



# WIOA Data Validation Policy

Department: San Francisco Office of Economic & Workforce Development

Effective Date: November 14, 2024

Directive # WDD 24-02

Supersedes: N/A

## PURPOSE

This policy provides the guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) data validation requirements. This policy applies to OEWD recipients of WIOA Adult, Dislocated Worker, and Youth funds.

## BACKGROUND

WIOA requires core programs (including WIOA Adult, Dislocated Worker, and Youth) to have a data validation strategy in place, but provides recipients discretion to decide the specific design, implementation, and periodic evaluation of that strategy, so long as those strategies or procedures adhere to this guidance.

Data validation helps ensure the accuracy of quarterly and annual performance reports, safeguards data integrity, and promotes the timely resolution of data anomalies and inaccuracies. OEWD is establishing Data Validation processes for recipients of WIOA Adult, Dislocated Worker and Youth funds in order to:

- Verify that the participant and performance data reported by grant recipients are valid, accurate, reliable, and comparable across programs.
- Identify anomalies in the data and resolve issues that may cause inaccurate reporting.
- Outline source documentation required for common data elements; and
- Improve program performance accountability through the results of data validation efforts.

All of the data elements are captured in the OEWD application, and many require additional source documentation. These elements are source documentation are further described in this policy and documented in the appendix.

## POLICIES AND PROCEDURES

The following data validation policy outlines the required source documentation practices for WIOA Adult, Dislocated Worker and Youth grantees and describes the data validation review process that OEWD will implement to ensure source documentation and data entry is being



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done accurately. OEWD will ensure the accuracy and integrity of WIOA data by implementing the following Data Validation Review Process.

Requirements for source documentation are in the Source Documentation Matrix at the end of this document.

## Data Validation Review Process

Data validation review will take place annually, as part of Program Monitoring. Based on the size of the grantee's WIOA Award and the number of participants they are contracted to serve, monitors will identify between 10-15 WIOA participant records to validate. Monitors will review the WorkforceCentral case and confirm that data is being entered accurately and that there is allowable source documentation to confirm participant characteristics, services received, and outcome data. Monitors will also review the provider's roster, enrollment and outcomes reports, and monthly data reports. Monitors will randomly select participants who have been exited to review physical case files.

## Participant Eligibility and Characteristic Data

This section describes data validation for participant eligibility and participant characteristics data elements, including with special attention to self-attestation and case note requirements

### Program Eligibility

Participant eligibility data entered into WorkforceCentral should conform to the Office of Economic and Workforce Development Workforce Development Division [WIOA Title I Eligibility Verification Form](#).

In instances where self-attestation is an allowable form of documentation, the information should be documented in the signed OEWD Application, where the participant declares their status for eligibility to participate in the program and may declare other barriers to work. Self-attestation should be used as a last resort, and grantees should attempt to collect other recognized forms of documentation, when possible.



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In instances where case note is an allowable form of documentation, the information should be documented by the case manager in paper or electronic statements. Case note must provide a documented trail back to the source of information verified.

### Self-Attestation

Self-attestation occurs when a participant states their status for a particular data element on the OEWD application, and then signs and dates the OEWD application acknowledging this status. Self-attestation is not the primary method for gathering documentation to verify data elements. Self-attestation may be used when an item is unverifiable, or it is unreasonably difficult to obtain. The applicant's difficulty in obtaining documentation does not need to entail hardship or suffering to justify using attestation.

The key elements for self-attestation are as follows:

- The participant identifying their status for permitted elements.
- The participant signing and dating an OEWD application attesting to this self-identification. The OEWD application and signature can be on paper or in CalJOBS with a remote signature. For more information on the CalJOBS Remote Electronic Signature feature, please see the CalJOBS Remote Electronic Signature User Guide located in the Staff Online Resources section of CalJOBS.

### Case Note

Case note is not the primary method for gathering documentation to verify data elements. Case note may be used when an item is unverifiable, or it is unreasonably difficult to obtain. The applicant's difficulty in obtaining documentation does not need to entail hardship or suffering to justify using case note.



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Case note occurs when participant shares their status for a particular data element with their case manager, and the case manager dates and documents in a paper or electronic statement. The key elements for case note are as follows:

- The participant's status for a specific data element
- The date on which the information was obtained
- The case manager who obtained the information

## Other Participant Characteristics

The OEWD Application includes fields for all other required data elements related to participant characteristics. A complete, signed, copy of the OEWD Application should be on file and data within the application should align with the data entered in Workforce Central.

## Additional Eligibility Requirements

All participants must have the following signed documents on file to be eligible for services.

