

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Trade Adjustment Assistance
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ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 1-19

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE LIAISONS
AFFILIATE AMERICAN JOB CENTER MANAGERS
COMPREHENSIVE AMERICAN JOB CENTER MANAGERS
STATE WORKFORCE ADMINISTRATORS
STATE AND LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRS
AND DIRECTORS
STATE LABOR COMMISSIONERS
TRADE ADJUSTMENT ASSISTANCE LEADS

FROM: MOLLY E. CONWAY 
Acting Assistant Secretary

SUBJECT: Trade Adjustment Assistance Data Integrity (TAADI)

1. **Purpose.** To revise and replace Training and Employment Guidance Letter (TEGL) No. 04-14 which formalized TAADI as a required component of quarterly reporting submitted by State Workforce Agencies or agencies designated by Governors as “Cooperating State Agencies” (“states”) and established procedures for corrective action by the Department of Labor (Department) in the event of non-compliance. This revision will align TAADI with use of the Participant Individual Record Layout (PIRL) for reporting and will incorporate recent measure changes.
2. **Action Requested.** States must inform all appropriate staff of the contents of these instructions as soon as this guidance is distributed.
3. **Summary and Background.**
 - a. **Summary.** This document details the following TAADI items:
 - i. TAADI measures
 - ii. Performance Expectations
 - iii. TAADI Quarterly Snapshots
 - iv. TAADI Compliance Requirements and Quarterly Timetable
 - v. Annual Review and Corrective Actions
 - b. **Background.** Over the last ten years, the Department has committed substantial time and effort into transforming the format, submission process, and oversight of state reporting on activities and outcomes for the Trade Adjustment Assistance (TAA) Program. These changes were designed to produce the high quality data that is

RESCISSIONS TEGL 04-14	EXPIRATION DATE Continuing
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essential to evaluating the TAA Program's effectiveness and monitoring service delivery to ensure that participants are served effectively.

PIRL and Associated Data Integrity Mechanisms

Effective October 1, 2018, the PIRL became the reporting layout for states to report out quarterly on TAA activities and outcomes for program participants, joining other Department of Labor programs, including those authorized by the Workforce Innovation and Opportunity Act (WIOA). The PIRL, authorized under OMB control no. 1205-0521, is designed to create an integrated format to align data element specifications and ultimately integrate reporting on participants across programs. Reporting on TAA participants is required by Section 249B of the Trade Act as amended and Section 239(c) of the Trade Act as amended requires states to provide the Department information and reports necessary for carrying out the purposes of the Act. This mandate is incorporated in the TAA Governor-Secretary agreement, as well as the TAA Annual Funding Agreement Terms and Conditions, and applies to all versions of the TAA Program.

All reporting in PIRL is subject to two defined data integrity processes: (1) edit checks and (2) data validation. These processes address data that is contained within each individual participant record. For the subset of PIRL elements specific to the TAA Program, a third data integrity process is applied, TAADI, which contains measures that look at aggregate state data, as well as data specific to each participant record.

Edit Checks

States submit TAA PIRL records into the Workforce Integrated Performance System (WIPS). The WIPS edit checks help ensure that the data submitted by the states administering TAA is an accurate reflection of participants, their program activities, and outcomes.

Automated WIPS edit checks provide a pre-screen within individual participant records of state data submissions before they are validated and accepted by the Department. Some of these edit checks are universal to programs reporting with the PIRL and others are TAA Program-specific. There are three categories of WIPS edit checks: (1) duplicate rules, (2) valid value checks, and (3) logical edit checks. These help ensure that each piece of data provided within a unique PIRL record is consistent with other data reported in the same record. Edit checks enforce mandatory data consistency requirements and structure. These act complementarily to TAADI Results which flag allowable data that deviates from reporting expectations.

Data Validation

Data validation (formally known as Data Element Validation or DEV) provides a standard for comparing data reported for a specific element in a participant record against ETA-approved "source documentation." Guidelines for state data element validation and data element source documentation are provided in the joint WIOA data validation TEGL No. 07-18. Additional DOL-only guidance from ETA will be forthcoming. For example, the PIRL element for Date of Program Entry (PIRL 900) is

validated by an Individual Plan for Employment, Electronic Records, or Program intake documents, such as eligibility determination documentation or program enrollment forms.

TAADI

The TAADI framework identifies a series of measures that target both potentially inaccurate data, as well as accurately reported data that reflect substandard program administration. Over time, measures may be dropped (as initially problematic areas are resolved in all states), and added (as new problem areas are identified or prioritized). Each measure has a target which may be based on the Department's expectations of optimal performance, but may also be qualified by national results; thus, targets may adjust upwards from year to year as more states are able to achieve modest targets.

One of the most important features of TAADI is that it provides states with the opportunity to submit feedback on TAADI Results. This feedback mechanism allows the Department to understand the data system and service delivery issues impacted by the areas targeted in TAADI Measures (see Section 4c "TAADI Quarterly Snapshot" in this guidance). Another unique aspect of TAADI is that its focus is one of continuous improvement in data reporting which forms a component of the annual review process described in section 4e of this TEGL. By assessing a state's progress across report quarters in addition to static results, TAADI emphasizes the importance of incremental improvements, even when the state may be unable to meet designated targets.

Since 2012, when TAADI was launched, report quality has improved dramatically in states that identified and corrected problems, and all states showed improvement to reporting structure, consistency, data quality, and program oversight of areas related to report data. TAADI became crucial to the process of identifying broad reporting issues and targeting technical assistance to states to improve data quality and effective service delivery. By the end of FY 2018, 31 states were meeting at least 85 percent of measures. The 16 TAADI measures represented in this guidance, and identified in Attachment II, address data issues that merit continued oversight through the TAADI process.

4. **TAADI Policy and Description.** TAADI is required as a permanent component of reporting compliance for the TAA Program. TAADI is designed to produce high data quality that is essential to evaluating the program's effectiveness and monitoring service delivery to ensure that participants are served effectively.

Attachment I contains a glossary of terms specific to TAADI that clarifies terminology referenced in this guidance. This glossary includes specific uses of the terms "Measure" and "Target" that are unique to TAADI and that are displayed in the TAADI Snapshot.

- a. **TAADI Measures.** This section lists 16 TAADI Measures grouped within four major categories. On an annual basis, the Department considers whether the measures or

targets should change. Any change of measures or targets will be applied at the beginning of the fiscal year with notification to the states. Attachment II of this guidance provides more details regarding TAADI Measures' Specifications. The four major categories, with associated measures, are listed below.

