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Workforce Investment Act, Section 166 Indian and Native American Programs

General Reporting Instructions for the Supplemental Youth
Services Program Report and the American Recovery and
Reinvestment Act Report (ETA Form 9085)

Revised 2009

Prepared By
Office of Performance and Technology
Employment and Training Administration

Public Burden Statement: This reporting requirement is approved under the Paperwork Reduction Act of 1995, OMB Control No. 1205-0422. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number and expiration date. Public reporting burden for this collection of information, which is required for obtaining or retaining benefits (PL 105-220, Sec. 166), is estimated to average 26 hours per response, including time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. The reason for the collection of information is general program oversight, evaluation and performance assessment. Send comments regarding this burden, to the U.S. Department of Labor, Employment and Training Administration, Indian and Native American Program, 200 Constitution Avenue, NW, Room S-4209, Washington, D.C. 20210.

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 Supplemental Youth Services Program (SYSP) grant and the American Recovery and Reinvestment Act. The reports collect socio-economic information on program participants at the time of enrollment. They also collect achievements and outcomes that youth attained while participating in the program.

Grantees must submit separate reports, one covering their regular SYSP participants and another report covering participants served with Recovery Act funds. Information on each is collected for the most recent reporting period and cumulatively from the beginning of the report period. **Note:** SYSP reports will continue to be required on a semi-annual and annual basis. However, Recovery Act participants' interim reports will be required on a monthly basis. The information contained on these reports will be used to determine the levels of participation, services received, and accomplishments for each program grant. The SYSP reports will describe participant characteristics, services, and outcomes of those served with regular SYSP funds. The Recovery Act monthly reports will contain information for those served with Recovery Act funds, with an emphasis on the work readiness attainment.

II. DUE DATES

The table below shows the due dates for the Section 166 SYSP reports.

SYSP Report Period	Due Date
April - September (semi-annual)	November 14
April 1 - March 31 (annual)	June 30

NOTE: To comply with the Recovery Act reporting, INA grantees are required to submit monthly Recovery Act reports by the 15th day of each month (for the previous month).

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

III. SUBMISSION PROCEDURES

Information contained on the SYSP Performance Report must be submitted directly to ETA's Enterprise Business Support System (EBSS) via www.eta-reports.doleta.gov.



INDIAN AND NATIVE AMERICAN YOUTH PROGRAM
 (including youth served under the American Recovery and Reinvestment Act)



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 Expires 2 / 28 / 2010

SECTION I - Grantee Identifying Information			
Grantee Name and Address: _____ _____		Grant Number: _____	
		Report End Date: ____ / ____ / ____	
	Previous Period (A)	Current Period (B)	Program-to-Date (C)
SECTION II - Participation / Exiter Summary - [Enter participants who enrolled in the program and Exited during the program year.]			
1. Total Participants			
a. Participation in Summer Employment			
2. Total Exiters			
a. Summer Employment Exiters			
3. Total Current Participants			
SECTION III - Participant Characteristics Summary - [Enter characteristics of participants at enrollment]			
Gender	4. Male		
	5. Female		
Education	6. High School / Pre-High School Student		
	7. High School Graduate or Equivalent		
	8. Post High School Student		
	9. School Dropout		
Barriers	10. Pregnant and/or Parenting Youth		
	11. Offender		
	12. Foster Child		
	13. Public Assistance Recipient		
	14. Basic Skills Deficiency		
	15. Individual With Disability		
School Status	16. In-school youth		
	17. Out-of-school youth		
Age	18. 14 - 18		
	19. 19 - 21		
	20. 22 - 24 (Recovery Act Participants Only)		
VETS	21. Eligible Veterans		

SECTION IV - Participant Goals and/or Attainments Summary - [Enter goals attained after receiving program services]

22. Completed Work Readiness			
23. Completed Internship or Vocational Exploration Program			
24. Completed Career Assessment			
25. Entered Unsubsidized Employment (Including Military)			
26. Remained in School			
27. Returned to School Full Time			
28. Enrolled in Job Corps			
29. Improved Basic Skills by at Least Two Grade Levels			
30. Attained High School Diploma			
31. Attained GED			
32. Completed Occupational Skills Training			
33. Completed Leadership Skills Training			
34. Entered Other (Non-Supplemental Youth) Training Program			
35. Successful Completion of Summer Employment			

