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| EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210 | CLASSIFICATION WIA/Performance Reporting |
| | CORRESPONDENCE SYMBOL OPDR |
| | DATE November 27, 2012 |

ADVISORY: **TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 28-11
CHANGE 1**

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
NATIONAL FARMWORKER JOBS PROGRAM GRANTEES
INDIAN AND NATIVE AMERICAN PROGRAM GRANTEES

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Update to Program Year (PY) 2011/Fiscal Year (FY) 2012 Performance
Reporting and Data Validation Timelines

1. **Purpose.** To inform the workforce investment system of the updated performance reporting requirements and revised associated timelines for the following Employment and Training Administration (ETA) programs and activities:

- Quarterly and annual reports and data validation results for the Workforce Investment Act (WIA) Title IB programs and National Emergency Grants (NEGs);
- Quarterly reports and data validation results for the Wagner-Peyser Act Employment Service;
- Activities authorized under chapter 41 of title 38 United States Code (Local Veterans' Employment Representative and Disabled Veterans' Outreach Programs); and,
- The Trade Adjustment Assistance (TAA) program.

2. **References.**

- Sections 136 and 185 of WIA;
- 20 CFR 667.300;

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| RESCISSIONS None | EXPIRATION DATE Continuing |
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- Training and Employment Guidance Letter (TEGL) 17-05, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues, and Change 2*;
- TEGL 9-07, *Revised Incentive and Sanction Policy for Workforce Investment Act Title IB Programs*;
- TEGL 17-09, *Quarterly Submission of Workforce Investment Act Standardized Record Data (WIASRD)*;
- TEGL 7-10, *Workforce Investment Act and Wagner-Peyser Act Performance Accountability Reporting for the American Recovery and Reinvestment Act of 2009*;
- TEGL 7-11, *Workforce Investment Act (WIA) Annual Report Narrative*;
- TEGL 7-12, *Implementing the Veterans-Related and Other Reporting Change Requirements in the Labor Exchange Reporting System (LERS)*; and
- TEGL 28-11, *Program Year 2011/Fiscal Year 2012 Performance Reporting and Data Validation Timelines*.

3. Performance Reporting and Data Validation Updates for the WIA Title IB Programs. Due to a delay with the Enterprise Data Reporting and Validation Software (E-DRVS) and the alignment of TAA and WIA data validation submission dates, we have revised some of the reporting deadlines.

A. WIASRD and LERS Reporting Schedule

- *WIASRD*: For the first and second quarter of PY 2012, states will continue to use the current process to upload WIASRD and ETA 9090 reports. Beginning in the third quarter of PY 2012 (quarter ending March 31, 2013), the new E-DRVS software will be utilized for WIA reporting purposes. The anticipated release date of E-DRVS for uploading the WIASRD file is April 1, 2013.
- *LERS*: First quarter submission of the ETA 9002 and VETS 200 reports has been delayed from November 15, 2012 to February 15, 2013; the first quarter file will be due simultaneously with the PY 2012 second quarter file. These files will utilize the new LERS record layout, as approved by the Office of Management and Budget in August 2012. Starting on February 15, 2013, all LERS submissions will occur in E-DRVS. States will now upload their individual record files online through E-DRVS. Further detailed guidance on E-DRVS including a user guide will be forthcoming. Please see TEGL 7-12 for additional details on LERS.

B. Data Element Validation Due Dates

- *TAA*: Due to the fact that E-DRVS is not currently configured to accept TAA data, data element validation for Fiscal Year 2012 is due May 1, 2013.

The sample of records will be drawn from the quarter ending December 31, 2012 submission. This process will be completed utilizing E-DRVS.

- *WIA*: To coincide with the delay of the TAA timeline, WIA data element validation is due no later than May 1, 2013 to allow states the opportunity to align their data reviews with the TAA program reviews.
4. **Action Requested.** States and grantees should: 1) distribute this guidance to the appropriate staff; 2) complete report and data validation activities within the established timeframes; and 3) provide the appropriate Regional Office with updates on the reporting and validation process.
 5. **Inquiries.** Questions regarding performance reporting should be directed to the appropriate ETA Regional Office, or to the Office of Policy Development and Research at ETAPERFORMS@dol.gov.