- i. Category 1: Cross Validation of Fiscal Data using Employment and Training Administration (ETA) 9130 Financial Reports¹ – The measures in this category compare state totals of quarterly expenditure data from the PIRL against corresponding state ETA-9130 Financial Report data. The measure assesses the degree to which the state dollar values between these two reports match within the relevant quarter. The target for this measure is provided as a range that allows for a small deviance, due to slight differences that may occur in the timing of the submission of these two quarterly reports. In cases where states identify accounting issues that would cause larger discrepancies, states must report the reason for the discrepancy using the narrative field made available in the ETA-9130 financial report (Section 12). Attachment III of this guidance provides specific calculations and targets for this category. TAADI fiscal measures are provided for the following quarterly fiscal elements tracked in the PIRL:
 - a. *Training*;
 - b. *Trade Readjustment Allowance (TRA)*;
 - c. *Alternative Trade Adjustment Assistance and Reemployment Trade Adjustment Assistance (ATAA/RTAA)*, and;
 - d. *Job Search and Relocation Allowances*.
- ii. Category 2: Inaccurate Reporting or Reporting with Substandard Service Delivery Implications.
 - a. *Rapid Response Reporting* – WIOA regulations at 20 CFR 682.300-370 describe activities that are or may be a part of “Rapid Response.” According to Section 221 of the Trade Act, as amended, the Governor is required to make available such Rapid Response assistance to all worker groups that petition for TAA, under the TAA Governor-Secretary Agreement and the applicable TAA Annual Funding Agreement Terms and Conditions. Section 249B(b)(5) requires reporting on “Whether rapid response activities were provided with respect to each petition filed under section 221.” Thus, the rate of Rapid Response activity is tracked through TAADI to ensure compliance.
 - b. *Petition Number Reporting* – The TAA petition number, prefaced by the acronym TA-W, is used to confirm a participant (or applicant) is part of a certified worker group and to determine under which version of the TAA Program the participant is being served. Since TAA participants can only be served under petition numbers for eligible worker groups,

¹ Training and Other Activities (TaOA) is reported on ETA-9130(M). TRA and ATAA/RTAA is reported on the ETA-9130.

the state is expected to report accurate petition numbers for each participant record. A list of petitions with corresponding petition numbers and other information used to determine if a participant is part of the worker group can be found on the TAA Program website at <https://www.doleta.gov/TradeAct/taa-data/petitions-determinations-data/docs/PetitionData.xlsx>.

- c. *Individual Employment Plan (IEP) Reporting* – The IEP is a revisable document containing an ongoing strategy, jointly developed by the trade-affected worker and the state. The IEP should be updated as often as there are changes, identifying the worker’s employment goals, appropriate achievement objectives, and appropriate services, as required by Section 235(2) of the Trade Act, as amended. The TAADI Measure on IEP specifically focuses on those participants that receive training, where the documented receipt of an IEP affirms that the participant’s training plan aligns with the assessment results of the participant in the context of current employment trends within the local area. It is expected that the Date of Individual Employment Plan be provided and that the Date of IEP precede the date the individual begins receiving training.

- d. *Co-Enrollment Reporting* – Co-Enrollment Reporting - An analysis of data submitted by states shows that TAA participants who are co-enrolled consistently display superior results than those that are not co-enrolled. These result areas include significantly higher numbers in all of the following areas: (1) performance outcomes, (2) speed of training enrollment, and (3) access to training services. Although participants can be co-enrolled with multiple ETA programs, the TAADI measure focuses on co-enrollment with the WIOA Title I Dislocated Worker (DW) Program and the WIOA Title I Adult Program. DW is prioritized in this measure because TAA participants who are co-enrolled with DW are more likely to receive early intervention prior to TAA eligibility, including access to assessments, and may receive supportive services throughout participation that are not available in the TAA Program. Co-enrollment also encourages program integration, resource leveraging, and cross-training, allowing for improved service delivery for the participant. Additional guidance on co-enrollment of TAA participants with Title I is found in TEGl No. 19-16, Section 20, and guidance on common exit is found in TEGl No. 10-16, Change 1.

- e. *Employment and Case Management Services Reporting* – The documentation of employment and case management services is required under Sec. 249B(b)(2)(B) of the Trade Act, as amended, and incorporated in the TAA Governor-Secretary Agreement and the TAA Annual Funding Agreement Terms and Conditions. These services include but are not limited to career counseling, testing and placement

services, and information on supportive and other services. Providing these services seamlessly and in a timely manner improves the efficiency and effectiveness of the TAA Program and helps trade-affected workers to return to employment as quickly as possible. Employment and Case management services should continue to be provided after the participant starts participating in the TAA Program. A PIRL participant record that indicates a Date of Most Recent Case Management and Employment Service as the same date as the Date of First TAA Benefit or Service implies that no ongoing case management services are being provided. Additionally, a Date of Most Recent Case Management and Employment Service that is prior to the Date of First TAA Benefit or Service, implies that no case management and employment services were provided during the course of TAA participation. Such reporting hampers the Department's ability to accurately track the duration of employment and case management services provided to a participant and may mean provision of inadequate case management.

- f. *Training Case Management Reporting* – Training participants in the TAA Program are expected to meet training benchmarks as required by Section 233(f)(3) of the Trade Act, as amended. These benchmarks should be evaluated at least every 60 days. The evaluation of the benchmarks would be reported as a case management activity, and therefore, the Date of Most Recent Case Management and Employment Service would be reported. This measure tracks that these benchmark evaluations are being conducted as required.
- g. *Training Completion Reporting* – Reporting training completion is required under Sec. 249B(b)(3)(A) of the Trade Act, as amended, and is a focus of TAA efforts to improve performance outcomes. Training completion below target may imply a lack of case management in establishing training plans designed to secure long term reemployment. It may also imply a failure to consider training flexibilities (such as part-time training) for participants.
- h. *Credential Reporting* – Training leading to a degree or an industry-recognized credential (as described in TEGl No. 15-10) should define the majority, if not all, of TAA training plans. This goal reflects the Department's continued emphasis on job training and credential attainment as a strategy for both enhancing earnings and employment for participants in the public workforce system and meeting employers' needs for more skilled workers. In addition, data on employment outcomes has shown that credentials attainment provides consistent and statistically significant advantages. As a result, it is expected that a credential will be reported when training participants complete their designated training. The PIRL includes data elements that track whether

training participants complete or withdraw from up to three types/phases of training.

- i. *Service in Quarter Reporting* - Participants should exit after 90-days of no services received or no planned future services. Therefore, this measure looks to ensure that at least one service has been reported in the current quarter (which spans approximately 90 days). If the state utilizes a “common exit” and the participant is co-enrolled, then the service or planned future service may be from *any* Department-administered program in which the participant is enrolled. Therefore, this measure captures both TAA-specific services, such as Trade Readjustment Allowance, and the Date of Most Recent Career Service (WIOA), which would apply to other Department-administered programs.

