



ETA GUIDE FOR GRANTEE REPORTING OF CO-ENROLLMENT

Employment and Training Administration

United States Department of Labor

GUIDE FOR REPORTING CO-ENROLLMENT IN THE PIRL FOR ETA GRANTS

This guide is for ETA Grantees seeking to learn more about reporting on co-enrollment in the WIPS (Workforce Integrated Reporting System) using the PIRL (Participant Individual Record Layout)

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PURPOSE

To provide reporting instructions for ETA grantees related to co-enrollment that is consistent and applies across programs that report in the Workforce Integrated Performance System (WIPS).

INTRODUCTION AND BACKGROUND

The Department of Labor (DOL) recognizes that to meet participant needs it is sometimes necessary or beneficial to leverage the resources and available services of more than one grant program. When this happens, it creates questions about how those individuals should be reported in the Workforce Integrated Performance Systems (WIPS) for each program that provided them with services. This guide provides definitions, rules, and scenarios to assist grantees to ensure that these participants are correctly and accurately reported. It is important that such information is, to the greatest extent possible, accurately reported to ensure that the data being reported completely demonstrates the hard work and quality services provided by grantees. DOL appreciates, however, that some information cannot be captured through the data submitted according to the guidelines described below, and in those cases, grantees are encouraged to ensure that such information is captured in their narrative reports (e.g., Quarterly Narrative Report (QNR) (ETA 9179) or Annual Narrative Report).

PROGRAMS IMPACTED

- WIOA Adult, authorized under WIOA title I;
- WIOA Dislocated Worker, authorized under WIOA title I;
- WIOA Youth, authorized under WIOA title I;
- Wagner-Peyser Act Employment Service, authorized under WIOA title III;
- Indian and Native American (INA) Program, under WIOA section 166;
- Job Corps, under WIOA sections 141-162;
- National Farmworker Jobs Program (NFJP), under WIOA section 167;
- YouthBuild, under WIOA section 171;
- Reentry Employment Opportunities (REO), authorized under WIOA section 169;
- National Dislocated Worker Grants (DWG), under WIOA section 170;
- H-1B Job Training Programs (grants awarded July 1, 2016, and later), authorized under section 414(c) of the American Competitiveness and Workforce Improvement Act of 1998 (29 U.S.C. § 3224a);
- Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);
- Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);
- Jobs for Veterans State Grants (JVSG), authorized under 38 U.S.C. chapter 41
- Apprenticeship Grants, authorized under 29 CFR Part 29 – eCFR 29 CFR Part 29 Labor Standards for the Registration of Apprenticeship Programs
- Demonstration Grants, authorized under WIOA section 169

DEFINITIONS

Co-enrollment

Co-enrollment is the practice of concurrently enrolling a participant in more than one workforce grant program where the individual receives reportable-individual-level services and/or participant-level services. The purpose of co-enrollment is to leverage other funds because one funding source is unable to cover all necessary expenses. Co-enrollment is intended to more fully support participants' needs by maximizing the number of resources available to them through job training programs, while minimizing duplication of services. For the purposes of this guide, the focus is leveraging other DOL employment and training programs, where allowable.

Common Exit

"Exit" occurs when workforce development participants have not received services for more than 90 days and no future services are scheduled, at which time the exit date is applied retroactively to the last date of service. Thus, 90 days of no service must transpire before an exit date may be reported. "Common Exit," which must be clarified in state policy, occurs when participants who are co-enrolled in multiple workforce programs have not received services for more than 90 days and no future services are scheduled. At that time, the exit date is applied retroactively to the last date of service from the last workforce program attended.

More specifically, Common Exit applies to participants served by state grantees who are co-enrolled in multiple WIOA Title I and Title III programs and/or other non-core partner programs, which include most programs that report in WIPS, except for H-1B Job Training Grants and OA-Managed Registered Apprenticeship Grants. These are not included in the list of One-Stop partners at WIOA Section 121(b)(1)(B). A state policy regarding which programs are included is required for a state to leverage common exit.

