

SC WORKS

PEE DEE

PEE DEE LWDA INSTRUCTION NUMBER: WIOA 20-005

TO: Pee Dee LWDA Contractors

SUBJECT: Monitoring from WIOA Ad Hoc Reports

EFFECTIVE DATE: January 14, 2021

ISSUANCE DATE: January 14, 2021

Purpose: The purpose of this instruction is to establish revised requirements for internal monitoring of the Workforce Innovation and Opportunity Act (WIOA) programs using selected Ad Hoc reports.

Policy: WIOA Ad Hoc reports will be reviewed by the Contractors in accordance with the following guidelines:

| <i>Report</i> | <i>Review by Contractor Required (at a minimum)</i> |
|---|--|
| Adult Priority of Service | Quarterly |
| Monthly Case Note | Monthly |
| Monthly Case Note - Youth in Follow Up | Monthly |
| Dislocation Report | Quarterly |
| Extended Participants | Quarterly |
| System Closed Activities | Monthly |
| Hold Codes | Quarterly |
| Follow Up 1, Follow Up 2, Follow Up 3 and Follow Up 4 (Select PY) | Quarterly |
| Youth - Follow-up Rpt | Quarterly |
| Youth - LitNum - No Pretests | Monthly |
| Youth - LitNum - Post Test Due under 90 Days | Monthly |
| Youth-5% Exceptions | Monthly |
| Youth-5% Limitations | Monthly |
| Youth- Non-Participants | Monthly |

More frequent monitoring may be necessary if review of a report indicates there are deficiencies, exceptions, or the likelihood an established target will not be reached. (For example, if the quarterly review indicates that only 68% of adults meet the priority for service criteria, the contractor will need to increase its monitoring of that report to ensure that the 70% minimum is met and not wait until the following quarter to review it.)

A brief description of the types of information contained in the reports and the actions required is included as an attachment to this instruction letter. In addition, there are three reports that are not listed on the Ad- Hoc description report that must be reviewed as follows:

Youth 5% Exception Report- Is a list of youth who would ordinarily be required to be low-income and may be served if they meet all other eligibility requirements. These are the list of youth with a HS Diploma or its equivalent who are either basic skills deficient or an English Language Learner or those OSY who require additional assistances as its only barriers. Calculation is based on newly enrolled youth in a program year for each local area.

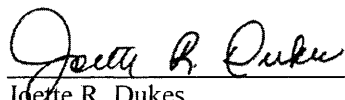
Youth 5% Limitation Report- Is a list of newly enrolled ISY whose only barrier is “requires additional assistance to complete an education program or to secure or hold employment” criterion.

Youth- Non-Participant- Is a list of youth who are determined eligible but have not completed the enrollment process. A youth is considered fully enrolled when they have an eligibility determination, 412, 413 and participation in an activity code associated with one of the youth elements. The report will include youth with one or more but not all the ingredients to create participation.

Program Managers should review all reports applicable to their programs, make corrections as required, and be prepared, upon request, to report to Pee Dee Regional Council of Governments the corrective action taken.

Action: To ensure proper implementation of this directive, please distribute this instruction to all staff responsible for its implementation. April Gaskins, Performance and Reporting Specialist, and Teresa Jacobs, Workforce Development Specialist, will periodically review and request corrective action/explanations for exceptions on these reports as deemed necessary. Continued exceptions which are not corrected or explained when requested will be noted in the contractor’s monitoring report as programmatic findings.

Inquiries: Questions pertaining to this instruction should be directed to April Gaskins at (843)702 3147.

A handwritten signature in black ink, appearing to read "Joette R. Dukes", is written over a horizontal line.

Joette R. Dukes

Workforce Development Director

WIOA Ad Hoc Reports

Case Manager Inactive: List of active WIOA participants with an inactive case manager assigned.

Action Needed: Reassign these participants to an active case manager.

Case Manager Not Assigned: List of active WIOA participants with no case manager assigned.

Action Needed: Assign these participants to a case manager.

Caseload Report: Provides the enrollment data for all WIOA and TAA participants by LWDA.

Purpose: Used by state and local administrators to manage and evaluate the WIOA and TAA programs.

This report may be used to determine the following:

- The number/percentage of participants assigned to each case manager.
- The number/percentage of TAA participants who are not co-enrolled in WIOA.
- The number/percentage of co-enrolled individuals who have two different case managers.