- iii. Category 3: Validating Standardized Codes – Data reported in participant records for the Occupational Skills Code for training participants and the industry sectors for those participants successfully employed after program exit are based on standardized code tables from outside data sources. Valid Occupational Information Network (O*NET) codes should be reported for occupational skills training code elements, and valid North American Industry Classification System (NAICS) codes should be reported in the second quarter following exit to reflect the industry in which participants are employed.
 - a. *Occupational Skills Codes for Training* – States are responsible for approving TAA training that leads to a reasonable expectation of employment following completion of such training for the participant, as required in Sec. 236(a)(1)(C) of the Trade Act, as amended. An Occupational Skills Code for Training (Training code) should describe the ultimate focus of the individual’s training plan. Training codes should always reflect the overall employment goal, even if the training type is not occupational. Although TAA participants are only entitled to one training program per certification, the training program may include up to three different training types occurring over the training period (such as remedial training, prerequisite training, and occupational training, etc.). The training code for each participant record should be consistent over the training period regardless of the type of training during that period except in instances where the employment goal changes based on case management decisions during the course of participation. The TAADI Measure that assesses the training code determines whether the required reporting of this field for training participants reflects a valid code through an eight digit iteration, as measured by O*NET table (for more information, go to <http://www.onetcodeconnector.org/>). The expectation for the level of valid training code reporting is high, as the state agencies that approve training are also responsible for determining the labor market demand for the occupation in which the participant is trained and reporting the

training. An edit check exists to confirm that if there is training reported, an O*NET code is also reported. While the O*NET is not required to be full and complete for all records to be reported, the Department expects that only a small portion of records will be out of date or incomplete due to new code updates. O*NET codes are updated regularly, and it may take time for states to update their systems to the new codes. Therefore, the TAADI measure prompts the states to review the O*NET codes available in their systems and that case managers are entering codes correctly.

- b. *Industry Sector Reporting* – Industry codes are currently the only systematically available data accessible to states that describe the type of employment that TAA participants obtain after exiting the program, and are required for participants certified under TAA petition numbers TA-W-70,000 and above, as required in Sec. 249B(b)(4)(D) of the Trade Act, as amended. This information is available to states through the employer-reported NAICS code, which is a required field in all state Unemployment Insurance (UI) wage records. For those participants who are reemployed the second quarter after program exit, the PIRL has a field that collects the NAICS code that corresponds to the industry of the participant’s post-participation employer as reported on UI wage records or in supplemental information collected by case managers post-exit, per TEGL No. 26-16. This TAADI Measure tracks whether states are reporting NAICS codes at the high volume required by the associated TAADI Target, given that the percentage of participant records that do not use UI wage records to validate PIRL employment data is very low. (For more information about this classification system, see http://www.bls.gov/iag/tgs/iag_index_naics.htm.)

iv. Category 4: Wage Data Outliers – Wage data is currently provided in seven wage fields, spanning three quarters before program participation and four quarters after program exit. It may be collected through UI wage record matching or through the collection of supplemental information, per TEGL No. 26-16. This category and its single measure isolates individual records that were outside the norm of report results.

- a. *Wages* – This measure captures both:
 - i. *Wages Before Participation* – Wage data that reflect pre-participation earnings are used as part of a calculation to compare the earnings the first quarter prior to participation to the earnings the second quarter after exit. Review of this measure has identified data anomalies that are far outside the norm within the three quarters prior to program participation and has been targeted for verification with states.
 - ii. *Wages After Exit* – In addition to the use of these data in the analysis listed above, wages after exit from the program are

central to the primary indicator of performance calculation, Median Earnings Q2 (or second quarter after exit), as listed in Sec. 249B(b)(4)(C) of the Trade Act, as amended. Anomalies in this data are isolated for verification with the reporting state, and re-reported by the state where corrections are needed.

- b. **Performance Expectations.** TAADI Targets for each TAADI Measure are provided in Attachment II for the data areas identified above. TAADI Targets are set on an annual basis and will not be changed during the four quarters of any fiscal year. They will be communicated to states by the second quarter of each fiscal year. *Note that while Targets will not change within a single fiscal year, some Targets may be adjusted upwards over time.* Targets are established primarily by reviewing the average amount reported by states. The Target is then set for states to improve beyond that initial benchmark. Targets may also be set at 100 percent, primarily for measures that are part of the statutory reporting requirements and annual review for Congress (e.g. wage data reported).

Annually, the Department may choose to discontinue existing TAADI Measures and establish new TAADI Measures to better align with current data reporting deficiencies. States will be notified of discontinued and new measures by the second quarter of each fiscal year.

- c. **TAADI Quarterly Snapshot.** On a quarterly basis, the Department transmits to each of the Department's six Employment and Training Administration (ETA) regional offices the TAADI Snapshot for further dissemination to each of the region's respective states. The Snapshots are formatted as a table to provide an easy understanding of the relationship between the following included components:
- i. the current TAADI Measures for the given period (provided in Attachment II);
 - ii. targets for each TAADI Measure (provided in Attachment II);
 - iii. state-specific results of the TAADI Results for the most recent report quarter;
 - iv. state-specific TAADI Results of previous quarters within the fiscal year, if applicable; and
 - v. sections of the state's narrative response(s) for those TAADI Targets that are not met.

States are asked to specify by when issues will be resolved, categorize the types of issues, and provide a plan for resolution. This information will allow the Department to provide appropriate technical assistance, as needed. The resolution section may also include additional context that can inform TAADI processes subject to Departmental review.

Note that the TAA Program website has a tool, the TAADI Self-Check, that mimics the quarterly Snapshots and allows states to review their unofficial quarterly TAADI Results. It may be used to identify reporting issues prior to submitting the quarterly PIRL files. It can be found under "Data" in the TAA Participant Reporting section.

- d. **TAADI Compliance Requirements and Quarterly Timetable.** The timetable for TAADI quarterly deadlines is provided in Attachment IV of this guidance, and includes quarterly deadlines for actions in connection with TAADI. Note that, following the dissemination of quarterly TAADI Snapshots, further action is required only if states fail to meet one or more targets. The timelines below and in Attachment IV refer to calendar days.
- i. Seventy (70) days after the end of the report quarter: the Department distributes TAADI Workbooks to states which includes the TAADI Snapshot, instructions and descriptions, etc.;
 - ii. Ninety (90) days after quarterly report deadline: for each TAADI Target that is not met, states must provide a short narrative (in the section specified on the TAADI Snapshot) to include the following specifics:
 - a. The factor(s) responsible for failing to meet the TAADI Target in the designated TAADI Measure.
 - b. If failure is equated to non-compliance with reporting expectations, a description of the corrective action that states will use to resolve the report failures.
 - c. A specific date by which the state expects to resolve the report failures.
 - iii. One hundred and ten (110) days after quarterly report deadline: the Department's response to state comments, if necessary.
- e. **Annual Review and Corrective Actions.** An annual review of TAADI Results continues to be part of the process required by this guidance.