PIRL (Participant Individual Record Layout)

The PIRL refers to form ETA-9172 (aka DOL-only PIRL), contains the layout, definitions, and code values for all data elements that grantees must report to DOL. Grantees compile individual-level records containing the required data elements, which are then combined into a single file (.csv, .txt, or .cz) that is uploaded into the Workforce Integrated Performance System (WIPS) (see below), which uses those records to generate a Quarterly Performance Report (QPR). Note that the "Joint PIRL" (ETA-9170) is reported as a subset of the ETA-9172, and contains those elements that are shared by DOL and Department of Education (Adult Education and Family Literacy (AEFLA) and Vocational Rehabilitation (VR) programs. References in this guide to the PIRL refer to the DOL-only PIRL.

Program Flag

Program flags are PIRL data elements (sometimes referred as "Funding Stream" elements) used to indicate which program(s) provided services to an individual. For a list of the program flags, see Appendix 1 for the program flags for participants and Appendix 2 for the program flags for reportable individuals. These program flag data elements are used for two purposes:

1. When the program flag matches the program that the user is uploading a report, that flag indicates that the record should be included in the calculations that generate the QPR for that program. The

program flag is seen in the QPR aggregation rules or specifications for each grant program. See Table 1 below.

2. When the program flag is for a program other than the program the user is uploading/generating a report, the program flag is used to indicate that the individual was co-enrolled in that program. For example, if a grantee is serving a participant in the WIOA Adult program and that participant is also co-enrolled in the Senior Community Service Employment Program (SCSEP), both the PIRL 903 (Adult) and PIRL 920 (SCSEP) program flag should be filled in.

Table 1 – Examples of program flags used in the technical specifications for QPR fields			
Grant Program	Report Item No.	Identifier (Definition)	Technical Specifications – Total Current Period
Registered Apprenticeship	B-1a-1	Male	Count of UNIQUE RECORDS where (APPRENTICESHIP GRANT NUMBER [PIRL 2920] is not null AND APPRENTICESHIP GRANTS PROGRAM STATUS [PIRL 2914] = 1) AND (DATE OF PROGRAM ENTRY [PIRL 900] <= the end of the reporting period) AND (DATE OF PROGRAM EXIT [PIRL 901] is within the reporting period OR (DATE OF PROGRAM EXIT [PIRL 901] is null))
REO Adult	B-1a-a	Male	Count of UNIQUE RECORDS where Reentry Employment Opportunities (Adult) [PIRL 936] is not null AND Date of Program Entry (WIOA) [PIRL 900] is not null and (Date of Program Exit [PIRL 901] is within the reporting period or Date of Program Exit [PIRL 901] is null) and Sex [PIRL 201] = 1
WIOA Youth	B-1a	Sex - Male	Count of UNIQUE RECORDS where (YOUTH (WIOA) (PIRL 905) > 0 and < 4) and Sex (PIRL201) = 1 and Date of First WIOA Youth Service (PIRL906) is not null and (Date of Program Entry (PIRL900) <= end of the report period) and (Date of Program Exit (PIRL901) => beginning of the report period or Date of Program Exit (PIRL901) is null)

Schema

A reporting schema is a layout of data elements that is customized for each unique ETA grant programs that report into WIPS. Schemas for each program are available on ETA [WIPS resource page](#).

WIPS (Workforce Integrated Performance System)

The [WIPS](#) is ETA's secure online system that generates the Quarterly Performance Report (QPR) after grantees upload and certify their PIRL data files. Grantees also upload and certify the contents of their Quarterly Narrative Reports (QNR) into WIPS.

JUSTIFICATION FOR CO-ENROLLMENT

While co-enrollment is not always an option or the best option for an individual, there are many scenarios where co-enrollment is beneficial and more efficient when serving participants. The purpose of co-enrollment is to leverage other funds because one funding source is unable to cover all necessary expenses. Co-enrollment is intended to more fully support participants' needs by maximizing the number of resources available to participant job training programs, while minimizing duplication of

services. For example, a participant may be enrolled in one program (Program A) that provides training services but is not allowed to provide supportive services, a grantee may then choose to co-enroll that participant in another program (Program B) that can provide supportive services needed by the participant to be fully successful in their training from Program A.

GENERAL GUIDANCE FOR GRANTEES PURSUING CO-ENROLLMENT

Below is a list of requirements for programs, as well as other steps grant recipients should follow for co-enrollment. Please note that this is not an exhaustive list of all requirements, thus there may be additional requirements specific to each program.

