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| EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210 | CLASSIFICATION WIA |
| | CORRESPONDENCE SYMBOL OPDR |
| | DATE January 12, 2018 |

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 5-17

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS

FROM: ROSEMARY LAHASKY
Deputy Assistant Secretary 

SUBJECT: Workforce Investment Act Closeout Performance Reporting

1. **Purpose.** The U.S. Department of Labor (DOL) requires the reporting of performance data, in accordance with Workforce Investment Act of 1998 (WIA) performance accountability provisions, for individuals served and exited prior to July 1, 2016, who were not previously reported for Program Year (PY) 2015.

2. **References.**

- Training and Employment Guidance Letter 17-05, Change 2, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues*
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2759
- Training and Employment Notice (TEN) 8-16, *Implementation of an Integrated Performance Reporting System for Multiple Employment and Training Administration (ETA) and Veterans' Employment and Training Service (VETS) Administered Programs*
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5317
- WIA Reporting and Record Keeping Guidance
<https://www.doleta.gov/performance/reporting/wia.cfm>

3. **Background.** The Workforce Innovation and Opportunity Act (WIOA) became law on July 22, 2014 and supersedes Titles I and II of WIA, and amends the Wagner-Peyser Act and the Rehabilitation Act of 1973. The Departments of Labor and Education published a set of regulations for implementing WIOA, and the Final Rules were made public on July 1, 2016, becoming fully effective October 18, 2016. A gradual transition from WIA to WIOA was provided for in the regulatory language. TEN 8-16 established an implementation timeline for the performance accountability provisions and reporting mechanism for the Workforce Innovation and Opportunity Act (WIOA) performance data. The WIOA Adult, WIOA Dislocated Worker, and WIOA Youth programs began collecting and reporting performance data according to the Participant Individual Record Layout (PIRL) (ETA-9172) as of July 1, 2016. While this start date provided an important separation between the reporting requirements of two different laws and eliminated a burdensome requirement for dual

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| RESCISSIONS None | EXPIRATION DATE Continuing |
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reporting systems, it created a reporting gap. The chart in Attachment A, *Transition from WIA to WIOA Reporting*, outlines cohorts of WIA participants for which complete performance data was never reported and would not be reported without the advent of a WIA closeout report.

4. **WIA Closeout Report Submission Requirements.** States are required to submit the performance data for WIA performance measures in the time periods outlined in the chart in Attachment B, *WIA Closeout Report Time Periods*, and certify the WIA Closeout Reports by no later than 11:59PM ET on April 17, 2018. The data file submitted should include performance data for participants with exit dates from April 1, 2015 to June 30, 2016. States should submit these data using the same reporting vehicles (OMB No. 1205-0420) as their PY 2015 WIA Annual Report submissions. For most States this will mean submitting a Workforce Investment Act Standardized Record Data (WIASRD) file directly to ETA's Enterprise Business Support System (EBSS). The few states submitting Workforce Investment Standardized Record Data (WISRD) files are required to submit the records to ETA in the same manner as their PY 2015 WIA Annual Report submission.

The WIA Closeout Report will mirror the specifications of the WIA Annual Report (ETA-9091) with a few exceptions. States are only required to complete or submit data to support report elements based on individual records. ETA-9091 report items such as Table A, Table N, or any Negotiated Performance Levels are not required. Any active waivers or performance reporting exemptions at the time of PY 2015 WIA annual reporting (October 1, 2016) will remain in effect for the WIA Closeout Report.

5. **Action Requested.** States are requested to distribute this information to the appropriate State and local staff.
6. **Inquiries.** Questions concerning this guidance should be directed to the appropriate regional office.
7. **Attachments.**
 - Attachment A – Transition from WIA to WIOA Reporting
 - Attachment B – WIA Closeout Report Time Periods

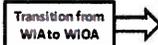
Attachment A – Transition from WIA to WIOA Reporting

