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| <b>TRAINING AND EMPLOYMENT<br/>NOTICE</b> | <b>NO.</b><br>2-18           |
|   | <b>DATE</b><br>July 20, 2018 |

**TO:** H-1B JOB TRAINING PROGRAM GRANTEES  
INDIAN AND NATIVE AMERICAN PROGRAM SECTION 166 GRANTEES  
JOB CORPS CENTER DIRECTORS  
NATIONAL DISLOCATED WORKER GRANT GRANTEES  
NATIONAL FARMWORKER JOBS PROGRAM GRANTEES  
RAPID RESPONSE COORDINATORS  
REENTRY EMPLOYMENT OPPORTUNITIES PROGRAM GRANTEES  
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRANTEES  
STATE MONITOR ADVOCATES  
STATE WORKFORCE ADMINISTRATORS  
STATE WORKFORCE AGENCIES  
STATE WORKFORCE LIAISONS  
STATE AND LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRS  
AND DIRECTORS  
STATE DIRECTORS FOR VETERANS' EMPLOYMENT AND TRAINING  
STATE WORKFORCE AGENCY VETERANS COORDINATORS  
TRADE ADJUSTMENT ASSISTANCE LEADS  
YOUTHBUILD PROGRAM GRANTEES

**FROM:** ROSEMARY LAHASKY /s/  
Deputy Assistant Secretary  
Employment and Training Administration

MATTHEW M. MILLER /s/  
Deputy Assistant Secretary, Policy  
Veterans' Employment and Training Service

**SUBJECT:** Timeline for the Use of the Amended Participant Individual Record Layout (PIRL) for Program Performance Reporting in the Workforce Integrated Performance System (WIPS)

1. **Purpose.** To announce the timeline for data collection and reporting using the 2018 amended version of the PIRL for performance data collection and submission through WIPS.

2. **References.**

- Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128), enacted July 22, 2014;
- Wagner-Peyser Act, as amended (29 U.S.C. 49 et seq.);
- American Competitiveness and Workforce Improvement Act of 1998 (Pub. L. 105-277) (as amended);

- Trade Adjustment Assistance (TAA) Reform Act of 2002 (Pub. L. 107-210) (as amended by the Trade Adjustment Assistance Reauthorization Act (TAARA) of 2015, title IV of the Trade Preferences Extension Act of 2015 (Pub. L. 114-27));
- Title 38, United States Code, Chapters 41 and 42 (Jobs for Veterans State Grants);
- Older Americans Act, as amended in 2006, Pub. L. 106-501 Section 503(a)(1), as reauthorized, Pub. L. 114-144 April 19, 2016;
- Second Chance Act of 2007, Pub L. 110-199, codified at 42 U.S.C. 17532, Section 212;
- WIOA Common Performance Reporting, Office of Management and Budget (OMB) Control No. 1205-0526, approved June 2016, and WIOA Common Performance Reporting, OMB Control No. 1205-0526, expiration March 31, 2021 (amended March 2018), both available at: <https://doleta.gov/performance/reporting/>; and
- DOL-Only Performance Accountability Information and Reporting System, OMB Control No. 1205-0521, approved June 2016, and DOL-Only Performance Accountability Information and Reporting System, OMB Control No. 1205-0521, expiration June 30, 2021 (amended January 2018 and June 2018), both available at: <https://doleta.gov/performance/reporting/>.

3. **Background.** In June 2016, the Department of Labor (DOL) and the Department of Education jointly issued a WIOA data collection, entitled “WIOA Common Performance Reporting” (OMB Control No. 1205-0526), including a “Joint PIRL.” DOL also issued a DOL-only data collection in June 2016, entitled “DOL-Only Performance Accountability Information and Reporting System (OMB Control No. 1205-0521), including a “DOL-only PIRL” that included all of the data elements in the Joint PIRL. This data collection also has additional data elements relevant to DOL-administered programs and authorized the application of the DOL-only PIRL to non-WIOA programs and WIOA non-core programs. In 2018, both the Joint PIRL and the DOL-only PIRL were amended.<sup>1</sup>

4. **Implementation of the Amended Joint PIRL and DOL-only PIRL in WIPS.** The amended Joint PIRL and DOL-only PIRL are available on the DOL Employment and Training Administration (ETA) website at: <https://doleta.gov/performance/reporting/> in the section labeled “2018 Amended Reporting Requirements.” A PIRL comparison tool that shows the changes between the 2016 and 2018 versions is available at: <https://performancereporting.WorkforceGPS.org>.