- Documentation of eligibility and participant characteristics (see acceptable forms of documentation on the [WIOA Title 1 Eligibility Form](#), [WIOA Youth Eligibility Checklist](#), and Source Documentation Matrix at the end of this document)
- Confirmation of completed intake forms (dependent on client type and funding source, as outlined below):
  - Signed OEWD Master Application - all clients
  - Signed Release of Information form - all clients
  - Signed Participant Rights and Responsibilities - all clients
  - WIOA Title 1 Eligibility Verification Form – WIOA Adult and Dislocated Workers only
  - Signed Individual Employment Plan - WIOA Adult and Dislocated Worker only (training only)



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- Signed Individual Service Plan - WIOA Youth/Young Adult only
- WIOA Youth Eligibility Checklist – WIOA Youth/Young Adult only

## Services and Training

This section describes the necessary data validation elements for services and training, including for supportive services, basic and individualized career services, training, and education.

### Supportive Services

If OEWD funds are utilized for supportive services, providers also need to follow [OEWD Supportive Services funds policy](#) (WDD20-32) in addition to the below guidance.

- Documentation of service delivery in case note:
  - Most recent date
  - Service Codes 185 (Adult/DW), 187 (Adult/DW), 188 (Adult/DW), 481 (Youth), 485 (Youth)
  - Documentation of services
- Accompanying Supportive Services Documentation:
  - Supportive Services Payments Determination/Certification Record
  - Case note, Receipts of purchase(s) and signed documentation when receiving reimbursement
  - If OEWD funds are utilized, providers need to follow [OEWD Supportive Services funds policy](#) (WDD20-32). If leveraging non-OEWD funds, make a case comment that the funds are not sourced from OEWD.

### Basic and Individualized Career Services



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- Documentation of service delivery in case note:
  - Most recent date
  - Service Codes 125 (Adult/DW), 205 (Adult/DW), 412 (Youth), 413 (Youth), 435 (Youth)
  - Documentation of services

## Training

- Documentation of service delivery in case note:
  - Date Entered Training
  - Type of Training Service
  - Occupational Skills Training Code
  - Training Completed
  - Date Completed Training
  - If withdrew from program, Data Withdrew from Training
- Accompanying Documentation for Specialized Training:
  - ITA Training: SFGW Training Scholarship Voucher signed by participant, ITA subcontractor's career advisor and administrator, OEWD staff, and training institution.

## Education

- Documentation of service delivery in case note **at enrollment**:
  - Enrolled in Postsecondary during program
  - Enrolled in Secondary Education program
  - Post exit enrollment date in program leading to postsecondary credential.
- Accompanying Education Documentation:
  - Self-Attestation (signed OEWD application)
  - School record; or
  - Transcript.



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## Outcomes and Follow-up

This section describes the necessary data validation elements for outcomes and follow-up, including for employment and earnings, measurable skills gains, credential attainment, and follow-up services.

### Employment and Earnings

- If client found employment upon exit, provide one of the following Employment Verification documents:
  - Paystub
  - Final Offer Letter from Employer (*non-conditional*)
  - OEWD Employment and Education Verification Form signed by employer or education institution
  - If all attempts to obtain employment verification have been exhausted, providers may use the Education and Employment Verification Waiver Form. (*Please note there is a maximum allotment of waivers allowed per program year.*)
- Case notes with employment and earning information 2<sup>nd</sup> and 4<sup>th</sup> quarter after exit

### Measurable Skill Gains

Guidance on obtaining Credential Attainment and Measurable Skills Gains performance outcomes are documented in [WDD 20-41 Credential Attainment and Measurable Skills Gains policy](#).

- Educational Functioning Level (EFL)
  - 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,



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- Survey documentation, or
- Program notes.
- Postsecondary Transcript:
  - Transcript or
  - Report Card.
- Secondary Transcript:
  - Transcript or
  - Report Card.
- Training Milestone:
  - Documentation of a skill gained through On-the-job Training or Registered Apprenticeship;
  - Contract and/or evaluation from employer or training provider documenting a skill gain;
  - Progress report from employer documenting a skill gain.
- Skills Progression:
  - 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.

## Credential Attainment

- Type of credential:
  - Copy of credential;
  - Copy of school record;
  - Signed follow-up survey from program participants;
  - Case notes documenting information obtained from education or training provider;





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- Industry recognized credential approval form
- If GED, confirm enrollment in post-secondary education or employment.
- Date of Attainment:
  - Copy of credential;
  - Copy of school record;
  - Signed follow-up survey from program participants;
  - Case notes documenting information obtained from education or training provider;
  - Industry recognized credential approval form

## Follow-up and Follow-up Services

- Documentation of follow-up services:
  - Quarterly check in notes
  - Employment and earning case notes 2<sup>nd</sup> and 4<sup>th</sup> quarter
  - Documentation discontinuation of follow up after 90 days (declines, refuses, moves out of state, meets exclusion criteria)

## **Findings and Follow-up**

For every data element requiring documentation, the monitor will provide a score of “pass,” “fail,” or “unable to validate.” Any field supported by appropriate documentation will receive a pass, whereas any data element not supported by the appropriate documentation will be scored as a “fail.” If a participant’s file is unable to be located or appropriate source documentation is missing, all applicable data elements will be listed as “unable to validate.” Additionally, if the source documentation is illegible, the data element will be listed as “unable to validate.” Data Elements that are marked as “fail” and “unable to validate” will be counted towards an overall Data Element Review Error rate.