Following the issuance of the fourth quarter TAADI Results for the fiscal year, the Department will conduct an annual review of TAADI Results for each state; disseminate a report analyzing each state's fourth quarter TAADI Results; and provide an opportunity for each state that did not meet TAADI Targets to submit a narrative response to the report (see Attachment II). If all TAADI Targets for the state are met, then no further action is needed. If states fall short of the TAADI Targets, then a second phase of review will be conducted, based on all four quarters of the fiscal year TAADI Results, to be qualified by the following factors:

- i. Quality of state narratives (where state TAADI Results are not met):
 - a. Demonstrated that the state has examined the issue.
- ii. Timeline test (one must be true):
 - a. Included a date by which the issue will be resolved.
 - b. Measure requires 100 percent and state indicates why data is correct.
- iii. Resolution plan (one must be true):
 - a. Demonstrates that the issue is isolated.
 - b. Demonstrates a plan for resolution is in place to address a systematic issue.

- iv. State improvement:
 - a. Percentage of state improvement in TAADI Results over the four report quarters of the fiscal year meets the established expectations;
 - b. The extent to which the state TAADI Results fall short of the designated target is within the established margin, and;
 - c. The state's result in the previous year.

Depending on the assessment that results from this two-tier review, the Department may determine the need for a corrective action plan to be put in place. Corrective action will not be recommended for TAADI Measures that have been initially established in that fiscal year in order to allow the state additional time to improve reporting.

In addition to the steps listed above, the Department may post state annual TAADI Results to the TAA website.

5. Inquiries. Please direct inquiries to the appropriate Regional Office.

6. References.

- Chapter 2 of Title II of the Trade Act of 1974, as amended (Pub. L. 93-618) (Trade Act);
- TEGL No. 02-16, *Revised ETA-9130 Financial Report, Instructions, and Additional Guidance*;
- TEGL No. 10-16, Change 1, *Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs*;
- TEGL No. 26-16, *Guidance on the use of Supplemental Wage Information to implement the Performance Accountability Requirements under the Workforce Innovation and Opportunity Act*;
- TEGL No. 07-18, *Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)*;
- TEGL No. 14-18, *Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)*;
- TEGL No. 15-10, *Increasing Credential, Degree, and Certificate Attainment in the Workforce System*; and
- TEGL No. 19-16, *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules.*

7. Attachments.

- Attachment I: Glossary of TAADI Terms
- Attachment II: TAADI Measure Specifications
- Attachment III: TAADI Fiscal Measure Specifications
- Attachment IV: TAADI Action Steps and Timetable

TAADI Glossary of Terms

Date Parameters for Quarterly Expectations – This specification is a part of the Trade Adjustment Assistance Data Integrity (TAADI) Measure and provides the date parameters that may apply to the data that is used to calculate the TAADI Measure. For example, in the example provided in this glossary of *TAADI Measure* for “Rapid Response”, the TAADI Measure will filter to isolate records that have a *Date of First TAA Benefit or Service (Participant Integrated Reporting Layout (PIRL) 925)* in the 12 month period ending with the most recent report quarter end date. In this way, the TAADI Results for Rapid Response will focus on a subset of records that best addresses current reporting and programmatic issues rather than historic records. The timeframe is the Department’s attempt to analyze the most relevant group of participants for each TAADI Measure.

Problem Type – This is the first of three response columns that are completed by the state on the quarterly report cards when a target is not met. The state must select which problem code best addresses the cause of the target being missed. These responses are reviewed during the annual review process as part of determining whether the state has examined the issue.

Solve by Quarter – This second response column is also completed by the state when a target is not met. The state should select the report quarter in which the state will be able to show the problem as resolved by meeting the designated target. These responses are reviewed during the annual review process as part of the “timeline test” as discussed in Section 4e of the Training and Employment Guidance Letter (TEGL).

Resolution – This third response column is completed by the state when a target is not met. The state will include the resolution plan. As described in Section 4e of the TEGL, the resolution should either (a) demonstrate that the issue is isolated, or (b) demonstrate a plan is in place to address a systematic issue. In addition to the annual review, this column is used during the quarterly report card period to determine if Technical Assistance is needed.

TAADI Measure – The calculation that defines PIRL data area targeted by TAADI. The calculation will involve a specific value or range of values in a primary data element or set of elements, while additional data elements may be applied to isolate the PIRL records that are subject to review within the measure. For example, the TAADI Measure for “Rapid Response” will focus on the value of *Rapid Response (PIRL 908)*, but only participants with a *Date of First TAA Benefit or Service (PIRL 925)* within the most recent year are examined to focus on current Rapid Response policies. See *Date Parameters for Quarterly Report Expectations* in this glossary.

TAADI Result – The percentage of records in a state’s quarterly report that meet the TAADI measure.

TAADI Snapshot – A view that provides quarterly results of state performance on TAADI Measures. Also serves as the communication mechanism for state response. See Section 4c of the TEGl for additional details.

TAADI Target – The minimum percentage of total records assessed in a TAADI Measure that a state should meet or exceed to meet the target for reporting expectations. If a state's TAADI Results are below this threshold, states will be required to analyze or address the discrepancy.

TAADI Workbook – This is the Excel workbook sent to states each quarter that states return if TAADI Targets are not met. It includes multiple tabs. The first is the instructions tab, where instructions for responses are included. The second is the *TAADI Snapshot* tab, described in this glossary. The third is the fiscal tab, where the fiscal measures results are described in additional detail. An income records tab is included for states where there were records flagged on the Wages TAADI Measure. It includes the flagged records and pertinent information. The final tab is the descriptions tab where the TAADI Measures are explained in detail and includes the *Date Parameters for Quarterly Expectations* for each.

