

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO. 9-06</b>
	<b>DATE</b> August 15, 2006

**TO:** ALL STATE WORKFORCE AGENCIES  
 ALL STATE WORKFORCE LIAISONS  
 ALL NATIONAL FARMWORKER JOBS PROGRAM GRANTEEES

**FROM:** JOHN R. BEVERLY, III /s/  
 Administrator  
 Office of Performance and Technology

**SUBJECT:** Timeline for Program Year (PY) 2005 Workforce Investment Act (WIA)  
 Performance Reporting and PY 2005 Data Validation (all programs)

**1. Purpose.** To remind the workforce investment system of the WIA performance reporting deadlines and timeline for submitting data validation results for the following programs: Workforce Investment Act (WIA) Title IB, the Wagner-Peyser Act, activities authorized under chapter 41 of title 38, United States Code (Local Veterans Employment Representative and Disabled Veteran Outreach Service programs), Trade Adjustment Assistance (TAA), and National Farmworker Jobs (NFJP).

**2. References.** Workforce Investment Act of 1998 Section 136; Workforce Investment Act of 1998 Title 1-D National Emergency Grants; 20 Code of Federal Regulations 667.300; Training and Employment Guidance Letter (TEGL) 14-03 Change 1, *Performance Reporting Submission Procedures for the Workforce Investment Act Standardized Record Data (WIASRD), the Annual Report, and the Quarterly Reports under Title IB of the Workforce Investment Act (WIA) for Program Year (PY) 2003 and 2004*; TEGL 17-05, *Common Measures Policy*, Training and Employment Notice (TEN) No. 14-02, *Data Validation Initiative*; TEN No. 8-02, *Implementation of Common Performance Measures for Job Training and Employment Programs*; TEGL 3-03, *Change 3 Data Validation Policy for Employment and Training Programs* and President's Management Agenda (<http://www.whitehouse.gov/omb/budget/fy2002/mgmt.pdf>).

**3. Program Year (PY) 2005 Reporting Information.** The due date for the WIA annual report is October 1 and the due date for the WIASRD files is October 15. Since these dates fall on the weekend in 2006, the specific due dates will be October 2, 2006 and October 16, 2006, respectively.

Electronic copies should be mailed to [WIA.AR@dol.gov](mailto:WIA.AR@dol.gov) and hard copies of the annual report narratives should be sent to:

U.S. Department of Labor  
Employment and Training Administration  
Attn: John R. Beverly, III  
Administrator, Office of Performance and Technology  
200 Constitution Avenue, NW  
Room S-5206  
Washington, D.C. 20210

The Enterprise Business Support System (EBSS) will not check for consistency across multiple fields (other than the funding stream), and will not check for state level outliers prior to submitting the final WIASRD on October 16, 2006. States are responsible for assuring that their WIASRD files are accurate and complete. States should contact Traci DiMartini in ETA's National Office at [dimartini.traci@dol.gov](mailto:dimartini.traci@dol.gov), before the October 16 deadline if they need technical assistance.

**4. Data Validation for State Programs.** Reporting instructions for data validation for state programs are available in revised handbooks on ETA's performance Web site at <http://www.doleta.gov/performance> under the *Data Validation* heading, under the *Reporting Guidance and Data Evaluation* section.

**Workforce Investment Act Title IB.** For PY 2005, each state is required to submit a validated annual report no later than October 2, 2006, and the appropriate WIA Standardized Record Data (WIASRD) files no later than October 16, 2006. **States are required to complete report validation prior to submitting the annual report (ETA 9091) due October 2, 2006, and data element validation using a file of exiters and participants reported on the ETA 9091 by February 1, 2007.** This date is consistent with last year's timetable. Data element validation results are due 120 days after the submission of the annual report.