- Participants must meet all eligibility requirements for each program in which they are co-enrolled.
- Participants must be enrolled in allowable, non-duplicated activities. That is, the same activity cannot be paid for twice when a participant was co-enrolled in multiple programs. For example, participant is co-enrolled in Program A and Program B. If program A funds tools (a supportive service) for the participant, then Program B may not also fund the same tools for the same participant.
- Participants should not be co-enrolled in more than one grant within the same initiative (e.g., a person enrolled in industry intermediary (contract A), may not be enrolled in another industry intermediary (contract B). Another example includes participants in State Apprenticeship Expansion Formula (SAEF) Round 1 cannot be co-enrolled in a State Apprenticeship Expansion Formula (SAEF) Round 2 grant program because both grants originate from the same initiative. Another example for the National Farmworker Jobs Program includes participants who are enrolled in a Career Services and Training grant cannot be co-enrolled in another Career Services and Training grant because they have the same initiative. Note that there are some initiatives where this is not the case, such as the PROWD initiative, where funds come through grants or cooperative agreements from multiple federal agencies. Grantees should refer to the guidance and relevant agreements (e.g., grant agreements, Funding Opportunity Announcements (FOAs)) for more details. Another example for the National Farmworker Jobs Program includes participants who are enrolled in a Housing Services grant may enroll in a Career Services and Training grant because each grant has a different initiative.
- Funds from grants must be spent only on costs allowable as an activity under the respective grant and that are allowed under Federal law which describe spending requirements for Federal grants (e.g., Federal Acquisition Regulation (FAR), the Uniform Administrative Requirements, Cost Principles, and Uniform Guidance for Federal Awards, Audit Requirements).
- Grantees should follow financial and performance outcome reporting guidance (including guidance on Quarterly Narrative Reports (QNR, ETA-9179)) established by each ETA office overseeing the programs in which participants are co-enrolled.

CO-ENROLLMENT STRATEGIES AND BEST PRACTICES FOR GRANTEES

- Use a single 12-character, alpha-numeric Unique Individual Identifier (PIRL 100) for each individual, which stays the same across all programs in which they are enrolled and each period of participation in cases where they return for more services. This allows for the same participant's services to be tracked across multiple programs and time periods.

- Utilize case management/MIS systems that support data collection and reporting for multiple programs, eliminating the need to collect the same information multiple times.
- Utilize common intake approaches to minimize duplicative data collection from participants and ensure information is consistent across the programs they are co-enrolled in.

SUPPORTIVE SERVICES IN THE CONTEXT OF CO-ENROLLMENT

While policies regarding when supportive services¹ (aka wrap around services) may be provided, generally they cannot be provided as a “stand-alone” service from a specific program or grant and typically should accompany other participant level services. Grantees should follow guidance specific to their grant or program for this purpose.

PIRL CO-ENROLLMENT REPORTING GUIDANCE

A. WHEN BOTH PROGRAMS REPORT IN WIPS

This section will discuss reporting of co-enrollment across those programs that report to DOL using the PIRL, for information regarding co-enrollment between one of these DOL programs using the PIRL and another program outside of DOL (e.g. Adult Education, Vocational Rehabilitation, TANF, SNAP E&T, state-funded programs, etc.), reach out to your performance reporting contacts.

In general, the primary way that co-enrollment is identified in the PIRL is by indicating each of the programs the participant is co-enrolled in using each of those programs’ program flags in a participant’s record. For example, a participant in Wagner-Peyser (WP) and REO Youth would get coded as a “1” in PIRL 918 for WP and then with a grant number in PIRL 937 for REO Youth.

Note on indicating co-enrollment when the program flag element is a grant number – In cases where the PIRL element used as a program flag is a grant number, grantees may use “all 9s” responses if the grant number is unknown, but they may not do so for the grant/program that they are submitting the report for. For example, an H-1B grantee reporting on co-enrollment in YouthBuild may report “99999999999999” for PIRL 919 (YouthBuild) but they must report their actual grant number in PIRL 938 (H-1B). Programs that use grant numbers for program flags include: H-1B (PIRL 938), Registered Apprenticeship Grants (PIRL 2920), REO Adult (PIRL 936), REO Youth (PIRL 937), SCSEP (PIRL 920), National Farmworker Jobs Program (941), and YouthBuild (PIRL 919). For more information on each program’s program flag, see Table 1.

