



Department of Labor and Training

Center General Complex
1511 Pontiac Avenue
Cranston, RI 02920-4407

Telephone: (401) 462-8000
TDD: (401) 462-8006

Lincoln D. Chafee
Governor
Charles J. Fogarty
Director

WORKFORCE INVESTMENT NOTICE: 13-08

TO: WORKFORCE INVESTMENT AREAS

FROM: David Tremblay, Administrator-State Workforce Investment Office

SUBJECT: Workforce Investment Act (WIA) Performance Reporting System

DATE: May 15, 2014

1. Purpose.

To provide guidance on the modifications to the WIA Performance System and resulting changes to EmployRI.

2. References.

- Workforce Investment Act (WIA) of 1998;
- WIA Final Rules 20 CFR Part 652 et al., dated August 11, 2000
- [Training and Employment Guidance Letter \(TEGL\) 4-13](#)

3. Background.

On August 28, 2013, the US Department of Labor, Employment and Training Administration (ETA) issued TEGL 4-13 which provided guidance on recent changes that were made to the Workforce Investment Act Standardized Record Data (WIASRD), additional information to be reported on the Quarterly (ETA 9090) and Annual Report forms (ETA 9091), and the manner in which the Quarterly and Annual Reports are generated and submitted.

4. Summary of Additional Report Items.

The following information will now be included in the quarterly 9090 report:

- WIA enrolled Veterans' participant breakouts
- WIA enrolled Veterans' entered employment, employment retention and six months average earnings outcomes breakouts
- Credential attainment outcomes by program
- WIA enrolled Veterans' priority of service information

- Participants and exiters that have received training

The following information will now be included in the annual 9091 report:

- Table D. Adult program outcomes by service intensity (core, intensive and training services)
- Table G. Dislocated Worker program outcomes by service intensity (core, intensive and training services)
- Table H.1.A. Youth special populations' breakouts
- Table P. Veterans' priority of service (identical to that included in the latest 1205-0240 LERS PRA)
- Table Q. Veterans' special populations' breakouts

5. Modifications to the WIASRD record layout.

The entire layout of the WIASRD has changed and new information is required to be collected. The new WIASRD record layout can be found as Attachment A to TEGL 4-13. However, for your convenience, a summary of the Additional Data Elements can be found as Attachment 1 to this Workforce Investment Notice.

6. Summary of Updates to EmployRI screens to accommodate WIASRD changes.

Geographic Solutions has made the following changes to the WIA application screens:

- Demographic Tab
 - ◆ "Category of Disability" (WIASRD code 203). A prompt was added to the Adult and Dislocated Core and Intensive/Training Applications, as well as Youth. This is a required entry.
 - ◆ Farmworker Status (WIASRD code 500) and Type of Qualifying Farmwork (WIASRD code 501) were added. This is a required entry. Help text has been added for both prompts.
- Veteran Tab
 - ◆ An optional question regarding Veteran Multiple Tours of Duty has been added.
 - ◆ Added 3 prompts for Transitioning Service Members (WIASRD code 305) with help text available
 - ◆ An "edit" option was added to Eligible Veteran Status (WIASRD code 300)
 - ◆ A "Yes / No" prompt was added to TAP workshop indicator (WIASRD code 308).
- Employment Tab
 - ◆ "Occupation of Most Recent Job Before WIA Participation" (WIASRD code 402). ONet search box and help text added for this item.
 - ◆ New help text was added for "Most Recent Date Attended Rapid Response Services" (WIASRD code 1403)
- Education Tab
 - ◆ "School Status at Participation" (WIASRD code 411) has been added to the Adult and Dislocated Worker Core and Intensive applications. This item is now required for all populations, not just Youth.
 - ◆ Highest School Grade Completed is now required for all Adults and Dislocated Workers who receive self service or staff-assisted core services intensive services, and training services, as well as all Youth. Previously this was not required for Adults who received core services only.

- Barriers Tab
 - ◆ A prompt was added to the Core Application for “Limited English” (WIASRD code 703). This element is now required for staff assisted core services as well as for those receiving intensive and training services.
 - ◆ A prompt was added to the Core Application for homeless. Verification is required when an intensive service is provided.
- Public Assistance Tab
 - ◆ Low income (WIASRD code 702) is now required for all **Dislocated Workers** and also for Adults who receive staff-assisted core services. Previously this was only required for Adults who received intensive or training services. However, for the time being (per information received from ETA in a training webinar), self-attestation is acceptable verification for Adults and Dislocated who received core services only. The low-income verification that was acceptable previously for Adults is now required for both Adults and **Dislocated Workers**. TANF, SSI, SSDI, Refuge Cash Assistance, General Assistance and Food Stamps have all been added to the application but will only require verification when an intensive service is provided.
- WIA Participation Screen
 - ◆ “School Status” (WIASRD code 411) has been added.
- WIA Enrollment/Activity Screen
 - ◆ The Distance Learning prompt (used in TAA) has been added.
- Employment Collection Screens in WIA Case Closure and Follow-up
 - ◆ NAICS code is required, no longer optional
 - ◆ Federal Contractor prompt (Yes/No) has been added. Currently, this an NOT a required item for WIA; according to Geographic Solutions, it is required in the Wagner Peyser Veterans screen.

7. Action Required. Local areas are requested to distribute copies of this guidance to all staff and vendors who enter data into EmployRI to ensure that all information is appropriately captured. In addition, all hard copy forms should be revised if necessary.

8. Inquiries. Questions regarding this WIN may be directed to the State Workforce Investment Office Administrator at 462-8812.