

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 9-13
	<b>DATE</b> October 18, 2013

**TO:** STATE WORKFORCE AGENCIES  
STATE WORKFORCE LIAISONS

**FROM:** ERIC M. SELEZNOW /s/  
Acting Assistant Secretary

**SUBJECT:** Labor Exchange Reporting System (LERS) Tutorial and ET Handbook No. 406 Updates

1. **Purpose.** To announce the availability of a Web-based training on modifications to the LERS, and the release of the accompanying LERS reference guide.
2. **References.**
  - Sections 238 and 239 of the Veteran’s Opportunity to Work to Hire Heroes Act of 2011 (VOW Act), Pub. L. 112-56 Title II; Title 38, Sections 4107 and 4215, 38 U.S.C 4107, 4215;
  - Training and Employment Guidance Letter 7-12, *Implementing the Veterans-Related and Other Reporting Change Requirements in the LERS.*
3. **Background.** On November 21, 2011, President Obama signed the VOW Act, which included policies focused on lowering the rate of unemployment among our nation’s Veterans. Section 238 of the VOW Act requires the Department of Labor (DOL) to report new performance measures annually on job counseling, training, and placement programs for Veterans. Section 239 of the VOW Act requires that in the annual report, the Secretary of Labor must evaluate whether Veterans are receiving priority of service (POS) and are being fully served by qualified job training programs.

Under the POS regulation (20 CFR 1010.330), states are required to report on services provided and outcomes achieved for Veterans in qualified job training programs. States’ existing Wagner-Peyser Act grant agreements require states to report on services provided using the LERS, which is the performance reporting system for the Wagner-Peyser Employment Service (WP/ES), and also for services provided through the Jobs for Veterans State Grants (JVSG) under DOL’s Veterans’ Employment and Training Service (VETS). In September 2012, the Employment Training Administration (ETA) issued Training and Employment Guidance Letter 7-12 which provided information about changes made to the LERS to implement the reporting changes required by the VOW Act, priority of service and other recent initiatives affecting veterans employment services.

4. **LERS Tutorial.** The LERS is comprised of the reports for WP/ES (ETA 9002 reports) and the JVSG (VETS 200 reports). The LERS was recently revised (OMB Control No. 1205-0240) to incorporate new reporting requirements under the VOW Act and TEGL 7-12. The

LEERS tutorial is a web-based interactive training module that emphasizes the importance of consistently reporting complete and accurate performance data to reflect the services that states, local areas and American Job Centers provide, along with the resulting employment outcomes for job seekers, including Veterans.

The course also highlights the specific changes to reporting requirements, which include:

- The addition of a new three-item report to the 9002 (ETA 9002 F) to collect the required priority of service information. These items are:
  - Covered entrants who reached the end of the entry period,
  - Covered entrants who received a service during the entry period, and
  - Covered entrants who received a staff-assisted service during the entry period.
- The addition of a credentials field to the VETS 200 A, B, C and the ETA 9002 D.
- The addition of a Post 9/11-era Veteran column to the VETS 200 A, B, C and the ETA 9002 B and D.
- The addition of a Homeless Veteran column to the VETS 200 A and B.
- The addition of a Transition Assistance Program (TAP) column to the ETA 9002 B and D. A TAP row was also added to the VETS 200 A, B, C.
- The addition of four rows to the VETS 200 A, B, C, and the ETA 9002 C and D to collect median earnings information at the three- and sixth-month intervals, as required.

The LEERS course is stored on Workforce3One at:

<https://www.workforce3one.org/view/3001316959976214757/info>.

5. **ETA 406 Handbook.** The ET Handbook No. 406 is the roadmap for the data collection and reporting processes that support WP/ES performance measurement. It includes each LEERS report format and defines data elements and report specifications. Changes to the ET Handbook No. 406 reflect the additional reporting requirements outlined above. The updated ET Handbook No. 406 can be accessed at:  
[http://www.doleta.gov/performance/guidance/WIA/406\\_Handbook\\_05\\_07\\_2012.pdf](http://www.doleta.gov/performance/guidance/WIA/406_Handbook_05_07_2012.pdf).
6. **Action Requested.** We request that State Administrators immediately transmit this Training and Employment Notice to the appropriate staff.
7. **Inquiries.** Please direct questions concerning this TEN to your appropriate Regional Office. For specific questions about the tutorial, you may contact [ETAperforms@dol.gov](mailto:ETAperforms@dol.gov), attention: Lorece Stanton; for questions about the ET Handbook No. 406, please contact [ETAperforms@dol.gov](mailto:ETAperforms@dol.gov), attention: Ryan Sutter.