

Attachment C

This attachment is a sample of the report the Department of Labor (DOL) is requesting states provide back to DOL on a quarterly basis. The reports can be saved back to the Secured File Transfer Protocol (sFTP) site used to transmit the Veterans Retraining Assistance Program (VRAP) participant files. This file will only contain two data fields so that no personally identifiable information (PII) will be transmitted from the states to DOL. Each VRAP participant will have a “DOL –Unique ID” which will be used to provide an aggregate report to DOL on the services and outreach provided to each participant. Each state will send in a report quarterly with the following two fields completed:

DOL – Unique ID – This is provided by DOL in the report, and should be filled out in each quarterly report.

Employment Assistance – This field is blank when DOL sends the report. This is to be filled out with a numeric field detailing the outreach performed for the VRAP participant as outlined in the Training and Employment Guidance Letter (TEGL) and below. (*Note* – In the sample report a “1” is filled in, this means the individual was contacted and comes to the American Job Center for career services. This individual would have been registered into Wagner-Peyser reporting. For each DOL-Unique ID, there should be a “1”, “2”, “3”, or “4” entered based on the level of outreach done for each participant.)

The above described outreach attempts in the TEGL will result in one of the following scenarios and responses:

1. *Contact made, participant looking for a job/requests further assistance:* All attempts should be made to persuade the veteran to come into the American Job Center, or to sign-up for Wagner-Peyser services virtually. This will not only allow for staff to better serve and track the participant, but it will also greatly aid in providing performance outcomes. *If this scenario occurs, enter a “1” in the Employment Assistance field next to the appropriate DOL-Unique ID.*
2. *Contact made, participant already found employment:* In this scenario, the participant may not want/need additional services as he or she has already found employment. However, since this individual will not be a new registrant in the Wagner-Peyser program this outcome will not be counted for workforce system performance purposes but will need to be tracked for documenting outreach and reporting for VRAP. *If this scenario occurs, enter a “2” in the Employment Assistance field next to the appropriate DOL-Unique ID.*
3. *Contact made, participant is not seeking further assistance:* If a participant is not willing to participate in additional follow-up services or refuses to register for Wagner Peyser Services over the phone then this outcome will not be counted for performance purposes but will need to be tracked for documenting outreach and reporting for VRAP. *If this scenario occurs, enter a “3” in the Employment Assistance field next to the appropriate DOL-Unique ID.*

4. *Contact cannot be made:* after three unsuccessful attempts to contact the veteran within the specified 30 thirty day timeframe the veteran will be deemed “non-responsive.” The individual will be excluded for performance purposes but documentation of outreach to veteran will need to be maintained. *If this scenario occurs, enter a “4” in the Employment Assistance field next to the appropriate DOL-Unique ID.*

VRAP Participant Information - Sample

Participant Tracking

First	Middle	Last	DOB	Email Address	Phone	High Demand Occupation	ADDRESS	State	ZIPCODE	NAME OF FACILITY	COURSE NAME	OBJECTIVE NAME	DOL- Unique ID	Employment Assistance
John	James	Doe	1/1/1960	jdoe@email.com	5555555555	Computer Support Specialists	111 Any Rd.,	Anytown FL	99999	College Community	Other Technologies	Associates in Science (Less than 4 Years)	11111111	

Participant Tracking

	Employment
DOL- Unique ID	Assistance
11111111	1