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Technical assistance will be triggered for any program if the error rate is above 10.0% for the total program, or for a single data element. Total program error rate is the total number errors in the sample divided by the total number of elements validated as part of the sample. Single element error rate is the number single element errors divided by the number single elements reviewed in the sample.

OEWD will maintain records of data validation results and activities in accordance with federal regulations. This includes the retention of the following:

- Records from the monitoring visit, recording for each sample file, each data element identified as pass, fail, or unable to validate.
- A copy of the written feedback on provided to the program.
- Documentation of technical assistance provided.

## Maintaining records

Grantees should store and maintain participant records and documentation in accordance with OEWD's [WDD 23-28 Records Maintenance and Disposition Policy](#).

## ACTION

External: WIOA Adult, Dislocated Worker, and Youth recipients must ensure that the policies and procedures described herein are followed and that this Directive is appropriately maintained until further notice.

## INQUIRIES

Inquiries should be addressed to [workforce.development@sfgov.org](mailto:workforce.development@sfgov.org).

Acceptable sources for WIOA data elements are laid out in the OEWD WIOA Source Documentation Matrix.



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## REFERENCES

- [Workforce Innovation and Opportunity Act \(WIOA\) \(Public Law 113-128\)](#) Section 116(d)(5), Section 185(a)(3)(c), and Section 188
- [Title 2 Code of Federal Regulations \(CFR\) Part 200](#): Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), Section 200.334.
- [Title 29 CFR Part 97](#): Retention and Access Requirements for Records (Uniform Guidance), Section 97.42
- [Training and Employment Guidance Letter \(TEGL\) 23-19](#), *Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs* (June 18, 2020)
- [TEGL 7-18](#), *Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)* (December 19, 2018)
- California Employment Development Department Workforce Services Directive (“WSD”) [WSD22-15](#), *WIOA Data Validation Source Documentation* (June 27, 2023)
- [WSD20-10](#), *CalJOBS Participant Reporting* (April 8, 2021)
- [WSD20-01](#), *WIOA Regional Planning Units* (August 28, 2020)
- [WSD23-03](#), *Performance Guidance* (November 8, 2023)
- [WSD18-02](#), *Data Change Request Form Procedure* (July 31, 2018)

## WIOA Source Documentation List

The following tables identify the *Workforce Innovation and Opportunity Act* (WIOA) source documentation options for the Title I Adult, Dislocated Worker, and Youth, Title III Wagner-Peyser, National Dislocated Worker Grants (NDWG), Trade Adjustment Assistance (TAA), and Jobs for Veterans State Grant (JVSG) programs. Each table includes the data element, the program that is required to collect and maintain source documentation for that data element, and the allowable types of source documents for the data element. One of the listed allowable source documents is required to be captured for each applicable data element.

The tables are split into three groups:

1. Source documentation is required to be collected and maintained for that data element
2. A signed program application is required as source documentation for that data element
3. No additional action needs to be taken by program staff for that data element

**Table 1:** The following table includes the data elements that require specific source documentation to support the data being entered into CalJOBS.

