

**ETA 9002 and VETS 200
DATA PREPARATION HANDBOOK
ET HANDBOOK NO. 406
OMB Approval No.: 1205-0240
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ETA 9002 REPORT and VETS 200 REPORT

This reporting requirement is approved under the Paperwork Reduction Act of 1995, OMB Control No. 1205-0240, expiring 03/31/2009. States are not required to respond to these reporting requirements unless they display a currently valid OMB approval number. The obligation to respond is required to obtain or retain benefits (20 U.S. C. 49i(c)). public reporting burden for this collection of information is estimated to average 346 hours per response for each of the seven 9002 A through D and VETS 200A through C reports, and 21 hours per response for the 9002E report. These estimates include the requisite time for reviewing instructions, searching existing data sources, collecting and maintaining the data needed to generate the reports, generating the reports, and reviewing the collection of information. The reason for the collection of information is general program oversight, evaluation and performance assessment. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Workforce Investment, Room S-4231, 200 Constitution Avenue, NW, Washington, D.C. 2021 (Paperwork Reduction Project 1205-0240).

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ETA 9002 REPORT and VETS 200 REPORT

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OVERVIEW

Employment and Workforce Information Services in the One-Stop Delivery System

Passage of the Workforce Investment Act of 1998, (WIA), and the incorporation of Wagner-Peyser activities into that legislation, supported landmark changes for the way public employment services are to be delivered. Across the country, One-Stop employment and workforce information services include those activities funded by the Employment and Training Administration (ETA) under the Wagner-Peyser Act, as well as those activities funded by the Veterans' Employment and Training Services (VETS) under the Jobs for Veterans Act. These services are now an integral and strategic part of the One-Stop delivery system providing seamless services to workers and employers with a variety of other One-Stop system partners.

Performance accountability is a strategic priority in WIA's vision for an integrated workforce system that is better able to respond to the needs of customers. Investors in the nation's workforce development system are eager to learn the impact of their investments in the public labor exchange and how effective the system is at helping individuals to find jobs and at giving employers access to skilled workers. Full and accurate information on the performance of the labor exchange and partner programs should be available to and easily understood by all interested customers and stakeholders.

Common Measures

To enhance the management of the workforce system and usability of performance information, the Department, in partnership with other Federal agencies, has developed a set of common performance measures for Federally-funded training and employment programs. The common measures for adult training and employment programs are: entered employment, employment retention, and earnings increase. Beginning July 1, 2005, the common measures take effect for Departmental training and employment programs.

Common measures provide the ability to describe, in a consistent manner, the core purposes of the workforce system, (e.g., how many people found jobs; how many people remained employed; how much did they earn, etc.). Standardizing the definitions of outcomes across programs simplifies reporting and provides a greater ability to compare and manage results. For Wagner-Peyser and VETS funded services, common measures will help tell a more complete story that will aid Congress, the states, the business community and other partners and stakeholders in assessing the value of employment services for our customers within an integrated workforce investment system. The common measures replace the previous labor exchange performance measures.

ETA 9002 Reports and Specifications

The ET 406 Handbook is the roadmap for the data collection and reporting process to support labor exchange performance measurement within the context of partner program performance measurement systems. The five sections comprising the ETA 9002 reporting instructions are divided into three distinct areas: services (9002 A and B), outcomes (9002 C and D) and job openings received (9002 E). The common measures introduce new concepts for measuring performance of the labor exchange function, including the concept of participant, the concept of program exit using a “soft” exit, and the concept of exiter.

Wagner-Peyser Act funded services are reported on the 9002 A for all participants and on the 9002 B for participants who are veterans, eligible persons, or transitioning service members. The 9002 C and D follow this sequence by separately capturing the employment outcomes resulting from the provision of employment services for all individuals who exit from Wagner-Peyser (9002 C) and exiters who are veterans, eligible persons, or transitioning service members (9002 D). With implementation of the common measures for the Wagner-Peyser and VETS funded programs, the Department is eliminating the requirement to collect and report customer satisfaction data on the 9002 C and D for job seeker and employer customers. Appendices A, B and C of this Handbook contain the report formats, data element specifications, and report calculation specifications needed to prepare these reports.

VETS 200 Reports and Specifications

The Veterans Employment and Training Service (VETS) 200 Reports are a subset of the ETA 9002 data. The data reported contain similar elements as the ETA 9002, but only apply to the activities of participants who received one or more services from Local Veterans Employment Representatives (LVERs) and Disabled Veteran Outreach Program staff (DVOPs). This enables VETS to evaluate the outcomes of the more intensive services offered to participants under these two programs.

As indicated, the common measures are likewise applied to programs and services administered through the DVOP and LVER grant programs. The VETS 200 reports are the VETS 200 A, services/outcomes by DVOP staff; VETS 200 B, services/outcomes by LVER staff; and VETS 200 C, unduplicated count of services/outcomes provided by DVOP/LVER staff. Appendices A, B and C of this Handbook contain the report formats, data element specifications, and report calculation specifications needed to prepare these reports.

I. INTRODUCTION

A. HANDBOOK PURPOSE

Reporting requirements for employment services and performance outcomes of the state administered, Federally-funded Wagner-Peyser Act program are contained in this Handbook. Data reported on the ETA 9002 A, 9002 B, 9002 C, 9002 D, and 9002 E reports and VETS 200 A, 200 B, and 200 C reports are comprised of information entered by each state from its management information systems, which contain job seeker characteristics and services and records of Work Applications and Job Orders. Additionally, data are obtained through matching information on job seekers with employment outcome information obtained from unemployment insurance (UI) wage records, the State Directory of New Hires (SDNH) database, or other automated sources.

Revisions to the ET Handbook No. 406 contain updated information to reflect the implementation of common measures and other modifications to the One-Stop employment and workforce information services performance measurement system. To ensure that data reported on the ETA 9002 A through E and the VETS 200 A through C reports reflect accurate information, required report forms and reporting specifications, including data element and report element definitions, are included in this Handbook. States will submit the ETA 9002 and VETS 200 reports electronically to the Department.

B. BACKGROUND

States are required to submit quarterly reports to the Employment and Training Administration (ETA) to comply with the Wagner-Peyser Act, (29 U.S.C. 49), with 38 U.S.C. 4107 (b) and (c), and with 38 U.S.C. 4112(c). The ET Handbook No. 406 (ETA 9002 and VETS 200 Data Preparation Handbook) is the official source for reporting requirements on the ETA 9002 and the VETS 200 reports.

This Handbook was developed to facilitate completion of the ETA 9002 and VETS 200 quarterly reports. Should changes in definitions resulting from new legislation and/or related regulations occur, appropriate revisions will be issued to reflect these changes. Handbook revisions are distributed through Handbook Transmittals issued from the National Office. Dates of issuance are displayed at the bottom of each revised page. Additional clarifying guidance would be issued in the future through formal guidance letters.

C. PAPERWORK REDUCTION ACT

States are not required to respond to these reporting requirements unless they display an OMB approval number. Respondent's obligation to reply is required to obtain or retain benefits (Wagner-Peyser Act sec.10(c), 29 U.S.C. 49i(c)). Public reporting burden for this collection of information is estimated to average 346 hours per response for each of the seven 9002 A through D and VETS 200 A through C reports, and 21 hours per response for the 9002 E report. These estimates include the requisite time for reviewing instructions, searching existing data sources, collecting and maintaining the data needed to generate the reports, generating the reports, and reviewing the collection of information.

If you have any comments regarding this estimate or any other aspect of this collection of information, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Office of Workforce Investment, Room S-4231, 200 Constitution Avenue, NW, Washington, D.C. 20210. (Paperwork Reduction Project 1205-0240).