Field Key:

| Heading | Heading Description |
|-----------|-----------------------------------|
| A | Adult |
| A St | Adult Statewide |
| ARRA A | ARRA Adult (Stimulus) |
| DW | Dislocated Worker |
| ARRA DW | ARRA Dislocated Worker (Stimulus) |
| Y | Youth |
| Y St | Youth Statewide |
| ARRA Y | ARRA Youth (Stimulus) |
| ARRA Y St | ARRA Youth Statewide (Stimulus) |

Comprehensive Financial Tracking Report – Select PY: List of WIOA participants who have activities within the PY that are not voided and that have funding set to Yes.

Purpose: To accurately and easily identify obligations, expenditures, and balances.

Date of Last Service (Co-Enrolled Participants): List of WIOA participants who are currently co-enrolled in TAA and/or WP.

Purpose: This will give staff the information to re-engage or identify opportunities for increased new enrollments.

Dislocation Report (DW Only) - Select PY: List of lay-off information each dislocated worker where the participation date is within the range of the program year selected. Please note that the Dislocation Employer Name may be spelled in several different ways and one employer may have multiple Event Numbers.

Purpose: Used by state and local administrators to manage and evaluate the DW Program. This report is used to determine take-up rates by Dislocation Employer and/or Event Number.

Action Needed: Review this report for the following:

- If the Dislocation Employer and/or Dislocation Date are missing, please update this information on the WIOA Application. Exception: If the Dislocation Reason is 6, Displaced Homemaker, then the Dislocation Employer and Dislocation Date will remain blank.
- If the Dislocation Reason is 7, not a dislocated worker, review the WIOA Application and make necessary corrections.

WIOA Ad Hoc Reports

Extended Participants: List of active participants who have been in WIOA for three or more years.
Action Needed: Review these records in SCWOS and close Activity Records as needed.

Follow Up 1- Select PY: List of WIOA Adult and Dislocated Worker participants who have no wages or supplemental employment data reported for the 1st quarter after exit.
Action Needed: Conduct first quarter follow-up and complete the 1st Quarter Follow-up screen in SCWOS. Documentation of employment in the 1st Quarter Follow-up Screen will improve the Entered Employment Rate for the applicable customer group (Adult or DW).

Follow Up 2- Select PY: List of WIOA participants who have no wages or supplemental employment data reported for the second quarter after exit. These participants have wages or supplemental data reported for the first quarter after exit.
Action Needed: Conduct second quarter follow-up and complete the 2nd Quarter Follow-up screen in SCWOS. Documentation of employment in the 2nd Quarter Follow-up Screen will be counted in the calculation of the applicable Employment Retention Rate (Adult or DW).

Follow Up 3- Select PY: List of WIOA participants who have no wages or supplemental employment data reported for the third quarter after exit. These participants have wages or supplemental data reported for the first and second quarters after exit.
Action Needed: Conduct third quarter follow-up and complete the 3rd Quarter Follow-up screen in SCWOS. Documentation of employment in the 3rd Quarter Follow-up Screen will improve the applicable Employment Retention Rate (Adult or DW).

Follow Up 4- Select PY: List of WIOA participants who have no wages or supplemental employment data reported for the fourth quarter after exit. These participants have wages or supplemental data reported for the second and third quarters after exit.
Action Needed: Conduct fourth quarter follow-up and complete the 4th Quarter Follow-up screen in SCWOS. Documentation of employment in the 4th Quarter Follow-up Screen will improve the applicable Employment Retention Rate (Adult or DW).

Hold Codes: List of participants who have been placed in **Hold, Activity Code (001)**.

Action Needed: Check these 001, Hold Activity Records for the following:

- Projected End Dates must be 91-180 days from the Actual Start Date.
- Actual End Dates cannot be greater than 180 days from the Actual Start Date.
- The reason for the Hold must be documented in Comments and/or Case notes, and must include the participant's intent to return to complete program services and the date of the planned return. The only valid reasons for a Hold Activity are the following:
 - Delay before the beginning of training (must have acceptance letter from training institution including start date of training); or
 - Health/medical condition or providing care for a family member with a health/medical condition; or
 - Temporary move from the area that prevents the individual from participating in services, including National Guard or other related military service.

Make corrections as necessary for those who have not exited WIOA. Hold Activity Records should be voided if not documented as required or if both the Projected End Date and Actual End Date are less than 91 days from the Actual Start Date.

