

U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION JTPA/JSPR
	CORRESPONDENCE SYMBOL TDCR
	DATE May 26, 1998

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 10-97

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

FROM : DAVID HENSON *David Henson*
 Director
 Office of Regional Management

SUBJECT : Instructions for Preparation of the JTPA
 Summary Program Report (JSPR)

1. **Purpose.** To transmit to States the final format and instructions for the JTPA Summary Program Report (JSPR), formerly called the JASPR, (ETA 9047).

2. **References.**

- (a) TEIN 48-93 and TEIN 48-93, Change 1, and
- (b) TEGL No. 7-95, "JTPA Intertitle Transfer of Funds".

3. **Background.** The JTPA Annual Summary Program Report (JASPR) (ETA 9047) expired on July 31, 1997. The JASPR was an annual report of non-financial characteristics of Title II-B summer and Title I, Section 123 (8%) program participants. The Department's ability to respond to Congressional and Administration inquiries, measure and evaluate the program's effectiveness, and monitor program imbalances in a timely manner was severely limited because the JASPR only collected participant characteristics data and was submitted only once a year at the end of the program. The JTPA Summary Program Report (JSPR), which replaces the JASPR, addresses these limitations by: 1) collecting financial and cost information in addition to

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characteristics data for the Title II-B and Section 123 programs, and 2) increasing the frequency of data collection for the Title II-B program.

4. **OMB Approval and Reporting Burden.** The JSPR requirements have been approved by the Office of Management and Budget (OMB) according to the Paperwork Reduction Act of 1995, under OMB Approval Number 1205-0379, with an expiration date of 1/31/99. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Burden hours for this collection of information are estimated to average 3 hours including time for reviewing the information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Job Training Programs, 200 Constitution Avenue, N.W., Washington, D.C. 20210 (Paperwork Reduction Project 1205-0379).

5. **Reporting Requirements.** The JSPR will be submitted three times during the summer program: at the beginning of the summer, planning estimates will be provided; during mid-summer, an interim performance report will be submitted; and a final performance report will be submitted at the end of the summer program. The State will submit a JSPR for the Title II-B summer youth program to the National Office and the appropriate Regional Office simultaneously, using the following schedule:

	<u>Data as of</u>	<u>Due to RO/NO</u>
Planning Estimates	June 15	June 30
Mid-summer Report	July 15	July 31
End of Program	Sept 30	Oct 15

A separate single JSPR will be submitted by the State 45 days after the end of the Title I, Section 123 (State Education and Coordination Grants) program year report period (June 30), but no later than August 15.

The approved format and instructions for completion of the JSPR are attached. States may submit the JSPR data on a floppy disk or by electronic mail using the JSPR File Format in Attachment II. In compliance with the Paperwork

Reduction Act of 1980, ETA continues to encourage States to transmit data electronically. ETA is currently developing the capability to report this information by direct data entry on an Internet website. Revised reporting instructions will be forwarded upon completion.

6. **Action Required**. State Liaisons are requested to distribute the attached JSPR instructions to all offices within the State which need such information to implement the JSPR reporting requirements.

7. **Inquiries**. Questions concerning this Training and Employment Guidance Letter should be directed to your appropriate Regional Office or Haskel Lowery at (202) 219-5305.

8. **Attachments**.

I. JTPA Summary Program Report (ETA 9047) Form and instructions.

II. JSPR File Format

JTPA SUMMARY PROGRAM REPORT (JSPR)
FORMAT INSTRUCTIONS
"Title II-B" and "Title I, Section 123 (8%)"

1. **Purpose.** The JTPA Annual Summary Program Report (JSPR) (ETA 9047), formerly called the JASPR, displays participant enrollment information and cumulative data on the characteristics of individuals who participated in the Title II-B grant. The form has been modified to allow the collection of financial and cost information. The new cost and financial information will be used to determine levels of program services and will allow the Department to gain greater access to information on program expenditures and participant costs to respond to Congressional and Administration oversight.

In the past, financial information for the JTPA Title II-B grant and for the Title I, Section 123, was exclusively reported on the JTPA Quarterly Status Report (JQSR) (ETA 9040) OMB No. 1205-0323 expiration date July 31, 2001. Now similar financial data and new cost information will be collected on the JSPR as well. Also, a separate JSPR form will be used to capture annual information for the JTPA Title I, Section 123, State Education Coordination (8%) grant on a Statewide basis for the program year ending each June 30. These reporting requirements have been approved by the Office of Management and Budget (OMB) according to the Paperwork Reduction Act of 1995, as amended, under OMB Approval No. 1205-0379.

