

Attachment B

Monthly Reporting Requirements for the WIA Youth Recovery Act Services

State grantees will begin reporting on a monthly basis on current activities for the WIA Youth Recovery Act services for the month of June, with the first supplemental report due on July 15. The definitions and specifications for the data elements included in the form (included below) are based on the current WIA performance reporting system. The reporting requirements strive to keep the additional reporting burden for the state and local level to a minimum, while ensuring that states report sufficient information that shows stakeholders the impact of the Recovery Act.

Description of Performance Indicators

1) Work Readiness Attainment Rate

- Defined as the percentage of participants in summer employment who attain a Work Readiness Skill Goal
- Numerator, denominator, and rate are reported
- Participants have until the end of their summer work experience to attain the goal. (All applicable participants should be reported in this measure in the report ending September 30.)
- When setting work readiness goals, Local Workforce Investment Areas (LWIAs) should follow the definition for a work readiness skill goal as specified in TEGL 17-05, Attachment B Definition of Key Terms found at http://wdr.doleta.gov/directives/attach/TEGL17-05_AttachB.pdf. The key part of the definition is the need for LWIAs to determine whether a youth has achieved a measureable increase in work readiness skills. States and/or local areas should establish a methodology for determining work readiness skills upon beginning and completing the summer experience in order to determine whether a measurable increase has occurred. Although LWIAs are not required to use a specific assessment instrument to determine pre- and post-work readiness skills, LWIAs can choose from a variety of assessment tools including worksite supervisor evaluations, work readiness skill checklists administered by program staff, portfolio assessments, and any other relevant forms of assessing work readiness skills.
- The same instrument(s) must be utilized for post-testing that is used for pre-testing.

2) Summer Employment Completion Rate

- The rate is the number of youth who complete their summer employment activity (numerator) divided by the number of youth who participate in summer employment (denominator).
- Summer employment work experiences should have predetermined start and end dates. (For example, many programs run six or eight week summer employment opportunities.) This indicator is intended to measure the percentage of participants who complete their entire summer work experience without dropping out prior to the planned end date.

Additional Clarification on Reporting

Who should be included on the monthly supplemental Recovery Act reports, and who should be included on the regular WIA Youth reports (WIASRD, annual report, and quarterly report)?

- All youth served with any Recovery Act funds are to be reported on the supplemental, monthly report.
- Any youth who is served by both Recovery Act funds and regular WIA Youth funds is required to be reported in the supplemental monthly report and in the regular WIA Youth reports (WIASRD, annual report, quarterly report).
- Any youth who is only served between May 1 and September 30 (the “summer” period) and participates in summer employment only should only be included on the supplemental monthly report.
- Youth, aged 22 to 24 years old, are an exception. Please see explanation below.

Which performance measures are required for youth in Recovery-Act funded activities and non-Recovery-Act funded activities?

- If youth are only served between May 1 and September 30 (the “summer” period) and participate in summer employment, the only performance indicator required for these youth is the work readiness indicator. These youth would not be reported in the regular WIA Youth reports (WIASRD, quarterly, or annual reports) regardless of service mix.
- If a youth served with Recovery Act funds does not participate in summer employment or is served before May 1 or beyond September 30, he/she would also be included in the regular WIA reports (WIASRD, annual report, quarterly report) and be subject to the full set of WIA Youth measures or youth common measures for those states that have a waiver to report common performance measure outcomes only.
- States may apply for a waiver that would allow states to use the work readiness indicator as the only indicator of performance for 18 to 24 years old youth who participate in a work experience only beyond the summer months.

How should states report on youth, aged 22 to 24 years old, who fall outside the age eligibility for the regular WIA Youth eligibility?

- Since youth, aged 22 to 24 years old, fall outside the age eligibility for the regular WIA Youth eligibility, they should not be included in the regular WIA Youth reports regardless of service mix or the timeframe in which they receive services. ETA encourages states and/or local areas who serve 22 to 24 years old youth beyond the summer period to co-enroll them in a WIA Adult and/or Dislocated Worker program when appropriate. If such youth are co-enrolled in the WIA Adult Program, they would be reported through the WIA Adult performance measures. If such youth are co-enrolled in the WIA Dislocated Worker program, they would be reported through the WIA Dislocated Worker performance measures.

What is the definition of “summer employment” for reporting purposes?

- As defined in TEGL 14-08, “summer employment” may include any set of allowable WIA Youth services that occur during the above referenced summer months as long as it includes a work experience component.

What is the definition of “work experience” for reporting purposes?

- Work experience is defined under WIA regulations at 20 CFR 664.460.



**YOUTH SERVED WITH WIA RECOVERY ACT RESOURCES
MONTHLY REPORT**



ETA Form: ETA-9149
Report Due Date: mm/dd/yyyy
Report Month End Date: mm/dd/yyyy

OMB No. 1205-0474
Expires: 11/30/2009

State: _____

Performance Items		Current Month (A)		Previous Month (B)		Program-to-Date (C)	
A. PARTICIPANT SUMMARY INFORMATION							
1. Total number of <u>new</u> participants served							
2. Total number of participants served							
Gender	3a. Male						
	3b. Female						
4. Ethnicity: Hispanic/Latino							
Race	5a. American Indian or Alaska Native						
	5b. Asian						
	5c. Black or African-American						
	5d. Hawaiian Native or Other Pacific Islander						
	5e. White						
Education Level	6a. 8th grade and under						
	6b. 9th grade - 12th grade						
	6c. High School graduate or equivalent						
	6d. 1 - 3 years of college, or full-time technical or vocational school						
	6e. 4 years college or more						
School Status	7a. In-school youth						
	7b. Out-of-school youth						
Age	8a. 14 - 18						
	8b. 19 - 21						
	8c. 22 - 24						
9. Individuals with disabilities							
10. Eligible Veterans							
11. Number of participants placed in summer employment							
12. Number of participants placed in work experiences outside of the summer months							
13. Number of participants served receiving educational achievement services							
14. Number of participants receiving employment services							
15. Number of participants receiving additional support services for youth							
16. Number of participants receiving leadership development opportunities							
17. Number of participants receiving follow up services							
18. Number of summer employment participants enrolled in services beyond summer employment							
Performance Items		Current Month (A)		Previous Month (B)		Program-to-Date (C)	
		Value	Numerator Denominator	Value	Numerator Denominator	Value	Numerator Denominator
B. LEADING INDICATORS of PERFORMANCE							
1. Work readiness attainment rate							
2. Summer employment completion rate							
C. REPORT CERTIFICATION/ADDITIONAL COMMENTS							
Grantee Remarks:							
Name of Grantee Certifying Official:				Telephone Number:		Email:	

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