II. REPORTING INSTRUCTIONS

A. GENERAL REPORTING GUIDANCE

State agencies report data on One-Stop employment and workforce information services provided to job seekers, including veterans, and on job openings employers listed with State Workforce Agencies, based on information contained in administrative records. States also report information on individuals transitioning from active military service who seek services through the One-Stop delivery system. An emphasis on the provision of workforce information is contained in these reports. State agencies are required to collect and maintain information to support program reporting under OMB No. 1205-0001, Work Application/Job Order Recordkeeping.

State agencies also report employment outcomes of job seekers, including veterans. Employment outcomes of job seekers who exit the labor exchange will be derived primarily via a wage record match using UI wage records. States may utilize other automated data sources – such as the State Directory of New Hires, Wage Record Interchange System (WRIS), U.S. Postal Service, the U.S. Department of Defense, state and local government employment records – that reliably indicate entry into employment. Supplemental data, such as case management notes or employer verification of date of hire, are also allowable data sources for documenting employment and retention for workers not covered by UI wage records. States should, however, weigh the benefit of establishing potentially expensive follow-up systems for customers who take advantage of core labor exchange services provided at a relatively low-cost.

Because employment outcome data are dependent on the availability of wage records, outcome information for job seekers and veterans are collected separately from information on services.

Exhibit II.1 describes the information that will be collected on each of the ETA 9002 and VETS 200 reports.

EXHIBIT II.1

ETA 9002 and VETS 200 Reports

Report Page	Description
ETA 9002 A	Services to Participants
ETA 9002 B	Services to Veterans, Eligible Persons, and TSMs
ETA 9002 C	Performance Outcomes – All Exiters
ETA 9002 D	Performance Outcomes – Exiters who are Veterans, Eligible Persons, and TSMs
ETA 9002 E	Job Openings Received by Occupation (O*NET - SOC) and Industry (NAICS)
VETS 200 A	Services/Outcomes by DVOP Staff
VETS 200 B	Services/Outcomes by LVER Staff
VETS 200 C	Unduplicated Counts of Services/Outcomes Provided by DVOP/LVER Staff

It is Departmental policy to assure accuracy, uniformity, and comparability in the reporting of statistical data derived from State Workforce Agency operations through state adherence to Federal definitions of reporting items, use of specified formats, observance of reporting due dates, and regular verification of reporting items.

The National Office assists state agencies in meeting these requirements by establishing definitions and reporting specifications and through the data validation process. States are encouraged to use the ETA-developed report validation software, which is compatible with the definitions and report specifications contained in this Handbook.

B. REPORTING SCHEDULE

States will continue to report using a rolling four quarter reporting methodology for the ETA 9002 and VETS 200 reports. Reports are to include the most current data available for each reporting element for a four-quarter reporting period. Each quarterly report will include information on participants and services received within the prior four quarters, and outcome information on exiters as data become available. Appendix D of this handbook provides participant and exiter cohorts for each quarterly report to be submitted for Program Years 2005, 2006, and 2007.

Quarterly reports are due no later than forty-five (45) days following the completion of each quarter. The schedule is as follows:

<u>Quarter Period</u>	<u>Report Due Date</u>
July 1 – September 30	November 14
October 1 – December 31	February 14
January 1 – March 31	May 15
April 1 – June 30	August 14

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

C. KEY DEFINITIONS

1. Concept of Participant

State agencies are required to report information on individuals who are *Participants* receiving One-Stop employment and workforce information services. Wagner-Peyser services are available to all customers (universal access); therefore, no formal determination of eligibility is required. DVOP/LVER services are available to veterans, eligible persons and transitioning service members (TSMs) who meet the applicable eligibility criteria.

Total Participants: Job seekers who provide basic contact information (including a social security number or a system-generated unique identification number) and receive any Wagner-Peyser, VETS or partner funded employment service in a One-Stop Career Center, satellite center, a partner agency's physical location, or via the internet from a remote site. For data management purposes, many states have reporting systems that enable them to track job seekers who receive employment services remotely. The Department encourages all states to develop this capacity so that sufficient program management data will be available to provide business, the Congress and the general public a more complete and accurate picture of the level of services provided through the workforce investment system.

A "service" includes any of the Wagner-Peyser, VETS or partner funded employment and workforce information services delivered via any of the three tiers of service delivery: self-help, facilitated self-help and staff-assisted. Job seekers who receive services in a One-Stop Career Center or affiliate site, or remotely via the internet are considered participants. Participant information covering job seekers who received employment services provided by partner programs may be included in the ETA 9002 reports.

2. Point of Exit

Total Exiters: Job seekers (participants) who exit from the labor exchange become part of an exit cohort, a group of individuals determined to be “exiters” and used collectively for performance management purposes. Once a participant has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no planned gap in service and is not scheduled for future services, then the date of exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program. States will report a total count of Exiters in the ETA 9002 and VETS 200 reports. These reporting parameters apply retroactively to participants and exiters covered in the reporting periods indicated in the reporting schedule in Appendix D.

3. Workforce Information

In partnership with states, the Department is exploring ways to determine the efficacy and impact of critical investments in core workforce information products and services. These investments are designed to better integrate workforce information services into states’ and local boards’ strategic planning, into One-Stop partner service delivery strategies, and into effective tools to assist workers and business with aligning career and workforce goals. The Department is working with states to encourage the integration and application of workforce information into workforce investment decision-making, which includes strengthening the system’s knowledge of local economic conditions, local labor market analysis, business workforce needs and economic development initiatives. The prevailing theory is that integrating workforce information into the decision-making processes of state and local workforce investment boards, One-Stop partners and One-Stop operations, will result in better decisions to match economic development and workforce needs, improved customer service and greater positive outcomes.

Accordingly, the Department has revised reporting requirements to begin collecting baseline information on whether the outcomes for participants who receive workforce information services occur at a higher rate than for participants who did not access workforce information services. Participant receipt of workforce information as both self- and/or staff-assisted services and sub-aggregation of outcomes based on the receipt of workforce information have been incorporated into the ETA 9002 A, B, C and D reports.

Definition of Workforce Information: Workforce information includes providing information on state and local labor market conditions; industries, occupations and characteristics of the workforce; area business identified skills needs; employer wage and benefit trends; short- and long-term industry and occupational projections; worker supply and demand; and job vacancies survey results. Workforce information also includes local employment dynamics information such as workforce availability; business turnover rates; job creation; and job identification of high growth and high demand industries.

4. Reporting of Transitioning Service Members

The Jobs for Veterans Act of 2002 (P.L. 107-288) calls for an increased emphasis by the One-Stop delivery system on providing employment services to Transitioning Service Members (TSMs) and authorizes this target group as eligible to receive employment services from DVOP and LVER staff. Effective implementation of this new statutory emphasis and authority will require coordination in delivering One-Stop services to this target group.

The Jobs for Veterans Act also calls for increased attention to the reporting of characteristics, services, and outcomes for TSM participants. Since the members of this target group are not yet veterans, they occupy a unique status for reporting purposes. Accordingly, accurate reporting of information on those TSMs served by the One-Stop system will require careful application of reporting specifications that are unique to this target group, as detailed in the appendices of this Handbook.

Information on TSM participants is in the total and/or separately identified in sub-aggregate counts on the ETA 9002 A, B, C and D reports and the VETS 200 A, B and C reports.

Definition of TSM: A service member in active duty status (including separation leave) who participates in employment services and is within 24 months of retirement or 12 months of separation.

Additional guidance on reporting parameters for Transitioning Service Members will be available in a Veterans Program Letter (VPL).

5. Reporting of Homeless Veterans

Information on homeless veterans is included in the VETS 200 C report. Accurate reporting of homeless veterans' information will require the careful application of the reporting specifications detailed in the appendices to this Handbook.

