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**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 7-10**

**TO:** ALL STATE WORKFORCE AGENCIES  
ALL STATE WORKFORCE ADMINISTRATORS  
ALL STATE WORKFORCE LIAISONS

**FROM:** JANE OATES /s/  
Assistant Secretary

**SUBJECT:** Workforce Investment Act and Wagner-Peyser Act Performance  
Accountability Reporting for the American Recovery and Reinvestment Act  
of 2009

**1. Purpose.** The intent of this guidance is to further clarify and consolidate changes to the performance reporting requirements for the American Recovery and Reinvestment Act of 2009. As such, this document replaces Training and Employment Guidance Letter (TEGL) 24-08, issued May 21, 2009.

**2. References.**

- American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5)
- Workforce Investment Act of 1998 (WIA), as amended (29 U.S.C. 2801 et seq.)
- WIA regulations at 20 CFR Part 666
- Wagner-Peyser Act, as amended (29 U.S.C. 49 et seq.)
- 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"
- Training and Employment Notice (TEN) 9-08, "Program Year 2007/Fiscal Year 2008 Performance Reporting and Data Validation Timelines"
- TEGL 14-00, Change 1, "Guidance on the Workforce Investment Act (WIA) Management Information and Reporting System"
- TEGL 14-00, Change 2, "Workforce Investment Act (WIA) Annual Report Narrative"
- TEGL 11-01, "Guidance on Revising Workforce Investment Act (WIA) State Negotiated Levels of Performance"

<b>RESCISSIONS</b> TEGL 24-08	<b>EXPIRATION DATE</b> Continuing
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- TEGL 09-08, “Negotiating Performance Goals for the Workforce Investment Act Title IB Programs and Wagner-Peyser Act Funded Activities for Program Year 2009”
- TEGL 14-08, “Guidance for Implementation of the Workforce Investment Act and Wagner-Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009”
- Information Collection Forms ETA 9091 and 9090 (Office of Management and Budget (OMB) Control No. 1205-0420)
- Information Collection Forms ETA 9002 and VETS 200 (OMB Control No. 1205-0240)
- Information Collection Forms ETA 9048 and ETA 9049 (OMB Control No. 1205-0353)
- Information Collection Forms ETA 9147, 9148, 9149 and WIASRD (OMB Control No. 1205-0474)
- TEGL 24-08, “Workforce Investment Act and Wagner-Peyser Act Performance Accountability Reporting for the American Recovery and Reinvestment Act of 2009”
- TEN 24-09, “Joint Letter from the Employment and Training Administration (ETA) and the U.S. Department of Health and Human Services Administration for Children and Families (ACF) regarding youth subsidized employment opportunities under the Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund”
- TEGL 17-09, “Quarterly Submission of Workforce Investment Act Standardized Record Data (WIASRD)”
- TEN 38-09, “American Recovery and Reinvestment Act of 2009 On-the-Job Training National Emergency Grants”
- TEGL 26-09, “Workforce Investment Act (WIA) Waiver Policy and Waiver Decisions for PY 2009 and 2010”

**3. Background.** ETA published TEGL 24-08 on May 21, 2009, to provide guidelines for reporting performance accountability information for programs receiving additional funds under the American Recovery and Reinvestment Act of 2009 (Recovery Act). These programs include the Workforce Investment Act (WIA) Adult and Dislocated Worker programs, the WIA Youth program, including summer youth employment, National Emergency Grants, and the Wagner-Peyser Act Employment Service, including the Reemployment Services grants. This TEGL provides additional clarification on many of the required performance items as well as revised specifications for several data elements.

In addition, on January 19, 2010, Training and Employment Notice (TEN) 24-09 was issued to encourage the workforce system to partner with TANF agencies in their efforts to promote subsidized summer employment opportunities. Subsidized employment opportunities provide valuable skills and work experience for youth and

often serves as a stepping stone toward the path to unsubsidized employment. In 2009, through funds from the Recovery Act, over 324,000 youth participated in subsidized work experiences nationwide. Much of the WIA youth activities funding under the Recovery Act has been expended while significant TANF Emergency funding remains. For those states that co-enroll youth in summer employment in TANF and WIA youth using non-Recovery Act funds, a waiver of performance measures to use only the work readiness indicator may be desired. This TEGL includes revisions to the monthly youth report (ETA form 9149) to facilitate performance reporting for this potential waiver.