**Core Job Matching and Employment Service Activities.** Each state is required to submit the ETA 9002 and VETS 200 reports on a quarterly basis no later than 45 days after the end of the report quarter. The Wagner-Peyser Act programs require report validation and minimal data element validation. **Report validation must be completed for the ETA 9002 and VETS 200 reports prior to submitting the final fourth quarter reports.** States are required to validate their fourth quarter report for Program Year 2005. **A minimal data element validation sample of 25 job seekers must be reviewed and compared to state-level data prior to submitting the ETA 9002 and VETS 200 reports, to ensure that the files used to conduct report validation were properly constructed.** States that use the ETA-provided software or DART software to prepare their ETA 9002 and VETS 200 quarterly reports should still submit report validation summaries as described in the Data Reporting and Validation System (DRVS) Labor Exchange user's guide, available on the ETA performance Web site at <http://www.doleta.gov/performance/>. All states are required to

perform data element validation and to submit their summary and analytical reports using the DRVS software through EBSS.

**Trade Adjustment Assistance.** Each state is required to submit its fourth quarter Trade Act Participant Report (TAPR) for Fiscal Year (FY) 2006 by **November 15, 2006**. States administering TAA programs are not required to submit an annual report but are required to submit individual participant records; therefore, states are not required to conduct report validation. States are required to conduct data element validation on the cumulative file of four quarters of the FY 2006 TAPR (created by adding the four quarterly files together). **The data element validation for TAA programs must be completed by February 1, 2007. A list of revised TAA elements will be published by November 15, 2006 to allow states to begin validating TAA elements.**

**5. Data Validation for National Farm Worker Jobs Program.** Reporting instructions for data validation for the NFJP will be issued separately. Although the NFJP grantees are not required to submit an annual report, they are required to submit individual participant records; therefore, they are not required to conduct report validation. **The final NFJP participant data for Program Year 2005 is due February 15, 2007. Data element validation for PY 2005 must be completed by June 15, 2007.**

**6. Data Validation Tools.** ETA is in the process of updating handbooks, standardized software, and user guides that states and grantees may use to perform data validation.

- Handbooks provide detailed information on the validation methodology, including sampling specifications and data element validation instructions for each data element to be validated. A revised list of WIA data elements and source documents are attached. New elements for TAA and NJFP will be released by November 2006.
- DRVS 6.0 software was released on July 24, 2006 for Wagner-Peyser Act reports and validation. This version is also designed to compute WIA fourth quarter reports.
- DRVS 6.1 software will be released in early September 2006 for WIA validation, in time for states to validate their annual reports due October 2, 2006.
- ETA's validation handbooks, software applications, and user guides for each program can be found on ETA's Web site at <http://www.doleta.gov/performance/>. Click on the link for Data Validation and go to the first bullet point, Tools & Software. The DRVS software, which is used for WIA Title IB and Wagner-Peyser Act programs, will be posted when finalized. The user guides will instruct states on the process of installing the application, building and loading a validation file, and completing report and element validation.
- ETA is in the process of reviewing the changes necessary to align the data validation software for the TAA and NFJP with the revised reporting specifications.

**7. Training and Technical Assistance.** States and grantees are encouraged to request technical assistance on validation procedures and the use of the validation tools by contacting regional and/or national office program staff. To avoid unnecessary delays and problems in the implementation of data validation, regional staff is available to facilitate the validation process and to address any difficulties states and grantees encounter. E-mail and phone contact information is available on the ETA Web site listed above, in the Help menu of each software application, and in the user guides.

**8. Action Required.** States and grantees are requested:

- To distribute this notice to the appropriate program staff.
- To complete report and data validation activities within the timeframes established in Sections 3, 4 and 5 of this Notice and provide the appropriate regional office with an update on the reporting and validation process.

**9. Inquiries.** Questions regarding the data validation initiative should be directed to the appropriate ETA regional office or to the Office of Performance and Technology, at [ETAPERFORMS@dol.gov](mailto:ETAPERFORMS@dol.gov), with the subject line of Data Validation.

**Attachment A:** Source Documentation Requirements for PY 2005 WIA Data Element Validation

**Attachment B:** TEGL 17-05, Attachment C, Educational Functioning Level Descriptors