SECTION V. Performance Outcomes / Performance

	Value	<i>Numerator</i> <i>Denominator</i>	Value	<i>Numerator</i> <i>Denominator</i>	Value	<i>Numerator</i> <i>Denominator</i>
36. Attainment of Two or More Goals						
37. Educational Attainment for Dropouts						

SECTION VI. Recovery Act - Indicators of Performance

	Value	<i>Numerator</i> <i>Denominator</i>	Value	<i>Numerator</i> <i>Denominator</i>	Value	<i>Numerator</i> <i>Denominator</i>
38. Work Readiness Attainment Rate						
39. Summer Employment Completion Rate						

Grantee Remarks

Certification: I Certify that to the best of my knowledge and belief that this report is correct and complete for the purpose set forth in the Grant Agreement.

Name of Grantee Certifying Official:	Telephone Number:	Email:

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Instructions for Completing the SYSP and Recovery Act Performance Reports

Section I. Grantee Identifying Information

Grantee Name and Address – Enter the grantee name and mailing address as it appears on the appropriate Notice of Obligation (NOO) or equivalent official document from the U.S. Department of Labor.

Grant Number – Enter the grant number as it appears on the appropriate NOO or equivalent official document from the U.S. Department of Labor.

Report End Date – Enter the last month, day, and year (*mm/dd/yyyy*) of the period for which the report is being prepared. For monthly Recovery Act reports enter the last day of the month for which the report is being prepared.

Section II. Participation and Exit Information

This section collects information on the number of individuals that participated in the SYSP during the report period and during the cumulative period from the beginning of the program year (including new and carry-over participants). It also includes the number of participants that exited the program during the report period and during the cumulative period from the beginning of the program year. Grantees are required to submit results for both the current period (**Column B**) and cumulative from the beginning of the program year (**Column C**). For regular SYSP reports, the current period will be semi-annual or annual, while for the Recovery Act reports the current period will be for the most recent month.

II.1 Total Participants Served - Enter the total number of youth participants who are enrolled in the SYSP for the reporting period (including new and carry-over participants). A participant is any individual who is determined eligible to participate in the program and receives a service funded by the program. Participant counts do not include individuals who only receive a determination of eligibility to participate in the program. Date of enrollment in the program begins on the day the participant first receives a service such as training assistance, supportive Service or is enrolled in a program activity such as classroom training, job readiness, work experience, etc.

II.1. a Participation in Summer Employment – Enter the number of participants placed in summer employment. Summer employment is defined as any work experience (subsidized or unsubsidized) that occurs between May 1 – September 30.

II.2 Total Exiters – Enter the total number of participants who exited from the program during the reporting period.

II.2.a Summer Employment Exiters – Enter the total number of individuals from line II.1.a who exited during the reporting period.

II.3 Total Current Participants - Enter the total number of youth participants who are currently enrolled in the program. This figure should equal the number of Total Participants (line II.1) minus the number of Total Exiters (line II.2) for the reporting period.

Section III. Participant Characteristics Summary Information

This section collects information on the socio-economic characteristics of individuals participating in the program. The information reflects the characteristics of participants at the time of enrollment and includes all participants (including new and carry-over participants) for the current reporting period and

during the cumulative period from the beginning of the program year. Grantees are required to submit results for both the current period (**Column B**) and cumulative period from the beginning of the program year (**Column C**).

4. Male – Enter the total number of male participants enrolled for the reporting period.

5. Female – Enter the total number of female participants enrolled for the reporting period.

6. High School/ Pre-High School Student – Enter the total number of youth participants who, at enrollment, are attending middle school, junior high school, high school or alternative school whether full or part-time. Participants that are between school terms (such as summer break) and intend to return to school should be included in this line item. [Lines 6 - 9 must equal Line 1 - Total Participants].

7. High School Graduate or Equivalent – Enter the total number of youth participants who, at enrollment, had received a high school diploma or equivalent (GED), but who are not attending post-secondary education (i.e., vocational/technical school, tribal college, community college, four year college, etc.) [Lines 6 - 9 must equal Line 1 - Total Participants].