WIOA Ad Hoc Reports

IFT Outstanding Obligations: List of WIOA Participants that have vouchers approved but no payment information. The report is set up to run against the previous month (for instance, running this report in April, will yield the results for March).

Purpose: To allow staff to view outstanding obligations as it relates to no payments being entered against approved vouchers in VOS under the IFT tracking mechanism.

Improper Activity End Dates: List of activity records where the Actual End Date is prior to the Actual Start Date, and the Actual Start Date is during or after PY2006. This report does not list activities with exit dates before 01/01/2009.

Action Needed: Correct the Actual Start and/or Actual End Dates on these Activity Records.

Monthly Case Note: List of active participants, by local area and case manager, who have no contact date on a case note (TAA, WIOA or WP) within the last 25 days. The last column gives the total number of days since the case note with the most recent contact date was created. The number of days has been decreased from 30 to 25 days to allow more time for updates before reaching the 30-day period. Two columns have been added: Last Contact Date and Number of Days since Last Contact. These new columns should more accurately assist in case management, because staff could have made contact but didn't enter the case note until much later.

Action Needed: Depends on local area policy.

Monthly Case Note-Youth in Follow-up: List of WIOA youth participants in follow-up status, by local area and case manager, who have not had a case note (TAA, WIOA or WP) in the last 30 days. Also collected is the number of days left in the follow-up period.

Action Needed: Depends on local area policy.

No National Career Readiness Certificate: List of active Adult, Dislocated Worker, and Youth WIOA participants (not exited) who do NOT have a current National Career Readiness Certificate and/or Assessment Scores recorded in SCWOS.

Action Needed: Depends on local area policy.

Participants Excluded from Performance - Select PY: List of exited participants who have one of the global exclude reasons on the Outcome, 1st Quarter Follow-up, 2nd Quarter Follow-up, or 3rd Quarter Follow-up record and have wages in one of the first 3 quarters after exit. The reason is listed, and, if wages were found, a "Yes" is indicated under a separate column for the applicable quarter(s). N/A means that the wages are not yet available.

Action Needed:

- If Q1, Q2 and Q3 Wage columns are "yes", remove all Exclude reasons from the exit record, 1st, 2nd, and 3rd Q follow-up screens (if applicable). This will improve the Entered Employment and Retention Measures for Adult and DW.
- If there are Q1 wages, you may want to consider removing all of the exclude reasons from exit and follow-up forms if the individual was not employed at participation. This would help the Entered Employment measure for Adult and DW, and also the Youth Placement in Employment or Education measure. However, if they do not have wages in all 3 exit quarters, it would add to your Retention denominator for Adult and DW. It would not change your Average Earnings measure.
- You may want to remove the exclude reasons for Reservists called to Active Duty. We get FEDES wages for these participants. Counting these individuals should increase all three Adult and DW performance measures. Be sure that the individual was a reservist called to active duty, not someone who joined the military.

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- Look at each quarter to determine if the exclude reason was recorded appropriately for the applicable time frame. For example, if the participant has an exclude reason recorded on the exit record or the 1st Q Follow-up, and then has wages in the 1st Q after Exit, and wages are N/A for 2nd and 3rd Quarters after Exit, remove the exclude reason because it was not valid at exit or 1st Quarter Follow-up. During one of the later follow-ups, you may be able to document a valid exclude reason.
- Relocated to a Mandated Residential Program is valid only for youth. If an adult or DW has this exclude reason, it must be removed from SCWOS.
- Review all entries on this report to ensure that appropriate documentation of the exclude reason is in the case file and/or case notes. If appropriate documentation is not available, remove the exclude reasons from all applicable screens.
- **Exclude reasons must exist for more than 90 days and must preclude the individual from working and/or participating in the program.** If the exclude reason lasted less than 90 days or does not preclude the individual from working and/or participating in the program, it must be removed from SCWOS.

Participants In Training: Lists participants in WIOA who are currently in training.

Purpose: Used by state and local administrative staff to manage and evaluate the Adult, DW and Youth Programs.

System Closed Activities - List of participants with activity records that have a completion status of “system closed.” This status is triggered by open activity records that have no final completion status after more than 15 days past their projected end date. Participants with no activity after 90 days will eventually soft exit, so this report can be used to ensure staff are properly updating and monitoring their caseloads and to monitor data entry issues.

Action required: Review these records and enter the proper completion status in SCWOS.