TAADI Measure Specifications

MEASURE NAME	ELEMENT NUMBER	DATA ELEMENT NAME(S)	DEFINITION/RELATIONSHIP TARGETED	SOURCE/REQUIREMENT	CONSEQUENCE OF DATA DEFICIT	REPORTING EXPECTATION	DATE PARAMETERS FOR QUARTERLY REPORTING	MANNER OF OUTPUT
Training Expenditures	1324	<u>Current Quarter Training Expenditures</u>	Comparison of ETA 9130 Quarterly Training Expenditures: The sum of total quarterly expenditures (the cumulative value reported on line 10e on the current report quarter submission less the amount reported on the previous quarter submission) less the sum of quarterly admin expenditures (the cumulative value reported on line 10f on the current quarter report submission less the amount reported on the previous quarter report submission), quarterly case management expenditures (the cumulative value reported on line 11b on the current quarter report submission less the amount reported on the previous quarter report submission), and quarterly job search and relocation expenditures (the cumulative value reported on line 11c on the current quarter report submission less the amount reported on the previous quarter report submission). NOTE: If the state has submitted a closeout report, the closeout report amount will be used in lieu of the 9130 amount. and State aggregate of PIRL Current Quarter Training Expenditures (PIRL 1324) for records where there is a Date Entered Training; Date of First TAA Benefit or Service; Date of Program Exit in or after the report period, or no Date of Program Exit; Total Training Expenditures reported is greater than \$0; and TAA Liable/Agent State Identifier is "2" or "0".	Section 249B(d)(3)	Reflects inaccurate tracking of Training cost per participant, which affects projections of program costs used to develop program policy and funding estimates	Within 15% Match between PIRL and ETA 9130 (The measure result is based on 100% and is the result of dividing the amount reported in the PIRL by the total amount reported on the 9130. States meeting the expectation will fall between 85% - 115%.)	PIRL: Records with a Date of First TAA Benefit or Service in or before the report period Records with an Date of Program Exit in or after the report period or no Date of Program Exit	Percentage of discrepancy between the aggregate totals of PIRL to 9130 Quarterly Training Expenditures
	LINE 10E	<u>ETA-9130</u>						
	901	Date of Program Exit (WIOA)						
	925	Date of First TAA Benefit or Service						
	1302	Date Entered Training #1 (WIOA)						
	1325	Total Training Expenditures						
	926	TAA Liable/Agent State Identifier						
TRA Expenditures	1514	<u>Quarterly Basic, Additional, Remedial, Completion TRA Expenditures</u>	Comparison of ETA 9130 Quarterly TRA Expenditures: This amount is the quarterly TRA expenditures as reported quarterly for the active TRA grant. It is calculated by taking the cumulative value reported on line 10e Federal Share of Expenditures on the current quarter report submission less the cumulative expenditures reported on Line 10e of the previous quarter report submission. NOTE: If the state has submitted a closeout report, the closeout report amount will be used in lieu of the 9130 amount. and State aggregate of PIRL Quarterly Basic, Additional, Remedial, Completion TRA Expenditures (PIRL 1514, 1519, 1524, 1529) for records where there is a Date of First TAA Benefit or Service; Date of Program Exit in or after the report period; Weeks Paid Quarterly Basic, Additional, and Remedial TRA is greater than 0; and TAA Liable/Agent State Identifier is "1" or "0".	Section 249B(d)(3)	Reflects inaccurate tracking of TRA cost per participant, which affects projection used to predict appropriation needs	Within 15% Match between PIRL and ETA 9130 (The measure result is based on 100% and is the result of dividing the amount reported in the PIRL by the total amount reported on the 9130. States meeting the expectation will fall between 85% - 115%.)	PIRL: Records with a Date of First TAA Benefit or Service in or before the report period Records with an Date of Program Exit in or after the report period or no Date of Program Exit	Percentage of discrepancy between the aggregate totals of PIRL to 9130 Quarterly TRA Expenditures
	1519							
	1524							
	1529							
	LINE 10E	<u>ETA-9130</u>						
	901	Date of Program Exit (WIOA)						
	925	Date of First TAA Benefit or Service						
	1512	Weeks Paid Quarterly Basic, Additional,						
	1517	Remedial, Completion TRA						
	1522							
1527								
926	TAA Liable/Agent State Identifier							
A/RTAA Expenditures	1536	<u>Current Quarter A/RTAA Payments</u>	Comparison of ETA 9130 Quarterly A/RTAA Expenditures: This amount is the quarterly A/RTAA expenditures as reported quarterly for the active A/RTAA grant. It is calculated by taking the cumulative value reported on line 10e Federal Share of Expenditures on the current quarter report submission less the cumulative expenditures reported on Line 10e of the previous quarter report submission. NOTE: If the state has submitted a closeout report, the closeout report amount will be used in lieu of the 9130 amount. and State aggregate of PIRL Current Quarter A/RTAA Payments (PIRL 1536) for records where there is a Date of First TAA Benefit or Service; Date of Program Exit in or after the report period; Number of A/RTAA Payments Current Quarter is greater than 0; and TAA Liable/Agent State Identifier is "1" or "0".	Section 249B(d)(3)	Reflects inaccurate tracking of A/RTAA cost per participant, which affects projection used to predict appropriation needs	Within 15% Match between PIRL and ETA 9130 (The measure result is based on 100% and is the result of dividing the amount reported in the PIRL by the total amount reported on the 9130. States meeting the expectation will fall between 85% - 115%.)	PIRL: Records with a Date of First TAA Benefit or Service in or before the report period Records with a Date of Program Exit in or after the report period or no Date of Program Exit	Percentage of discrepancy between the aggregate totals of PIRL to 9130 Quarterly TRA Expenditures
	LINE 10E	<u>ETA-9130</u>						
	901	Date of Program Exit (WIOA)						
	925	Date of First TAA Benefit or Service						
	1535	Number of A/RTAA Payments Current Quarter and						
926	TAA Liable/Agent State Identifier							