12/22/2017

| | | Transition from WIA to WIOA Reporting | | | | | | | | | | | | | | | | WIOA Performance Indicators | | | | | | | |
|--|-----------------------------|--|-------------|-------------|-------------|--|-------------|-------------|-------------|--|-------------|-------------|-------------|---|-------------|-------------|-------------|------------------------------------|-------------|---|-------------|-------------|-------------|--|---|
| | | | | | | PY 2015 Annual Report ETA-9091 Due October 1, 2016 | | | | PY 2016 WIOA Annual Report ETA-9169 Due October 16, 2017 | | | | PY 2017 WIOA Annual Report ETA-9169 Due October 1, 2018 | | | | | | PY 2018 WIOA Annual Report ETA-9169 Due October 1, 2019 | | | | | |
| WIA Performance Measures | | Jan 2014 | Apr 2014 | Jul 2014 | Oct 2014 | Jan 2015 | Apr 2015 | Jul 2015 | Oct 2015 | Jan 2016 | Apr 2016 | Jul 2016 | Oct 2016 | Jan 2017 | Apr 2017 | Jul 2017 | Oct 2017 | Jan 2018 | Apr 2018 | Jul 2018 | Oct 2018 | Jan 2019 | Apr 2019 | | |
| | Participant Characteristics | | | | | | | | | | | | | | | | | | | | | | | | |
| Exit Characteristics | | | | | | | | | | | | | | | | | | | | | | | | | Veterans' Priority of Service |
| Common Measure: Attainment of Degree or Certificate | | | | | | | | | | | | | | | | | | | | | | | | | Number of Reportable Individuals |
| Common Measure: Placement in Employment or Education | | | | | | | | | | | | | | | | | | | | | | | | | Measurable Skill Gains |
| Common Measure: Entered Employment Rate | | | | | | | | | | | | | | | | | | | | | | | | | Effectiveness In Serving Employers: Employer Penetration |
| Common Measure: Literacy Numeracy Gains | | | | | | | | | | | | | | | | | | | | | | | | | Effectiveness In Serving Employers: Repeat Business Customers |
| Common Measure: Employment Retention Rate | | | | | | | | | | | | | | | | | | | | | | | | | Exit Characteristics |
| Common Measure: Average Earnings | | | | | | | | | | | | | | | | | | | | | | | | | Employment Rate 2nd Quarter After Exit |
| | | | | | | | | | | | | | | | | | | | | | | | | | Median Earnings 2nd Quarter After Exit |
| | | | | | | | | | | | | | | | | | | | | | | | | | Employment Rate 4th Quarter After Exit |
| | | | | | | | | | | | | | | | | | | | | | | | | | Credential Attainment Rate |
| | | | | | | | | | | | | | | | | | | | | | | | | | Effectiveness In Serving Employers: Retention With The Same Employer |

Outcomes for WIA Exiters that have not been reported

Data Not Available



Attachment B – WIA Closeout Report Time Periods

| WIA Closeout Report Time Periods | | | | | | | | | | | | | | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---|----------------|----------------|----------------|----------------|----------------|
| WIA Performance Measures | | | | | | | | | | | | | WIA Closeout Report ETA-9091 Due April 17, 2018 | | | | | |
| | Jan - Mar 2015 | Apr - Jun 2015 | Jul - Sep 2015 | Oct - Dec 2015 | Jan - Mar 2016 | Apr - Jun 2016 | Jul - Sep 2016 | Oct - Dec 2016 | Jan - Mar 2017 | Apr - Jun 2017 | Jul - Sep 2017 | Oct - Dec 2017 | Jan - Mar 2018 | Apr - Jun 2018 | Jul - Sep 2018 | Oct - Dec 2018 | Jan - Mar 2019 | Apr - Jun 2019 |
| Participant Characteristics | | | | | | | | | | | | | | | | | | |
| Exit Characteristics | | | | | | | | | | | | | | | | | | |
| Common Measure: Attainment of Degree or Certificate | | | | | | | | | | | | | | | | | | |
| Common Measure: Placement in Employment or Education | | | | | | | | | | | | | | | | | | |
| Common Measure: Entered Employment Rate | | | | | | | | | | | | | | | | | | |
| Common Measure: Literacy Numeracy Gains | | | | | | | | | | | | | | | | | | |
| Common Measure: Employment Retention Rate | | | | | | | | | | | | | | | | | | |
| Common Measure: Average Earnings | | | | | | | | | | | | | | | | | | |

Periods to be included in WIA Closeout Report

Transition from WIA to WIOA

12/27/2017