

<b>U. S. Department of Labor</b> Employment and Training Administration Washington, D.C. 20210	<b>CLASSIFICATION</b> WIA PERF. REPT. SYS/TAPR
	<b>CORRESPONDENCE SYMBOL</b> OWS
	<b>DATE</b> January 2, 2001

**TRAINING AND EMPLOYMENT INFORMATION NOTICE NO. 9-00**

TO: ALL STATE WORKFORCE LIAISONS  
 ALL STATE WORKER ADJUSTMENT LIAISONS  
 ALL STATE EMPLOYMENT SECURITY AGENCIES  
 ALL ONE-STOP CAREER CENTER SYSTEM LEADS

FROM: LENITA JACOBS-SIMMONS   
 Deputy Assistant Secretary

SUBJECT: Notification of Submission to the Office of Management and Budget (OMB) of the Workforce Investment Act (WIA) Performance Reporting System and the Trade Act Participant Report (TAPR) Revision

1. Purpose. To notify all appropriate workforce investment system agencies of the Department of Labor's (DOL) submission of the WIA Performance Reporting System and the Trade Act Participant Report (TAPR) Revision to OMB.

2. Background. Pursuant to 20 CFR 667.300, "States and other direct grant recipients must report financial, participant, and performance data in accordance with instructions issued by DOL." Accordingly, the Department has developed reporting formats with corresponding instructions for capturing required participant data. The Department has opted for a minimalist approach to reporting; therefore, requirements are limited to items required by the Act, for compliance with Equal Opportunity (EO) requirements, and a few items necessary for oversight and management purposes.

In order to maintain coordination and continuity with the dislocated worker program under Title 1 of WIA and to make other improvements, revisions are being proposed for the TAPR that make it substantially the same as the system to be used by the WIA programs. For this reason, the two reporting packages are being submitted together.

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Continuing
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### 3. Description.

A. WIA Management of Reporting Description. Each State must submit to the Secretary, on a quarterly basis, a summary of the reports submitted to the Governor under WIA sections 185(e)(1) and 185(e)(2). Each State that receives an allotment under section 127 or 132 must prepare and submit an annual report to the Secretary on the progress of the State in achieving State performance measures, including information on the levels of performance achieved by the State with respect to the core indicators of performance and the customer satisfaction indicators. Other requirements for submitting the annual report are contained in WIA Section 136(d).

The Employment and Training Administration (ETA) has conducted many meetings with partners throughout the summer to discuss the reporting system, answer questions, clarify policies, share concerns, and discuss the process for further refining and expanding the reporting system over time. ETA Performance Management staff have recently completed their initial work with these representatives, reconciling their comments and issues of concern relative to the draft Workforce Investment Act Standardized Record Data (WIASRD) reporting document and other Performance documents.

The ETA Performance Accountability Task Force has also completed its work with two workgroups created at the September 26-27 Partnership meeting in Arlington. Both of these workgroups were created to pursue specific reporting outcomes.

Based on the information and outcomes obtained from the workgroups, ETA prepared a reporting paperwork package that has been submitted to OMB. The Department also issued a Federal Register Notice on December 12, 2000, that notifies the system of this submission. We do not anticipate significant changes to the reporting systems based on OMB review. The complete WIA Management and Reporting System paperwork package can be viewed on our web site at [www.usworkforce.org](http://www.usworkforce.org) under the "What's New" section.

B. Trade Act Participant Report (TAPR) Description. Included in the OMB submission are the necessary revisions to the TAPR. The same Federal Register Notice also notifies the Trade Act system of the OMB review process. Each State should continue to submit quarterly reports on exiters from the TAA and NAFTA-TAA programs. These reports will no longer be submitted to Social Policy Research Associates; instead, they will be submitted directly to ETA. A new method of providing feedback on the quality and timeliness of the State reports will be created. This feedback will notify all relevant staff in the National, Regional, and State offices.

Pending OMB approval, the first State reports under the new TAPR system will be due on February 15, 2001. These reports should cover participants who exited the program(s) during the fourth quarter of fiscal year 1999 (July 1, 1999 through September 30, 1999). It will now be required that the TAPR reports be submitted in comma-delimited text format; fixed-field text format will no longer be accepted. A complete TAPR packet is posted on our web site at [www.usworkforce.org](http://www.usworkforce.org) under the "What's New" section.

4. Action Required. States are requested to distribute copies of this information notice to all relevant workforce development partners. Although not required at this time, State management information staff may wish to begin initial development of the computer systems that will capture and report the subject data.

State Trade Act coordinators are requested to begin steps to bring about revisions in the State database systems to accommodate the new TAPR record layout. In addition, efforts to begin coordinating the TAPR system with the State wage record data system should also begin immediately. Any changes to the State reporting system that must be made in order to prepare submissions in comma-delimited format should also begin immediately.

5. Inquiries. Questions concerning this TEIN should be directed to the appropriate Regional Office.