**4. Revisions.** This document replaces TEGL 24-08 by providing additional clarification on several common questions/concerns regarding Recovery Act performance reporting requirements. In addition, this document provides a consolidation of various changes to both the data elements that are collected, as well as to various performance reporting specifications. This TEGL also contains revisions to the youth report in order to accommodate performance reporting for those states with a waiver associated with using the TANF Emergency funds for summer employment. See TEGL 26-09 for information on this waiver.

Specifically, this guidance clarifies information for the following areas.

- Instructions for reporting self service participants in the WIA Adult program.
- Recovery Act reporting on the WIA Youth program has undergone several changes, including the addition of the TANF-funded services column. In particular, performance item 14, the number of participants receiving employment services, has been replaced by a new data element, the number of participants transitioning into unsubsidized employment.
- Leading indicators of performance have changed in the Recovery Act youth report to capture non-summer work readiness attainment and non-summer work experience completion for those states that received a waiver to allow Recovery Act youth to participate in work experiences outside of the summer months.
- The methodology for implementing the work readiness indicator based on recommendations from the Government Accountability Office (GAO) (Attachment B).
- Changes to the report specifications in the youth report (ETA form 9149) for performance items 8a through 8c (age of participants), performance item 11 (number of participants placed in summer employment) and performance item 18 (number of summer employment participants enrolled in services beyond summer employment).
- Clarifications on self-service reporting for the Wagner-Peyser Act program, as well as a change in reporting for performance item 8 (number referred to WIA services) on ETA form 9147, where this item is no longer collected for self-service only participants.

- Reporting requirements for the quarterly WIASRD have been removed. This information is now available in TEGL 17-09.

**5. Performance Reporting Requirements.** The Recovery Act funds are intended to supplement the existing WIA and Wagner-Peyser Act program formula-funded resources. Training and Employment Guidance Letter 14-08 elaborates on the importance of integrating the two funding sources to achieve the desired outcomes of the programs, i.e., to increase employment and training services that will assist workers to connect with the labor market. Therefore, for reporting purposes, participants in all programs (except WIA Youth and Reemployment Services) will be considered as participants in the regular formula programs and must be included in all current performance reporting requirements for the respective programs. The special requirements for WIA Youth and Reemployment Services are set forth below in the Supplemental Monthly Reports section.

### **Current Reports**

- ***WIA Title 1B Programs and National Emergency Grants***  
For WIA programs, including Adult, Dislocated Worker, and Youth programs, and National Emergency Grants (NEGs), states will continue to submit required quarterly and annual reports, and include participants whose services are financed with regular WIA formula funds *and/or* Recovery Act funds. (See the section below on Supplemental Monthly Reports, WIA Youth, for the exception on Recovery Act-funded youth services, and Supplemental Monthly Reports, National Emergency Grants, for the exception on Recovery Act-funded National Emergency Grants.)
  - States submit a Quarterly Report (ETA 9090 – OMB Control No. 1205-0420) (submitted 45 days after the end of the calendar quarter) with the following information:
    - Aggregate participant counts by program (WIA Adults, Dislocated Workers, Youth, and National Emergency Grants);
    - Aggregate training counts (for WIA Adults and Dislocated Workers only); and
    - Aggregate counts of outcomes against performance measures (reports on exiters and depending on measure, reports on individuals who exited anywhere from 15 to 22 months prior to the reporting date).
  - States submit a WIA Annual Report (ETA 9091 – OMB Control No. 1205-0420) on their performance outcomes. (National Emergency Grants participants are not broken out as a separate item in this report. However,

NEG participants are included if they are co-enrolled in other WIA programs.)

- States submit, on a quarterly basis, an individual record (WIASRD--OMB Control No. 1205-0474) for program participants and exiters that includes individual characteristics/demographics, services received, and outcomes achieved.
- ***Wagner-Peyser Act Programs Employment Service (ES) Grants and Reemployment Services Grants***

For the Wagner-Peyser Act programs, states will continue to submit required quarterly aggregate reports, and include participants whose services are financed with regular Wagner-Peyser Act formula funds *and/or* Recovery Act funds.

States submit quarterly aggregate reports required under the Labor Exchange Reporting System (ETA 9002 and VETS 200 series – OMB Control No. 1205-0240) 45 days after the end of the calendar quarter, on participant characteristics, services received and exiter outcomes. States will include in these reports all participants whose services are financed with regular Wagner-Peyser Act formula funds and Recovery Act funds for both Employment Service and Reemployment Services grants. No individual participant information is reported to ETA.

