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# **Workforce Investment Act, Section 166 Indian and Native American Programs**

## **General Reporting Instructions for the Comprehensive Services Program Report (ETA Form 9084) and Standardized Participant Information Record Data**

Revised 2006

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This reporting requirement is approved under the Paperwork Reduction Act of 1995, OMB Control No. 1205-0422, expiring 12/31/2009. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Public reporting burden for this collection of information is estimated to average 8 hours per quarterly report per grantee, including time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. Respondent's obligation to reply is mandatory. The reason for the collection of information is general program oversight, evaluation and performance assessment. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden, to the U. S. Department of Labor, Employment and Training Administration, Office of Performance and Technology, 200 Constitution Avenue, NW, Room S-5206, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0422).

## I. GENERAL INSTRUCTIONS

Workforce Investment Act (WIA) section 166 grantees are required to submit performance reports to the United States Department of Labor, Employment and Training Administration (USDOL/ETA) to comply with the record keeping and reporting requirements of the Comprehensive Services (CS) Program grant. Each grantee is required to submit a CS Program Quarterly Performance Report (ETA Form 9084) containing aggregate performance data on current program participants, and an electronic data file of records on all participants who exit from the CS program. Forms and general instructions for submitting these reports can be found under section II below. The information contained on this report will be used to determine the levels of participation, services received, and accomplishments for each CS program grant.

## II. REPORTING FORMS AND INSTRUCTIONS

- A. CS Program Quarterly Performance Report – The instructions for completing the ETA 9084 report can be found under **Appendix A**. The format is under **Appendix B**. This report provides information on current program participants, including important socio-economic characteristics, participants who have exited the program, and performance outcomes for the most recent quarter and cumulated for the most recent four-quarter reporting period.
- B. Standardized Participant Information Record Data (CS Program exiters only) – This report is an electronic data file containing important characteristics, services/activities, and certain outcomes achieved for each individual who received services financially assisted by the CS Program and who exited the program. The format and data specifications for grantees to prepare the Standardized Participant Information Record Data can be found under **Appendix C**.

At a minimum, grantees are required to submit a single electronic file of these individual records on all CS program participants who exit the program each quarter. Grantees have the option, but are not required, to submit updated individual records in subsequent post-program quarters to reflect outcome information that may be captured through supplemental/case management follow-up. It is important to note that these records contain personally identifiable client information (i.e., Social Security Numbers), which will be matched by the USDOL/ETA, on behalf of the grantees, with employment data available from state Unemployment Insurance (UI) and other administrative wage records (e.g., Federal and Military employment). This matching procedure is necessary in order for USDOL/ETA to collect consistent and reliable outcome information for each grantee by calculating a set of common performance measures that includes entry into employment, employment retention, and six-month average earnings.

### III. DUE DATES

All quarterly reports under section II are due no later than 45 days after the end of each reporting quarter. The table below shows the expected due dates for each reporting quarter.

Report Quarter	Due Dates
July – September	November 14 <sup>th</sup>
October – December	February 14 <sup>th</sup>
January – March	May 15 <sup>th</sup>
April – June	August 14 <sup>th</sup>

Should the due date of the report fall on a Saturday, Sunday, or holiday, the report is due the business day before.

### IV. SUBMISSION PROCEDURES

Information contained on the CS Quarterly Performance Report must be submitted directly to ETA's Enterprise Business Support System (EBSS) (formerly called the Enterprise Information Management System (EIMS)) via technical instructions issued through the USDOL/ETA, Indian and Native American Programs (INAP), or the ETA performance website ([www.doleta.gov/performance](http://www.doleta.gov/performance)). Grantees will only be permitted to update reported results for the 1<sup>st</sup> quarter prior to the current report quarter's submission.

