Code and Type** - Record the occupational code (9-digit DOT, 5-digit OES, Census or other code) most appropriate for the job attained by the terminatee. For individuals who are holding multiple jobs, record the code for the primary job. The primary job is the one associated with the greatest number of hours worked.
36d(1). Type _____ 36d(2). Code _____

36e. **State Where Job is Located** - Enter the FIPS Code of the State where the job is located.

36f. **Job Covered by Unemployment Insurance** - Enter whether or not the job is covered by Unemployment Insurance. 1-Yes 2-No

37. **For Those Who Obtained an Employability Enhancement Only or an Employability Enhancement and an Entered Employment** - Record a 1-Yes for each employability enhancement attained by the participant. 1-Yes 2-No

37a. **Attained Documented Skill Gains** - Record whether or not the participant, at termination, had demonstrated proficiency, as defined by the grantee in one or both of the following two skill areas in which the terminatee was deficient at enrollment: basic education skills and occupational skills. Skill gain must be achieved through active program participation and must be the result of a prior employability development planning process which identifies the participant's skill deficiencies, the training needed to overcome the deficiencies and the level of proficiency needed for attainment of the basic/occupational skills. Note: *Documented skill gains achieved from completion of a Pre-apprenticeship course, a Youth Employment Competency*

program, an adult basic education program, an English as a Second Language (ESL) program, or a course in remedial and/or supplemental basic skills are acceptable. Training needed to achieve this outcome may be funded from Section 402 or other sources.

- 37b. **Completion of Worksite Training Objective** - Record whether or not the participant, at termination, had attained a level of work readiness, through Worksite training, which had not been reached at entry. This includes the completion of a work experience, tryout employment assignment, and/or completion of an occupational skills, Pre-apprenticeship, or job-upgrading program.
- 37c. **Entered Non-Section 402 Training or Training Provided by Another Section 402 Grantee** - Record whether or not the participant, at termination, entered an occupational skills training program or postsecondary education program funded by a non-Section 402 entity, or another section 402 grantee which builds upon and does not duplicate training received under Section 402.
- 37d. **Returned to Full-time School** - Record whether or not the participant, at termination, had returned to full-time secondary school (e.g. junior high school, middle school and high school), including alternative school, if at the time of intake: 1) the individual was not attending school, exclusive of summer, and 2) had not obtained a high school diploma or equivalent. Participants who were at-risk youth who remained in school as a result of active program participation should be counted in this category.
- 37e. **Completed GED** - Record whether or not the participant, at termination, had received a GED Certificate or equivalent. Include only participants who had not attained this level of education at intake.
- 37f. **Completed High School** - Record whether or not the participant, at termination, had completed High School and been awarded a diploma.
- 37g. **Completed Associate Degree** - Fulfilled the requirements for a 2-year college level Associate (AA) Degree and been awarded a diploma.
- 37h. **Completed Bachelor's Degree** - Fulfilled the requirements for a 4-year (or 5year) college level Bachelor's (BA or BS) Degree and been awarded a diploma.

38. For Those Who are "Other Terminations" (Code 5 under 34 above) Check the Reason for Other Termination.

1. **Institutionalized.** The participant is residing in an institution or facility providing 24-hour support such as a prison or hospital.
2. **Health/Medical.** The participant is receiving medical treatment which precludes entry into employment or continued participation in the program.
3. **Moved/Cannot Locate.** The participant has either moved or cannot be located after utilizing the address/phone number and alternative contact information provided by the participant.
4. **Death.** The participant is deceased.
5. **Lacks Family Care.** The participant is responsible for the care of one or more family members which precludes entry into employment or continued participation in the program.
6. **Lacks Transportation.** The participant is without means of transportation between their domicile and the location of employment/training and/or other supportive services.
7. **Lacks Housing.** The participant lacks a fixed, regular, adequate nighttime residence which prohibits participation in the program.
8. **Separated/Sanctioned for Administrative Reasons.** The participant was separated from the program for administrative reasons other than those above. Include AFDC recipients who were required to participate but who are subsequently sanctioned for failure to participate without good cause.
9. **Voluntary Separation.** The participant voluntarily left the program for reasons other than above.
10. **Other.** Participant was terminated from the program for a reason that is not listed above.

39. **Concurrent Participation** - Record whether the individual's service strategy (CISS)/employability development plan (EDP) results in concurrent participation in any of the Federal assistance programs listed below. Check all that apply.
1. **JTPA Title II-A**
 2. **JTPA Title II-B**
 3. **JTPA 204(d) - Older Workers**
 4. **JTPA Title II-C**
 5. **JTPA Title III**
 6. **Other Federally Funded Programs**
 7. **JOBS Program Participant**

Section V. FOLLOW-UP INFORMATION--EMPLOYED AT TERMINATION
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40. **Employment Confirmed by Employer** - Record 1-Yes or 2-No. Code "1" if the employer of the job the participant obtained at termination was contacted and indicated that the participant was still employed there during the reference week. Code "2" if the employer indicated that the participant was no longer there, or if the employer could not be contacted or refused to provide the information.
41. **If "NO" to Item 40, Check the Following Results of Participants Contacted** - Record appropriate category indicating results of follow-up attempt.
1. **Employment confirmed by participant**
 2. **Participant is not employed**
 3. **Participant was not contacted**

NOTE: Code "1" if the participant was contacted directly and indicated that he/she was employed during the reference week; Code "2" if the participant was contacted directly and indicated he/she was not employed during the reference week; Code "3" if the participant could not be located or refused to provide the required information.

42. **Hourly Wage at Follow-up** - Record hourly wage (00.00). Hourly wage includes any bonuses, tips, gratuities, commissions and overtime pay earned.
43. **Hours Normally Worked Per Week in Follow-up Job** - Record the usual number of hours, including overtime, (00) of work scheduled per week.

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