

ATTACHMENT B

Record Layout

Excel Column	Data Element	Description
A	State Name	Enter the name of the state reporting.
B	Report Date	Enter the month and year for the last day of the quarter for which the report is being submitted. Valid dates include 12/31, 3/31, 6/30, and 9/30.
Basic TRA		
C	Recipients	Enter the number of individuals who received at least one basic TRA payment during the quarter.
D	First Payments	Enter the number of payments which represent the first week of basic TRA paid to claimants.
E	Weeks Paid	Enter the total number of weeks for which basic TRA was paid to eligible claimants.
F	Amount Paid	Enter the total dollar amount of basic TRA paid during the reporting period.
Additional TRA		
G	Recipients	Enter the number of individuals who received at least one additional TRA payment during the quarter.
H	First Payments	Enter the number of payments which represent the first week of additional TRA paid to claimants.
I	Weeks Paid	Enter the total number of weeks for which additional TRA was paid to eligible claimants.
J	Amount Paid	Enter the total dollar amount of additional TRA paid during the reporting period.
Remedial TRA		
K	Recipients	Enter the number of individuals who received at least one remedial TRA payment during the quarter.
L	First Payments	Enter the number of payments which represent the first week of remedial TRA paid to claimants.
M	Weeks Paid	Enter the total number of weeks for which remedial TRA was paid to eligible claimants.
N	Amount Paid	Enter the total dollar amount of remedial TRA paid during the reporting period.
Entered Training		
O	Occupational	Number of individuals who began TAA-approved occupational skills training during the quarter (regardless of the funding source that paid).
P	Remedial	Number of individuals who began TAA-approved remedial training during the quarter (regardless of the funding source that paid).
Q	OJT	Number of individuals who began TAA-approved on-the-job training during the quarter (regardless of the funding source that paid).

Excel Column	Data Element	Description
R	Customized	Number of individuals who began TAA-approved customized training during the quarter (regardless of the funding source that paid).
S	In Training	Total number of individuals in training on the last day of the reporting quarter.
Waivers Issued		
T	Recall	Number of individuals issued a waiver on the basis of being recalled to their employer.
U	Marketable Skills	Number of individuals issued a waiver on the basis of marketable skills.
V	Retirement	Number of individuals issued a waiver on the basis of retirement.
W	Health	Number of individuals issued a waiver on the basis of health issues.
X	Enrollment Unavailable	Number of individuals issued a waiver on the basis of enrollment unavailable.
Y	Training Not Available	Number of individuals issued a waiver on the basis of training not available.
Waivers Revoked		
Z	Recall	Number of recall waivers revoked
AA	Marketable Skills	Number of marketable skills waivers revoked
AB	Retirement	Number of retirement waivers revoked
AC	Health	Number of health waivers revoked
AD	Enrollment Unavailable	Number of enrollment unavailable waivers revoked
AE	Training Not Available	Number of training not available waivers revoked
Other		
AF	Completed Training	Number of individuals who completed training during the quarter.
AG	Training Cost – Recipients	See below for definition of Training Cost Recipients

Excel Column	Data Element	Description
AH	Training Costs – Amount	This item includes: (1) Tuition: facility and training costs, books and laboratory fees, and/or equipment expenses approved by the State agency; (2) Transportation: payments made to defray the costs of travel between the trainee's residence and the training facility, if the training is outside the commuting area; and (3) Subsistence: payments made to persons in TAA-approved training to defray the expenses of separate maintenance when the training facility is located outside the commuting area.
AI	Job Search Allowance – Recipients	See below for definition of Job Search Allowance.
AJ	Job Search Allowance – Costs	Payments of actual job search expenses incurred by a worker seeking employment in an area within the United States and outside the normal commuting area when there is no reasonable expectation of finding work within the commuting area.
AK	Relocation Allowance – Recipients	See below for definition of Relocation Allowance.
AL	Relocation Costs Paid	Payments made to defray the cost of relocating workers and their families to an area within the U.S., and outside the normal commuting area, when the worker has obtained employment or received a bona fide offer of employment which is reasonably expected to be of long-term or lasting duration.
AM	Participants- this quarter	Unduplicated count of participants who received one or more services during the reporting quarter. Participants include anyone who received one or more of the following: training waiver, TRA, TAA-approved training, job search allowance, relocation allowance.
AN	Total Participants- Year to Date	Unduplicated count of participants who received one or more services since the beginning of the fiscal year (YTD). Participants include anyone who received one or more of the following: training waiver, TRA, TAA-approved training, job search allowance, relocation allowance.
AO	Co-Enrolled in Wagner Peyser Program	Number of individuals co-enrolled in Wagner Peyser program.
AP	Co-Enrolled in WIA Dislocated Worker Program or NEG Program	Number of individuals co-enrolled in WIA Dislocated Worker and/or National Emergency Grants programs.