### **Supplemental Monthly Reports**

Consistent with the principles of transparency and accountability, ETA recognized the need to collect participant and performance information more frequently to inform policymakers and the public about the progress of the Recovery Act's implementation and, coupled with regular formula funds, about the labor market outcomes it leverages for job seekers.

To record the impact of the Recovery Act resources, ETA developed the required supplemental reports. Under these supplemental reports, states are required to submit information that states already collect; however, states are required to submit the supplemental reports monthly.

For the WIA Adults and Dislocated Workers programs, and the Wagner-Peyser Employment Service, states will report counts of people whose services were financed by either the regular formula funds and/or the Recovery Act funds in these supplemental reports.

The specific identification of WIA Adults, Dislocated Workers, and Wagner-Peyser Employment Service individuals served with Recovery Act funds only versus 'regular'

formula funds is a challenge since no differentiating eligibility requirements are specified in the Act. It is further complicated by the fact that Recovery Act funds must be spent concurrently with ongoing funding streams for these programs specified in the Recovery Act. Therefore, because characteristics and eligibility are identical and because services may well be paid for with both regular and Recovery Act funds, it is not possible for states and local service providers to distinguish who is a “Recovery Act” participant in any consistent way.

Required supplemental monthly reports will contain the following information.

- **For WIA Adults**, states will report aggregate counts of all participants, including those whose services are funded with regular WIA Adult formula funds and Recovery Act funds. States will report aggregate counts on those participants who are low-income, those receiving TANF and other public assistance, the number of Unemployment Insurance (UI) claimants, Veterans, individuals with disabilities, numbers with individual training accounts, numbers in training and type of training, numbers receiving supportive services and numbers receiving needs-related payments. Reporting this participant information reflects the Congressional intent about the use of the Recovery Act resources to serve low-income individuals and provide training services and the support necessary to stay in training.
- **For WIA Dislocated Workers**, states will report aggregate counts of all participants, including those whose services are funded with regular WIA Dislocated Worker formula funds and Recovery Act funds. States will report the number of UI claimants, Veterans, and individuals with disabilities, numbers with individual training accounts, numbers in training and type of training, numbers receiving supportive services and the number receiving needs-related payments.
- **For National Emergency Grants** funded with Recovery Act resources only, states will report aggregate counts of participants, including the number of UI claimants, Veterans, and individuals with disabilities, numbers with individual training accounts, numbers in training and type of training, numbers receiving supportive services and the number receiving needs-related payments. *This includes Recovery Act-funded NEGs awarded for On-the-Job Training (OJT).*

No new data element collection is proposed for the WIA Adult and Dislocated Worker programs and National Emergency Grants. The data elements contained in the supplemental monthly report are part of the current data collection requirements for the WIA individual record (WIASRD). States will still submit an aggregate extract of this information to ETA on participants, on a monthly

basis. See Attachment A for the layout of the specific information to be collected for these programs.

- **For WIA Youth**, reporting will be different. States are required to distinguish youth served with Recovery Act funds from youth served only with regular WIA funds and report “Recovery Act” youth separately in the supplemental monthly youth report. In addition, for those states with a waiver related to TANF-funded summer employment participants that are co-enrolled in the regular WIA youth program, they must distinguish those youth who fall under the waiver and report “TANF” youth separately in the supplemental monthly youth report.

Three factors in the Recovery Act make it necessary to create a separate reporting mechanism for the WIA Youth portion of the Recovery Act funding:

1. An emphasis on using funds for summer employment (currently not collected in the WIA quarterly or annual report and only collected as an activity for exiters in the WIASRD);
2. Recovery Act eligibility increasing its age limit to 24; and
3. The application of the two leading indicators as the only performance indicators used to assess the effectiveness of Recovery-Act funded employment opportunities.

With the issuance of TEN 24-09, states are now encouraged to use TANF Emergency funds to provide subsidized employment to low-income youth along with other benefits and services allowed under the TANF program. The issuance of a performance waiver to report only the work readiness indicator for those combining TANF and regular WIA youth funds for summer employment opportunities necessitates a separate reporting mechanism because the work readiness indicator is not collected in the WIA quarterly and annual reports. To ease the reporting burden on states, and in recognition of the overlapping nature of the youth population being served by up to three funding streams, a modified monthly youth participant form is the most convenient method for capturing the required performance data associated with the new TANF source of funding. *The new columns titled “TANF Waiver Reporting” are to be used by those states that have a waiver to report only the work readiness indicator for youth in summer employment who are co-enrolled in TANF. States without the TANF waiver must report these youth on the regular WIA youth reports (WIASRD, quarterly, or annual reports) if they receive formula funded WIA youth services. If these Youth participants receive Recovery Act funded services, they must be reported in the Recovery Act columns of the WIA youth monthly report.*