WIOA - IFT Pending Voucher Approval: List of WIOA participants whose activity has at least one voucher with a Voucher Approval Status of “Pending Approval.”

Action Needed: Update existing WIOA activity records as appropriate by changing the Voucher Approval Status from “Pending Approval” to “Approved.”

WIOA - IFT Zero Enrollment Cost: List of WIOA participants whose activity has a zero or missing enrollment cost. Activity records with an associated cost must have a Total Planned Enrollment Cost greater than zero (0).

Action Needed: Update the existing WIOA activity records by completing all necessary IFT screens for participants listed.

WIOA – Dislocated Workers For 17 Weeks or More: List of WIOA participants who are dislocated workers with a dislocation date before the time period of today’s date minus 17 weeks. The report lists the LWDA, One Stop, Last Name, First Name, State ID, App ID Dislocation Date, and Exit Date (if exit date available).

WIOA – Projected Start Date: List of WIOA participants who are planning to start training. The report will include the following fields: SC Works Center, Case Manager, Last Name, First Name,

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StateID, AppID, Enrollment ID, Activity Code, Provider, Service, Activity End Date, Activity Projected Begin Date, Activity Projected End Date, and Funded Cost.

WIOA – Projected to Actual Layoff Date: List of active WIOA participants (not exited) that contain a lapsed projected layoff date with no actual layoff date recorded. This new report will ensure that staff are updating the actual layoff date in eligibility applications. The fields listed on the report include: LWDA, SC Works Center, Case Manager, Username, Last Name, First Name, Middle, State ID, App ID, Dislocated Worker Indicator, Actual Layoff Date, Projected Dislocation Date, and Employer.

WIOA – Received Training (Adult): List of Adult and Adult (ARRA) WIOA participants that have received training (Activity codes (not voided): 300 thru 325 and 327 thru 399). This report will assist Admin with planning and obligations and assist with evaluating training providers and programs. This report now includes whether or not wages were earned and the last quarter they earned wages (may not be after exit).

WIOA – Received Training (DW): List of DW and DW (ARRA) WIOA participants that have received training (Activity codes (not voided): 300 thru 325 and 327 thru 399). This report will assist Admin with planning and obligations and assist with evaluating training providers and programs. This report now includes whether or not wages were earned and the last quarter they earned wages (may not be after exit).

WIOA – Received Training (Youth): List of Youth (older and younger; in school and out of school) and Youth (ARRA) WIOA participants that have received training (Activity codes (not voided): 415, 416, 428, 429, 430, 431, 432, 433, and 434). This report will assist Admin with planning and obligations and assist with evaluating training providers and programs. This report now includes whether or not wages were earned and the last quarter they earned wages (may not be after exit).

WIOA/TAA OJT Activity Report: List of Participants with WIOA Activity code 301 or TAA Activity code 337. This report does not include voided records. This report will assist staff with evaluating on the job training (OJT) participants.

Youth - 5 Per Cent - Select PY: List of youth, by local area and case manager, and the code that was entered for eligibility. This report only applies to participants who have been served as youth in WIOA. This report now includes Closure Date and Closure Status.

Purpose: Used by state and local administrators to manage and evaluate the Youth Program.

Youth - Attained Degree or Certificate - Select PY: List of all youth participants who exited during the report period and attained a diploma, GED, or Certificate by the end of the 3rd Qtr after Exit. Information is collected on the Activity Record, Outcome Record, 1st Qtr, 2nd Qtr, or 3rd Qtr Follow-Up. *Purpose:* Used by state and local administrators to manage and evaluate Youth performance. These participants will be included in the numerator for the Youth Attained Degree or Certificate Measure.

Youth Employed at Participation - Select PY: List of all youth participants who were employed at participation and exited during the report period.

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Purpose: Used by state and local staff to manage and evaluate Youth performance. These participants are excluded from the *Placement in Employment or Education* measure.

Youth – Follow-Up Report: List of youth who have exited and the status of each follow-up (Done, Not Done, N/A). The youth will not be listed if the 4th quarter follow-up was due more than two quarters prior to the current quarter.

Purpose: Used by state and local administrators to manage and evaluate Youth performance. Supplemental data contained in follow-up screens are used in the calculation of the Placement in Employment or Education Measure (by the end of the 1st Quarter after Exit) and the Attainment of a Degree or Certificate Measure (by the end of the 3rd Quarter after Exit).