TAADI Measure Specifications

MEASURE NAME	ELEMENT NUMBER	DATA ELEMENT NAME(S)	DEFINITION/RELATIONSHIP TARGETED	SOURCE/REQUIREMENT	CONSEQUENCE OF DATA DEFICIT	REPORTING EXPECTATION	DATE PARAMETERS FOR QUARTERLY REPORTING	MANNER OF OUTPUT
Job Search and Relocation Expenditures	1506	<u>Job Search Allowance Current Quarter - Costs</u>	Comparison of ETA 9130 Quarterly Job Search and Relocation Expenditures: This amount is the AGGREGATE of quarterly job search and relocation expenditures as reported quarterly for all active TAA program grants. It is calculated by taking the cumulative value reported on line 11c Job Search and Relocation Expenditures on the current quarter report submission less the amount reported on the previous quarter report submission. NOTE: If the state has submitted a closeout report, the closeout report amount will be used in lieu of the 9130 amount.	Section 249B(d)(3)	Reflects inaccurate tracking of Job Search and Relocation cost per participant, which affects projections of program costs used to develop program policy and funding estimates	Within 15% Match between PIRL and ETA 9130 (The measure result is based on 100% and is the result of dividing the amount reported in the PIRL by the total amount reported on the 9130. States meeting the expectation will fall between 85% - 115%.)	PIRL: Records with a Date of First TAA Benefit or Service in or before the report period	Percentage of discrepancy between the aggregate totals of PIRL to 9130 Quarterly JSR Expenditures
	1509	<u>Relocation Allowance Current Quarter Costs</u>						
	ETA-9130							
	LINE 10E	Date of First TAA Benefit or Service						
	925	TAA Liable/Agent State Identifier						
926		and State aggregate of PIRL Job Search Allowance Current Quarter - Costs (PIRL 1506) and Relocation Allowance Current Quarter Costs (PIRL 1509) for records where there is a Date of First TAA Benefit or Service; where Job Search Allowance Current Quarter - Costs is greater than 0; Relocation Allowance Current Quarter Costs is greater than 0; and TAA Liable/Agent State Identifier is "2" or "0".						
Rapid Response	908	<u>Rapid Response</u>	Records with Rapid Response (PIRL 908) equal to 1 where there is a Date of First TAA Benefit or Service in the relevant period.	Section 249B(b)(5)	Statutorily required for all TAA petitioning worker groups, underreporting implies non-compliance and low coordination (possible duplication of services).	At least 55% of records should have Rapid Response reported	Records with Date of First TAA Benefit or Service within the most recent 4 report quarters.	Percentage of records correctly reporting Rapid Response
	925	Date of First TAA Benefit or Service						
Petition Number (AAIW)	915	<u>TAA Petition Number</u>	Records where Adversely Affected Incumbent Worker (PIRL 1330) is "1" report:	Section 249B(b)(2)(B)	Reporting incorrect petition numbers limits Department's ability to correctly report under which program the TAA participant received services and may say that the participant was not part of the worker group to receive services.	100% of records which are Adversely Affected Incumbent Workers (AAIWs) are reported with a valid certified TAA petition number and received their First TAA Benefit or Service on or after the determination date through the expiration date corresponding to the petition number.	Records with Date First TAA benefit or service reported	Percentage of records correctly reporting the TAA Petition Number
	925	Date of First TAA Benefit or Service	-a valid and certified TAA Petition Number (including "888888") (PIRL 915) and					
	1330	Adversely Affected Incumbent Worker	-Date of First TAA Benefit or Service (PIRL 925) is greater than or equal to certification's determination date and is less than or equal to certification's expiration date.					
Petition Number (non-AAIW)	915	<u>TAA Petition Number</u>	Records where Adversely Affected Incumbent Worker (PIRL 1330) is null or "0" report:	Section 249B(b)(2)(B)	Reporting incorrect petition numbers limits Department's ability to correctly report under which program the TAA participant received services and may say that the participant was not part of the worker group to receive services.	100% of records which are not AAIWs are reported with a valid certified TAA petition number and received their First TAA Benefit or Service on or after the determination date and were separated from employment on or after the impact date through the expiration date corresponding to the petition number.	Records with Date First TAA benefit or service reported	Percentage of records correctly reporting the TAA Petition Number
	411	Most Recent Date of Qualifying Separation	-a valid and certified TAA Petition Number (including "888888") (PIRL 915),					
	925	Date of First TAA Benefit or Service	-Most Recent Date of Qualifying Separation (PIRL 411) equal to or between the certification's impact date and expiration date, and					
	1330	Adversely Affected Incumbent Worker	-Date of First TAA Benefit or Service (PIRL 925) is greater than or equal to certification's determination date					
IEP	1202	<u>Date Individual Employment Plan Created</u>	Records with Date Individual Employment Plan Created (PIRL 1202) prior to Date Entered Training #1 where there is a Date of First TAA Benefit or Service, and Date Entered Training within the relevant period.	Section 249B(b)(2)(B)	Underreporting Date of IEP implies lack of case management and training assessments.	100% records that received training should report Date of IEP that is prior to Date Entered Training #1.	Records with Date Entered Training #1 within the most recent 4 report quarters.	Percentage of records correctly reporting a Date IEP Created
	1302	Date Entered Training						
	1309	#1, #2, #3						
	1314							
	925	Date of First TAA Benefit or Service						
Co-Enrollment	903	<u>Adult(WIOA)</u>	Records with "1," "2," or "3" for co-enrollment with Adult (PIRL 903) or Dislocated Worker (PIRL 904) where there is a Date of First TAA Benefit or Service in the relevant period.	20 CFR 617.21	An analysis of state-submitted data shows that TAA participants who are co-enrolled consistently display superior results than those that are not co-enrolled. These result areas include significantly higher numbers in all of the following areas: (1) performance outcomes, (2) speed of training enrollment, and (3) overall training participation volume.	At least 50% of records should report co-enrollment with either WIOA Adult or Dislocated Worker	Records with First TAA Benefit or Service during or before the current report quarter who either exited in the current report quarter or have not yet exited (Current Participants).	Percentage of records reporting Co-Enrollment in either Adult(WIOA) or Dislocated Worker(WIOA)
	904	<u>Dislocated Worker(WIOA)</u>						
	925	Date of First TAA Benefit or Service						

TAADI Measure Specifications

MEASURE NAME	ELEMENT NUMBER	DATA ELEMENT NAME(S)	DEFINITION/RELATIONSHIP TARGETED	SOURCE/REQUIREMENT	CONSEQUENCE OF DATA DEFICIT	REPORTING EXPECTATION	DATE PARAMETERS FOR QUARTERLY REPORTING	MANNER OF OUTPUT
Case Management	1322	Date of Most Recent Case Management and Employment Service	Duration of Date of First TAA Benefit or Service (PIRL 925) through Date of Most Recent Case Management and Employment Service (PIRL 1322) is greater than 0 where there is a Date of First TAA Benefit or Service in the relevant period.	Section 249B(b)(2)(C)	Case Management, including duration of case management, has been recent focus of GAO audit, and will be part of findings in soon to be published OIG audit.	At least 75% of all records should have Duration of Date of First TAA Benefit or Service through Date of Most Recent Case Management and Employment Service - Duration >0.	Records with First TAA Benefit or Service before the current report quarter who either exited in the current report quarter or have not yet exited.	Percentage of records correctly reporting a duration of greater than 0 from Date of First TAA Benefit or Service to Date of Most Recent Case Management and Employment Service
	925	Date of First TAA Benefit or Service						
Training Case Management	1322	Date of Most Recent Case Management and Employment Service	Records with Date of Most Recent Case Management and Employment Service (PIRL 1322) in current quarter.	Section 236(c)(1)(B)(v) TEG No. 05-15, Change 1	Not reporting case management for these participants may signify that the State is not accurately following on training benchmarks	At least 90% of records should have Date of Most Recent Case Management and Employment Service in the current quarter	Records with Entered Training Date #1 prior to the current report quarter who did not exit training phase #1, #2, or #3 prior to the current report quarter	Percent of records reporting Date of Most Recent Case Management and Employment Service in current report quarter
	1302	Date Entered Training #1						
	1308	Date Completed, or Withdrew from, Training						
	1313	#1, #2, #3						
	1318							
Training Completion	1307	Training Completed #1, #2, #3	Records with Training Completion #1, #2, #3 (PIRL 1307, 1312, 1317) equal to 1	Section 249B(b)(3)(B)	Reporting training completion is a statutory TAA reporting requirement and a focus of TAA efforts to improve performance outcomes. Training completion below target may imply a lack of case management in establishing training plans designed to secure long term reemployment.	At least 75% of those who start training should complete training or have received a credential and be employed first quarter after exit.	Records with Date of Program Exit between 3 and 6 quarters prior to the current report quarter (inclusive).	Percentage of Records of those who have completed all trainings in which they were enrolled or who have received a credential and employed first quarter after exit
	1312		OR					
	1317		Records with Credential #1, #2, #3 (PIRL 1800, 1802, 1804) 1 to 7 AND Employed in 1st Quarter After Exit Quarter (PIRL 1600) equals 1, 2, or 3					
	1302	Date Entered Training #1, #2, #3	who have entered training (Date Entered Training #1, #2, or #3 is not null) and who have a Date of Exit in the relevant period with the Other Reason for Exit 0.					
	1309							
	1314							
	1600	Employed in 1st Quarter After Exit Quarter						
	1800	Type of Recognized Credential #1, #2, #3						
	1802							
	1804							
Credential	1800	Type of Recognized Credential #1, #2, and #3	Records with Type of Credential #1, #2 or #3 (PIRL 1800, 1802, 1804) 1-7 of those who have completed all relevant training (Training Completed #1, #2, #3) and have a Date of Program Exit in the relevant period with the Other Reason for Exit 0.	Section 239(j)(2)(A)(i)(iv)	Reporting recognized credentials are focus of statutory TAA reporting requirements and recent ETA TEGs. Multi-year evaluation of TAA program identified credentials as related to improved outcomes. Under reporting implies lack of case management in establishing training plans designed to secure long term reemployment.	At least 70% of those who complete training should report a credential.	Records with Date of Program Exit between 1 and 4 quarters prior to the current report quarter (inclusive).	Percentage of Records of those who have completed training where credential is correctly reported
	1802							
	1804							
	1307	Training Completed #1, #2, #3						
	1312							
	1317							
	901	Date of Program Exit (WIOA)						
923	Other Reasons for Exit (WIOA)							