8. Post High School Student – Enter the total number of youth participants who, at enrollment had received a high school diploma or a GED certificate and are currently attending post-secondary education (i.e., vocational/technical school, tribal college, community college, four year college, etc.). Participants that are between school terms (such as semester break) and intend to return to school should be included in this line item [Lines 6 - 9 must equal Line 1 - Total Participants].

9. School Dropout – Enter the total number of youth participants who, at enrollment, are no longer attending any school and who had not received a secondary school diploma or its recognized equivalent [Lines 6 - 9 must equal Line 1 - Total Participants].

10. Pregnant and/or Parenting Youth – Enter the total number of youth participants who, at enrollment, are pregnant and/or parenting, or who are providing custodial care for one or more dependents under age 18 as appropriate. Parenting youth and youth providing custodial care may also include male youth.

11. Offender – Enter the total number of youth participants who, at enrollment: (a) are or have been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or (b) who require assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

12. Foster Child - Enter the total number of youth participants who, at enrollment, are under foster care as determined by the tribe or State.

13. Public Assistance Recipient - Enter the total number of youth participants who, at enrollment, were listed on the welfare grant and were receiving cash payments from a means-tested, income transfer program, receiving Food Stamps or commodities. The income transfer programs include TANF (SSA Title IV), [General Assistance (Tribal, BIA, State, or local government)], Refugee Assistance (PL 96-212), and SSI (SSA Title XVI).

14. Basic Skills Deficiency - Enter the total number of youth participants, who, at enrollment, have English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.

15. Individuals with a Disability - Enter the total number of youth participants, who, at enrollment, have a physical (motion, vision, and hearing) or mental (learning or developmental) impairment which substantially limits one or more of such person's major life activities and have a record of such an impairment.

16. In-School youth – Enter the total number of youth participants, who, at enrollment, are attending middle school, secondary (i.e., high school) or post-secondary school. The total for this line item should equal the sum of lines 6 and 8 above.

17. Out-of-school youth – Enter the total number of youth participants, who, at enrollment, are a high school graduate or equivalent but are not attending post-secondary education (i.e., vocational/technical school, tribal college, community college, four year college, etc.) or are a school dropout. The total for this line item should equal the sum of lines 7 and 9 above.

18. Age 14 -18 - Enter the total number of youth participants, who, at enrollment, are between the age of 14 and 17.

19. Age 19 -21 - Enter the total number of youth participants, who, at enrollment, are between the age of 19 and 21.

20. Age 22 -24 - Enter the total number of youth participants, who, at enrollment, are between the age of 22 and 24. **Note:** Youth between the ages of 22 and 24 are only eligible for youth services under the Reinvestment and Recovery Act of 2009. Only Recovery Act participants should be included in this category.

21. Eligible Veterans - Enter the total number of youth participants who, at enrollment, have served in the active military, naval, or air service, and who were discharged or released from such service under conditions other than dishonorable.

Section IV. Participant Goals and/or Attainment Summary

This section collects information on goals achieved and other outcomes attained by individuals participating in the Program. Grantees are required to certify and submit results for both the current period (**Column B**) and cumulative period from the beginning of the program year (**Column C**).

22. Attained Work Readiness – Enter the number of youth participants enrolled for the reporting period that had a measurable increase in work readiness skills including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/ daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

23. Completed Internship or Vocational Exploration Program - Enter the total number of youth participants enrolled for the reporting period who completed, during the course of their program participation, a work internship or a vocational exploration program designed to provide exposure to alternative career areas.

24. Completed Career Assessment - Enter the total number of youth participants enrolled for the reporting period who completed, during the course of their program participation, a formal career assessment of occupational interests, values, skills, or aptitudes, leading to an identification of careers for which the participant may be suited.