Youth - LitNum-Bad Scores: List of all pre-tests with an invalid test score.

Action Needed: The raw scores must be recorded in the Literacy/Numeracy screens. Raw scores for the TABE and CASAS will be 3-digit numbers. The minimum valid test score for WorkKeys is 75.

Youth - LitNum -No Open 414/433: Lists the active out-of-school youth participants who are Basic Skills Deficient (based on latest test results), but are not currently enrolled in Activity Code 414 (Basic Skills Training) or Activity Code 433 (GED Training or Adult Ed High School). These individuals will count in the Literacy/Numeracy measure.

Action Needed: Update the SCWOS records as needed.

- Enter all progress and post test scores in the Literacy/Numeracy screens. New test results may indicate that the individual is no longer Basic Skills Deficient.
- The activities/services provided to youth should address the individual's barriers.
- If no additional test scores are available or the new test scores indicate that the individual is still Basic Skills Deficient, the individual should be referred to an appropriate provider and enrolled in the appropriate activity.
 - If the individual has a high school diploma or a GED, Activity Code 414 (Basic Skills Training) is the appropriate activity code.
 - If the individual does not have a high school Diploma or a GED, Activity Code 433 (GED Training or Adult Ed High School) is the appropriate activity code.
 - Update the IEP if needed, and add case notes related to this issue.

Youth- LitNum - No Pre-Test: All basic skills deficient out-of-school youth must be pre-tested within 60 days of the Date of First Youth Service. This report lists only the youth who have not had a pretest score entered for Reading and/or Math. Both reading and math pre-tests are required. There is also an indication of the number of days that have passed since the date of the first youth service.

Action Needed: Staff should review the records of each participant on the list. Review the test results used to determine the participant was basic skills deficient at application.

- If the test is on the DOL-approved list (TABE, CASAS, WorkKeys, etc.) and the test date was not more than 6 months prior to the Date of First Youth Service, enter the actual test information on the Literacy/Numeracy Screens in SCWOS. Some pre-test scores may be recorded only in the

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Assessment Tab under Basic Skills Assessment Tests or in Case Notes or a copy of test results may be in the case file.

- If you find an approved pre-test (TABE, CASAS, WorkKeys, etc.) that was administered on or after the Date of First Youth Service, enter that testing information on the Literacy/Numeracy screens in SCWOS. Note: SCWOS will not allow you to enter a test date more than 60 days past the Date of First Youth Service, so you must enter a date the system will accept, and complete a Change Request to your SCWOS Coordinator to correct the test date.
- Please note that for WorkKeys to be considered a valid pre-test, the minimum scale score must be 75.
- The DRVS (federal reporting) software has been updated to allow null values for individuals who failed to take the pre-test as required. Therefore, if no approved pre-test is found, the Literacy/Numeracy screens should not be completed.
- If the participant has not exited WIOA, staff should continue to contact the participant in an effort to schedule the participant for the pre-test. If the participant reports for testing, enter the actual test information for both reading and math into the Literacy/Numeracy screens. Note: SCWOS will not allow you to enter a test date more than 60 days past the Date of First Youth Service, so you must enter a date the system will accept, and complete a Change Request to correct the test date.
- The results of the pre-test scores must match the Basic Skills Deficient data field on the WIOA Youth Application.
 - If **any** pre-test score (from the approved test) is marked Basic Skills Deficient=Yes, then the Basic Skills Deficient field on the WIOA Youth Application must be “Yes”.
 - If **all** pre-test scores (from the approved test) are all marked Basic Skills Deficient =No, then the Basic Skills Deficient field on the WIOA Youth Application must be “No”.
 - Changes to the WIOA Application must be made as needed once the pre-test scores are received. Please note that if Basic Skills Deficient changes from “Yes” to “No” on the Application, it may affect eligibility. If Basic Skills Deficient was the only barrier marked on the Application, and this field is changed to “No”, the individual will not be eligible to be served as a youth. Depending on age and other factors (self-sufficiency, priority of service, etc.), the individual may be eligible to be served as an adult.
 - If no approved pre-test was given, then the results of the unapproved assessment tool (WRAT, for example) must be used to complete the Basic Skills Deficient field on the WIOA Youth Application. These test results cannot be entered in the Literacy/Numeracy screens, but must be entered in the Assessment Tab on the Basic Skills Assessment Tests screen.