TAADI Measure Specifications

MEASURE NAME	ELEMENT NUMBER	DATA ELEMENT NAME(S)	DEFINITION/RELATIONSHIP TARGETED	SOURCE/REQUIREMENT	CONSEQUENCE OF DATA DEFICIT	REPORTING EXPECTATION	DATE PARAMETERS FOR QUARTERLY REPORTING	MANNER OF OUTPUT
Service in Quarter	1322	<u>Date of Most Recent Case Management and Employment Service</u>	Records with at least one of the following reported in the current report quarter: -Date of Most Recent Case Management and Employment Service (PIRL 1322)	TEGL No. 10-16, Change 1	Participants should be exited if they did not receive a service in the current quarter or do not have any planned future services. Failure to exit TAA participants prevents the timely collection of performance outcomes and misrepresents TAA participant durations.	At least 95% of records in the cohort will have received a benefit or service in the current report quarter	Records with First TAA Benefit or Service during or before the current report quarter who have not yet exited	Percent of records receiving a benefit or service in the current quarter
	1004	<u>Date of Most Recent Career Service (WIOA)</u>	-Date of Most Recent Career Service (PIRL 1004)					
		<u>Date Entered Training #1, #2, #3</u>	-Number of A/RTAA Payments Current (PIRL 1535) greater than 0					
	1302		-Weeks Paid This Quarter - Basic, Additional, Remedial/Prerequisite, and/or Completion (PIRL 1512, 1517, 1522, 1527) greater than 0					
	1309		-Job Search Allowance Current Quarter Costs (PIRL 1506) greater than 0					
	1314		-Relocation Allowance Current Quarter Costs (PIRL 1509) greater than 0					
	1535	<u>Number of A/RTAA Payments Current Quarter</u>	OR					
			-Date Entered Training #1, #2, and/or #3 (PIRL 1302, 1309, 1314) is not blank and Date Completed or Withdrew from Training #1, #2 and/or #3 (PIRL 1308, 1313, 1318) is in report quarter or blank.					
	1512	<u>Weeks Paid Quarterly Basic, Additional, Remedial, Completion TRA</u>						
	1517							
	1522							
	1527							
	1506	<u>Job Search Allowance Current Quarter Costs (TAA)</u>						
	1509	<u>Relocation Allowance Current Quarter Costs (TAA)</u>						
	1308		Date Completed or Withdrew from Training #1, #2, #3					
1313								
1318								
Occupational Skills Code (ONET)	1306	<u>Occupational Skills Training Codes #1, #2, #3</u>	Records with an associated valid Occupational Skills Training (O*Net) Code (PIRL 1306, 1311, 1316) where there is a Date Entered Training in the relevant period (note: reported codes are vetted against the O*NET codes for validity).	OMB Control Number: 1205-0521	Subject of recent GAO and OIG inquiry (with probable findings that will have to be addressed through corrective action)	100% OSTC reporting where there is a Date Entered Training (must be a valid 8 digit code as it is vetted against the O*NET codes values, as required in PIRL OMB Control No. 1205-0521).	Records with Date Entered Training #1, #2, #3 within the most recent four report quarters.	Percentage of records reporting valid 8 digit O*net codes
	1316							
	1302	<u>Date Entered Training #1, #2, #3</u>						
	1309							
	1314							
NAICS	1615	<u>Industry Code of Employment 2nd Quarter After Exit Quarter (NAICS)</u>	Records with an associated valid NAICS code which are not 9s in Industry Code of Employment 2nd Quarter after Exit Quarter (PIRL 1615) for those indicated as being Employed 2nd Quarter After Exit; where Employment Match 2nd Quarter After Exit Quarter is "1" or "2"; and where there is a Date of Exit in the relevant period.	Section 2498(c)	Statutorily required reporting element and subject of frequent data requests	At least 90% of records that report Employment in 2nd Quarter after Exit should have a valid NAICS code reported.	Records with Date of Program Exit between 4 and 6 quarters prior to the current report quarter (inclusive).	Percentage of records reporting a valid NAICS code
	1602	<u>Employed in 2nd Quarter After Exit Quarter (WIOA)</u>						
	1603	<u>Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)</u>						
	901	<u>Date of Program Exit (WIOA)</u>						
Wages (Prior)	1702	<u>Wages 3rd Quarter Prior to Participation Quarter</u>	Wages 3rd Quarter Prior to Participation Quarter (PIRL 1702), Wages 2nd Quarter Prior to Participation Quarter (PIRL 1701), and Wages 1st Quarter Prior to Participation Quarter (PIRL 1700) are less than \$500,000 and do not include a series of "9"s (up to 5 digits) with "00" or "99" after the decimal.	Section 2498(b)(4)(C)	Inaccurately INFLATES pre-participation wages	Review and correct records in error.	Records with Date First TAA benefit or service reported	Output of individual records correctly reporting Wages Prior To Participation Quarter
	1701	<u>Wages 2nd Quarter Prior to Participation Quarter</u>						
	1700	<u>Wages 1st Quarter Prior to Participation Quarter</u>						
Wages (Following)	1703	<u>Wages 1st Quarter After Exit Quarter (WIOA)</u>	Wages 1st Quarter After Exit Quarter (PIRL 1703), Wages 2nd Quarter After Exit Quarter (PIRL 1704), Wages 3rd Quarter After Exit Quarter (PIRL 1705), and Wages 4th Quarter After Exit Quarter (PIRL 1706) are less than \$500,000 and do not include a series of "9"s (up to 5 digits) with "00" or "99" after the decimal.	Section 239(j)(2)(A)(i)(III) Section 2498(b)(4)(C)	Inaccurately inflates post-participant wages	Review and correct records in error.	Records with Date of Program Exit 3, 4, 5, or 6 to 10 quarters prior to the current report quarter (inclusive).	Output of individual records correctly reporting Wages in Quarters After Exit
	1704	<u>Wages 2nd Quarter After Exit Quarter (WIOA)</u>						
	1705	<u>Wages 3rd Quarter After Exit Quarter (WIOA)</u>						
	1706	<u>Wages 4th Quarter After Exit Quarter (WIOA)</u>						
	901	<u>Date of Program Exit (WIOA)</u>						