- 25. Entered Unsubsidized Employment (Including Military)** - Enter the total number of youth participants enrolled for the reporting period who, upon termination, entered non-WIA funded employment, including entry into the Armed Forces or self-employment. [**Note:** Youth participants who, upon termination in the youth program, are hired as regular full time "employees" of the WIA program may also be counted in this line item even though they entered WIA funded employment].
- 26. Remained in School** - Enter the total number of youth participants enrolled for the reporting period who were at-risk of dropping out of school but, who were retained in school as a result of continuing active participation in the Supplemental Youth program.
- 27. Returned to School Full Time** - Enter the total number of youth participants enrolled for the reporting period who, at intake, were not attending school (exclusive of summer), and had not obtained a high school diploma or equivalent and returned to full-time secondary school (e.g., junior high school, middle school, and high school) including alternative school as a result of participating in the Supplemental Youth program.
- 28. Enrolled in Job Corps** - Enter the total number of youth participants enrolled for the reporting period who enrolled in Job Corps.
- 29. Improved Basic Skills by at Least Two Grade Levels** - Enter the total number of youth participants enrolled for the reporting period who advanced at least two grade levels in either reading or math skills as a result of participation in the Supplemental Youth Services Program. [**Note:** Skill gain must be achieved through active program participation and must be documented through standardized testing].
- 30. Attained High School Diploma** - Enter the total number of youth participants enrolled for the reporting period who attained a State-recognized high school diploma while enrolled in the Supplemental Youth Program as a result of program participation.
- 31. Attained GED** - Enter the total number of youth participants enrolled for the reporting period who attained a State-recognized GED while enrolled in the Supplemental Youth Program as a result of program participation.
- 32. Completed Occupational Skills Training** - Enter the total number of youth participants enrolled for the reporting period who completed occupational skills training while enrolled in the Supplemental Youth Program as a result of program participation. [**Note:** occupational skills training include vocational education and on-the-job training].
- 33. Completed Leadership Skills Training** - Enter the total number of youth participants enrolled for the reporting period who completed during the course of their program participation training that is intended to impart leadership skills. This category includes providing exposure to post-secondary educational opportunities; community and service learning projects; peer-centered activities (including peer mentoring and tutoring); organizational and team work training (including team leadership training); training in decision-making (including determining priorities); citizenship training (including life skills training such as parenting and budgeting of resources); positive social behaviors; any organized group counseling program; or "youth camp."
- 34. Entered Other (Non - Supplemental Youth) Training Program** - Enter the total number of youth participants enrolled for the reporting period who entered other training, including occupational skills training or post secondary education, using funds other than those from the INA Supplemental Youth Services Program which builds upon and does not duplicate training received under Section 166. [This category excludes those enrolled in Job Corps.]

35. Successful Completion of Summer Employment - Enter the total number of youth participants enrolled for the reporting period who; 1) exited from summer employment as identified in Section II, Line 2.a above and; 2) successfully completed their summer employment activity.

Section V. Grantee Performance Outcomes/Performance

This section collects information on outcomes achieved by participants of the SYSP. Grantees are required to submit results for both the current period (**Column B**) and cumulative period from the beginning of the program year (**Column C**). Grantees are required to report both the numerator and denominator values for each performance measure contained in this section.

36. Attainment of Two or More Goals - Of the participants that exited the program indicated in Section II, Line 2; enter the percentage of youth who attained at least two of the 14 goals listed in Section IV, Lines 22 - 35. Calculate this value by dividing the total number of exiters who attained at least two of the 15 goals listed in Section IV, Lines 22 - 35 by the number of youth that exited the program (Section II, Line 2). Also, provide the numerator and denominator used to calculate this measure.

Numerator: The number of Exiters who attained at least two of the 14 goals listed in Section IV, Lines 22 - 35.

Denominator: The number of participants that exited the program. This number should match the number in Section II, Line 2.

37. Educational Attainment for Dropouts - Of the dropouts indicated in Section III, Line 9 - the number of youth that attained a high school diploma, attained a GED or improved basic skills by at least two grade levels.

Numerator: The number of dropouts that attained a high school diploma attained a GED or improved basic skills by at least two grade levels.

Denominator: The number of dropouts. This number should match the number in Section III, Line 9.

Section VI. Recovery Act - Indicators of Performance

38. Work Readiness Completion Rate - Of the youth that exited from summer employment as indicated in Section II, Line 2.a - the number of youth that have made measureable progress in attaining work readiness.

Numerator: The number of youth that have made measureable progress in attaining work readiness.

Denominator: The number of youth that exited summer employment. This number should match Section II, Line 2.a.

39. Summer Employment Completion Rate - Of the youth that exited from summer employment as indicated in Section II, Line 2.a - the number of youth that have successfully completed summer employment as indicated in Section IV, Line 35.

Numerator: The number of youth that have successfully completed summer employment. This number should match Section IV, Line 35.

Denominator: The number of youth that exited summer employment. This number should match Section II, Line 2.a.