

TEGL 21-19, change 13 can be found at <https://www.dol.gov/agencies/eta/advisories/tegl-23-19-change-3> and should be referenced for complete guidance on documentation sources.

Types of Source Documentation

The validation guidelines provide multiple forms of acceptable source documentation. Source documentation must match the reported data. If multiple sources conflict, the most authoritative source should be used to determine if the data element is valid and accurate.

These source documentation types include:

1. **Cross-Match:** A cross-match requires grantees to identify detailed evidence that confirms the data element in a secondary database. Grantees must also confirm supporting information, such as dates of participation and services rendered. Grantees must have data sharing agreements in place as appropriate. Upon request, results must be available to federal auditors.
2. **Self-Attestation:** Self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. The Department broadly interprets what is considered an electronic/digital signature. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response, are considered an electronic signature or verification; it must be participant-generated and traceable to the participant. Grantees must retain documentation of self attestations provided by participants. Grantees should use other forms of source documentation when possible.
3. **Case Notes:** Case notes refer to either paper or electronic statements by the case manager or program staff that identify, at a minimum, the following: (a) a participant's situation status related to a specific data element, (b) the date on which the information was obtained, and (c) the name of the case manager or program staff who obtained the information.
4. **Electronic Records** (any information that is recorded in a form that only a computer can process and that satisfies the definition of a Federal record under the Federal Records Act. The term includes both record content and associated metadata that the agency determines is required to meet agency business needs.), which may include:
 - a. **Participant Source Documents:** Participant source documents maintained in the grantee's management information system (MIS) or other official record keeping system.
 - b. **Grantee Participant Service Record:** Grantee participant information generated and maintained by the grantee regarding the specific services received by a participant. The information may be generated and maintained through the grantee's MIS or other official recordkeeping system but must accurately reflect the data being recorded. System features such as a checkbox, radio button, or date field must corroborate participant information, services, or other elements recorded.

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Date of Birth (WIOA)	X	X	X	X	• Driver's License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, Local or Tribal Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible • Cross-Match with State Agency Records • Justice System Records • Selective Service Registration • Signed Letter from a parent or guardian • Medical Records
Individual with a Disability (WIOA)	X	X	X	X	• School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) record • Self-Attestation
Eligible Veteran or Other Eligible Person	X	X	X		Source documentation beyond Self-Attestation for this element is only required at the point in which a decision is made to enroll a covered person over a non-covered person and commit financial resources, which does not include staff time. (Per TEGL 10-09, Section 9.) • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • A Letter from the Veterans' Administration • NGB- 22 documenting Title 10 federal active duty service • Self-Attestation
UC Eligible Status	X	X	X		• Cross-Match with State UI Database • Cross-Match with State MIS Database • Referral Transmittal by RESEA or WPRS • Self-Attestation for Code Values 3 and 4 only

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Long-Term Unemployed at Program Entry (WIOA)	X	X	X		• Public Assistance Records • Refugee Assistance Records • Cross-Match with Public Assistance Database • Cross-Match with UI Database • Self-Attestation
School Status at Program Entry	X	X	X	X	• Applicable records from education
Date of Actual Dislocation	X	X	X		• Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database
Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10	X				• Cross-Match with Public Assistance Records • Cross-Match with State MIS Database • Employment Records • Case notes • Self-Attestation
Temporary Assistance to Needy Families (TANF)	X	X	X		• TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records
Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (WIOA)	X	X	X		• TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records
Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	X	X	X		• SSI/SSDI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI/SSDI Eligibility Verification • Cross-Match with SSA Database
Supplemental Nutrition Assistance Program (SNAP)	X	X	X		• SNAP Eligibility Verification • Documentation of SNAP Benefit Receipt • Referral Transmittal from SNAP • Cross-Match
Other Public Assistance Recipient		X	X		• Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Medical Card Showing Cash Grant Status • Public Assistance Eligibility Verification • Cross-Match