In recent years, government at all levels has devoted significant attention to reducing the incidence and severity of homelessness in America. Within that overall thrust, specific attention has been devoted to reducing homelessness among veterans. Consistent with those initiatives, the Homeless Veterans' Comprehensive Assistance Act of 2001 (P.L. 107-95) established a definition for homeless veterans:

Definition of Homeless Veteran: An individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable, and who lacks a fixed, regular, and adequate nighttime residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. This

definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.

One element of the ongoing efforts to reduce homelessness has been the Homeless Veterans' Reintegration Program (HVRP). The community-based and faith-based grantees responsible for implementing that program are strongly encouraged to coordinate their efforts with the One-Stop Career Centers in their localities, specifically with the DVOP staff assigned to those facilities. In isolated instances, a veteran who is eligible for HVRP and other homeless services may not meet the veteran status criterion governing the eligibility to receive services from DVOP/LVER staff. In situations of this type, it is expected that the DVOP will make arrangements with appropriate staff to provide the required employment services to these homeless veterans.

Beginning July 1, 2005, data on homeless veterans provided employment assistance by DVOP and LVER staff will be reported on the VETS 200 C report (not the VETS 200 A or B reports). It is intended that this report will include information on those HVRP participants who are served by DVOP or LVER staff, as well as information on any other homeless veterans who are not HVRP participants but who are served by DVOP or LVER staff.

6. Job Openings

Job Opening: A job vacancy which an employer intends to fill. Job openings will be reported according to the date they were listed with the public labor exchange. Job openings listed through staff funded under the Wagner-Peyser Act must be included in the count of job openings. Job openings listed through staff of other partner programs *may be included* in the count of job openings in accordance with state policy.

State agencies are required to report information on job openings listed with the public labor exchange on the 9002 E report. The format for job openings listed is consistent with the Occupational Information Network Standard Occupational Classification System (O*NET-SOC) and the North American Industry Classification System (NAICS).

NAICS replaces the U.S. Standard Industrial Classification System (SIC), and is the first industry classification system to encompass the U.S., Canada and Mexico. NAICS allows for comparable industrial production statistical analysis across the three North American Free Trade Agreement (NAFTA) countries. NAICS is a more flexible system than the SIC and is based on the grouping together of economic units that use like processes. The O*NET system, using a common language and terminology to describe occupational requirements, supercedes the more than sixty-year-old *Dictionary of Occupational Titles* with current information that can be accessed online or through a variety of public and private sector career and labor market information systems.

Reporting Job Openings Listed on America's Job Bank and State Job Banks:

Many states download job openings from America's Job Bank into their state job bank. ETA encourages this practice to provide job seekers with access to additional employment opportunities to which they may not ordinarily be exposed. However, to provide for consistency in information reported on job openings, job openings initially listed with America's Job Bank and imported into the state job bank should be excluded from the count of jobs states report on the ETA 9002 E report. Job openings posted with America's Job Bank are reported separately.

7. Employer (20 CFR 651.10)

A person, firm, corporation or other association or organization (1) which currently has a location within the United States to which U.S. workers may be referred for employment, and which proposes to employ a worker at a place within the United States and (2) which has an employer relationship with respect to employees under this subpart as indicated by the fact that it hires, pays, fires, supervises and otherwise controls the work of such employees. An association of employers shall be considered an employer if it has all of the indicia of an employer set forth in this definition. Such an association, however, shall be considered as a joint employer with the employer member if either shares in exercising one or more of the definitional indicia.

8. Establishment (20 CFR 651.10)

A public or private economic employing unit generally at a single physical location which produces and/or sells goods or services, for example, a mine, factory, store, farm, orchard or ranch. It is usually engaged in one, or predominantly one, type of commercial or governmental activity. Each branch or subsidiary unit of a large employer in a geographical area or community should be considered an individual establishment, except that all such units in the same physical location shall be considered a single establishment. A component of an establishment which may not be located in the same physical structure (such as the warehouse of a department store) should also be considered as part of the parent establishment. For the purpose of the "seasonal farmworker" definition, farm labor contractors and crew leaders are not considered establishments; it is the organizations to which they supply the workers that are the establishments.

9. Firm

A business organization consisting of one or more domestic establishments in the same State and industry that were specified under common ownership or control. The firm and the establishment are the same for single-establishment firms.

D. COLLECTION OF EQUAL EMPLOYMENT OPPORTUNITY DATA

The Social Security Number (SSN) and employment status elements are the minimum participant data needed to track service outcomes under the common measures through the Unemployment Insurance wage record match.

Federal law and regulations require that states/grantees collect, maintain, and report equal opportunity information, including sex, age, disability, ethnicity, and race, for all individuals who apply for benefits or services financially assisted by the program. As a general rule, anytime the state/grantee collects personally identifiable information (e.g., social security number, name/address) from the individual or customer, he/she must be presented with the opportunity to self-disclose his/her equal opportunity information. The policy of the DOL Civil Rights Center is that the collection of equal opportunity information be self-identified by the individual and voluntarily provided by the job seeker. Job seekers should be made aware of the reason for the request of such information as well as the parties to whom disclosure may be made. Unless certain equal opportunity data are needed in order to meet statutory eligibility requirements for the program (e.g., age for WIA Youth), job seekers should not be denied services simply because they choose NOT to self-disclose equal opportunity information.

When a state/grantee collects personally identifiable data from an individual or job seeker, it is mandatory that the state/grantee provide the job seeker with an opportunity to self-disclose their equal opportunity information. If the individual decides to disclose, then the state/grantee will store the results and retain those for reporting purposes (e.g., ethnicity/race breakouts on the 9002A report). If the job seeker decides to NOT self-disclose for whatever reason (e.g., not comfortable), then the state/grantee will store “blanks or 0s” as noted in the data collection instructions for the program. It is recognized that when non-disclosure of equal opportunity information arises, that the appropriate reporting forms will be impacted.

Per 29 CFR Part 37, customers must be offered the opportunity to self-identify the following characteristics: race/ethnicity, gender, date of birth (age) and disability status. Customers must be given a brief description of the ways in which the EO data will be used, and must be informed that: (1) provision of the data is voluntary; (2) the data will be kept confidential as required by law; (3) customers choosing not to provide this information will still be allowed to receive services (unless the data is necessary in order to determine eligibility for services); and (4) the data will be used only in accordance with the law.”

For further information, refer to “Collection of Federal Equal Opportunity Information” in Appendix E.

E. ELECTRONIC REPORTING

All reports must be submitted through ETA's web-based reporting system and must be sent in time to arrive in the National Office by the due date, which is no later than 45 days following the end of the quarter. All five sections of the ETA 9002 report (9002 A through 9002 E) and all three sections of the VETS 200 report (200 A through 200 C) must be complete in order for the reports to be successfully transmitted to the National Office.

F. TIMELINESS

All reports must be transmitted in time to arrive in the National Office by the due date. Every attempt should be made to certify quarterly report data in order to avoid delinquent reports.

G. REPORT COMMENTS

Comments concerning policies, procedures, and/or local economic conditions that account for fluctuations in the data reported or that have special significant effects on the meaning of certain items in a report are useful in interpreting reports and reducing communications concerning reports. Provisions have been made to include comments for all electronic reports. Using meaningful abbreviations, the space provided should generally be adequate. States are encouraged to use this section of the report at their discretion.

H. EDIT TEST PROCEDURES

States should ensure that the reports are internally consistent. Specifications for edit tests to ensure consistency between row and column totals and elements on the ETA 9002 reports are found in the Labor Exchange Reporting System Handbook. Reports will not be accepted if these edit tests are not followed.