2. **General Instructions**

- a. The State will submit a JSPR for the Title II-B summer youth program to the National Office and the appropriate Regional Office simultaneously using the following schedule:

	<u>Data as of</u>	<u>Due to RO/NO</u>
Planning Estimates	June 15	June 30
Mid-summer Report	July 15	July 31
End of Program	Sept 30	Oct 15



A. State's Name and Address	B. Grant Type <input type="checkbox"/> Title II-B CY _____ <input type="checkbox"/> Title I, Sec. 123 PY _____	C. State's Grant Number
		D. Report Period From: _____ To: _____

Section I - STATEWIDE PARTICIPANT SUMMARY

1	Total Participants		
2	Total Participants in Academic Enrichment including life skills training		
3	Total Participants in Private Sector Employment Activities		
4	Total Participants in Work Experience		
5	Total Participants in Academic Enrichment & Work Experience		
6	Total Participants in other Activities		

Section II - PARTICIPANTS CHARACTERISTICS SUMMARY

7	Male		17	White (Not Hispanic)	
8	Female		18	Black (Not Hispanic)	
9	Age: 14 - 15 Years		19	Hispanic	
10	16 - 17 Years		20	American Indian or Alaskan Native	
11	18 - 21 Years		21	Asian or Pacific Islander	
12	22 Years and Above (Title I, Sec. 123 ONLY)		22	Attending School Full-time	
13	Limited English Proficiency		23	Completed: Grades 0-8	
14	Disability		24	Grades 9-11	
15	Offender: Misdemeanors and Felonies		25	Grades 12 and Above	
16	Received Title II-B Follow up Services (Sec. 253(d))		26	Single Parent with dependent(s) under 18	

Section III - FINANCIAL SUMMARY

27	Allotment (NOO Amount)		32	Average Hours participated per week	
28	Carry-in		33	Average weeks participated	
29	Transfers		34	Average Hours in Academic Enrichment	
30	Total II-B Funds Available		35	Average Cost per Participant	
31	Total Expenditures				

Remarks: _____

E. Signature and Title	F. Date Signed	G. Telephone No.
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Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents obligation to reply to these reporting requirements are Mandatory (PL 102-367). Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Employment Training Programs, Room N-4459, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0379).

- b. A separate JSPR will be submitted by the State for the Title I, Section 123 program. It shall be submitted 45 days after the end of the program year (June 30), but no later than August 15.

One copy of the JSPR for the Title II-B and Title I, Section 123 programs will be provided to the appropriate Regional Administrator for Employment and Training in the Department of Labor Regional Office. An additional copy of each JSPR for these grants will be provided to:

U.S. Department of Labor
Employment and Training Administration
Office of Employment and
Training Programs
200 Constitution Avenue, N.W.
Room N-4463
Washington, D.C. 20210

3. Facsimile of Form. See the following page.

4. Instructions for Completing the JTPA Summary Program Report (JSPR) for Title II-B and Title I, Section 123, Grants.

- A. State's Name and Address

Enter the name and address of the recipient State.

- B. Type of Grant

Designate the source of funding for the grant for which data is being provided on this JSPR, i.e., Title II-B or Title I, Section 123.

- C. State's Grant Number

Enter the recipient State's grant number, as assigned by the Employment and Training Administration (ETA) in a separate issuance.

D. Report Period

Enter in "From" the beginning date of the designated JTPA Title II-B report year, i.e., October 1, or the beginning of the Title I, Section 123, program year, i.e., July 1. Enter in "To" the ending date of the report period, as specified in Item 2, above.

E. Signature and Title (at bottom of the page)

The authorized official of the Governor signs here and enters his/her title.

F. Date Signed

Enter the date the report is signed by the authorized official.

G. Telephone Number

Enter the area code and telephone number of the authorized official.

SECTION I - STATEWIDE PARTICIPATION SUMMARY

Line 1. Total Participants (Cumulative)

Enter the total number of participants who were receiving employment, training or services (except post-termination services) funded under the grant, as appropriate, through the end of the report period.

"Participant", for reporting purposes, means any individual who has: (1) been determined eligible upon intake; and (2) started receiving subsidized employment, training or services (except post-termination services) funded under the Act, following intake. Individuals who receive ONLY outreach and/or intake and initial assessment services or post-termination services are excluded.

The Statewide entry on the JSPP Line 1, Total Participants, for the Title I, Section 123, grant should be equal to the entry on Line 34, Column (D), of the JQSR submitted for June 30.

Note: The entry on Line 1 is the total of Lines 2 through 6.

