

DATE: December 19, 2013

WIAB 11-13

TO: All WIA Subrecipients

FROM: Marsha Wright, Workforce Bureau Chief 

SUBJECT: Collection of Additional WIA Participant Information

ACTION ITEM

For all WIA participants enrolled on or after January 1, 2014, the U.S. Department of Labor (USDOL) requires the collection of additional participant information. The list of these additional elements is attached to this bulletin.

A webinar will be scheduled for all interested subrecipient staff in early January. Notification of the date and time will be provided very soon.

JUSTIFICATION

The WIA Management Information System (MIS) system will be replaced soon with America's Job Link Alliance (AJLA) and it is not practical to incorporate significant modifications to our current system.

SPECIFICS

Some of the additional elements will be collected during the application and eligibility verification process, while other elements will be collected at exit.

Two forms (05-A and 05-B) have been developed for collection of these additional data elements and are posted in the WIA MIS with all other forms. Form numbers and titles are:

- WIA-05-A: Additional WIA Participant ENROLLMENT Data
- WIA-05-B: Additional WIA Participant EXIT Data

Case managers will submit the additional elements collected at enrollment to the Grants Unit in the same manner and at the same time as the participant application packet.

Case managers will submit the additional elements collected at exit to the Grants Unit in the same manner as the exit documents *with the exception that additional elements must be submitted within 5 days from the WIA exit date.*

Until we have fully implemented the AJLA system, these additional elements will be entered by staff in the central office into a master Excel document that will be incorporated/converted into AJLA.

BACKGROUND – ADDITIONAL INFORMATION

For several years, the U.S. Department of Labor (USDOL) has been on a quest to integrate reporting for all programs funded by the USDOL into a single record layout. Workforce Information Streamlined Performance Reporting (WISPR) was created for all states/grantees administering Wagner-Peyser, Veterans Employment and Training Service, Workforce Investment Act, National Emergency Grants, and Trade Adjustment Assistance programs. The primary purpose of this new reporting system is to:

1. Establish a standardized set of data elements, definitions, and specifications that can be used to describe the characteristics, activities, and outcomes of job seeker and employer customers served through the One-Stop delivery system;
2. Facilitate the collection and reporting of valid, consistent, and complete information on job seekers and employer customers in order to support the overall management, evaluation, and continuous improvement of workforce programs at the local, state, and federal levels; and
3. Reduce duplicate record keeping by allowing grantees administering multiple USDOL-funded workforce programs to utilize a single set of data specifications and formats to report on a job seeker's and employer's interaction with the One-Stop delivery system.

Collection of the new data elements will ensure states are ready to utilize the WISPR framework when WISPR is fully implemented. No specific implementation date has been determined.

QUESTIONS / CONTACTS

Questions may be directed to:

- Any grants management staff member
 - 3275 – Julia Browning
 - 3880 – Vicki Parkinson
 - 3398 – Ben Phillips
 - 3023 – Tami Livsey
- Larry Belisle at extension 3271
- Jeanie Meholchick at extension 3323

Attachments

Form WIA-05-A Additional WIA Participant Enrollment Data

ADDITIONAL WIA PARTICIPANT ENROLLMENT DATA

PARTICIPANT NAME: <input type="text"/>	TITLE: <input type="text"/>
SSN (LAST FOUR DIGITS): <input type="text"/>	REG. DATE: <input type="text"/>

Pre-Program/At Registration/During Participation:

Category of Disability:

If an individual with a disability, what is the category of the disability?

- Impairment is primarily physical, including mobility and sensory impairments.
- Impairment is primarily mental, including cognitive and learning impairments.
- Impairment includes both physical and mental impairments.
- Participant does not wish to disclose his/her type of disability.

School Status at Participation: (Previously Youth only; Now required for all populations)

- In-school, H.S. or less
- In-school, post-H.S.
- Not attending school or H.S. dropout
- Not attending school; H.S. graduate
- In-school, alternative school

Veteran Status and Programs: **** (Check Veterans Information in ES Summary)****

Date of actual military separation from active duty:

Is the participant a person who is on active military duty status (including separation leave) with the U.S. armed forces and: **(Check which one applies)**

- within 12 months of separation from the armed forces?
- or within 24 months of retirement from the armed forces?