I. PROCEDURES FOR ROUNDING NUMBERS

All values on the ETA 9002 and VETS 200 reports should be rounded to the nearest whole number, using the values in the first two decimal places of the number to be rounded. Unless otherwise noted, the 5/4 rounding method is to be used. That is, if the digit to the right of the digit to be rounded is 5 or more, round up to the next higher digit. If the digit to the right of the digit to be rounded is 4 or less, round down or truncate. For example, if the calculated number is 60.01 through 60.44 round down to 60. If the calculated number is 60.45 through 60.99 round up to 61. Values which are totals of other values appearing on the same form should be the sum of the rounded sub-part figures.

J. RECORDS RETENTION

Unless otherwise noted in specific instructions, source data supporting counts should be retained for at least two years after the report due date.

[Note: 20 CFR 652.8(5) requires that State agencies retain basic documents (Work Application and Job Order) for one year. 20 CFR 658.604(c)(4) also refers to a state's requirement to retain data, but provides no time frame.]

APPENDIX A – REPORT FORMATS

**ETA 9002 A Quarterly Report
Services to Participants**

**U.S Department of Labor
Labor Exchange Reporting System**

State														
Report Due mm/dd/yyyy														
OMB No. 1205-0240 Expires: 02/28/2009														
Current Reporting Period Ending mm-dd-yyyy	A		B		C		D		E					
	Total	Employment Status at Participation	Employed	Not Employed	Eligible Claimant	Hispanic or Latino	Yes	No	American Indian or Alaskan Native	Asian	Black or African-American	Native Hawaiian or Other Pacific Islander	White	More Than One Race
1	1	2	3	4	5	6	7	8	9	10	11	12		
2	Total Participants													
3	Veterans, Eligible Persons, and TSMs													
4	MSFW													
5	Interstate													
6	Male													
7	Female													
8	Youth													
9	Adult (18 and over)													
10	18 - 44													
11	45 - 54													
12	55 and over													
13	Received Workforce Info Services													
14	Received Staff Assisted Services													
15	Career Guidance													
16	Job Search Activities													
17	Referred to Employment													
18	Referred to WIA Services													
19	Total Exitors													
Report Comments:														

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Expiration Date: 02/28/2009

ETA-9002 A

**ETA 9002 A Quarterly Report
Services to Participants**

**U.S Department of Labor
Labor Exchange Reporting System**

State		Report Due mm/dd/yyyy							OMB No. 1205-0240 Expires: 02/28/2009	
Current Reporting Period Ending mm-dd-yyyy		F Education				G Persons w/ Disability	H MSFW	I Dislocated Workers		
		In-School	Not High School Graduate	High School Graduate or GED	Post-Secondary Degree or Certification					
1	Total Participants	13	14	15	16	17	18	19		
2	Veterans, Eligible Persons, and TSMs									
3	MSFW									
4	Interstate									
5	Male									
6	Female									
7	Youth									
8	Adult (18 and over)									
9	18 - 44									
10	45 - 54									
11	55 and over									
12	Received Workforce Info Services									
13	Received Staff Assisted Services									
14	Career Guidance									
15	Job Search Activities									
16	Referred to Employment									
17	Referred to WIA Services									
18	Total Exiters									

States are not required to respond to these reporting requirements unless they display an OMB approval number. Respondents' obligation to reply to these reporting requirements is required to obtain or retain benefits, 29 U.S.C. 49(c). Public reporting burden for this collection of information is estimated to average 346 hours per response for each of the seven 9002 A through D and VETS 200 A through C reports, and 21 hours per response for the 9002 E report. These estimates include the requisite time for reviewing instructions, searching existing data sources, collecting and maintaining the data needed to generate the reports, generating the reports, and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this collection of information, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Office of Workforce Investment, Room S-4231, 200 Constitution Avenue, NW, Washington, D.C. 20210. (Paperwork Reduction Project 1205-0240).

ETA 9002B Quarterly Report
Services to Veterans, Eligible Persons and TSMs

U.S. Department of Labor
Labor Exchange Reporting System

State		Report Due mm/dd/yyyy						OMB No. 1205-0240 Expires: 02/28/2009				
Current Reporting Period Ending mm-dd-yyyy		Total Veterans, Eligible Persons, and TSMs						B TSMs	C Campaign Veterans	D Disabled Veterans	E Special Disabled Veterans	F Recently Sep Veterans (3 Yrs)
		18-44	45-54	55+	Total							
1	Total Veterans, Eligible Persons, and TSMs		2	3	4		5	6	7	8	9	
2	Male											
3	Female											
4	18-44											
5	45-54											
6	55 And Over											
7	Received Workforce Info Services											
8	Received Staff Assisted Services											
9	Career Guidance											
10	Job Search Activities											
11	Referred to Employment											
12	Referred to WIA Services											
13	Received Intensive Services											
14	Referred to Federal Training											
15	Placed in Federal Training											
16	Referred to Federal Job											
17	Entered into Federal Job											
18	Referred to Federal Contractor Job											
19	Entered into Federal Contractor Job											
20	Total Exiters											

Report Comments:

States are not required to respond to these reporting requirements unless they display an OMB approval number. Respondents' obligation to reply to these reporting requirements is required to obtain or retain benefits, 29 U.S.C. 491(c). Public reporting burden for this collection of information is estimated to average 346 hours per response for each of the seven 9002 A through D and VETS 200 A through C reports, and 21 hours per response for the 9002 E report. These estimates include the requisite time for reviewing instructions, searching existing data sources, collecting and maintaining the data needed to generate the reports, generating the reports, and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this collection of information, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Office of Workforce Investment, Room S-4231, 200 Constitution Avenue, NW, Washington, D.C. 20210. (Paperwork Reduction Project 1205-0240).

ETA 9002 C Quarterly Report
Performance Outcomes - Exitters

U.S. Department of Labor
Labor Exchange Reporting System

Exiter Performance Outcomes		A		B		C		D						
		Total Exitters		Eligible Claimant		Hispanic or Latino		Race						
		1	2	3	4	5	6	7	8	9	10			
1	Entered Employment Numerator													
2	Entered Employment (Youth)													
3	Entered Employment (18-44)													
4	Entered Employment (45-54)													
5	Entered Employment (55 and over)													
6	Entered Employment Denominator													
7	Entered Employment Rate													
8	Employment Retention at Six Mo. Numerator													
9	Employment Retention at Six Mo. Denominator													
10	Employment Retention Rate at Six Mo.													
11	Average Earnings													
12	Entered Employment Rate Follow Work-Info Services													
13	Employment Retention Rate Follow Work-Info Services													
14	Average Earnings Follow Work-Info Services													
Report Comments:														

States are not required to respond to these reporting requirements unless they display an OMB approval number. Respondents' obligation to reply to these reporting requirements is required to obtain or retain benefits, 29 U.S.C. 491(c). Public reporting burden for this collection of information is estimated to average 346 hours per response for each of the seven 9002 A through C reports, and 21 hours per response for the 9002 E report. These estimates include the requisite time for reviewing instructions, searching existing data sources, collecting and maintaining the data needed to generate the reports, and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this collection of information, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Office of Workforce Investment, Room S-4231, 200 Constitution Avenue, NW, Washington, D.C. 20210. (Paperwork Reduction Project 1205-0240).