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
200	Date of Birth	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Driver’s License</li> <li>• Baptismal Record</li> <li>• Birth Certificate (United States [US] or Non-US Issued)</li> <li>• DD-214</li> <li>• Report of Transfer or Discharge Paper</li> <li>• Federal, State, Local or Tribal Identification Card</li> <li>• Matricula Consular from Mexico</li> <li>• Passport (US or Non-US Issued)</li> <li>• Hospital Record of Birth (US or Non-US Issued)</li> <li>• Public Assistance/Social Service Records</li> <li>• School Records or identification (ID) Cards (US or Non-US Issued)</li> <li>• Work Permit</li> <li>• Family Bible</li> <li>• Justice System Records</li> <li>• Selective Service Registration</li> <li>• Signed Letter from a Parent/Guardian</li> </ul>
301	Eligible Veteran Status	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Self-Attestation*</li> <li>• DD-214</li> <li>• A Letter from the Veterans' Administration</li> <li>• NGB-22 documenting Title 10 Federal Active Duty Service</li> </ul> <p>*If no financial commitment other than staff resources is provided, self-attestation may be used.</p>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
401	UC Eligible Status	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• For Claimant, Exhaustee, or Exempt from Work Search: Documentation from Unemployment Insurance (UI) or Self-Attestation</li> <li>• Reemployment Services and Eligibility Assessment (RESEA) CalJOBS Events Calendar Record*</li> <li>• Personalized Job Search Assistance Workshop (PJSA) CalJOBS Events Calendar Record*</li> </ul> <p><i>*CalJOBS Events Calendar is populated via electronic record from UI system.</i></p>
410	Date of Actual Dislocation	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Verification from Employer</li> <li>• Rapid Response List</li> <li>• Notice of Layoff</li> <li>• Public Announcement with documentation from an UI data source (see Workforce Services Directive [WSD] 16-08, <a href="#">Release of Confidential UI Information</a>, for acceptable sources)</li> </ul>
600	Temporary Assistance to Needy Families (TANF) / CalWORKs	Yes*	Yes*	No	Yes*	<ul style="list-style-type: none"> <li>• TANF / CalWORKs Eligibility Verification</li> <li>• TANF / CalWORKs Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF / CalWORKs</li> </ul> <p>*Only required if participant received Individualized Career or Training Services. Note: CalWORKs is California’s name for TANF program</p>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
601	Exhausting TANF / CalWORKs Within 2 Years	Yes*	Yes*	No	Yes*	<ul style="list-style-type: none"> <li>• TANF / CalWORKs Eligibility Verification</li> <li>• TANF / CalWORKs Period of Benefit Receipt Verification</li> <li>• Referral Transmittal from TANF / CalWORKs</li> </ul> <p>*Only required if participant received Individualized Career or Training Services. Note: CalWORKs is California’s name for TANF program</p>
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)	Yes*	Yes*	No	No	<ul style="list-style-type: none"> <li>• SSI/SSDI Receipt of Benefits Verification</li> <li>• Referral Transmittal from Social Security Administration (SSA)</li> <li>• SSI/SSDI Eligibility Verification</li> </ul> <p>*Only required if participant received Individualized Career or Training Services.</p>
603	Supplemental Nutrition Assistance Program (SNAP)/CalFresh	Yes*	Yes*	No	No	<ul style="list-style-type: none"> <li>• SNAP / CalFresh Eligibility Verification</li> <li>• Documentation of Food Stamp Benefit Receipt</li> <li>• Referral Transmittal from SNAP / CalFresh</li> </ul> <p>*Only required if participant received Individualized Career or Training Services. Note: CalFresh is known federally as the Supplemental Nutrition Assistance Program (SNAP)</p>
604	Other Public Assistance Recipient	Yes	Yes	No	No	<ul style="list-style-type: none"> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Medical Card Showing Cash Grant Status</li> <li>• Public Assistance Eligibility Verification</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
802	Low Income Status at Program Entry	Yes*	Yes*	Yes	Yes*	<ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Award Letter From Veteran’s Administration</li> <li>• Pay Stubs</li> <li>• Compensation Award Letter</li> <li>• Court Award Letter</li> <li>• Pension Statement</li> <li>• Employer Statement/Contact</li> <li>• Family or Business Financial Records</li> <li>• Housing Authority Verification</li> <li>• Quarterly Estimated Tax for Self-Employed Persons</li> <li>• Social Security Benefits</li> <li>• UI Claim Documents</li> <li>• Copy of Authorization to Receive Cash Public Assistance</li> <li>• Copy of Public Assistance Check</li> <li>• Public Assistance Eligibility Verification</li> <li>• For Youth Participant Only: Case Note Documenting Living in a High Poverty Area</li> </ul> <p>*Only required if participant received Individualized Career or Training Services.</p>



Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
804	Basic Skills Deficient (BSD)/Low Levels of Literacy at Program Entry	Yes*	Yes*	Yes	Yes*	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Assessment Test Results</li> <li>• Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)</li> </ul> <p>*Only required if participant received Individualized Career or Training Services.</p> <p><b><i>If individual is an English Language Learner (ELL) and BSD, then signed application is sufficient. However, if participant is BSD and NOT ELL, then a case note and/or assessment is needed.</i></b></p>
907	Recipient of Incumbent Worker Training (IWT)	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Signed IWT agreement</li> </ul>
908	Rapid Response	No	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Note</li> <li>• Rapid Response List</li> </ul>
923	Other Reasons for Exit	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Withdrawal form with explanation</li> <li>• Information from institution or facility</li> </ul> <p>Note: Reason for Exit needs to be documented and must be in alignment with the definition of Exclusionary Exit in WSD 22-01, <a href="#">Performance Guidance</a>.</p>
1301	Eligible Training Provider - Name - Training Service #1 (WIOA)	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Vendor Training Records (including attendance sheets)</li> <li>• Signed Training Contract</li> <li>• ITA Voucher</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1302	Date Entered Training #1	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Vendor Training Records (including attendance sheets)</li> <li>• ITA Voucher</li> </ul>
1306	Occupational Skills Training Code #1	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Cross-Match to CalJOBS Provider Program Information</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA Voucher</li> </ul>
1307	Training Completed #1	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Vendor Training Records (including attendance sheets or certificate of completion)</li> </ul>
1308	Date Completed, or Withdrew from, Training #1	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Vendor Training Records (including attendance sheets or certificate of completion)</li> </ul>
1309	Date Entered Training #2	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Vendor Training Records (including attendance sheets)</li> <li>• ITA Voucher</li> </ul>
1311	Occupational Skills Training Code #2	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Cross-Match to CalJOBS Provider Program Information</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA Voucher</li> </ul>
1312	Training Completed #2	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Vendor Training Records (including attendance sheets or certificate of completion)</li> </ul>
1313	Date Completed, or Withdrew from, Training #2	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Vendor Training Records (including attendance sheets or certificate of completion)</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1314	Date Entered Training #3	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Vendor Training Records (including attendance sheets)</li> <li>• ITA</li> </ul>
1316	Occupational Skills Training Code #3	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Signed Individual Employment Plan or Training Plan</li> <li>• Signed Training Contract</li> <li>• ITA Voucher</li> <li>• <b>OEWD Only:</b> Cross-Match to CalJOBS Provider Program Information</li> </ul>
1317	Training Completed #3	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Vendor Training Records (including attendance sheets or certificate of completion)</li> </ul>
1318	Date Completed, or Withdrew from, Training #3	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Vendor Training Records (including attendance sheets or certificate of completion)</li> </ul>
1319	Established ITA	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• ITA Voucher</li> </ul>
1332	Participated in Postsecondary Education During Program Participation	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• School records</li> <li>• Transcript or report card</li> </ul>
1401	Enrolled in Secondary Education Program	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Enrollment or School records</li> <li>• Transcript or report card</li> </ul>