When reporting on a participant who is co-enrolled in more than one program, there are a few considerations to keep in mind when determining how they should be coded and reported. Note, some of these items are enforced by edit checks in WIPS, while others are not. For programs that utilize the Quarterly Results Analysis (QRA) process, some of the results and

¹ For more information on Supportive Services under WIOA, see the [Supportive Services Desk Reference](#) on WorkforceGPS. Also, see specific program’s guidance on supportive services.

issues identified may be connected to the co-enrollment/common exit policies and reporting issues of the grantee.

Does the “reporting program” have a common exit policy with the “co-enrollment program”?

The existence of a common exit policy can impact how a program should be reported in the PIRL and WIPS. The “reporting program” (i.e. the program you are uploading and certifying on behalf of) may have a common exit policy with the “co-enrollment program” (i.e. the program that the participant is co-enrolled in).

IF YES, a common exit policy exists between the programs in question:

- Are you uploading a single file to report on both the “reporting program” and “co-enrollment program” in WIPS (see “I” below), or will you upload a separate file for each report submission (including instances where the same exact file is being uploaded multiple times) (see “II” below)?
- NOTE: Most programs’ QPR certification will ask them to report whether they have a common exit policy, and with which programs, as a part of the certification process.

I. SINGLE² PIRL FILE UPLOAD (when a common exit policy exists):

Requirements to keep in mind:

1. Report a single, unified record for each participant’s co-enrolled period of participation.

Example a: State ABC has a common exit policy for Wagner-Peyser (WP), WIOA Adult, WIOA Dislocated Worker (DW), and TAA. A participant comes into the system and receives some services initially from WP in March 2021 and is referred to DW and TAA. The participant then receives DW services from April 2021 – July 2021, and TAA services from May 2021 – December 2021. This participant would have one unified record that will reflect all of the WP, DW, and TAA services they received between March 2021 (Date of Program Entry) and December 2021 (Date of Program Exit). The state should also select all of the programs covered by the common exit policy as *Target Programs* when uploading the single PIRL file in WIPS.

2. Record the program flag indicating participation in each of the programs that the participant was a participant in.

Example b: Using the example described above, this single record should indicate that the participant was a participant in the WP Program element (PIRL 918), DW program element (PIRL 904), and TAA program element (PIRL 925).

3. Record all services the participant received across all of the co-enrolled/common exit programs in that single record.

Example c: All services that the participant received through the WP, DW, and TAA program should be reported in the single, unified record. If the same type of service

² Each discretionary grant program has its own PIRL schema, which is a subset of the Full PIRL schema. State grantees managing a combination of formula and discretionary grants (e.g., WIOA Adult, Dislocated Worker and Youth, SCSEP, and Apprenticeship Grants) may upload their data files using the Full PIRL schema or the State Integrated Reporting Schema (SIRS) schema.

was received from more than one of the programs, the most recently provided service's date/information should be reported.

II. MULTIPLE PIRL FILE UPLOADS (when a common exit policy exists):

Requirements to keep in mind:

1. Same as the Single File Upload Requirements.

Optional: Records for participants not co-enrolled in the "reporting program" may be removed from the file being uploaded. For example, if submitting separate WP and WIOA Adult files, state ABC can remove WP-only records from the file they upload for WIOA Adult.

IF NO, a common exit policy does NOT exist between the programs in question:

- Are you uploading a single file to report on both the "reporting program" and "co-enrollment program" in WIPS (see "I" below), or will you upload a separate file for each report submission (including instances where the same exact file is being uploaded multiple times) (see "II" below)?

I. SINGLE FILE UPLOAD (when there is no common exit policy):

Requirements to keep in mind:

1. Report a separate record for each program that (a) a participant is co-enrolled in, and (b) is one of the programs you selected to report on at upload for the file.

Example 1b: State without a common exit policy, uploading a single file for Adult/DW/WP/Youth/TAA/JVSG. Just like in example 1a, a participant comes into the system and receives some services initially from WP in March 2021 and is referred to DW and TAA. The participant then receives DW services from April 2021 – July 2021, and TAA services from May 2021 – December 2021. Instead of a single unified record, this participant would submit a separate record for each of the three programs they received services from. Those records would then each only reflect the services they received from the specific program being reported on. This means that there would be a WP record that only shows the WP services and has program entry (PIRL 900) and program exit (PIRL 901) dates that align to those WP provided services (in this example both would be in March 2021). Similarly, the DW record would reflect the services, entry date, and exit date associated with the services provided by the DW program only (April 2021 – July 2021), and then a third record for their participation in TAA services they received (May 2021 – December 2021).

