



Trident Workforce Investment Board Workforce Investment Act

PERFORMANCE MEASURE DOCUMENTATION POLICY

TO: Trident Workforce Investment Area Contractors and Staff

ISSUANCE DATE: June 30, 2008

SUPERSEDES: July 1, 2003

SUBJECT: WIA Performance Measure Documentation Policy

REFERENCE: State WIA Instruction Number 00-17

PURPOSE:

Pursuant to Training and Employment Guidance Letter (TEGL) 7-99, States may supplement Unemployment Insurance (UI) wage record data for the entered employment, employment retention, credential, and younger youth retention measures. All data and methods to supplement wage record data and to substantiate other performance measure outcomes must be documented in writing. It is the purpose of this instruction to clarify the documentation necessary to substantiate the following WIA performance outcomes: employment, a secondary school diploma or its recognized equivalent, a credential (other than a secondary school diploma or equivalent), secondary school enrollment, post-secondary school or advanced training enrollment, military service enrollment, and qualified apprenticeship enrollment.

POLICY:

UI wage records are the primary data source for tracking entered employment, employment retention, and the employment portion of the credential rate for adults, dislocated workers, and older youth and the employment portion of the younger youth retention rate. However, in the absence of UI wage records, secondary sources may be used to substantiate employment in these measures. The only data source that can be used for the three earnings change/replacement measures is UI wage record data. WIA performance measures also require other outcomes to be substantiated.

The credential rate measures have multiple possible positive outcomes. Credentials must be obtained while the individual is receiving services, or by the end of the third quarter following exit. The measures include exiting adults and dislocated workers who received training services and all exiting older youth, who were employed in the first

quarter after exit. The older youth credential measure also includes 19-21 year old exiters enrolled in post-secondary education or advanced training in the first quarter after exit. The three older youth employment-related measures allow for the exclusion of youth enrolled in post-secondary or advanced training in the pertinent quarters. An individual's secondary or post-secondary school enrollment status at or after exit is an outcome, which must be documented.

Younger youth performance is determined by attainment of skills (basic, work readiness or occupational), a diploma or an equivalent, and retention. Skill(s) attainment will be recorded in the quarter the goal is achieved (not upon exit); failure will be recorded one year from the time the goal was set. Acceptable assessment procedures will be used to determine skill need and attainment. A younger youth enrolled in post-secondary education, advanced training, employment, military service, or qualified apprenticeships in the third quarter after exit would count as a positive retention outcome. The diploma/equivalent and retention measures are recorded post exit; a customer enrolled in secondary school at exit is excluded from these two measures. All data and methods to establish youth performance must be documented in writing.

With regard to measuring the performance of JTPA/WIA terminees/exiters since October 1, 1999, the following written documentation will be required in order to supplement missing UI wage record data and substantiate **employment**:

1. An employment verification form signed by the employer or designee (attached WIA-115 form);
2. A documented telephone verification to an employer with the contacts name, job title and the date of contact (attached WIA-115 form);
3. For a self-employed individual, verified copies of business records or documented telephone verification to major clients or contracting entities;
4. An employment verification statement signed by an authorized individual (e.g. State Department of Revenue personnel);
5. A letter of earnings record, payroll record, photocopy of paycheck, etc. from the employer;
6. A check stub from the customer; or
7. An authorized data record from a recognized source of employment records.

The following written documentation will be required to substantiate a **secondary school diploma or its recognized equivalent**. (a learning-disabled youth may be counted as having attained a secondary school diploma if he or she attains the school-assessed IEP, i.e. a Special Education Certificate or a State Certificate).

8. A photocopy of a diploma from an accredited public or private secondary school;
9. A photocopy of a GED certificate from an Adult Basic Education Provider (GED/Equivalent testing agency);
10. An authorized verification or data record from an entity responsible for keeping such records; or
11. A documented (case note) telephone verification to an appropriate institution/entity with the contacts name, job title and the date of contact.

The following written documentation will be required to substantiate a **credential** (other than a secondary school diploma or its recognized equivalent):

12. A photocopy of a degree/certificate from an accredited post-secondary school (AA, AS, BA, or BS);
13. An authorized verification or data record from an entity responsible for keeping such post-secondary degree/certificate records;
14. An authorized copy of a current (for the appropriate time frame) occupational skills certificate/license from a State Occupational Licensing, Examination, Registration or Regulatory Board with such approval authority;
15. An authorized verification or data record from an entity responsible for keeping such certificate/license records;
16. An authorized verification or data record from an entity responsible for tracking recognized State Education Agency awarded credentials;
17. An authorized copy of a recognized certificate or license that has been determined to be necessary for obtaining, retaining, or advancing employment in an occupation related to the individual's employment goal; or
18. A documented telephone verification to an appropriate institution/entity with the contacts name, job title and the date of contact.

The following written documentation will be required to substantiate **secondary school enrollment**:

19. An authorized verification or data record from an entity responsible for tracking public, or private secondary school enrollment; or
20. A documented telephone verification with the customer, the customer's parent or guardian, or an appropriate contact representing the institution/entity (include name, job title/relation, date, and status).
[Example: Mr. Case Manager contacted Ms. Sheila O'Neill, Assistant Principal of Xavier High School on February 14, 2001. She indicated that Exiter Jones is regularly attending school and is expecting to graduate in the Spring.]

The following written documentation will be required to substantiate **post-secondary school or advanced training enrollment**:

21. An authorized verification or data record from an entity responsible for tracking enrollment in an accredited post-secondary school curriculum/program that leads to a degree/certificate;
22. An authorized verification or data record from an entity responsible for tracking enrollment in occupational skills employment/training programs (includes non-degree programs offered by accredited post-secondary schools. Advanced training must not be funded under WIA title I and must not duplicate training received under WIA title I); or
23. A documented telephone verification with the customer, the customer's parent or guardian, or an appropriate contact representing the institution/entity (include name, job title/relation, date and status). [Example: Mr. Case Manager contacted Ms. Sheila O'Neill, Assistant Principal of Xavier High School on February 14, 2001. She indicated that Exiter Jones is regularly attending school and is expecting to graduate in the Spring.]

The following written documentation will be required to substantiate **military service enrollment**:

24. A photocopy of a signed general contract (Form 4) describing the conditions and the commencement date of service;
25. An employment verification form signed by appropriate military personnel;
26. A documented telephone verification to appropriate military personnel with the contact=s name, rank and the date of contact;

27. A letter of earnings record, payroll record, photocopy of paycheck, etc. from the military;
28. A military check stub from the customer; or
29. An authorized data record from a recognized source of military records.

The following written documentation will be required to substantiate qualified **apprenticeship enrollment**:

- An authorized verification or data record of enrollment from a program approved* and recorded by the ETA/Bureau of Apprenticeship and Training (BAT);
- An authorized verification or data record of enrollment from a program approved* and recorded by a State Apprenticeship Agency; or
- A documented telephone verification to an appropriate institution/entity with the contact=s name, job title and the date of contact.

*Approval is certified registration or other appropriate written credential.

Documents to substantiate these outcomes must be maintained in customer files in accordance with WIA and Office of Management and Budget Circular retention requirements and in compliance with State and Federal law. It must be made available for review by local, State and Federal monitors, as requested. Any written documentation of UI wage records shall be destroyed after annual reporting to the State is complete. UI wage records will be maintained in State data records in accordance with WIA and OMB Circular audit requirements and in compliance with State and Federal law.

Attachments: WIA Employment Verification Form (WIA-115)



Paul L. Connerty, Administrator
Trident Workforce Investment Board

6/30/08
Date