Line 2. Total Participants in Academic Enrichment including life skills training

Enter the number of Title II-B participants in academic enrichment including personal development courses, seminars, etc.--often referred to as Life Skills " instruction. This entry is a count of participants in academic enrichment activities ONLY and should not double count those participants included on line 5-- Academic Enrichment and Work Experience. This entry may not exceed the entry for Line 1.

NOTE: The entry for Line 2 must be zero on the JSPP submitted for the Title I, Section 123, grant program.

EDUCATIONAL ACTIVITIES: A participant is considered to have enrolled in academic activity if:

a. he/she participated in a structured learning experience off the job where the Secretary's Commission on Achieving Necessary Skills (SCANS) Foundation Skills and Competencies (or reasonable variation thereof) and/or other academic disciplines are taught and progress can be measured and documented; or

b. he/she participated in a structured learning experience on the job (e.g., "contextual learning") where SCANS foundation skills and competencies (or reasonable variation thereof) and/or other academic disciplines are taught and progress can be measured and documented; or,

c. he/she participated in structured learning experience, as described above, which combined learning off the job and on the job.

Line 3. Total Participants in Private Sector Employment Activities

Enter the total number of participants in private sector employment activities as defined below. This entry may not exceed the entry for Line 1.

NOTE: Exclude participants in work experience activities in the public or not-for-profit sectors.

PRIVATE SECTOR ENTRY EMPLOYMENT EXPERIENCE ACTIVITIES: Entry employment experience or private internships are formal experience opportunities to examine or investigate employment typically at private-for-profit worksites.

Line 4. Total Participants in Work Experience

Enter the total number of participants in the public sector entry employment experience or employment in a non-profit sector.

Work experience activity: Entry employment experience or public internship are formal experience opportunities to examine or investigate employment at a public worksite or non-profit organization. This entry may not exceed the entry for Line 1.

NOTE: Exclude participants in work experience activities in the private sector employment.

Line 5. Total Participants in Academic Enrichment and Work Experience

Enter the total number of participants enrolled in the Academic Enrichment and work experience concurrently or as a combined activity. This entry should not double count any of the participants counted on Line 2. This entry should not exceed the entry for Line 1.

Line 6. Total Participants in other Activities

Enter the total number of participants enrolled in Title II-B and also co-enrolled in Title II-C.

SECTION II - PARTICIPANT CHARACTERISTICS SUMMARY

Gender

Line 7. Male

Line 8. Female

Distribute the participants by line according to gender. The sum of Lines 7. and 8. should equal Total Participants (Line 1.).

Age

Line 9. 14 - 15 Years

Line 10. 16 - 17 Years

Line 11. 18 - 21 Years

Line 12. 22 Years and Above (Title I, Section 123, ONLY)

Distribute the participants by line according to age (based on date of birth) at the time of entry into the program. The sum of Lines 9. thru 12. should equal Total Participants (Line 1.).

NOTE: The entry for Line 12 must be ZERO on the JSPP for the Title II-B grant.

Other Barriers to Employment

Line 13. Limited English Proficiency

Line 14. Disability

Line 15. Offender: Misdemeanors and Felonies

Include participants who meet the definition specified at Section 4(17) of the Act.

Line 16. Received Title II-B Follow Up Services (Sec. 253(d))

Include Title II-B participants who received the appropriate follow-up services called for in their service strategies. These may include employability and/or supportive services.

Race/Ethnic Group

Line 17. White (Not Hispanic)

Line 18. Black (Not Hispanic)

- Line 19. Hispanic
- Line 20. American Indian or Alaskan Native
- Line 21. Asian or Pacific Islander

Distribute the participants by line according to the Race/Ethnic Groups listed above. For purposes of this report, Hawaiian Natives are to be recorded as "Asian or Pacific Islander". The sum of Lines 17. thru 21. should equal Total Participants (Line 1).

- Line 22. Attending School Full-Time

Enter the total number of participants who are currently enrolled in and are attending any school full-time or are between school terms and intend to return to school. This entry may not exceed the entry for Line 1.

Highest School Grade Completed

- Line 23. Grades 0 - 8
- Line 24. Grades 9 - 11
- Line 25. Grades 12 and Above

Distribute the participants by line according to highest school grade completed. The sum of Lines 23. thru 25. should equal Total Participants (Line 1.).

Family Status

- Line 26. Single Parent with dependent(s) Under 18

Enter the number of participants for whom the above family status classification applies. This entry may not exceed the entry for Line 1.

SECTION III - FINANCIAL SUMMARY

NOTE: This section is to be filled out for Title II-B ONLY.