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Pregnant or Parenting Youth				X	• Needs Assessment • WIC Eligibility Verification • TANF Single Parent Eligibility Verification • Intake Application or Enrollment Form • Individual Service Strategy • Case notes • Self-Attestation
Youth Who Needs Additional Assistance				X	See State policy on definition: • Intake Application or Enrollment Form • Case notes • Needs Assessment • Individual Service Strategy • Self-Attestation
Foster Care Youth Status at Program Entry (WIOA)	X	X	X	X	• Written Confirmation from Social Services Agency • Case notes • Foster Care Agency Referral Transmittal • Intake Application or Enrollment Form • Needs Assessment • Individual Service Strategy • Self-Attestation
Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry (WIOA)	X	X	X	X	• Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case notes • Individual Service Strategy • A letter from caseworker or support provider • Self-Attestation
Ex-Offender Status at Program Entry (WIOA)	X	X	X	X	• Documentation from the Juvenile or Adult Criminal Justice System • Written Statement or Referral Document from a Court or Probation Officer • Referral Transmittal from a Reintegration Agency • Intake Application or Enrollment Form • Case notes • Needs Assessment • Individual Service Strategy • Federal Bonding Program Application • Self-Attestation

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Low Income Status at Program Entry (WIOA)	X	X	X	X	• Award Letter From Veteran’s Administration • Bank Statements • Pay Stubs • Compensation Award Letter • Court Award Letter • Pension Statement • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with UI Wage Records
English Language Learner at Program Entry (WIOA)	X	X	X	X	• Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Intake Application or Enrollment Form • Individual Service Strategy • Case notes • Self-Attestation
Basic Skills Deficient/Low Levels of Literacy at Program Entry	X	X	X	X	• Assessment Test Results • Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) • Case notes
Single Parent at Program Entry (WIOA)	X	X	X	X	• Needs Assessment • TANF Single Parent Eligibility Verification • Intake Application or Enrollment Form • Individual Service Strategy or Employment Plan • Case notes

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Displaced Homemaker at Program Entry (WIOA)	X	X	X		• Intake Application or Enrollment Form • Cross-Match with Public Assistance Records • Copy of Spouse's Layoff Notice • Copy of Spouse's Death Record • Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) • Copy of Divorce Records • Copy of Applicable Court Records • Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) • Needs Assessment • Individual Employment Plan • Self-Attestation
Migrant and Seasonal Farmworker Status	X	X	X		• Cross-Match with Public Assistance Records • NFJP Eligibility Documents used to determine low-income status • Employer Contract/Letter • Program application • Cross-Match with State MIS Database • Cross-Match with H-1B Records • Case notes • Self-Attestation
Date of Program Entry (WIOA)	X	X	X	X	• Individual Plan for Employment • Electronic Records • Program intake documents, such as eligibility determination documentation or program enrollment forms
Date of Program Exit (WIOA)	X	X	X	X	• A copy of the letter sent to the individual indicating that the case was closed • WIOA status/exit forms • Electronic Records • Attendance records • Review of service records identifying the last qualifying service (and lack of a planned gap)

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Date of First WIOA Youth Service				X	• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • Individual Service Strategy
Recipient of Incumbent Worker Training	X	X	X		• Signed Incumbent Worker Training agreement • Cross-Match • Case notes
Rapid Response	X		X		• Cross-Match • Case notes • Rapid Response List • Self-Attestation
Other Reasons for Exit (WIOA)	X	X	X	X	• Information from partner services • WIOA or program status/exit forms • Electronic Records • Withdrawal form with explanation • Information from institution or facility • Case notes
Date of First Basic Career Service (Staff-Assisted)	X	X	X		• Case notes • Cross-Match • Electronic Records
Most Recent Date Received Basic Career Services (Self-Service/Information-Only)	X	X	X		• Case notes • Cross-Match • Electronic Records
Most Recent Date Received Basic Career Services (Staff-Assisted)	X	X	X		• Case notes • Cross-Match • Electronic Records
Date of Most Recent Career Service (WIOA)	X	X	X		• Case notes • Cross-Match • Electronic Records
Most Recent Date Received Staff-Assisted Services (DVOP specialist)	X	X	X		• Case notes • Cross-Match • Electronic Records

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program	X	X	X		• Case notes • Cross-Match • Electronic Records
Date of Most Recent Reportable Individual Contact	X	X	X		• Case notes • Cross-Match • Electronic Records
Most Recent Date Received Staff-Assisted Career Guidance Services	X				• Case notes • Cross-Match • Electronic Records
Most Recent Date Received Staff-Assisted Job Search Activities	X				• Case notes • Cross-Match • Electronic Records
Most Recent Date Referred to Employment	X				• Case notes • Cross-Match • Electronic Records
Most Recent Date Referred to Federal Training	X				• Case notes • Cross-Match • Electronic Records
Most Recent Date Received Unemployment Insurance (UI) Claim Assistance	X				• Case notes • Cross-Match • Electronic Records
Most Recent Date Referred to Other Federal/State Assistance	X				• Case notes • Cross-Match • Electronic Records
Date of First Individualized Career Service	X	X	X		• Case notes • Cross-Match • Electronic Records
Most Recent Date Received Individualized Career Service	X	X	X		• Case notes • Cross-Match • Electronic Records
Date Individual Employment Plan Created	X	X	X		• Cross-Match • Case notes • Individual Employment Plan or Individual Service Strategy • Electronic Records
Type of Work Experience	X	X	X	X	• Case notes