- Youth participants served only with regular WIA youth funds will only be reported in the regular WIA Youth reports (WIASRD, quarterly, or annual reports) regardless of service mix and would be subject to the full set of WIA Youth measures or youth common measures for those states that have a waiver to report outcomes for common measures only.
  - Youth participants served only with WIA youth Recovery Act funds will be reported only in the Recovery Act columns of supplemental youth report.
  - Youth participants served with WIA youth Recovery Act and WIA youth formula funds will be reported in the Recovery Act columns of the supplemental report and in the regular WIA Youth reports (WIASRD, quarterly, or annual reports) and would be subject to the full set of WIA Youth measures or youth common measures for those states that have a waiver to report outcomes for common measures only.
  - Youth participants served with WIA youth Recovery Act and TANF funds and are covered by the TANF waiver will be reported only in the Recovery Act columns of the supplemental youth report.
  - Youth participants served with regular WIA formula and TANF funds and are covered by the TANF waiver will only be reported in the TANF columns of the supplemental youth report.
  - Youth participants that are served with Recovery Act, regular WIA and TANF funds and are covered by the TANF waiver are to be reported only in the Recovery Act and TANF columns of the supplemental youth report.
  - Youth participants served only with TANF funds will not be reported in any of the WIA reports or WIA Recovery Act reports.
- States will report aggregate counts of all Recovery Act participants, including the characteristics of participants, the numbers of participants in summer employment, the number placed in work experiences outside the summer months, the numbers receiving educational achievement services, the numbers transitioning into unsubsidized employment, the numbers receiving additional support services for youth, the numbers receiving leadership development opportunities, the numbers receiving follow up services, the numbers receiving services beyond summer employment, the numbers attaining work readiness, which is required in the Recovery Act, and completion of a summer youth employment opportunity (May 1 through September 30) and/or a non-summer work experience (October 1 through April 30).

For those states with the TANF performance waiver, TANF funded youth participants that are co-enrolled in the WIA youth program will be reported in the TANF Emergency columns of the supplemental report. States with such a waiver will report aggregate counts of all TANF participants, including the characteristics of participants, the numbers transitioning into unsubsidized

employment and the numbers attaining work readiness. *States without the TANF waiver must report these youth on the regular WIA youth reports (WIASRD, quarterly, or annual reports). If these Youth participants also receive Recovery Act funded services, they must be reported in the Recovery Act columns of the WIA youth monthly report.*

See Attachment B for additional details on the information to be collected on WIA Youth Recovery Act services.

- **For the Wagner-Peyser Act Employment Service Grants**, states are required to submit supplemental reports of aggregate counts of all participants whose services are financed with regular Wagner-Peyser Act formula funds *and* Recovery Act funds (i.e., Employment Service and Reemployment Services).

States are to report on the number of participants served, number of Veterans served, and the type of services received. This information is currently reported in the existing Wagner-Peyser quarterly report (ETA 9002A).

Collectively, this monthly report will provide a complete picture of Wagner-Peyser Act services (e.g., ETA 9002 report = participants funded by: ES formula grants + supplemental Recovery Act ES + supplemental Recovery Act Reemployment Services). Omitting participants served by any of these funding streams in the ETA 9002 report will constitute an incomplete submission.

One additional section on the supplemental report created a distinction between staff-assisted services versus those that are provided virtually (i.e., services self-accessed through the Internet, either in a One-Stop resource room or through any other remote location). Currently, states do report the number of “staff-assisted services” in the ETA 9002 quarterly report, and states may include counts on the number of persons who access services “virtually.” However, the current reporting requirements do not delineate between what modality was used to provide the services. See Attachment C for additional details on the information to be collected for the Wagner-Peyser Act program.

- **For the Wagner-Peyser Reemployment Services Grants**, states are to report on the same data elements that are collected for the Wagner-Peyser Act Employment Service report, with one additional data element: *referral to training, including WIA-funded training*. A similar data element is used in the ETA Form 9048 (OMB Control No. 1205-0353) for Worker Profiling and Reemployment Services; however, it is not included in the ETA 9002 report. Since Reemployment Services Grants do not provide for training, this new data element will be crucial to see how often the system refers individuals to those programs that offer training interventions.

