

TEIN 41-93 Change 2 Attachment

WORKER ADJUSTMENT ANNUAL SUBSTATE AREA REPORT (WASAR)  
REPORTING INSTRUCTIONS

1. Purpose. The WASAR (ETA 9046) displays Program Year (PY) selected data separately for each JTPA Title III Substate Area (SSA). This information includes the local levels of participants and the availability and expenditures of available program funds during that year. (Data captured on this report is conceptually related to Program Year information reported for participants and terminees in Section III of the WFFR.)

2. General Instructions. Annually, the Governor will submit for the State a Title III WASAR listing the number of participants and the availability and expenditures of Title III funds by SSA. States may determine whether the report is submitted on the WASAR form or as a computer printout, with data, including signature and title, date signed and telephone number, arrayed as indicated on the sample format.

If the data change after initial submittal, revised copies of the report should be submitted to DOL as soon as possible according to the required reporting procedures. (Submittal of a revised WFFR for a quarter ending 6/30 reflecting changes in availability, expenditures or participants usually will require submittal of a revised WASAR(s) for the same Program Year.)

SPECIAL NOTE: For WASAR purposes, Title III shall refer to SSA programs operated with funds allocated by the Governor under Sections 302(c)(1)(E), 302(c)(2) and 302(d) of the Act. For PY 1996 and PY 1997 funds, available and expended funds should reflect the net effect of any transfers of funds between Titles III and II-A.

On the WASAR, exclude availability/expenditure data for:

Secretary's National Reserve - Section 302(a)(2)  
Governor's Reserve - Section 302(c)(1)(A-D)

Financial entries will be rounded to the nearest whole dollar.  
Negative entries are not acceptable.

The reporting period begins on the starting date of each JTPA Program Year, as specified in Section 161 of the Act. Reports are submitted to the appropriate DOL Regional Office no later than 45 days after the end of each Program Year.

3. Facsimile of Form. See following page.

4. Instructions for Completing the WASAR.

a. State Name and Address

Enter the name and address of the designated State recipient.

b. Report Period

Enter in "From" the beginning date of the designated JTPA Program Year and enter in "To" the ending date of that Program Year.

c. Signature and Title (at bottom of form)

The authorized official signs here and enters his/her title.

d. Date Signed

Enter the date the report was signed by the authorized official.

e. Telephone Number

Enter the area code and telephone number of the authorized official.

COLUMN HEADINGS AND INSTRUCTIONS

Column (A) - ETA Code

Enter, by line, the 5-digit identification code for EACH SSA, as assigned by the Employment and Training Administration (ETA).

Column (B) - SSA Name

Enter the name, as provided to ETA, for EACH SSA, (as space permits) for additional identification.

Column (C) - SSA Participants

Enter the total number of participants in the SSA who were receiving retraining or other services (except postprogram services and follow-up services) funded under Title III at any time during the reporting period, including both those on board at the beginning of the designated Program Year and those who have entered during the Program Year.

"Participant" means an individual who has been determined to be eligible to participate in and who is receiving retraining or other services (except postprogram services and follow-up services) under a program authorized by Title III of the JTPA. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving services provided under the Act.

If individuals receive concurrent retraining and/or other services funded under more than one sub-title/program, they are to be considered participants in both sub-titles/programs.

Column (D) - SSA Availability

Enter the total amount of all Federal funds available in EACH SSA for Title III activities during this Program Year. Include (i) funds allocated for this Program Year; (ii) unexpended funds from prior Program Years' allocations carried in to this Program Year; and (iii) any reallocation that increased or decreased the amount of Title III funds available for expenditure through the end of the Program Year.

NOTE: For reporting purposes, Title III funds include monies allocated to the SSA by the Governor and the net effect of any intertitle transfers. (Refer to the definition in the Special Note in the General Instructions, above.)

Column (E) - SSA Expenditures

Enter for EACH SSA the total accrued expenditures during this Program Year of all Title III funds available as entered in Column (D) for that SSA (see above).

NOTE: The entry for Column (E) must not exceed the entry for Column (D) for that SSA.