- Line 27. Allotment (NOO Amount)

Enter the amount of Federal funds found on the most recent Notice of Obligation (NOO).

Line 28. Carry-In

Enter the amount carried in from previous Calendar Year program(s).

Line 29. Transfers

Enter the amount of Federal funds transferred to/from Title II-C in accordance with Sections 206, 256, and 266 of the Act; the 1996 Omnibus Appropriation Bill, 110 Stat. 1321; FY 1995 Rescission Bill, P.L. 104-19; the 1997 Appropriation Act, P.L. 104-28, and the DOL Appropriations Act of 1998, P.L. 105-78. Transfers "from" should be indicated as negative numbers.

Line 30. Total II-B Funds Available

Enter the total amount of Federal funds available for expenditure (net of all transfers) through the end of the reporting period.

Line 31. Total Expenditures

Enter the total amount of Federal funds expended through the end of the reporting period.

Line 32. Average Hours participated per week

Enter the total number of hours participants were enrolled in a program activity divided by the total number of participants.

Note: For items 27 thru 31 use whole dollars ONLY, no cents.

Line 33. Average weeks participated

Enter the total number of weeks participants were enrolled in a program activity divided by the total number of participants.

Line 34. Average Hours in Academic Enrichment

Enter the total number of hours participants were enrolled in academic enrichment divided by the total number of participants enrolled in academic enrichment.

NOTE: For items 33 through 34 ROUND to one (1) decimal point.

Line 35. Average Cost per Participant

Enter the total amount of Federal funds expended divided by the total number of participants.

NOTE: Use whole dollars ONLY, no cents.

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Definitions for most common terms, not specifically defined in the JSPR instructions, above, may be found in the instructions for the Standardized Program Information Report (SPIR). Refer to TEIN 5-93, Change 1.

JSPR FILE FORMAT

Data will be recorded in ASCII on 1.44 MB hard disks or transferred via Internet E-Mail (Check with regional representative). File name should contain "JP" followed by the state abbreviation and the two digit month and year of report. Amended reports can be included in the file.

- 1 - 2 Fips State Code (zero fill to the left)
- 3 - 4 Report Month (zero fill to the left)
- 5 - 8 Report Year (nnnn)
- 9 - 9 1 = Title I Sec 123, 2 = Title II-B
- 10 - 11 Item Number (nn) - See Below

Section I - STATEWIDE PARTICIPANT SUMMARY

01. Total Participants	13 - 21
02. Total Participants in Academic Enrichment including life Skills training	13 - 21
03. Total Participants in Private Sector Employment Activities	13 - 21
04. Total Participants in Work Experience Only	13 - 21
05. Total Participants in Academic Enrichment & Work Experience ...	13 - 21
06. Total Participants in other Activities	13 - 21

Section II - PARTICIPANTS CHARACTERISTICS SUMMARY

07. Male	13 - 21
08. Female	13 - 21
09. Age: 14 - 15 Years	13 - 21
10. 16 - 17 Years	13 - 21
11. 18 - 21 Years	13 - 21
12. 22 Years and Above (Title I Sec. 123 ONLY)	13 - 21
13. Limited English Proficiency	13 - 21
14. Disability	13 - 21
15. Offender	13 - 21
16. Received Title II-B Follow up Services (Sec. 253(d))	13 - 21
17. White (Not Hispanic)	13 - 21
18. Black (Not Hispanic)	13 - 21
19. Hispanic	13 - 21
20. American Indian or Alaskan Native	13 - 21
21. Asian or Pacific Islander	13 - 21
22. Attending School Full-time	13 - 21
23. Completed: Grades 0 - 8	13 - 21
24. Grades 9 - 11	13 - 21
25. Grades 12 and Above	13 - 21
26. Single Parent with dependent(s) under 18	13 - 21

Section III - FINANCIAL SUMMARY (Title II-B Only)

27. Allotment (NOO Amount)	13 - 21
28. Carry-in	13 - 21
29. Transfers	13 - 21
30. Total II-B Funds Available	13 - 21
31. Total Expenditures	13 - 21
32. Average Hours participated per week	13 - 21
33. Average Weeks Participated	13 - 21
34. Average Hours in Academic Enrichment	13 - 21
35. Average Cost per Participant	13 - 21

NOTES: All totals must be zero filled to the left. No commas are allowed. If the total is zero or null, then the column must be zero filled. A dash (-) must be in the left-hand position if total is negative. All required items (01 - 35) must be present if Title II-B. Items 01 - 26 are required for Title I Sec 123.

A