Did the veteran attend a Transition Assistance Program (TAP) Workshop in the 3 year period prior to date of participation?

- Yes No

ADDITIONAL WIA PARTICIPANT ENROLLMENT DATA

Did the veteran serve at least one day on or after September 11, 2001 in the active military, naval, or air service, and was discharged or released under conditions other than dishonorable. (Check which one applies)

- Post 9/11 Vet
 Post 9/11 Campaign Vet

Occupational Codes Prior to Employment:

What is the 8-digit Occupation Code (SOC) of the participant's most recent job held before participation in WIA? If the individual had multiple jobs, use the job with the highest gross wage. (Ref: <http://www.onetcodeconnector.org/>)

Social Security (Check all that apply):

- The individual is a person who is receiving or has received Supplemental Security Income (SSI) under Title XVI of the Social Security Act (individuals who have attained age 65 or are blind or disabled) in the last six months prior to participation in the program.
- The individual is a person who is receiving or has received Social Security Disability Insurance (SSDI) benefit payments under Title XIX of the Social Security Act (Medicaid program) in the last six months prior to participation in the program.

Rapid Response Service:

Most recent date on which the participant received a rapid response service to provide assistance to local areas that experience disasters, mass layoffs, plant closings, or other events that precipitate substantial increases in the number of unemployed individuals. Rapid response encompass the activities necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible, following either a permanent closure or mass layoff, or a natural or other disaster resulting in a mass job dislocation.

ADDITIONAL WIA PARTICIPANT ENROLLMENT DATA

Farmworker Status:

**** (Check Economic Info/Farm Work and Food Processing Information in ES Summary)****

The participant is a person who: (Check all that apply)

- during the last 12 months, received at least 50 percent of his or her total earned income from qualifying farm work,
- worked at least an aggregate of 25 or more days or parts of days in qualifying farm work,
- was not employed in farm work year round by the same employer,
- had to travel to a job site that is far enough away from his or her permanent residence that they cannot return to their residence within the same day.
- was a Full-time student traveling in organized groups, rather than with their families, to do farm work.

Type of Qualifying Farm work:

- The participant was primarily employed in agricultural labor as classified by the North American Industrial Classification System (NAICS) for agricultural production and services establishments.
- The participant was primarily employed in food processing work as classified in the NAICS definitions 3116, 311421, 311941, and 311411 for food processing establishments.

3116	--	Animal Slaughtering, Meat Processing
311421	--	Fruit and Vegetable Canning
311941	--	Sauce Manufacturing
311411	--	Frozen Fruit, Juice, and Vegetable Mtg.

Form WIA-05-B Additional WIA Participant Exit Data

ADDITIONAL WIA PARTICIPANT EXIT DATA

PARTICIPANT NAME: <input type="text"/>	TITLE: <input type="text"/>
SSN (LAST FOUR DIGITS): <input type="text"/>	REG. DATE: <input type="text"/>

At Exit:

Did the participant receive training through distance learning?

Yes No

Start Date:

End Date:

Received Services through a Disaster National Emergency Grant:

- The individual received a temporary job working in clean-up and recovery of the affected area and received workforce services through a Disaster National Emergency Grant (Disaster NEG), including core, intensive, and training services as defined in the WIA.
- The individual received a temporary job through a Disaster NEG working in clean-up and recovery of the affected area, but received no other workforce services through the Disaster NEG.
- The individual received workforce services through a Disaster NEG, including core, intensive, and training services as defined in the WIA, but did not receive a temporary job through the Disaster NEG.

Attained Educational Credential:

Did the Participant attain a Post-Graduate Degree (Masters Degree or PhD.) during participation or by the end of the third quarter after the quarter of exit from services (other than follow-up services)?

Yes No