For the Reemployment Services Grants, states must identify Recovery Act-funded participants on the supplemental monthly report. All Unemployment Insurance (UI) claimants who were identified for and received Reemployment Services Grants-funded staff-assisted services should be classified as Recovery Act-funded participants. As described in TEGL 14-08, ETA encourages states to provide more in-depth and intensive staff-assisted services to the UI claimant population.

Two factors made it necessary to create a separate report for the Reemployment Services portion of the Recovery Act.

(1) The Recovery Act makes a clear distinction between general Wagner-Peyser Act funds and Reemployment Services funds to support targeted services to Unemployment Insurance claimants. Oversight bodies, including Congress, have indicated the need to better understand the impact of the \$250 million dedicated to UI claimants; and

(2) The Wagner-Peyser Act Employment Service serves over 14 million individuals each year. If Reemployment Services participants are not reported separately from the regular Wagner-Peyser Act reporting, ETA would not have the ability to analyze and track positive effects of the new Reemployment Services funds. Separate identification and reporting of these participants ensures that ETA can demonstrate accountability for resources expended by these grants.

IMPORTANT NOTE: Reemployment Services participants who are reported in the Reemployment Services monthly Recovery Act Report must also be included in the ES monthly Recovery Act Report (described further in the preceding bullet point).

See Attachment C for additional details on the information to be collected for the Reemployment Services Grants.

**6. How Recovery Act Participants will be Identified.** For the WIA Adult and Dislocated Worker programs, performance accountability information that reflects both regular formula-funded and Recovery Act-funded participant activities must be reported in the aggregate on the supplemental monthly report. *There is no distinction between these participants.*

However, ETA has modified the WIASRD layout to allow states to indicate which participants did receive services funded in part or in whole by Recovery Act funds. This type of identification will be helpful to identify outcomes achieved by these participants when they have completed the program services.

- For the WIA Adult, Dislocated Worker, and Youth programs, and National Emergency Grants, states will use WIASRD field number 326 to indicate participants who received services financially assisted in part or in whole by the Recovery Act. The one exception is when an individual participates in Summer Youth Employment only (see below). States must complete WIASRD field 326 for WIA Adult, Dislocated Worker, Youth, and National Emergency Grant participants as follows:
  - Record 1 if the participant received services financially assisted from any other WIA or non-WIA program not listed above [programs in which a participant may have been co-enrolled] that provided the individual with services.
  - Record 2 if the participant received services financially assisted in whole or in part by funds from the Recovery Act.
  - Record 3 if the participant received services financially assisted from any other WIA or non-WIA program not listed above AND received services financially assisted in whole or in part by funds from the Recovery Act.
  - Record 0 or leave "blank" if the participant did not receive any services under any of the conditions described above or it is not known.

Individual records for all participants in Recovery Act-funded National Emergency Grants must have WIASRD field 326 completed as well as one of the National Emergency Grant (NEG) identifier fields, i.e., 313 (a), (b), or (c). *This requirement also applies to Recovery Act-funded NEGs for OJT.*

- For the WIA Youth Recovery Act-funded activities, states will include on the supplemental monthly youth report, only participants served with Recovery Act funds or TANF funds (if the state has TANF waiver). If such youth are only served between May 1 and September 30 (the “summer” period) and participate in summer employment only, they will not be reported in the regular WIA Youth reports (WIASRD, quarterly, or annual reports) regardless of service mix.
- For the Wagner-Peyser Act program, both regular formula and Recovery Act-funded participants will be included in the aggregate on the monthly report. There is no distinction between the participants for this program.
- For Reemployment Services Grants, states will report on Recovery Act-funded participants only on the monthly reporting forms. A participant whose services are funded by Recovery Act Reemployment Services Grants is a UI claimant who was identified for and received Reemployment Services Grants-funded staff-assisted services. As described in TEGL 14-08, ETA encourages states to provide more in-depth and intensive staff-assisted services to these individuals.

**7. Frequency for Reporting.** States will continue to submit the current formula-funded reports (described in Section 5 above) on a quarterly basis, 45 days after the end of the calendar quarter. States will continue to submit the WIA Annual Report on October 1.

States will continue to submit the supplemental Adult and Dislocated Worker programs and National Emergency Grants report, the WIA Youth Recovery Act and TANF report, and the Wagner-Peyser Act reports monthly by the 15<sup>th</sup> of each month for the previous month. If the 15<sup>th</sup> of the month falls on a weekend, the report will be due the following Monday.