Youth - LitNum - Conflicting Info: List of youth where Basic Skills Deficient on the WIOA Youth Application indicates the following:

- “Yes” while test results indicate that the participant is not deficient in any area, or
- “No” while test results indicate that the participant was deficient on one or more pre-tests.

Action Needed: The results of the pre-test scores must match the Basic Skills Deficient data field on the WIOA Youth Application. Make the necessary corrections as outlined below:

- If **any** pre-test score (from the approved test) is marked Basic Skills Deficient=Yes, then the Basic Skills Deficient field on the WIOA Youth Application must be “Yes”.
- If **all** pre-test scores (from the approved test) are all marked Basic Skills Deficient =No, then the Basic Skills Deficient field on the WIOA Youth Application must be “No”.
- Please note that if Basic Skills Deficient changes from “Yes” to “No” on the Application, it may affect eligibility. If Basic Skills Deficient was the only barrier marked on the Application, and this

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field is changed to “No”, the individual will not be eligible to be served as a youth. Depending on age and other factors (self-sufficiency, priority of service, etc.), the individual may be eligible to be served as an adult.

Youth- - LitNum-Post Test Due under 90 Days: List of out-of-school, basic skills deficient youth who need a post-test within the next 90 days.

Action Needed: Post-test these participants as soon as possible. The post-test must be administered by the date due in order to count in the calculation for the applicable participation year (1st, 2nd, or 3rd) based on the individual’s Date of First Youth Service.

Youth - Lit/Num - Test Results: Lists information on youth who have a Date of First Youth Service after 6/30/2006 and are still active in WIOA. The results display the pre-test EFL (educational functioning level). If the EFL is below 7, the record is displayed with adequate space for 3 years of progress-tests and post-tests. It displays the EFL of the latest progress test for the year and the EFL of the post-test, if applicable. If the EFL is 7 or more, “N/A” is displayed for the remaining fields on the record, indicating that no further testing is required for this test type. Remember that the year is based on the Date of First Youth Service.

Action Needed: Review the test scores provided.

- If the progress-test increased by one or more EFLs when compared to the pre-test (or the post-test for the previous year), then the progress-test must be changed to a post-test.
- If a post-test has been recorded, but there was no increase in the EFL as compared to the pre-test (or post-test for last year), change the post-test to a progress-test if there is time to retest the individual before the year runs out.
- If a progress-test and/or post-test have not been recorded, check the participant file to see if a test was given, but the results have not yet been recorded in the Literacy/Numeracy screens in SCWOS.

Youth - Lit/Num - Test Results - Exiters: Lists information on youth who had a Date of First Youth Service after 6/30/2006 and have a WIOA exit date. The results display the pretest EFL (functioning level). If the EFL is below 7, the record is displayed with adequate space for 3 years of information. It displays the EFL of the latest progress test for the year and the EFL of the post-test, if applicable. If the EFL is 7 or more, “N/A” is displayed for the remaining fields on the record, thus indicating that no further testing is required on this test type. A blank in the score column(s) means that the test was not given and/or the test scores were not recorded in SCWOS on the Literacy/Numeracy Screens.

Purpose: Used by state and local administrators to manage and evaluate the Youth Program.

Youth - Lit/Num - Test Results – Exiters and Non-Exiters: Lists information on youth who had a Date of First Youth Service during PY. The results display the pretest EFL (functioning level), progress test EFL and post test EFL along with the raw scores. If the EFL is below 7, the record is displayed with adequate space for 3 years of information. It displays the EFL of the latest progress test for the year and the EFL of the post-test, if applicable. If the EFL is 7 or more, “N/A” is displayed for the remaining fields on the record, thus indicating that no further testing is required on this test type. A blank in the

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score column(s) means that the test was not given and/or the test scores were not recorded in SCWOS on the Literacy/Numeracy Screens.

Purpose: Used by LWDA Coordinators, Local Area Administrator and Case Managers to help manage the Youth Literacy and Numeracy performance.

Youth - Placement at Follow-Up - Select PY: List of all youth participants who exited during the reporting period (10/01 and 9/30 for the program year selected). The report indicates those who are in post-secondary education, advanced training or employment in the 1st quarter after exit. The report also indicates the school status and employment status at participation.

Purpose: Used by state and local administrators to manage and evaluate the Youth Program. Those in employment, post-secondary education or advanced training in the 1st Quarter after Exit (excluding those in Employment or post-secondary education at participation) will count in the numerator for the Placement in Employment or Education Measure.

Action Needed: Review the records and enter employment (not needed if wages column is marked “yes”) and education/advanced training information, if applicable, into the 1st Quarter Follow-up screens.

Youth Applicants Not Enrolled: List all WIOA youth applicants without a WIOA participation record.

Purpose: This report may assist staff in reviewing the status of youth recruitment for ARRA by county.

Youth Barriers -- Select PY: Lists all youth participants and common youth barriers based on age and income. Youth barriers are defined by three categories:

- “BOTH” - The barrier applies to both low income and 5% window Youth.
- “LI Only” – The barrier applies to only low income Youth.
- “5% Only” – The barrier applies to only 5% window Youth .

Key: A value of one (1) means the youth meets the criteria or has the indicated barrier. A value of zero (0) means the youth does not meet the criteria or does not have the indicated barrier. Due to the length of the report, printing from MS Internet Explorer is not recommended, but instead should be copied and pasted into Excel.

Purpose: Used by state and local administrative staff to review youth barriers and youth eligibility.

Action Needed: Review the records to ensure that the correct codes were entered into SCWOS based on eligibility requirements.

Youth Provider Activity Report -- Select PY: Lists youth participants in WIOA who are currently in occupational training. Lists LWDA, Office of Responsibility, Case Manager, Participant’s Name, StateID, AppID, Customer Group, Activity Code, and Provider Name. Includes youth activity codes: 401, 406, 410, 414, 416, 428, 430, 431, 432, 433, 434, 435, 442.

Purpose: Used by state and local administrative staff to manage and evaluate the Youth Programs.

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WIOA Aggregate Reports:

Purpose: Aggregate reports are used by state and local administrators to manage and evaluate the WIOA Adult, Dislocated Worker and Youth Programs.

Adult Priority of Service – Select PY: Provides, by LWDA, the counts and percentage of Adults who are basic skills deficient or low income. This report should be used to monitor compliance with the State Adult Priority of Service Policy requiring that 70% of Adults be low-income or basic skills deficient.

Low Income Adult – Select PY: Provides, by LWDA, the following: Total number of Adult or ARRA Adult served, and the corresponding number and percent considered low income. This informational report reflects the number of low income participants served in your area.

Participation Levels (LWDA) - Select PY and Customer Group: Provides, by region, the number of carry-overs and the number of new participants by quarter for the requested program year and customer group. The report also provides the total of new participants year-to-date and the total year-to-date, including carry-overs.

Participation Levels (Office) - Select PY and Customer Group: Provides, by region and office, the number of carry-overs and the number of new participants by quarter for the requested program year and customer group. The report also provides the total of new participants year-to-date and the total year-to-date, including carry-overs.

Received Training (Adult/ARRA-Adult) – Select PY: Provides, by LWDA, the following: Total participants served based on three classifications (Adult, ARRA-Adult, and Adult or ARRA-Adult), then within each classification, a count and percentage for the number of individuals who received any training during the PY based upon the indicated fund source. Due to co-enrollment in other programs, training may occur outside the Adult or ARRA-Adult program. Therefore, the column labeled as “Training Regardless of Fund Source” considers both WIOA or TAA training activities.

Received Training (DW/ARRA-DW) - Select PY: Provides, by LWDA, the following: Total participants served based on three classifications (Formula DW, ARRA-DW, and DW or ARRA-DW), then within each classification, a count and percentage for the number of individuals who received any training during the PY based upon the indicated fund source. Due to co-enrollment in other programs, training may occur outside the Adult or ARRA-Adult program. Therefore, the column labeled as “Training Regardless of Fund Source” considers both WIOA or TAA training activities.

Received Training (Youth) - Select PY: Provides, by LWDA, the following: Total youth participants served, a count, and percentage for the number of youth participants who received any training during the PY based upon the indicated fund source.

Time Frames: Provides, by region, the average number of days between dislocation and participation for dislocated workers. State totals are also reported. This report covers five program years.

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Youth - Five Percent Aggregate - Select PY: Provides, by local area, the number of youth served, the number of 5% youth, and the percentage of 5% youth served in the selected program year.

Youth - School In/Out - Select PY: Provides, by area, the totals for in-school and out-of-school youth, as well as the new youth participant totals and the percentage of the total for each region.

Youth Provider Activity Aggregate -- Select PY: Provides, by local area, the number of youth participants, the number of youth participants who are currently in occupational training, and the percentage of youth in training.