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1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• Enrollment or School records</li> <li>• Transcript or report card</li> <li>• Follow-up survey from program participants</li> </ul>
1600	Employed in 1st Quarter After Exit Quarter	Yes	Yes	Yes	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Follow-up survey form program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1601	Type of Employment Match 1st Quarter After Exit Quarter	Yes	Yes	Yes	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Follow-up survey form program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>
1602	Employed in 2nd Quarter After Exit Quarter	Yes	Yes	Yes	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Follow-up survey form program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1603	Type of Employment Match 2nd Quarter After Exit Quarter	Yes	Yes	Yes	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Follow-up survey form program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>
1604	Employed in 3rd Quarter After Exit Quarter	Yes	Yes	Yes	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Follow-up survey from program participants</li> <li>• Copy of Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1605	Type of Employment Match 3rd Quarter After Exit Quarter	Yes	Yes	Yes	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Follow-up survey from program participants</li> <li>• Copy of Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>
1606	Employed in 4th Quarter After Exit Quarter	Yes	Yes	Yes	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Follow-up survey from program participants</li> <li>• Copy of Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1607	Type of Employment Match 4th Quarter After Exit Quarter	Yes	Yes	Yes	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Signed follow-up survey from program participants</li> <li>• Copy of Paycheck Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>
1608	Employment Related to Training (2nd Quarter After Exit)	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>



Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1610	Occupational Code (if available)	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>
1611	Entered Non-Traditional Employment	Yes	Yes	No	No	<p><i>Data element relevant for after exit/follow up.</i></p> <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1612	Occupational Code of Employment 2nd Quarter After Exit Quarter (If available)	Yes	Yes	No	No	<ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>
1613	Occupational Code of Employment 4th Quarter After Exit Quarter (If available)	Yes	Yes	No	No	<ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1614	Industry Code of Employment 1st Quarter After Exit Quarter	Yes	Yes	No	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>
1615	Industry Code of Employment 2nd Quarter After Exit Quarter	Yes	Yes	No	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1616	Industry Code of Employment 3rd Quarter After Exit Quarter	Yes	Yes	No	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>
1617	Industry Code of Employment 4th Quarter After Exit Quarter	Yes	Yes	No	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1703	Wages 1st Quarter After Exit Quarter	Yes	Yes	Yes	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>
1704	Wages 2nd Quarter After Exit Quarter	Yes	Yes	Yes	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1705	Wages 3rd Quarter After Exit Quarter	Yes	Yes	Yes	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1706	Wages 4 <sup>th</sup> Quarter After Exit Quarter	Yes	Yes	Yes	Yes	<p>If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</p> <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>
1800	Type of Recognized Credential	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note documenting information obtained from education or training provider</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Signed follow-up survey from program participants</li> <li>• OEWD industry-recognized credential form</li> </ul>
1801	Date Attained Recognized Credential	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note documenting information obtained from education or training provider</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Signed follow-up survey from program participants</li> <li>• OEWD industry-recognized credential form</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1802	Type of Recognized Credential #2	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note documenting information obtained from education or training provider</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Signed follow-up survey from program participants</li> <li>• OEWD industry-recognized credential form</li> </ul>
1803	Date Attained Recognized Credential #2	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note documenting information obtained from education or training provider</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Signed follow-up survey from program participants</li> <li>• OEWD industry-recognized credential form</li> </ul>
1804	Type of Recognized Credential #3	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note documenting information obtained from education or training provider</li> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Signed follow-up survey from program participants</li> <li>• OEWD industry-recognized credential form</li> </ul>
1805	Date Attained Recognized Credential #3	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Copy of credential</li> <li>• Copy of school record</li> <li>• Case Note documenting information obtained from education or training provider</li> <li>• Signed follow-up survey from program participants</li> <li>• OEWD industry-recognized credential form</li> </ul>



Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL)	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Pre and post-test results measuring EFL gain</li> <li>• Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units</li> <li>• Postsecondary education or training enrollment determined through data match, survey documentation, or program notes</li> </ul>
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Transcript</li> <li>• Report Card</li> </ul>
1809	Date of Most Recent Measurable Skill Gains: Training Milestone	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Documentation of a skill gained through On-the-job Training or Registered Apprenticeship</li> <li>• Contract and/or evaluation from employer or training provider documenting a skill gain</li> <li>• Progress report from employer documenting a skill gain</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1810	Date of Most Recent Measurable Skill Gains: Skills Progression	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Results of knowledge-based exam or certification of completion</li> <li>• Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment</li> <li>• Documentation from training provider or employer</li> <li>• Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam</li> </ul>
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Case Note</li> <li>• School records</li> <li>• Transcript or report card</li> </ul>
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Self-Attestation</li> <li>• Case Note</li> <li>• Applicable Records from Education Institution (diploma, transcripts, report card, school documentation, credential, degree, or an HSE certification, such as a GED® or HiSET® certificate)</li> <li>• OEWD Form 117: Signed File Documentation with Information Obtained from Education or Training Provider</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1900	Youth 2nd Quarter Placement (Title I)	No	No	Yes	No	<ul style="list-style-type: none"> <li>• If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</li> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	<u>ONE</u> of the following allowable source documents:
1901	Youth 4th Quarter Placement (Title I)	No	No	Yes	No	<ul style="list-style-type: none"> <li>• If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following:</li> <li>• Case Notes</li> <li>• Follow-up survey from program participants</li> <li>• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per <a href="#">TEGL 26-16</a>)</li> <li>• Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation</li> <li>• Quarterly Tax Payment Forms (such as IRS Form 941)</li> <li>• Document from employer on company letterhead or email from business email attesting to an individual’s employment status and earnings</li> <li>• Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants</li> <li>• <b>OEWD only:</b> administrative base wage retention data (AB 593)</li> </ul>
2002	Employed at Completion of DWG Services	No	No	No	Yes	<ul style="list-style-type: none"> <li>• Detailed Case Note verified by employer and signed by the counselor</li> <li>• Follow-up survey from program participants</li> <li>• Pay check stubs, tax records, W-2 form</li> <li>• Quarterly tax payment forms, such as a IRS form 941</li> <li>• Document from employer on company letterhead attesting to an individual’s employment status and earnings</li> <li>• Self-employment worksheets signed and attested to by program participants</li> </ul>

**Table 2:** The following table includes the data elements that require a signed program application to support the data being entered into CalJOBS.

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Allowable Source Documents
202	Individual with a Disability	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Signed Program Application</li> </ul>
402	Long-Term Unemployed at Program Entry	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>Signed Program Application</li> </ul>
409	School Status at Program Entry	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Signed Program Application</li> </ul>
701	Pregnant or Parenting Youth	No	No	Yes	No	<ul style="list-style-type: none"> <li>Signed Program Application</li> </ul>
702	Youth Who Needs Additional Assistance	No	No	Yes	No	<ul style="list-style-type: none"> <li>Signed Program Application</li> </ul>
704	Foster Care Youth Status at Program Entry	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Signed Program Application</li> </ul>
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Signed Program Application</li> </ul>
801	Ex-Offender Status at Program Entry	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Signed Program Application</li> </ul>
803	English Language Learner at Program Entry	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Signed Program Application</li> </ul>

<b>Data Element #</b>	<b>Data Element Name</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>	<b>NDWG</b>	<b>Allowable Source Documents</b>
<b>806</b>	<b>Single Parent at Program Entry</b>	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Signed Program Application</li> </ul>
<b>807</b>	<b>Displaced Homemaker at Program Entry</b>	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Signed Program Application</li> </ul>
<b>808</b>	<b>Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)</b>	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Signed Program Application</li> </ul>

**Table 3:** The following table includes the data elements that do not require additional action from program staff.

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Allowable Source Documents
900	Date of Program Entry	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Date of first participant level service in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <a href="#">CalJOBS Activity Codes</a>.</li> </ul>
901	Date of Program Exit	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Date of last participant level activity code in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <a href="#">CalJOBS Activity Codes</a>.</li> </ul>
906	Date of First WIOA Youth Service	No	No	Yes	No	<ul style="list-style-type: none"> <li>Date of first Youth participant level service in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <a href="#">CalJOBS Activity Codes</a>.</li> </ul>
1001	Date of First Basic Career Service (Staff-Assisted)	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>Date of first Basic Career Service (Staff-Assisted) activity code listed in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <a href="#">CalJOBS Activity Codes</a>.</li> </ul>
1002	Most Recent Date Received Basic Career Services (Self-Service/ Information-Only)	Yes	Yes	No	Yes	<p>Most recent date of:</p> <ul style="list-style-type: none"> <li>Basic Career Service (Self-service / Information-only) activity code listed in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <a href="#">CalJOBS Activity Codes</a>; OR</li> <li>Eligibility date</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Allowable Source Documents
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>Most recent date of Basic Career Service (Staff-Assisted) activity code listed in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <a href="#">CalJOBS Activity Codes</a>.</li> </ul>
1004	Date of Most Recent Career Service	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>Most recent date of Basic Career Service (Staff-Assisted), or Individualized Career Service activity code listed in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <a href="#">CalJOBS Activity Codes</a>.</li> </ul>
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>Most recent date of Basic Career Service (Staff-Assisted) activity code provided by a DVOP. For a list of CalJOBS activity codes, please see WSD19-06, <a href="#">CalJOBS Activity Codes</a>.</li> </ul>
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>Most recent date of a 169 CalJOBS activity code.</li> </ul>
1007	Date of Most Recent Reportable Individual Contact	Yes	Yes	No	Yes	<p>Most recent date of:</p> <ul style="list-style-type: none"> <li>101 CalJOBS activity code; OR</li> <li>Eligibility date.</li> </ul>



Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Allowable Source Documents
1200	Date of First Individualized Career Service	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>Date of first Individualized Career Service activity code in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <a href="#">CalJOBS Activity Codes</a>.</li> </ul>
1201	Most Recent Date Received Individualized Career Service	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>Most recent date of Individualized Career Service activity code listed in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <a href="#">CalJOBS Activity Codes</a>.</li> </ul>
1202	Date Individual Employment Plan Created	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>Date of first 205 CalJOBS activity code</li> </ul>
1205	Type of Work Experience	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>For Summer employment/internships during the summer (WIOA Youth): CalJOBS activity code 400</li> <li>For Employment opportunities, including internships, not limited to summer months: CalJOBS activity code 219, 408, 425, 426, 427, or 625</li> <li>For Pre-apprenticeship programs: CalJOBS activity code 224, 307, 431, or 437</li> <li>For Job shadowing: CalJOBS activity code 409</li> <li>For On-the-Job Training (WIOA Youth): CalJOBS activity code 428</li> <li>For Transitional Jobs (WIOA Adult, DW, and NDWG): CalJOBS activity code 321</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Allowable Source Documents
1206	Date Received Financial Literacy Services	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Date of CalJOBS activity code 221, 407, or 617</li> </ul>
1211	Transitional Jobs	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>CalJOBS activity code 321</li> </ul>
1300	Received Training	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Training Service activity code in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <a href="#">CalJOBS Activity Codes</a>.</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Allowable Source Documents
1303	Type of Training Service #1	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• For On the Job Training (non-WIOA Youth): CalJOBS activity code 301</li> <li>• For Skill Upgrading: CalJOBS activity code 305</li> <li>• For Entrepreneurial Training (non-WIOA Youth): CalJOBS activity code 302</li> <li>• For ABE or ESL in conjunction with Training: CalJOBS activity code 324</li> <li>• For Customized Training: CalJOBS activity code 304</li> <li>• For Occupational Skills Training (non-WIOA Youth): CalJOBS activity code 300, 307, 323, 328, or 330</li> <li>• For ABE or ESL NOT in conjunction with training (TAA only): CalJOBS activity code 333, 339, or 355</li> <li>• For Prerequisite Training: CalJOBS activity code 306</li> <li>• For Registered Apprenticeship: CalJOBS activity code 325 or 432</li> <li>• For Youth Occupational Skills Training: CalJOBS activity code 416, 421, 430, 437, or 438</li> <li>• For Job Readiness Training in conjunction with other training: CalJOBS activity code 322</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Allowable Source Documents
1310	Type of Training Service #2	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• For On the Job Training (non-WIOA Youth): CalJOBS activity code 301</li> <li>• For Skill Upgrading: CalJOBS activity code 305</li> <li>• For Entrepreneurial Training (non-WIOA Youth): CalJOBS activity code 302</li> <li>• For ABE or ESL in conjunction with Training: CalJOBS activity code 324</li> <li>• For Customized Training: CalJOBS activity code 304</li> <li>• For Occupational Skills Training (non-WIOA Youth): CalJOBS activity code 300, 307, 323, 328, or 330</li> <li>• For ABE or ESL NOT in conjunction with training (TAA only): CalJOBS activity code 333, 339, or 355</li> <li>• For Prerequisite Training: CalJOBS activity code 306</li> <li>• For Registered Apprenticeship: CalJOBS activity code 325 or 432</li> <li>• For Youth Occupational Skills Training: CalJOBS activity code 416, 421, 430, 437, or 438</li> <li>• For Job Readiness Training in conjunction with other training: CalJOBS activity code 322</li> </ul>