Effective July 1, 2018, the start of Program Year (PY) 2018, programs reporting through WIPS are required to use the amended Joint PIRL and DOL-only PIRL and associated forms for submission of performance information. The first performance reporting submission using these amended PIRL versions will be for the quarter ending September 30, 2018, due to DOL by November 14, 2018.

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<sup>1</sup> The amendment to the Joint PIRL and associated forms (OMB Control No. 1205-0526) was approved by OMB in March 2018, and the amendment to the DOL-only PIRL and associated forms (OMB Control No. 1205-0521) was approved by OMB in January 2018 and June 2018 (the latter date for sections specific to the Senior Community Service Employment Program (SCSEP)). The amendments added the performance information collection requirements for SCSEP, deleted data elements that are no longer required, added data elements needed by program offices, and made grammar edits and revisions to code field values and instructions.

It is important to note that for the quarterly performance reports for the quarter ending June 30, 2018, due to DOL by August 14, 2018, and the PY 2017 WIOA Annual Performance Report (ETA-9169), due to DOL by October 1, 2018, grantees will continue to use the PIRL versions approved in 2016.

- 5. Changes to Specific WIPS Upload Schemas.** DOL has developed several program-specific upload formats (called “schemas”); some currently available schemas also allow users to combine two or more programs. In order to upload data into WIPS, users must select either a schema specific to the program (or programs) being uploaded or the “Full PIRL” schema, which includes the entirety of the approved PIRL data elements.

Effective with the quarter ending September 30, 2018, performance reporting period, a new combined schema is available for certain programs, titled the “State Integrated Record Schema” (SIR schema). This schema will be available for the following programs:

- WIOA title I Adult;
- WIOA title I Dislocated Worker;
- WIOA title I Youth;
- WIOA title III Wagner-Peyser;
- Trade Adjustment Assistance;
- Jobs for Veterans State Grants; and
- National Dislocated Worker Grants.

Note that with this new combined upload schema, several individual program-specific and combined upload schemas will be retired, including:

- WIASPR;
- WIOA–WP–DWG;
- WIOA-WP;
- Wagner-Peyser/JVSG;
- WIOA Adult;
- WIOA Youth;
- WIOA Dislocated Worker;
- National Dislocated Worker Grants; and
- TAA.

This change provides a convenient option to upload files for the programs identified above, which contain similar or overlapping reporting requirements, and for users who wish to report data for two or more of these programs in one upload. This change also simplifies the schema selection process for the programs identified above so that there will be only two options: the SIR schema or the Full PIRL schema. Users still may upload data for each individual program separately; however, these identified programs must utilize one of these two schemas to do so.

Additional information about the SIR schema and all available upload schemas can be found on the WIPS User Resource Library Information Page at:  
<https://www.doleta.gov/performance/wips/>.

6. **Action Requested.** All grantees operating programs included in the DOL-only Performance Accountability Information and Reporting System (listed below) and reporting in WIPS should review the amended Information Collection Request (ICR) (available at: <https://doleta.gov/performance/reporting/>), including the amended DOL-only PIRL and associated forms, and update existing data collection instruments and systems for implementation of the amended reporting requirements effective July 1, 2018. Program-specific information, including updates to DOL-provided case management systems, will be provided in subsequent guidance.<sup>2</sup> Impacted programs include:
- WIOA title I Adult, Dislocated Worker, and Youth programs;
  - WIOA title III Wagner-Peyser Act Employment Service program;
  - National Dislocated Worker Grants (defined in WIOA sec. 170);
  - Trade Adjustment Assistance programs (authorized under chapter 2 of title II of the Trade Act of 1974);
  - National Farmworker Jobs Program (defined in WIOA sec. 167);
  - Indian and Native American Program (defined in WIOA sec. 166);
  - Reentry Employment Opportunities programs (authorized under WIOA sec. 169 and under sec. 212 of the Second Chance Act of 2007);
  - YouthBuild (defined in WIOA sec. 171);
  - Jobs for Veterans State Grants (authorized under 38 U.S.C. chapter 41);
  - H-1B Job Training Programs (authorized under section 414(c) of the American Competitiveness and Workforce Improvement Act of 1998);
  - Job Corps (defined in WIOA sec. 141); and
  - Senior Community Service Employment Program (authorized under title V of the Older Americans Act of 1965).
7. **Inquiries.** Questions regarding this guidance should be directed to the appropriate ETA regional office, national program office, or VETS State Director for Veterans' Employment and Training, as appropriate. Questions specific to reporting in WIPS can be emailed to [WIOA.feedback@dol.gov](mailto:WIOA.feedback@dol.gov).

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<sup>2</sup> Programs and grantees not currently reporting in WIPS will receive program-specific guidance regarding the implementation of WIOA reporting requirements, including the use of the PIRL.