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Date Received Financial Literacy Services	X	X	X	X	• Activity sheets
Transitional Jobs		X	X		• Electronic Records • Case notes • Signed Transitional Job Agreement
Received Training (WIOA)	X	X	X	X	• Cross-Match • Vendor/Training Provider Records • Signed Training Contract • Individual Training Account • Electronic Records
Eligible Training Provider ID # - Training Service #1 (WIOA)		X	X		• Vendor Training Records • Receipts • Cross-Match
Date Entered Training #1		X	X	X	• Individual Training Account
Type of Training Service #1 (WIOA)		X	X	X	• Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records
Occupational Skills Training Code #1		X	X	X	• Cross-Match
Training Completed #1		X	X	X	• Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record • Individual Training Account
Date Completed, or Withdrew from, Training #1		X	X	X	• Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Record

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Date Entered Training #2		X	X	X	• Individual Training Account • Vendor Training Records • Electronic Record • Attendance Sheets or Records • Case notes
Type of Training Service #2 (WIOA)		X	X	X	• Copy of enrollment record • Case notes • Cross-Match between dates of service and vendor training information • Vendor training documentation
Occupational Skills Training Code #2		X	X		• Cross-Match
Training Completed #2		X	X	X	• Cross-Match
Date Completed, or Withdrew from, Training #2		X	X	X	• Cross-Match
Date Entered Training #3		X	X	X	• Individual Training Account • Vendor Training Records • Electronic Record • Attendance Sheets or Records • Case notes
Type of Training Service #3 (WIOA)		X	X	X	• Copy of enrollment record • Case notes • Cross-Match between dates of service
Occupational Skills Training Code #3		X	X		• Cross-Match • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • Individual Training Account
Training Completed #3		X	X	X	• Cross-Match
Date Completed, or Withdrew from, Training #3		X	X	X	• Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case notes • Electronic Records • Individual Training Account
Established Individual Training Account (ITA)		X	X		• Cross-Match • Case notes • Individual Training Account Approval, Allocation or Activation Records

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Participated in Postsecondary Education During Program Participation (WIOA)		X	X	X	• Data match with postsecondary data system • Copy of enrollment record • Case notes • School records or verification of enrollment • Transcript or report card
Enrolled in Secondary Education Program (WIOA)		X	X	X	• Copy of enrollment record • Case notes • School records or verification of enrollment • Transcript or report card • Data match to State K-12 data system
Most Recent Date Received Educational Achievement Services				X	• Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • Cross-Match
Most Recent Date Received Alternative Secondary School Services				X	• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes
Most Recent Date Received Work Experience Opportunities				X	• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes
Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (WIOA)		X	X	X	• Case notes • School records or verification of enrollment • Transcript or report card • Cross-Match • Post-Exit survey from program participants

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Most Recent Date Received Education Offered Concurrently with Workforce Preparation				X	• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes
Most Recent Date Received Leadership Development Opportunities				X	• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes
Most Recent Date Received Supportive Services		X	X	X	• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes
Most Recent Date Received Adult Mentoring Services				X	• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes
Most Recent Date Received Comprehensive Guidance/ Counseling Services				X	• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Most Recent Date Received Youth Follow-up Services				X	• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes
Most Recent Date Youth Received Entrepreneurial Skills Training				X	• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes
Most Recent Date Youth Received Services that provide labor market information and employment information				X	• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes
Most Recent Date Youth Received Postsecondary transition and preparatory activities				X	• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes
Received Needs-Related Payments		X	X		• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes
Employed in 1st Quarter After Exit Quarter	X	X	X	X	• UI wage data match/administrative

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Type of Employment Match 1st Quarter After Exit Quarter (WIOA)	X	X	X	X	Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
Employed in 2nd Quarter After Exit Quarter (WIOA)	X	X	X	X	•UI wage data match/administrative wage match, such as the National Directory of New Hires •Post-Exit suvey (self-reported) from program participants •Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) •Signed letter or other information from employer on company letterhead attesting to an individual's employment status and earnings •Self-employment worksheets signed and attested to by program participants •Detailed case notes verified by employer and program staff.