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Allowable Source Documents
1315	Type of Training Service #3	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• For On the Job Training (non-WIOA Youth): CalJOBS activity code 301</li> <li>• For Skill Upgrading: CalJOBS activity code 305</li> <li>• For Entrepreneurial Training (non-WIOA Youth): CalJOBS activity code 302</li> <li>• For ABE or ESL in conjunction with Training: CalJOBS activity code 324</li> <li>• For Customized Training: CalJOBS activity code 304</li> <li>• For Occupational Skills Training (non-WIOA Youth): CalJOBS activity code 300, 307, 323, 328, or 330</li> <li>• For ABE or ESL NOT in conjunction with training (TAA only): CalJOBS activity code 333, 339, or 355</li> <li>• For Prerequisite Training: CalJOBS activity code 306</li> <li>• For Registered Apprenticeship: CalJOBS activity code 325 or 432</li> <li>• For Youth Occupational Skills Training: CalJOBS activity code 416, 421, 430, 437, or 438</li> <li>• For Job Readiness Training in conjunction with other training: CalJOBS activity code 322</li> </ul>

<b>Data Element #</b>	<b>Data Element Name</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>	<b>NDWG</b>	<b>Allowable Source Documents</b>
1402	Most Recent Date Received Educational Achievement Services	No	No	Yes	No	<ul style="list-style-type: none"> <li>Most recent date of one of the following CalJOBS activity codes: 406, 414, or 429</li> </ul>
1403	Most Recent Date Received Alternative Secondary School Services	No	No	Yes	No	<ul style="list-style-type: none"> <li>Most recent date of one of the following CalJOBS activity codes: 415 or 418</li> </ul>
1405	Most Recent Date Received Work Experience Opportunities	No	No	Yes	No	<ul style="list-style-type: none"> <li>Most recent date of one of the following CalJOBS activity codes: 400, 408, 409, 425, 426, 427, 428, or 431</li> </ul>
1407	Most Recent Date Received Education Offered Concurrently with Workforce Preparation	No	No	Yes	No	<ul style="list-style-type: none"> <li>Most recent date of CalJOBS activity code 439</li> </ul>
1408	Most Recent Date Received Leadership Development Opportunities	No	No	Yes	No	<ul style="list-style-type: none"> <li>Most recent date of CalJOBS activity code 410</li> </ul>
1409	Most Recent Date Received Supportive Services	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Most recent date of one of the following CalJOBS activity codes: 180 -192, 327, 419, or 480-493</li> </ul>

<b>Data Element #</b>	<b>Data Element Name</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>	<b>NDWG</b>	<b>Allowable Source Documents</b>
1410	Most Recent Date Received Adult Mentoring Services	No	No	Yes	No	<ul style="list-style-type: none"> <li>• Most recent date of CalJOBS activity code 411</li> </ul>
1411	Most Recent Date Received Comprehensive Guidance/ Counseling Services	No	No	Yes	No	<ul style="list-style-type: none"> <li>• Most recent date of CalJOBS activity code 417</li> </ul>
1412	Most Recent Date Received Youth Follow- up Services	No	No	Yes	No	<ul style="list-style-type: none"> <li>• Most recent date received one of the following CalJOBS activity codes: F01-F22</li> </ul>
1413	Most Recent Date Youth Received Entrepreneurial Skills Training	No	No	Yes	No	<ul style="list-style-type: none"> <li>• Most recent date of CalJOBS activity code 424</li> </ul>
1414	Most Recent Date Youth Received Services that provide labor market information and employment information	No	No	Yes	No	<ul style="list-style-type: none"> <li>• Most recent date of one of the following CalJOBS activity codes: 433, 434 or 435</li> </ul>

<b>Data Element #</b>	<b>Data Element Name</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>	<b>NDWG</b>	<b>Allowable Source Documents</b>
1415	Most Recent Date Youth Received Postsecondary transition and preparatory activities	No	No	Yes	No	<ul style="list-style-type: none"> <li>• Most recent date of CalJOBS activity code 436</li> </ul>
1500	Received Needs-Related Payments	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Most recent date of CalJOBS activity code 326</li> </ul>
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Cross-match to UI Wage data</li> </ul>
1700	Wages 3rd Quarter Prior to Participation Quarter	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Cross-match to UI Wage data</li> </ul>
1701	Wages 2nd Quarter Prior to Participation Quarter	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Cross-match to UI Wage data</li> </ul>
1702	Wages 1st Quarter Prior to Participation Quarter	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Cross-match to UI Wage data</li> </ul>



Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Allowable Source Documents
2001	Date of Completion of DWG Services	No	No	No	Yes	<ul style="list-style-type: none"> <li>• Date of last NDWG participant level activity code in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <a href="#">CalJOBS Activity Codes</a>.</li> </ul>
2004	Received Services through a Disaster Recovery Dislocated Worker Grant	No	No	No	Yes	<ul style="list-style-type: none"> <li>• For Disaster Relief Employment Only: CalJOBS activity code 227</li> <li>• For Disaster Relief Employment and Employment and Training services: CalJOBS activity code 227 and any participant level service in CalJOBS</li> <li>• For Employment and Training services Only: any participant level service in CalJOBS and must have not received CalJOBS activity code 227</li> </ul> <p>For a list of CalJOBS activity codes, please see WSD19-06, <a href="#">CalJOBS Activity Codes</a>.</p>