

COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM

WORKFORCE INVESTMENT ACT

VIRGINIA WORKFORCE LETTER (VWL) #14-09

TO: LOCAL WORKFORCE INVESTMENT BOARDS
FROM: WORKFORCE DEVELOPMENT SERVICES
SUBJECT: TIMELY DATA ENTRY
DATE: April 14, 2009
REVISION DATE: December 1, 2014
RESCINDS: Virginia Workforce Letter # 08-07 Subject: Timely Data Entry

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

REFERENCES:

Workforce Investment Act of 1998, Section 136;
Workforce Investment Act of 1998 regulations, Subparts A through C, Sections 660.100 to 666.420;
Training and Employment Guidance Letter No. 17-05; *Subject: Common Measures Policy for the Employment and Training Administration's (ETA) Performance and Accountability System and Related Performance Issues*, dated: February 16, 2006;
Training and Employment Guidance Letter No. 17-05, change 2; *Subject: Common Measures Policy for the Employment and Training Administration's (ETA) Performance and Accountability System and Related Performance Issues*, dated May 20, 2009;
Training and Employment Guidance Letter No. 4-13; *Subject: Workforce Investment Act (WIA) Performance Reporting System*, dated: August 28, 2013

PURPOSE:

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. Further, delays in entering data may paint an inaccurate picture of a local workforce area's activities and performance.

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.

See Attachment A and B for the Program Year Reporting Periods (PY 2013 to 2016).

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 Care 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 WIA 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 9091:

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 four Program Years:

Program Year	Due Dates
PY 2013	October 1, 2014
PY 2014	October 1, 2015
PY 2015	October 1, 2016
PY 2016	October 1, 2017

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 2013 Reporting Time Periods	
Performance Measure	Time Period
Total Participants	7/1/2013 to 6/30/2014
Total Exiters	4/1/2013 to 3/31/2014
Adults	
Entered Employment Rate	10/1/2012 to 9/30/2013
Employment Retention Rate	4/1/2012 to 3/31/2013
Average Earnings	4/1/2012 to 3/31/2013
Dislocated Workers	
Entered Employment Rate	10/1/2012 to 9/30/2013
Employment Retention Rate	4/1/2012 to 3/31/2013
Average Earnings	4/1/2012 to 3/31/2013
Youth (14-21)	
Placement in Employment or Education	10/1/2012 to 9/30/2013
Attainment of Degree or Certificate	4/1/2012 to 3/31/2013
Literacy-Numeracy Gains*	7/1/2013 to 6/30/2014
VIRGINIA WORKFORCE COUNCIL MEASURES	
Adult Employment and Credential Rate	4/1/2012 to 3/31/2013
Dislocated Worker Employment and Credential Rate	4/1/2012 to 3/31/2013
Career Readiness Certificate Attainment**	7/1/2013 to 6/30/2014

*Literacy-Numeracy based on anniversary date (not exit based)

** CRC attainment is based on active participants within a program year

PY 2014 Reporting Time Periods	
Performance Measure	Time Period
Total Participants	7/1/2014 to 6/30/2015
Total Exiters	4/1/2014 to 3/31/2015
Adults	
Entered Employment Rate	10/1/2013 to 9/30/2014
Employment Retention Rate	4/1/2013 to 3/31/2014
Average Earnings	4/1/2013 to 3/31/2014
Dislocated Workers	
Entered Employment Rate	10/1/2013 to 9/30/2014
Employment Retention Rate	4/1/2013 to 3/31/2014
Average Earnings	4/1/2013 to 3/31/2014
Youth (14-21)	
Placement in Employment or Education	10/1/2013 to 9/30/2014
Attainment of Degree or Certificate	4/1/2013 to 3/31/2014
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Adult Employment and Credential Rate	10/1/2013 to 3/31/2014
Dislocated Worker Employment and Credential Rate	10/1/2013 to 3/31/2014
Career Readiness Certificate Attainment**	7/1/2014 to 3/31/2015

*Literacy-Numeracy based on anniversary date (not exit based)

** CRC attainment is based on active participants within a program year

PY 2015 Reporting Time Periods	
Performance Measure	Time Period
Total Participants	7/1/2015 to 6/30/2016
Total Exiters	4/1/2015 to 3/31/2016
Adults	
Entered Employment Rate	10/1/2014 to 9/30/2015
Employment Retention Rate	4/1/2014 to 3/31/2015
Average Earnings	4/1/2014 to 3/31/2015
Dislocated Workers	
Entered Employment Rate	10/1/2014 to 9/30/2015
Employment Retention Rate	4/1/2014 to 3/31/2015
Average Earnings	4/1/2014 to 3/31/2015
Youth (14-21)	
Placement in Employment or Education	10/1/2014 to 9/30/2015
Attainment of Degree or Certificate	4/1/2014 to 3/31/2015
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VIRGINIA WORKFORCE COUNCIL MEASURES	
Adult Employment and Credential Rate	10/1/2014 to 3/31/2015
Dislocated Worker Employment and Credential Rate	10/1/2014 to 3/31/2015
Career Readiness Certificate Attainment**	7/1/2015 to 3/31/2016

*Literacy-Numeracy based on anniversary date (not exit based)

** CRC attainment is based on active participants within a program year

PY 2016 Reporting Time Periods	
Performance Measure	Time Period
Total Participants	7/1/2016 to 6/30/2017
Total Exiters	4/1/2016 to 3/31/2017
Adults	
Entered Employment Rate	10/1/2015 to 9/30/2016
Employment Retention Rate	4/1/2015 to 3/31/2016
Average Earnings	4/1/2015 to 3/31/2016
Dislocated Workers	
Entered Employment Rate	10/1/2015 to 9/30/2016
Employment Retention Rate	4/1/2015 to 3/31/2016
Average Earnings	4/1/2015 to 3/31/2016
Youth (14-21)	
Placement in Employment or Education	10/1/2015 to 9/30/2016
Attainment of Degree or Certificate	4/1/2015 to 3/31/2016
Literacy-Numeracy Gains*	7/1/2016 to 6/30/2017
VIRGINIA WORKFORCE COUNCIL MEASURES	
Adult Employment and Credential Rate	10/1/2015 to 3/31/2016
Dislocated Worker Employment and Credential Rate	10/1/2015 to 3/31/2016
Career Readiness Certificate Attainment**	7/1/2016 to 3/31/2017

*Literacy-Numeracy based on anniversary date (not exit based)

** CRC attainment is based on active participants within a program year

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