

TRAINING AND EMPLOYMENT NOTICE	NO. 4-13
	DATE August 28, 2013

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE LIAISONS
STATE WORKFORCE ADMINISTRATORS

FROM: GERRI FIALA /s/ for ERIC M. SELEZNOW
Acting Assistant Secretary

SUBJECT: Program Year (PY) 2012/Fiscal Year 2013 Performance Reporting and Data Validation Timelines

1. **Purpose.** To specify the performance reporting requirements and associated timelines for submitting reports and/or individual records for the following programs/activities:

- quarterly reports and data validation results for the Wagner-Peyser Act Employment Service;
- quarterly and annual reports and data validation results for the Workforce Investment Act (WIA) title IB programs and National Emergency Grants;
- the Trade Adjustment Assistance (TAA) program; and
- the National Farmworker Jobs Program (NFJP).

2. **References.**

- WIA of 1998, Sections 136 and 185;
- 20 CFR 667.300;
- Training and Employment Guidance Letter (TEGL) 17-05 and TEGL 17-05, Change 2, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues*;
- TEGL 9-07, *Revised Incentive and Sanction Policy for Workforce Investment Act Title IB Programs*; and
- TEGL 28-11 and TEGL 28-11 Change 1, *Program Year 2011/Fiscal Year 2012 Performance Reporting and Data Validation Timelines*.

3. **Background.** The annual Reporting and Data Validation Timelines TEGL for PY 2012 was not released before the end of PY 2012, due mainly to the Enterprise Data Reporting and Validation System (E-DRVS) taking longer than anticipated to launch. Although referencing the Reporting and Data Validation Timelines TEGL for PY 2011 (TEGL 28-11) serves as an appropriate guide for reporting timelines as many of the dates are the same for PY 2012, this Training and Employment Notice specifies upcoming reporting due dates for PY 2012 and FY 2013 reporting activities.

- 4. Wagner-Peyser.** The fourth quarter report for the Wagner-Peyser program is due no later than Wednesday, September 4, 2013 from all state grantees; this is due to the traditional due date of August 31 falling on a holiday weekend. Please continue to use E-DRVS to complete this report.

Please conduct Data Element Validation (DEV) for Wagner-Peyser via E-DRVS for PY 2012. The sampling methodology and general task remains the same with the migration to the new system. This is also due by Wednesday, September 4, 2013. We plan to issue a user's guide for DEV in the near future. This will also be made directly in E-DRVS by clicking on the "help" link.

- 5. WIA.** Please submit all WIA-related reporting items by the same procedures used over the past several years, using the Enterprise Business Support System (EBSS) and the original Data Reporting and Validation Software (DRVS). We anticipate implementing E-DRVS for WIA report submission during PY 2013.

Due dates for fourth quarter/annual reporting items are as follows:

- The WIA 9090 PY 2012 fourth quarter report is due no later than Thursday, August 15, 2013.
- The fourth quarter Workforce Investment Act Standardized Record Data (WIASRD) file is due no later than Monday, September 16, 2013.
- The WIA Annual Report (9091 data tables and narrative report) is due no later than Tuesday, October 1, 2013.

As in previous years, please submit all data via EBSS along with report validation results created via DRVS. States should e-mail electronic copies of their narrative annual report to WIA.AR@dol.gov and their Regional Administrator. As a reminder, submitting a complete report by October 1, 2013, is one of the criteria to qualify for WIA incentive grants, reports submitted after this date will cause an immediate disqualification from any WIA incentive consideration.

DEV for WIA will also be done in the existing DRVS, and is due no later than Monday, February 3, 2014. The extension granted in PY 2011 was a one-time delay to allow additional time to align with the TAA program's DEV. The elements used in DEV remained unchanged this year; please see appendix A in TEG 28-11 for a full list of acceptable source documentation. States may also want to note that DRVS requires the use of Windows XP operating system. However, instructions on creating a Windows XP "virtual environment" using Windows Vista and Windows 7 are available on the ETA performance Web site at: http://www.doleta.gov/performance/reporting/tools_datavalidation.cfm.

- 6. TAA.** The fourth quarter Trade Act Participant Report for Fiscal Year 2013 is due no later than Friday, November 15, 2013. States administering TAA programs are not required to submit an annual report; states are required to submit individual participant records only for TAA.

TAA DEV will resume this year. DEV will be completed using the June 30, 2013 source file, and will be done using a module being added to EBSS. Please upload results to EBSS no later than Monday, February 3, 2014. A user's guide outlining this process is forthcoming.

7. **NFJP**. Grantees administering the NFJP are not required to submit a performance outcomes report. Grantees are required to submit individual participant records for the NFJP, which ETA uses to calculate the performance outcomes for each grantee. Therefore, grantees are not required to conduct report validation, but must conduct data element validation.

The final NFJP participant data for PY 2011 (participants with exit dates between July 1, 2011 and June 30, 2012, were due to ETA's contractor (Social Policy Research Associates) on May 15, 2013. Please submit data element validation for this exiter cohort to ETA by Friday, November 1, 2013. NFJP grantees should use NFJP Data Validation Software Version 2.0.

8. **Inquiries**. Please direct questions regarding performance reporting to the appropriate ETA regional office.