ETA 9002 C Quarterly Report
Performance Outcomes - Exitters

U.S. Department of Labor
Labor Exchange Reporting System

State	Report Due mm/dd/yyyy										OMB No. 1205-0240		Expires: 02/28/2009			
	Exiters Performance Outcomes										E			F	G	H
											Education			Persons with Disability	MSFW	Dislocated Workers
In-School	Not High School Graduate	High School Graduate or GED	Post-Secondary Degree or Certification	15	16	17										
11	12	13	14	15	16	17										
1	Entered Employment Numerator															
2	Entered Employment (Youth)															
3	Entered Employment (18-44)															
4	Entered Employment (45-54)															
5	Entered Employment (55 and over)															
6	Entered Employment Denominator															
7	Entered Employment Rate															
8	Employment Retention at Six Mo. Numerator															
9	Employment Retention at Six Mo. Denominator															
10	Employment Retention Rate at Six Mo.															
11	Average Earnings															
12	Entered Employment Rate Follow Work-Info Services															
13	Employment Retention Rate Follow Work-Info Services															
14	Average Earnings Follow Work-Info Services															

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**ETA 9002 D Quarterly Report
Performance Outcomes - Veterans, Eligible Persons and TSMS**

**U.S. Department of Labor
Labor Exchange Reporting System**

Veterans, Eligible Persons, and TSMS Performance Outcomes		Total Veterans and Eligible Persons						B TSMS	C Campaign Veterans	D Disabled Veterans	E Special Disabled Veterans	F Recently Sep Veterans (3 Yrs)
		18-44	45-54	55+	Total							
1	Entered Employment Numerator	1	2	3	4	5	6	7	8	9		
2	Entered Employment (18-44)											
3	Entered Employment (45-54)											
4	Entered Employment (55 and over)											
5	Entered Employment Denominator											
6	Entered Employment Rate											
7	Employment Retention at Six Months Numerator											
8	Employment Retention at Six Months Denominator											
9	Employment Retention Rate at Six Months											
10	Entered Employment Follow S-A Services Num.											
11	Entered Employment Follow S-A Services Den.											
12	Entered Employment Follow S-A Services Rate											
13	Average Earnings											
14	Entered Employment Rate Follow Work-Info Services											
15	Employment Retention Rate Follow Work-Info Services											
16	Average Earnings Follow Work-Info Services											
Report Comments:												

Report Due mm/dd/yyyy

OMB No. 1205-0240
Expires: 02/28/2009

States are not required to respond to these reporting requirements unless they display an OMB approval number. Respondents' obligation to reply to these reporting requirements is required to obtain or retain benefits, 29 U.S.C. 491(c). Public reporting burden for this collection of information is estimated to average 346 hours per response for each of the seven 9002 A through D and VETS 200 A through C reports, and 21 hours per response for the 9002 E report. These estimates include the requisite time for reviewing instructions, searching existing data sources, collecting and maintaining the data needed to generate the reports, generating the collection of information, if you have any comments regarding this estimate or any other aspect of this collection of information, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Office of Workforce Investment, Room S-4231, 200 Constitution Avenue, NW, Washington, D.C. 20210. (Paperwork Reduction Project 1205-0240).

ETA 9002 E Quarterly Report
Job Openings Received

U.S. Department of Labor
Labor Exchange Reporting System

State		Report Due mm/dd/yyyy							
		OMB No. 1205-0240 Expires: 02/28/2009							
		A	B	C	D	E	F	G	H
		O'NET SOC	11	13	15	17	19	21	23
			Management Occupations	Business and Financial Operations Occupations	Computer and Mathematical Occupations	Architecture and Engineering Occupations	Life, Physical and Social Science Occupations	Community and Social Services Occupations	Legal Occupations
		Total							
1	Total Openings Received								
11	Agriculture, Forestry, Fishing, and Hunting								
21	Mining								
22	Utilities								
23	Construction								
31-33	Manufacturing								
42	Wholesale Trade								
44-45	Retail Trade								
48-49	Transportation and Warehousing								
51	Information								
52	Finance and Insurance								
53	Real Estate and Rental and Leasing								
54	Professional, Scientific and Technical Services								
55	Management of Companies and Enterprises								
56	Admin. And Spt. Wast.Mgt. And Remediation Svcs.								
61	Educational Services								
62	Health Care and Social Assistance								
71	Arts, Entertainment, and Recreation								
72	Accommodation and Food Services								
81	Other Services								
92	Public Administration								
2	Federal Contractor Job Listings								
3	Federal Contractors								
4	Total Employers								

Report Comments:

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ETA 9002 E Quarterly Report
Job Openings Received

U.S. Department of Labor
Labor Exchange Reporting System

State		Report Due mm/dd/yyyy									
		OMB No. 1205-0240 Expires: 02/28/2009									
		I	J	K	L	M	N	O	P		
		25	27	29	31	33	35	37	39		
		Education, Training, and Library Occupations	Arts, Design, Entertainment, Sports, and Media Occupations	Healthcare Practitioner and Technical Occupations	Healthcare Support Occupations	Protective Service Occupations	Food Preparation and Serving Related Occupations	Building and Grounds Cleaning and Maintenance Occupations	Personal Care and Service Occupations		
1	Total Openings Received										
11	Agriculture, Forestry, Fishing, and Hunting										
21	Mining										
22	Utilities										
23	Construction										
31-33	Manufacturing										
42	Wholesale Trade										
44-45	Retail Trade										
48-49	Transportation and Warehousing										
51	Information										
52	Finance and Insurance										
53	Real Estate and Rental and Leasing										
54	Professional, Scientific and Technical Services										
55	Management of Companies and Enterprises										
56	Admin. And Spt. Wkst. Mgt. And Remediation Svcs.										
61	Educational Services										
62	Health Care and Social Assistance										
71	Arts, Entertainment, and Recreation										
72	Accommodation and Food Services										
81	Other Services										
92	Public Administration										
2	Federal Contractor Job Listings										
3	Federal Contractors										
4	Total Employers										

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ETA 9002 E Quarterly Report
Job Openings Received

U.S. Department of Labor
Labor Exchange Reporting System

State		Report Due mm/dd/yyyy										OMB No. 1205-0240 Expires: 02/28/2009	
Current Reporting Period Ending mm-dd-yyyy		Q	R	S	T	U	V	W	X				
		41	43	45	47	49	51	53	55	Sales and Related Occupations	Military Specific Occupations		
1	Total Openings Received												
11	Agriculture, Forestry, Fishing, and Hunting												
21	Mining												
22	Utilities												
23	Construction												
31-33	Manufacturing												
42	Wholesale Trade												
44-45	Retail Trade												
48-49	Transportation and Warehousing												
51	Information												
52	Finance and Insurance												
53	Real Estate and Rental and Leasing												
54	Professional, Scientific and Technical Services												
55	Management of Companies and Enterprises												
56	Admin. And Spt. Wast Mgt. And Remediation Svcs.												
61	Educational Services												
62	Health Care and Social Assistance												
71	Arts, Entertainment, and Recreation												
72	Accommodation and Food Services												
81	Other Services												
92	Public Administration												
2	Federal Contractor Job Listings												
3	Federal Contractors												
4	Total Employers												

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VETS-200 (A) DVOP Quarterly Report