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)	X	X	X	X	Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual’s employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
Employed in 3rd Quarter After Exit Quarter (WIOA)	X	X	X	X	• UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and program staff.

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)	X	X	X	X	Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
Employed in 4th Quarter After Exit Quarter	X	X	X	X	• UI wage data match/administrative

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Type of Employment Match 4th Quarter After Exit Quarter (WIOA)	X	X	X	X	Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
Employment Related to Training (2nd Quarter After Exit) (WIOA)	X	X	X	X	• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record
Occupational Code	X	X	X		• UI Wage Records
Entered Non-Traditional Employment		X	X		• UI Wage Records
Occupational Code of Employment 2nd Quarter After Exit Quarter (If available)	X	X	X		• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Occupational Code of Employment 4th Quarter After Exit Quarter (If available)	X	X	X		• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes
Industry Code of Employment 1st Quarter After Exit Quarter	X	X	X		• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes
Industry Code of Employment 2nd Quarter After Exit Quarter	X	X	X		• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes
Industry Code of Employment 3rd Quarter After Exit Quarter	X	X	X		• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes
Industry Code of Employment 4th Quarter After Exit Quarter	X	X	X		• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)	X	X	X	X	Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and program staff.
Earnings 3rd Quarter Prior to Participation Quarter	X	X	X		Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and program staff.
Earnings 2nd Quarter Prior to Participation Quarter	X	X	X		Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and program staff.

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Earnings 1st Quarter Prior to Participation Quarter	X	X	X		Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and program staff.
Earnings 1st Quarter After Exit Quarter (WIOA)	X	X	X		Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and program staff.
Earnings 2nd Quarter After Exit Quarter (WIOA)	X	X	X	X	• UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information from employer on company letterhead attesting to an individual’s employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and program staff.
Earnings 3rd Quarter After Exit Quarter	X	X	X		Consistent with TEGL 26-16, Change 1:

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Earnings 4th Quarter After Exit Quarter (WIOA)	X	X	X		Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by employer and program staff.
Type of Recognized Credential (WIOA)	X	X	X	X	• Cross-Match • Copy of credential • Copy of school record • Post-Exit survey from program participants • Case notes documenting information obtained from education or training provider
Date Attained Recognized Credential (WIOA)	X	X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider
Type of Recognized Credential #2 (WIOA)		X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider
Date Attained Recognized Credential #2 (WIOA)		X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider
Type of Recognized Credential #3 (WIOA)		X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Date Attained Recognized Credential #3 (WIOA)		X	X	X	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider
Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (WIOA)		X	X	X	• Pre- and post-test results measuring EFL gain • Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units • Postsecondary education or training enrollment determined through data match, survey documentation, or program notes • Pre- and post-test results measuring EFL gain • Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units • Postsecondary education or training enrollment determined through data match, survey documentation, or program notes • Test results of a passing subtest on a State-recognized high school equivalency examination.
Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (WIOA)		X	X	X	• Transcript • Report Card
Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)		X	X	X	• Transcript • Report Card
Date of Most Recent Measurable Skill Gains: Training Milestone (WIOA)		X	X	X	• Documentation of a skill gained through OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider documenting a skill gain • Progress report from employer documenting a skill gain
Date of Most Recent Measurable Skill Gains: Skills Progression (WIOA)		X	X	X	• Results of knowledge-based exam or certification of completion • Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam
Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)		X	X	X	• Case notes • School records or verification of enrollment • Transcript or report card • Cross-Match

Data Element Name	Wagner Peyser	WIOA Adults	WIOA DW	WIOA Youth	Source
Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)		X	X	X	• Cross-Match • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Records from Education Institution (recognized equivalency certificate, transcripts, report card, enrollment record or other school documentation) • Signed File Documentation with Information Obtained from Education or Training Provider • Case notes • Self-Attestation
Youth 2nd Quarter Placement (Title I) (WIOA)				X	• Cross-Match • Copy of registration record • Case notes • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation
Youth 4th Quarter Placement (Title I) (WIOA)				X	• Cross-Match • Copy of registration record • Case notes • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation