

COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM

WORKFORCE INVESTMENT ACT

VIRGINIA WORKFORCE LETTER (VWL) #08-07

TO: LOCAL WORKFORCE INVESTMENT BOARDS

FROM: WORKFORCE DEVELOPMENT SERVICES

SUBJECT: TIMELY DATA ENTRY

DATE: APRIL 14, 2009

(RESCINDS: VWL#05-14 DATED JUNE 30, 2006)

The U.S. Department of Labor's Employment and Training Administration has established a quarterly reporting schedule. Information presented in these reports needs to reflect the most current picture of the Workforce Investment Act (WIA) programs. Additionally, an Annual Report is required which is a summary of the activities of each state and its local workforce areas. All of these reports depend on timely and accurate data.

TIMELY DATA ENTRY:

Delays in data entry adversely affect the quarterly and annual performance of the state and the local workforce areas and result in inaccurate federal reports. The participant customer satisfaction survey is adversely impacted by late data entry. Delays in entering data will delay the *soft exit* process and thus impact the number of exiters that can be included in the survey sample. Information on WIA exiters is extracted from the Virginia Workforce Connection (Virtual One-Stop) on a quarterly basis for the quarter just ended and forwarded to the Survey Research and Evaluation Laboratory at Virginia Commonwealth University. The survey sampling is based on exiters (the sample does not include the participants who have not exited under the *soft exit rule* during the sampled quarter).

To address the impact of delayed data entry, the following policy has been developed:

All transactions must be entered into the Virginia Workforce Connection (VaWC or VOS) within fourteen (14) days from the completion of the process. For example, once the customer has been determined eligible and has received his/her first service, the participation information must be entered into VaWC within 14 days.

The WIA Reporting and Performance Coordinator will review LWIA compliance with the 14-day rule and provide the WIA monitors with the result of this review and if non-

compliance is identified, the results will be included in LWIA compliance report as an administrative finding.

NOTE: The 14-day limit is not in addition to the lockdown date currently active in VaWC. Failure to enter the records within this 14-day time period will result in an administrative finding for the local areas monitoring report.

With the American Reinvestment and Recovery Act funds, LWIAs are expected to maintain the formula-funded program data as well as maintaining the records of customers served with the ARRA funds.

See Attachment A and B for the Program Year Reporting Periods (PY 2008 to 2010).

WIA QUARTERLY REPORT – ETA 9090

COVERED PROGRAMS:

The WIA Quarterly Report covers participants who receive services financially assisted by formula or statewide reserve funds under the following Employment and Training Administration (ETA) programs:

- WIA Adult Program
- WIA Dislocated Worker Program (including dislocated workers participating in programs funded under WIA section 134 (a)(2)(A)(ii) – rapid response additional assistance)
- WIA Youth Programs
- National Emergency Grants (except HCTC grants)

Except for Health Car Tax Credit (HCTC) grants, performance information about all participants who receive services financially assisted by National Emergency Grants (NEGs), whether co-enrolled in the WIA Title I-B program or served exclusively with NEG funds will be included. In addition, WIA statewide activities that are included in the Quarterly Report are those statewide activities that involve the enrollment of individuals eligible to receive WIA Title I-B services (e.g., adult, dislocated worker or youth). Conversely, if state or local activities do not involve the enrollment of individuals to receive services, performance information is not included in the WIA Quarterly Report.

DUE DATES – QUARTERLY REPORT – ETA 9090

The ETA 9090 (Quarterly Report) is due no later than 45 days after the end of each report quarter. The following table shows the expected dues date for each quarterly report:

Report Quarter	Due Dates
July – September	November 14 th
October – December	February 14 th

January – March	May 15 th
April – June	August 14 th

Should the due date of the report fall on a Saturday or Sunday, the quarterly report is due the Friday before.

WIA ANNUAL REPORT – ETA 9091

Each state that receives an allotment under WIA section 127 (youth activities) or section 132 (adult and dislocated worker activities) must prepare and submit an Annual Report to the Secretary of Labor in accordance with WIA section 136 (d)(1) and 185(d).

There is a great deal of flexibility in the contents of the annual report narrative, but there are three sets of information that are required elements for each states’ annual report, as described in QIA section 136:

1. Performance data on the core and customer satisfaction measures, including progress of local areas and in the state in achieving local performance measures;
2. Information on the status of state evaluation activities; and
3. Information on the cost of workforce investment activities relative to the effect of the activities on the performance of participants.

Performance data reported in the WIA Annual Report must be comprised of information provided by each state from their individual Workforce Investment Standardized Record Data (WIASRD) files through matching client information with the employment outcome information obtained from Unemployment Insurance (UI) records and other administrative wage records or from other supplemental data sources. Therefore, ETA requires that performance information received from the states on the WIA Annual Report be based on the submission of the WIASRD files (section 136(f) and 185). The WIA Annual Report must be complete and accurate (WIA section 185 (29 USC 2935).

COVERED PROGRAMS:

The WIA Annual Report covers participants who receive services financially assisted by formula or statewide reserve funds under the following Employment and Training Administration (ETA) programs:

- WIA Adult Program
- WIA Dislocated Worker Program (including dislocated workers participating in programs funded under WIA section 134 (a)(2)(A)(ii) – rapid response additional assistance)
- WIA Youth Programs
- National Emergency Grants (except HCTC grants)

Performance information about participants who only receive services financially supported by National Emergency Grants (NEGs) will not be included, since this information will be obtained through the WIA Quarterly Report (ETA 9090). However, performance information about

participants who received services financially assisted by WIA Title I-B and NEG are included in the Annual Report. In addition, WIA statewide activities that are included in the Annual Report are those statewide activities that involve the enrollment of individuals to receive WIA Title I-B services (e.g., adult, dislocated workers or youth). Conversely, if state or local activities do not involve the enrollment of individuals to receive services, performance information is not included in the WIA Annual Report. Examples of such exceptions include activities where – a) the state is conducting a statewide activity that does not involve direct services (e.g. research or evaluation), or b) the statewide activity is structured to provide services that are highly specialized, such as in a pilot or demonstration activity (e.g., incumbent worker training, project for chemically dependent TANF recipients).

DUE DATE – ANNUAL REPORT – ETA 9090:

The report is due no later than October 1st following the end of each Program Year (July – June). The following table shows the expected due dates for the WIA Annual Report for the next three Program Years:

Program Year	Due Dates
PY 2008	October 1, 2009
PY 2009	October 1, 2010
PY 2010	October 1, 2011

Should the due date of the report fall on a Saturday or Sunday, the annual report is due the Friday before the due date.

PY 2008 Reporting Time Periods	
Performance Measure	Time Period
Total Participants	7/1/2008 to 6/30/2009
Total Exiters	4/1/2008 to 3/31/2009
Participant Customer Satisfaction	1/1/2008 to 12/31/2008
Employer Customer Satisfaction	1/1/2008 to 12/31/2008
Adults	
Entered Employment Rate	10/1/2007 to 9/30/2008
Employment Retention Rate	4/1/2007 to 3/31/2008
Average Earnings	4/1/2007 to 3/31/2008
Employment and Credential Rate	10/1/2007 to 9/30/2008
Dislocated Workers	
Entered Employment Rate	10/1/2007 to 9/30/2008
Employment Retention Rate	4/1/2007 to 3/31/2008
Average Earnings	4/1/2007 to 3/31/2008
Employment and Credential Rate	10/1/2007 to 9/30/2008
Older Youth (19-21)	
Entered Employment Rate	10/1/2007 to 9/30/2008
Employment Retention Rate	4/1/2007 to 3/31/2008
Earnings Change	4/1/2007 to 3/31/2008
Credential Rate	10/1/2007 to 9/30/2008
Younger Youth (14 -18)	
Skill Attainment Rate	4/1/2008 to 3/31/2009
Diploma or Equivalent Rate	4/1/2008 to 3/31/2009
Retention Rate	4/1/2007 to 3/31/2008

YOUTH MEASURES*	
Placement in Employment or Education	10/1/2007 to 9/30/2008
Attainment of Degree or Certificate	10/1/2007 to 9/30/2008
Literacy and Numeracy Gains	7/1/2007 to 6/30/2008
*These measures are only being reported, they do not count in the LWIA performance at this time.	

PY 2009 Reporting Time Periods	
Performance Measure	Time Period
Total Participants	7/1/2009 to 6/30/2010
Total Exiters	4/1/2009 to 3/31/2010
Participant Customer Satisfaction	1/1/2009 to 12/31/2009
Employer Customer Satisfaction	1/1/2009 to 12/31/2009
Adults	
Entered Employment Rate	10/1/2008 to 9/30/2009
Employment Retention Rate	4/1/2008 to 3/31/2009
Average Earnings	4/1/2008 to 3/31/2009
Employment and Credential Rate	10/1/2008 to 9/30/2009
Dislocated Workers	
Entered Employment Rate	10/1/2008 to 9/30/2009
Employment Retention Rate	4/1/2008 to 3/31/2009
Average Earnings	4/1/2008 to 3/31/2009
Employment and Credential Rate	10/1/2008 to 9/30/2009
Older Youth (19-21)	
Entered Employment Rate	10/1/2008 to 9/30/2009
Employment Retention Rate	4/1/2008 to 3/31/2009
Earnings Change	4/1/2008 to 3/31/2009
Credential Rate	10/1/2008 to 9/30/2009
Younger Youth (14 -18)	
Skill Attainment Rate	4/1/2009 to 3/31/2010
Diploma or Equivalent Rate	4/1/2009 to 3/31/2010
Retention Rate	4/1/2008 to 3/31/2009

YOUTH MEASURES*	
Placement in Employment or Education	10/1/2008 to 9/30/2009
Attainment of Degree or Certificate	10/1/2008 to 9/30/2009
Literacy and Numeracy Gains	7/1/2008 to 6/30/2009
*These measures are only being reported, they do not count in the LWIA performance at this time.	

PY 2010 Reporting Time Periods	
Performance Measure	Time Period
Total Participants	7/1/2010 to 6/30/2011
Total Exiters	4/1/2010 to 3/31/2011
Participant Customer Satisfaction	1/1/2010 to 12/31/2010
Employer Customer Satisfaction	1/1/2010 to 12/31/2010
Adults	
Entered Employment Rate	10/1/2009 to 9/30/2010
Employment Retention Rate	4/1/2009 to 3/31/2010
Average Earnings	4/1/2009 to 3/31/2010
Employment and Credential Rate	10/1/2009 to 9/30/2010
Dislocated Workers	
Entered Employment Rate	10/1/2009 to 9/30/2010
Employment Retention Rate	4/1/2009 to 3/31/2010
Average Earnings	4/1/2009 to 3/31/2010
Employment and Credential Rate	10/1/2009 to 9/30/2010
Older Youth (19-21)	
Entered Employment Rate	10/1/2009 to 9/30/2010
Employment Retention Rate	4/1/2009 to 3/31/2010
Earnings Change	4/1/2009 to 3/31/2010
Credential Rate	10/1/2009 to 9/30/2010
Younger Youth (14 -18)	
Skill Attainment Rate	4/1/2010 to 3/31/2011
Diploma or Equivalent Rate	4/1/2010 to 3/31/2011
Retention Rate	4/1/2009 to 3/31/2010

YOUTH MEASURES*	
Placement in Employment or Education	10/1/2009 to 9/30/2010
Attainment of Degree or Certificate	10/1/2009 to 9/30/2010
Literacy and Numeracy Gains	7/1/2009 to 6/30/2010
*These measures are only being reported, they do not count in the LWIA performance at this time.	

Any questions, please contact Joe Holicky (jholicky@vccs.edu or 804-819-1692)