U.S. Department of Labor

Veterans' Employment and Training Service



State	OMB Approval No. 1205-0240 Expiration Date: 02/28/2009							
	A	B	C	D	E	F	G	H
Current Reporting Period Ending: mm-dd-yyyy	Total	TSMs	Total Veterans and Eligible Persons	Campaign Veterans	Disabled Veterans	Special Disabled Veterans	Recently Separated Veterans (3 yrs)	Female Veterans
1 Total Participants								
2 Male								
3 Female								
4 18-44								
5 45-54								
6 55 And Over								
7 Total Exits								
a. Services Provided								
8 Received Staff Assisted Services								
9 Attended TAP Employment Workshop								
10 Received Career Guidance								
11 Received Intensive Services								
12 Referred to Federal Training								
13 Received Job Search Activities								
14 Referred to Employment								
15 Referred to Federal Job								
16 Referred to Federal Contractor Job								
b. Results And Outcomes								
17 Entered Employment Following Staff Assisted Services Num.								
18 Entered Employment Following Staff Assisted Services Den.								
19 Entered Employment Following Staff Assisted Services Rate								
20 Entered Employment Following Intensive Services Num.								
21 Entered Employment Following Intensive Services Den.								
22 Entered Employment Following Intensive Services Rate								
23 Employment Retention At Six Months Numerator								
24 Employment Retention At Six Months Denominator								
25 Employment Retention At Six Months Rate								
26 Average Earnings								
27 Federal Training Placements								
28 Entered into Federal Job								
29 Entered into Federal Contractor Job								

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State		A		B		C		D		E.		F. G		H	
Current Reporting Period Ending: mm-dd-yyyy		Total	TSMs	Total Veterans and Eligible Persons	Campaign Veterans	Disabled Veterans	Special Disabled Veterans	Recently Separated Veterans (3 yrs)	Female Veterans						
1	Total Participants														
2	Male														
3	Female														
4	18-44														
5	45-54														
6	55 And Over														
7	Total Exits														
a. Services Provided															
8	Received Staff Assisted Services														
9	Attended TAP Employment Workshop														
10	Received Career Guidance														
11	Received Intensive Services														
12	Referred to Federal Training														
13	Received Job Search Activities														
14	Referred to Employment														
15	Referred to Federal Job														
16	Referred to Federal Contractor Job														
b. Results And Outcomes															
17	Entered Employment Following Staff Assisted Services Num.														
18	Entered Employment Following Staff Assisted Services Den.														
19	Entered Employment Following Staff Assisted Services Rate														
20	Entered Employment Following Intensive Services Num.														
21	Entered Employment Following Intensive Services Den.														
22	Entered Employment Following Intensive Services Rate														
23	Employment Retention At Six Months Numerator														
24	Employment Retention At Six Months Denominator														
25	Employment Retention At Six Months Rate														
26	Average Earnings														
27	Federal Training Placements														
28	Entered into Federal Job														
29	Entered into Federal Contractor Job														

States are not required to respond to these reporting requirements unless they display an OMB approval number. Respondents' obligation to reply to these reporting requirements is required to obtain or retain benefits, 29 U.S.C. 49(c). Public reporting burden for this collection of information is estimated to average 346 hours per response for each of the seven 9002 A through D and VETS 200 A through C reports, and 21 hours per response for the 9002 E report. These estimates include the requisite time for reviewing instructions, searching existing data sources, collecting and maintaining the data needed to generate the reports, and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this collection of information, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Office of Workforce Investment, Room S-4231, 200 Constitution Avenue, NW, Washington, D.C. 20210. (Paperwork Reduction Project 1205-0240).



State	OMB Approval No. 1205-0240 Expiration Date: 02/28/2009									
	A	B	C	D	E	F	G	H	I	
Current Reporting Period Ending: mm-dd-yyyy	Total Veterans and Eligible Persons									
	Total	TSMs	Eligible Persons	Campaign Veterans	Disabled Veterans	Special Disabled Veterans	Recently Separated Veterans (3 yrs)	Female Veterans	Homeless Veterans	
1 Total Participants										
2 Male										
3 Female										
4 18-44										
5 45-54										
6 55 And Over										
7 Total Exits										
a. Services Provided										
8 Received Staff Assisted Services										
9 Attended TAP Employment Workshop										
10 Received Career Guidance										
11 Received Intensive Services										
12 Referred to Federal Training										
13 Received Job Search Activities										
14 Referred to Employment										
15 Referred to Federal Job										
16 Referred to Federal Contractor Job										
b. Results And Outcomes										
17 Entered Employment Following Staff Assisted Services Num.										
18 Entered Employment Following Staff Assisted Services Den.										
19 Entered Employment Following Staff Assisted Services Rate										
20 Entered Employment Following Intensive Services Num.										
21 Entered Employment Following Intensive Services Den.										
22 Entered Employment Following Intensive Services Rate										
23 Employment Retention At Six Months Numerator										
24 Employment Retention At Six Months Denominator										
25 Employment Retention At Six Months Rate										
26 Average Earnings										
27 Federal Training Placements										
28 Entered into Federal Job										
29 Entered into Federal Contractor Job										

States are not required to respond to these reporting requirements unless they display an OMB approval number. Respondents' obligation to reply to these reporting requirements is required to obtain or retain benefits, 29 U.S.C. 49(c). Public reporting burden for this collection of information is estimated to average 346 hours per response for each of the seven 9002 A through D and VETS 200 A through C reports, and 21 hours per response for the 9002 E report. These estimates include the requisite time for reviewing instructions, searching existing data sources, collecting and maintaining the data needed to generate the reports, generating the reports, and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this collection of information, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Office of Workforce Investment, Room S-4231, 200 Constitution Avenue, NW, Washington, D.C. 20210. (Paperwork Reduction Project 1205-0240).

APPENDIX B – DATA ELEMENT SPECIFICATIONS

Employment Services - New Record Layout

Employment Services - New Data Elements

Group 1 Report (Data Elements)

The record layout lists the data elements required to generate the 9002 A-D and VETS 200 A-C reports. Fields 01-Individual Identifier and 04-Date of Program Participation must contain valid values for an individual to be reported in the Total Participant count on the 9002 A report.

Number	Field Name	Field Description	Data Type/Format
01	Individual Identifier	Record the unique identification number assigned to the individual. At a minimum, this identifier for a person must be the same for every period of participation in the Wagner-Peyser/VETS programs, and in every local area across the state and where the individual is receiving services or benefits financially assisted by the WIA Title 18 programs, including National Emergency Grants and/or Trade Adjustment Assistance (TAA) programs.	xxxxxxxx
02	Date of Birth	Record the individual's date of birth.	YYYYMMDD
03	Gender	Record 1 if the person indicates that he is male. Record 2 if the person indicates that she is female. If the person does not self-identify gender, leave "blank" or record 0.	1 = Male; 2 = Female
04	Date of Program Participation	Record the date on which the individual begins receiving his/her first service funded by the program following a determination of eligibility to participate in the program.	YYYYMMDD
05	Individual with a Disability	Record 1 if the individual indicates that he/she has any "disability," as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's life activities. (For definitions and examples of "physical or mental impairment" and "major life activities" see paragraphs (1) and (2) of the definition of the term "disability" in 29 CFR 37.4, the definition section of the WIA non-discrimination regulations.) Record 2 if the individual indicates that he/she does not have a disability that meets the definition. If the individual does not wish to disclose his/her disability status, leave "blank" or Record 0.	1 = Yes; 2 = No
06	Race: American Indian or Alaskan Native	Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition. If the individual does not self-identify his/her race as American Indian or Alaskan Native, leave "blank" or Record 0.	1 = Yes

Employment Services - New Record Layout

Employment Services - New Data Elements

Group 1 Report (Data Elements)

The record layout lists the data elements required to generate the 9002 A-D and VETS 200 A-C reports. Fields 01-Individual Identifier and 04-Date of Program Participation must contain valid values for an individual to be reported in the Total Participant count on the 9002 A report.