TAADI Fiscal Measure Specifications

- 1. Participant Integrated Reporting Layout (PIRL)/9130 Quarterly Training Expenditures: 9130 Amount** – This amount is the AGGREGATE of the expenditures as reported quarterly on the Trade Adjustment Assistance (TAA) Employment and Training Administration (ETA)-form 9130(M) for all active TAA program grants. If the state has submitted a closeout report, the closeout report amount will be used in lieu of the 9130 amount.

Example - quarter ended 03.31.19

- At the report date, active program grants were Fiscal Year (FY) 2017, FY 2018, and FY 2019
- Each of these grants has a single consolidated funding stream for each program cost element.
- Quarterly reporting for program cost elements on the TAA ETA-9130(M) as follows:
 - Total Expenditures: 10e (*Federal Share of Expenditures*)
 - Admin Expenditures: 10f (*Total Administrative Expenditures*)
 - Case Management Expenditures: 11b (*Case Management Expenditures*)
 - Job Search and Rel. Expenditures 11c (*Job Search and Relocation Expenditures*)
- While there is a line item for training expenditures (11d), it must be calculated from the above reported values until the time there is an edit check on the training expenditures reported. The Total Expenditures (10e) should always equal the sum of Admin Expenditures (10f), Case Management Expenditures (11b), Job Search and Relocation Expenditures (11c), and Training Expenditures (11d). If the reports for the current report quarter submissions and the previous quarter submission both satisfy this constraint, the calculated amount will be the same as using only Training Expenditures (11d).
- **Calculation:**
 - The sum of total quarterly expenditures (the cumulative value reported on line 10e on the current report quarter submission less the amount reported on the previous quarter submission) **less** the sum of quarterly admin expenditures (the cumulative value reported on line 10f on the current quarter report submission less the amount reported on the previous quarter report submission), quarterly case management expenditures (the cumulative value reported on line 11b on the current quarter report submission less the amount reported on the previous quarter report submission), and quarterly job search and relocation expenditures (the cumulative value reported on line 11c on the current quarter report submission less the amount reported on the previous quarter report submission).

PIRL Amount – State AGGREGATEs of PIRL **Quarterly Expenditures Training (PIRL 1324)** for records where there is a Date Entered Training; Date of First TAA Benefit or Service; Date of Exit in or after the report period, or no Exit Date; Total Training Expenditures reported is greater than zero; and TAA Liable/Agent Identifier is “2” or “0”.

2. PIRL/9130 Quarterly Trade Readjustment Allowances (TRA) Expenditures:

9130 Amount – This amount is the quarterly TRA expenditures as reported quarterly for the active TRA grant. It is calculated by taking the cumulative value reported on line 10e *Federal Share of Expenditures* on the current quarter report submission **less** the cumulative expenditures reported on Line 10e of the previous quarter report submission. If the state has submitted a closeout report, the closeout report amount will be used in lieu of the 9130 amount. *Note: States use the standard version of the ETA-form 9130 for quarterly TRA grant reporting.*

PIRL Amount – The AGGREGATE of the dollar amount reported under PIRL **Quarterly Basic, Additional, Remedial, Completion TRA Expenditures (PIRL 1514, 1519, 1524, 1529)** for records where there is a Date of First TAA Benefit or Service on or before the current report quarter; a Date of Exit in or after the current report period; where Weeks Paid Quarterly Basic, Additional, Remedial, Completion TRA is greater than zero; and TAA Liable/Agent Identifier is “1” or “0”.

3. PIRL/9130 Quarterly Alternative Trade Adjustment Assistance/Reemployment Trade Adjustment Assistance (ATAA/RTAA) Expenditures:

9130 Amount – This amount is the quarterly ATAA/RTAA expenditures as reported quarterly for the active ATAA/RTAA grant. It is calculated by taking the cumulative value reported on line 10e *Federal Share of Expenditures* on the current quarter report submission **less** the cumulative expenditures reported on Line 10e of the previous quarter report submission. If the state has submitted a closeout report, the closeout report amount will be used in lieu of the 9130 amount. *Note: States use the standard version of the ETA-form 9130 for quarterly ATAA/RTAA grant reporting.*

PIRL Amount – State aggregate of PIRL **Current Quarter ATAA/RTAA Payments (PIRL 1536)** for records where there is a Date of First TAA Benefit or service; Date of Exit in or after the report period; Number of Quarterly ATAA/RTAA Payments is greater than zero; and TAA Liable/Agent Identifier is “1” or “0”.

4. PIRL/9130 Job Search and Relocation Expenditures:

9130 Amount – This amount is the AGGREGATE of quarterly job search and relocation expenditures as reported quarterly for all active TAA program grants. It is calculated by taking the cumulative value reported on line 11c *Job Search and Relocation Expenditures* on the current quarter report submission **less** the amount reported on the previous quarter report submission. If the state has submitted a closeout report, the closeout report amount

will be used in lieu of the 9130 amount. *Note: This is the same amount as utilized above in the Job Search and Relocation portion of the 9130 Training Expenditures calculation.*

PIRL Amount – State aggregate of **PIRL Job Search Allowance Current Quarter - Costs (PIRL 1506) and Relocation Allowance Current Quarter - Costs (PIRL 1509)** for records where there is a Date of First TAA Benefit or service; where Job Search Allowance Current Quarterly - Costs is greater than 0 and Relocation Allowance Current Quarter – Costs is greater than 0; and TAA Liable/Agent Identifier is “2” or “0”.

Accrual Reporting Requirement

As provided in Training and Employment Guidance Letter (TEGL) No. 02-16 and the ETA-form 9130(M), ETA requires that recipients of Federal awards report on an accrual basis.

Accrued expenditures, as defined in 2 CFR 200.34, means charges incurred by the grantee during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, sub-grantees, subcontractors, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefits.

In general, total accrued expenditures are costs incurred for goods and services received regardless of whether the payment has been made (TEGL No. 02-16).