**8. Performance Outcomes.**

*WIA Adult and Dislocated Worker Programs.* The performance measures for WIA Adult and Dislocated Worker programs and National Emergency Grants will continue to be those measures specified in section 136 of WIA. All participants in the WIA Adult and Dislocated Worker programs and National Emergency Grants will be included in the regular WIA reports (quarterly report, WIASRD, annual report). However, National Emergency Grants are not broken out as a separate item in the annual report, and the outcomes for the WIA performance measures will be included in these reports.

*Wagner-Peyser Act Programs.* Similarly, the performance measures for the Wagner-Peyser Act will continue to be those measures specified in TEGL 17-05. All participants in the Wagner-Peyser Act program, including those whose services are funded in part or in whole by regular formula and/or Recovery Act funds will be included in the regular quarterly reports (ETA Form 9002A through E), and the performance outcomes against the Wagner-Peyser performance measures will be included in these reports.

*WIA Youth Program.* If youth are served only with Recovery Act funds between May 1 and September 30 (the “summer” period) and participate in summer employment only, the only performance indicators required for these youth are the work readiness indicator and the summer completion rate. These youth will not be reported in the regular WIA Youth reports (WIASRD, quarterly, or annual reports) regardless of service mix, since the youth received no WIA-funded services.

If a youth served with Recovery Act funds does not participate in summer employment or is served before May 1 or beyond September 30, he/she would also be included in the regular WIA reports and be subject to the full set of WIA Youth measures or youth common measures for those states that have a waiver to report common performance measure outcomes only. For WIA Youth Recovery Act-funded services, the only exception is for youth 22 to 24 years old. Since these youth fall outside of the regular WIA Youth eligibility because of age, they would not be included in the regular WIA Youth reports.

ETA encourages states and/or local areas who serve 22 to 24 years old youth with Recovery Act funds beyond the summer to co-enroll them in the WIA Adult and/or Dislocated Worker program when appropriate. If such youth are co-enrolled in the WIA Adult Program, they would be reported through the WIA Adult performance measures. If such youth are co-enrolled in the WIA Dislocated Worker program, they would be reported through the WIA Dislocated Worker performance measures.

**9. Performance Goals.** States will continue to report progress against the already established negotiated performance goals for the WIA title IB and Wagner-Peyser Act programs. These funds are meant to supplement the regular formula-funded programs; therefore, separate goals are not necessary. There will not be separate performance goals negotiated for programs that utilize Recovery Act funds, and there will not be separate performance goals for the youth work readiness and summer employment/work experience completion indicators.

In consideration of the customer characteristics, and service mix provided with regular formula funds and Recovery Act funds, states may request renegotiation of established levels of performance. States should review the guidelines set forth in TEGL 11-01 and contact the ETA Regional Administrator.

**10. Mechanism for Reporting.** ETA provides a web-based system for states to enter the current month and program-to-date totals for each report. Information for the monthly reports is to be submitted at [www.eta-reports.doleta.gov](http://www.eta-reports.doleta.gov). States have been assigned a password/PIN to access the web-based reporting system. States will have from the first of the month through the 25<sup>th</sup> of the month to enter/update information for the previous month. Technical assistance is available to address any questions that states may have.

**11. Action Requested.** States are requested to distribute this information to the appropriate state and local staff.

**12. Paperwork Reduction Act (PRA) Statement.** The annualized public reporting burden for the collection of information described in this TEGL is estimated to average approximately 768 hours per state for the monthly reports and 10,614 hours per state for the quarterly WIASRD including time for gathering and maintaining the data.

According to the Paperwork Reduction Act of 1995 (Pub. L. 104-13), no persons are required to respond to a collection of information unless such collection displays a valid OMB control number (see 44 U.S.C. Section 3507). Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number (see 44 U.S.C. Section 3512). The OMB Control Number for this information request is 1205-0474.

**13. Inquiries.** Questions concerning this guidance should be directed to the appropriate regional office or to the Office of Policy Development and Research, at [ETAperforms@dol.gov](mailto:ETAperforms@dol.gov).

**14. Attachments.**

**Attachment A:** Monthly Reporting Requirements for WIA Adult and Dislocated Worker Programs and National Emergency Grants

**Attachment B:** Monthly Reporting Requirements for the WIA Youth Recovery Act Services

**Attachment C:** Monthly Reporting Requirements for the Wagner-Peyser Act Program, Including the Reemployment Services Grants

**Attachment D:** Optional Work Readiness Tool for the WIA Youth Program