Number	Field Name	Field Description	Data Type/Format
07	Race: Asian	Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand, and Vietnam. If the individual does not self-identify his/her race as Asian, leave "blank" or Record 0.	1 = Yes
08	Race: Black or African American	Record 1 if the individual indicates that he/she is a person having origins in any of the black racial groups of Africa. If the individual does not self-identify his/her race as Black or African American, leave "blank" or Record 0.	1 = Yes
09	Race: Native Hawaiian or other Pacific Islander	Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. If the individual does not self-identify his/her race as Native Hawaiian or Other Pacific Islander, leave "blank" or Record 0.	1 = Yes
10	Race: White	Record 1 if the individual indicates that he/she is a person having origins in any of the of the original peoples of Europe, the Middle East, or North Africa. If the individual does not self-identify his/her race as White, leave "blank" or Record 0.	1 = Yes
11	More Than One Race	A person who has self-identified as having origins from more than one racial category specified in items 6 through 10 above. If the individual does not self-identify as more than one race, leave "blank" or Record 0.	1 = Yes
12	Ethnicity Hispanic/Latino	Record 1 if the person indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Record 2 if the individual indicates that he/she does not meet any of these conditions. If the individual does not self-identify his/her ethnicity, leave "blank" or Record 0.	1 = Yes; 2 = No

Employment Services - New Record Layout

Employment Services - New Data Elements

Group 1 Report (Data Elements)

The record layout lists the data elements required to generate the 9002 A-D and VETS 200 A-C reports. Fields 01-Individual Identifier and 04-Date of Program Participation must contain valid values for an individual to be reported in the Total Participant count on the 9002 A report.

Number	Field Name	Field Description	Data Type/Format
13	Eligible Veteran Status	<p>Record 1 if the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable.</p> <p>Record 2 if the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.</p> <p>Record 3 if the individual is a person who is (a) the spouse of any person who died on active duty of a service-connected disability; or, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C. 101 and the regulations issued there under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action, (ii) captured in the line of duty by a hostile force, or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or, (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.</p> <p>Record 4 if the individual does not meet any one of the conditions described above.</p>	<p>1 = Yes <= 180 days; 2 = Yes, Eligible Veteran; 3 = Yes, Other Eligible Person; 4 = No</p>

Employment Services - New Record Layout

Employment Services - New Data Elements

Group 1 Report (Data Elements)

The record layout lists the data elements required to generate the 9002 A-D and VETS 200 A-C reports. Fields 01-Individual Identifier and 04-Date of Program Participation must contain valid values for an individual to be reported in the Total Participant count on the 9002 A report.

Number	Field Name	Field Description	Data Type/Format
14	Campaign Veteran	Record 1 if the veteran served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office Personnel Management (OPM). A current listing of the campaigns can be found at OPM's website http://www.opm.gov/veterans/html/vgmedal2.asp . Campaign Veterans are deemed to be Eligible Veterans (code 2 in Eligible Veterans Status field) regardless of days served. Record 2 if the individual does not meet the condition described above.	1 = Yes; 2 = No
15	Disabled Veteran	Record 1 if the individual is a veteran who served in the active U.S. military, naval, or air service and who is entitled to compensation regardless of rating (including those rated 0%); or who but for the receipt of military retirement pay would be entitled to compensation, under laws administered by the Department of Veterans Affairs (DVA); or was discharged or released from activity duty because of a service-connected disability. Disabled Veterans are deemed to be Eligible Veterans (code 2 in Eligible Veteran Status field) regardless of days served. Record 2 if the veteran is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the DVA for a disability, (i) rated at 30 percent or more or, (ii) rated at 10 or 20 percent in the case of a veteran who has been determined by the DVA to have a serious employment handicap. Special Disabled Veterans are deemed to be Eligible Veterans (code 2 in Eligible Veteran Status field) regardless of days served. Record 3 if the individual does not meet any one of the conditions described above.	1 = Yes; 2 = Yes, special disabled; 3 = No

Employment Services - New Record Layout

Employment Services - New Data Elements

Group 1 Report (Data Elements)

The record layout lists the data elements required to generate the 9002 A-D and VETS 200 A-C reports. Fields 01-Individual Identifier and 04-Date of Program Participation must contain valid values for an individual to be reported in the Total Participant count on the 9002 A report.

Number	Field Name	Field Description	Data Type/Format
16	Recently Separated Veteran (3 yrs)	<p>A recently separated veteran is a Title 38 eligible veteran whose date of discharge or release from active U.S. military, naval, or air service is within the 36 months prior to participation. Recently Separated Veterans are deemed to be Eligible Veterans (code 2 in Eligible Veteran Status field) regardless of days served.</p> <p>Record 1 if the individual meets the conditions described above.</p> <p>Record 2 if the individual does not meet the conditions described above.</p> <p>NOTE: This definition of recently separated veteran is different than the one specified in the Workforce Investment Act statute, which considers whether the individual applied for participation under WIA Title I programs within 48 months after discharge or release from active duty.</p>	1 = Yes; 2 = No
17	Homeless Veteran	<p>An individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable, and who lacks a fixed, regular, and adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.</p> <p>Record 1 if the individual meets the conditions described above.</p> <p>Record 2 if the individual does not meet the conditions described above.</p>	1 = Yes; 2 = No
18	Transitioning Service Member	<p>A Transitioning Service Member is defined as a service member in active duty status (including separation leave) who participates in employment services and is within 24 months of retirement or 12 months of separation.</p>	1 = Yes; 2 = No

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Number	Field Name	Field Description	Data Type/Format
19	Employment Status at Participation	<p>Record 1 if the participant is a person who either (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.</p> <p>Record 2 if the participant is a person who, although employed, either (a) has received notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a Transitioning Service Member.</p> <p>Record 3 if the individual does not meet any one of the conditions described above.</p>	<p>1 = Employed; 2 = Employed, but Received Notice of Termination of Employment or Military Separation; 3 = Not Employed</p>
20	Highest School Grade Completed	<p>Use the appropriate code to record the highest school grade completed by the individual.</p> <p>Record 87 if the individual completes the 12th grade and attained a high school diploma.</p> <p>Record 88 if the individual completes the 12th grade and attained a GED or equivalent.</p> <p>Record 89 if the individual with a disability receives a certificate of attendance/completion.</p> <p>Record 90 if the individual attained other post-secondary degree or certification.</p> <p>Record 91 if the individual attained an associates diploma or degree (AA/AS).</p>	<p>00 = No school grades completed 01 - 12 = Number of elementary/secondary school grades completed 13 - 15 = Number of college, or full-time technical or vocational school years completed 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree 87 = Attained High School Diploma 88 = Attained GED or Equivalent 89 = Attained Certificate of Attendance Completion 90 = Attained Other Post-Secondary Degree or Certification 91 = Attained Associates Diploma or Degree</p>

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Number	Field Name	Field Description	Data Type/Format
21	School Status at Participation	<p>Record 1 if the individual has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school.</p> <p>Record 2 if the individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time.</p> <p>Record 3 if the individual has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school.</p> <p>Record 4 if the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p>Record 5 if the individual is not attending any school and has either graduated from high school or holds a GED.</p> <p>If the individual does not self-identify school status at participation, leave "blank" or Record 0.</p>	<p>1 = In-school, H.S. or less 2 = In-school, Alternative School 3 = In-school, Post-H.S. 4 = Not attending school; H.S. Dropout 5 = Not attending school; H.S. graduate</p>
22	UC Eligible Status	<p>Record 1 if the individual is a person who (a) filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system.</p> <p>Record 2 if the individual is a person who meets condition (a) described above, but was not referred to service through the state's WPRS system.</p> <p>Record 3 if the individual has exhausted all UC benefit rights for which he/she has been determined monetarily eligible, including extended supplemental benefit rights.</p> <p>Record 4 if the individual was neither an UC Claimant nor an Exhaustee.</p>	<p>1 = Claimant Referred by WPRS 2 = Claimant Not Referred by WPRS 3 = Exhaustee 4 = Neither Claimant nor Exhaustee</p>

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Number	Field Name	Field Description	Data Type/Format
23	MSFW	<p>Seasonal Farm Worker - Persons who during the preceding 12 months worked at least an aggregate of 25 or more days or parts of days in which some work was performed in farm work, earned at least half of their earned income from farm work, and were not employed in farm work year round by the same employer. For purposes of this definition only, a farm labor contractor is not considered an employer. Non-migrant individuals who are full-time students are excluded.</p> <p>Migrant Farm Worker - Seasonal farm workers who have to travel to do the farm work so that they were unable to return to their permanent residence within the same day. Full-time students traveling in organized groups, rather than with their families, are excluded.</p> <p>Migrant Food Processor - Persons who during the preceding 12 months worked at least an aggregate of 25 or more days or parts of days in which some work was performed in food processing, who earned at least half of his earned income from processing work, and were not employed in food processing year round by the same employer. Migrant food processing workers who are full-time students, but who travel in organized groups rather than with their families, are excluded. Record 1 if the individual meets any conditions described above. Record 2 if the individual does not meet any conditions described above. If the individual does not self-identify as a MSFW, leave "blank" or record 0.</p>	1 = Yes; 2 = No
24	Interstate	<p>Interstate job seekers that are the result of ES activities in the placement process involving joint action of local offices in different states in distributing job order information and referring and placing of qualified registered job seekers. This includes agricultural placement activity. This should be reported by the job seeker holding state. Record 1 if the individual meets the conditions described above.</p>	1 = Yes
25	Date of Actual Qualifying Dislocation	<p>Record the date of separation or dislocation from employment. This date is the last day of employment at the dislocation job. If there is no dislocation job (e.g. displaced homemaker), leave "blank."</p>	YYYYMMDD

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Number	Field Name	Field Description	Data Type/Format
26	Most Recent Date Received Staff Assisted Services	Indicate the most recent date a job seeker received staff-assisted services during the reporting period. Staff-assisted services include: (a) referral to a job, (b) placement in training, (c) reemployment services, (d) assessment services, including an assessment interview, testing, counseling, or employability planning, (e) case management, (f) career guidance, (g) job search activities, (h) federal bonding program, (i) job development contacts, (j) tax credit eligibility determination, (k) referral to other services, including skills training, educational services, and supportive services, or (l) any other service requiring significant expenditure of staff time. Application taking/registration and the use of self-service or facilitated self-help services are not included as staff-assisted services.	YYYYMMDD
27	Most Recent Date Received Staff Assisted Services (DVOP)	Indicate the most recent date a job seeker received staff-assisted services from DVOP staff during the reporting period. Staff-assisted services include: (a) referral to a job, (b) placement in training, (c) reemployment services, (d) assessment services, including an assessment interview, testing, counseling, or employability planning, (e) case management, (f) career guidance, (g) job search activities, (h) federal bonding program, (i) job development contacts, (j) tax credit eligibility determination, (k) referral to other services, including skills training, educational services, and supportive services, or (l) any other service requiring significant expenditure of staff time. Application taking/registration and the use of self-service or facilitated self-help services are not included as staff-assisted services.	YYYYMMDD

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Number	Field Name	Field Description	Data Type/Format
28	Most Recent Date Received Staff Assisted Services (LVER)	Indicate the most recent date a job seeker received staff-assisted services from LVER staff during the reporting period. Staff-assisted services include: (a) referral to a job, (b) placement in training, (c) reemployment services, (d) assessment services, including an assessment interview, testing, counseling, or employability planning, (e) case management, (f) career guidance, (g) job search activities, (h) federal bonding program, (i) job development contacts, (j) tax credit eligibility determination, (k) referral to other services, including skills training, educational services, and supportive services, or (l) any other service requiring significant expenditure of staff time. Application taking/registration and the use of self-service or facilitated self-help services are not included as staff-assisted services.	YYYYMMDD
29	Most Recent Date Received Intensive Services	Indicate the most recent date a job seeker received only staff-assisted intensive services (excluding case management) as described in WIA section 134(d)(3). Please note that states should not report provision of adult basic education and literacy activities as part of this specification. Receipt of staff-assisted intensive services also does not require prior participation in "core services."	YYYYMMDD
30	Most Recent Date Received Intensive Services (DVOP)	Indicate the most recent date a job seeker received only staff-assisted intensive services (excluding case management) as described in WIA section 134(d)(3) from a DVOP staff person. Please note that states should not report provision of adult basic education and literacy activities as part of this specification. Receipt of staff-assisted intensive services also does not require prior participation in "core services."	YYYYMMDD
31	Most Recent Date Received Intensive Services (LVER)	Indicate the most recent date a job seeker received only staff-assisted intensive services (excluding case management) as described in WIA section 134(d)(3) from a LVER staff person. Please note that states should not report provision of adult basic education and literacy activities as part of this specification. Receipt of staff-assisted intensive services also does not require prior participation in "core services."	YYYYMMDD

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Number	Field Name	Field Description	Data Type/Format
32	Most Recent Date Received Career Guidance	Indicate the most recent date a job seeker received services which include the provision of information, materials, suggestions, or advice which are intended to assist the job seeker in making occupation or career decisions.	YYYYMMDD
33	Most Recent Date Received Career Guidance (DVOP)	Indicate the most recent date that a job seeker received services which include the provision of information, materials, suggestions, or advice by DVOP staff which are intended to assist the job seeker in making occupation or career decisions.	YYYYMMDD
34	Most Recent Date Received Career Guidance (LVER)	Indicate the most recent date that a job seeker received services which include the provision of information, materials, suggestions, or advice by LVER staff which are intended to assist the job seeker in making occupation or career decisions.	YYYYMMDD
35	Most Recent Date Received Self-Service Workforce Information Services	Indicate the most recent date that a job seeker received self-service workforce information services including information on state and local labor market conditions; industries, occupations and characteristics of the workforce; area business identified skills needs; employer wage and benefit trends; short and long term industry and occupational projections; worker supply and demand; and job vacancies survey results. Workforce information also includes local employment dynamics information such as workforce availability; business turnover rates; job creation; and job identification of high growth and high demand industries.	YYYYMMDD
36	Most Recent Date Received Staff Assisted Workforce Information Services	Indicate the most recent date that a job seeker received staff assisted workforce information services including information on state and local labor market conditions; industries, occupations and characteristics of the workforce; and business identified skills needs; employer wage and benefit trends; short and long term industry and occupational projections; worker supply and demand; and job vacancies survey results. Workforce information also includes local employment dynamics information such as workforce availability; business turnover rates; job creation; and job identification of high growth and high demand industries.	YYYYMMDD

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Number	Field Name	Field Description	Data Type/Format
37	Most Recent Date Attended TAP Employment Workshop (DVOP)	Indicate the most recent date that a job seeker attended a TAP employment workshop facilitated by DVOP or DVOP funded contractor staff.	YYYYMMDD
38	Most Recent Date Attended TAP Employment Workshop (LVER)	Indicate the most recent date that a job seeker attended a TAP employment workshop facilitated by LVER or LVER funded contractor staff.	YYYYMMDD
39	Most Recent Date Received Job Search Activities	<p>Indicate the most recent date that a job seeker was provided services which are designed to help the job seeker plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan.</p> <p>"Resume Assistance" - Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same.</p> <p>"Job Search Workshops" - An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development.</p> <p>"Job Finding Clubs" - have all the elements of the ES Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs.</p> <p>"Job Search Planning" - Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.</p> <p>NOTE: a) Provision of workforce information services is not included in this definition, since it will be reported separately using data elements 35-36. b) Attendance at Transition Assistance Program (TAP) employment workshop is not included in this definition, since it will be reported separately using data elements 37-38.</p>	YYYYMMDD