2. For programs that were selected for upload, report only the services received from the program that is reflected in each respective record.
3. Co-enrollment with programs that were NOT selected for upload should be indicated using the program flags for those programs.

II. MULTIPLE FILE UPLOADS (when no common exit policy exists):

Requirements to keep in mind:

1. For the program selected for upload, report only the services received from that program.

2. Co-enrollment with programs that were NOT selected for upload should be indicated using the program flags for those programs.
3. Report only records for individuals served (participants and reportable individuals) by the program selected for upload.

B. REPORTING CO-ENROLLMENT IN PROGRAMS THAT DO NOT REPORT INTO WIPS

In many cases, participants may also be receiving services through other federal programs that do not report into the WIPS system. In cases where such co-enrollment for a participant is known by the grantee, they can report that co-enrollment by simply indicating the appropriate code in the applicable data element. Federal programs that report outside of WIPS that grantees may indicate co-enrollment in include: WIOA title II Adult Education (PIRL 910), Vocational Education – Perkins (PIRL 916), WIOA title IV Vocational Rehabilitation (PIRL 917), and SNAP Employment and Training (PIRL 921).

C. UNIQUE CO-ENROLLMENT SCENARIOS

In addition to the common scenarios above, there are a number of unique scenarios that can occur when reporting on co-enrollment, which are described below.

UNIQUE SITUATION - A: REPORTING CO-ENROLLMENT ACROSS PROGRAMS THAT USE DIFFERENT PIRL SCHEMAS

(Multiple Discretionary Grants)

For programs that are included in a state common exit policy, but where those programs report using more than one reporting schema (e.g. SIRS and REO Adult), grantees should include services from each of these programs in an individual performance record (for the elements that are common across each reporting schema), but the record would have to be included in a separate file upload for each program (using either the appropriate program-specific WIPS schema or the Full PIRL Schema).

A generic example of what this might look like is this:

Record in WIOA Adult file upload:

Participant ID	PIRL 900 – Date of Program Entry	PIRL 901 – Date of Program Exit	Most Recent REO Service	Most Recent WIOA Adult Service	Most Recent Service
ABC123	1/1/2020	6/30/2021	6/30/2021	5/20/2021	6/30/2021

Record in REO Adult file upload:

Participant ID	PIRL 900 – Date of Program Entry	PIRL 901 – Date of Program Exit	Most Recent REO Service	Most Recent WIOA Adult Service	Most Recent Service
ABC123	1/1/2020	6/30/2021	6/30/2021	5/20/2021	6/30/2021

Exceptions:

This process will not work for Apprenticeship grants. While the programs mentioned above share a common definition of exit, Apprenticeship does not share this common definition.

For programs that are not included in a state common exit policy and report using more than one reporting schema, grantees should include only the services provided by the program they are submitting the report for (using the schema appropriate to that program).

UNIQUE SITUATION - B: REPORTING CO-ENROLLMENT ACROSS MULTIPLE GRANTS IN THE SAME PROGRAM

Depending on the program, it may be possible for an individual to be served by more than one grant. In such a scenario, there are some things to keep in mind regarding how to report on such individuals.

Rule: If the participant is served by 2 or more different grants, but those grants are held by different grantees, then each grantee must report independently of each other on that individual, and only report on the services they provide to the individual. The same outcome(s) can be counted by each grantee IF the outcome occurs in the appropriate timeframe for each grantee.

Example 1:

- **Grantee A** serves a participant from 4/1/2023 – 5/10/2023
- **Grantee B** serves the same participant from 5/11/2023- 6/28/2023
- The participant completes a credential and a skill gain on 6/28/2023, and
- The participant is employed from 7/1/2023-3/4/2024.
 - The participant would be reported with a participation period of 4/1/2023 – 5/10/2023 for **Grantee A** and
 - The participant would be reported with a participation period of 5/11/2023- 6/28/2023 for **Grantee B**.
 - Since they earned an MSG on 6/28/2023, they will be a success in MSG for **both grantees** in the report for quarter ending 6/30/2023.
 - Since they earned a Credential on 6/28/2023, they will be a success in Credential Attainment for **both grantees** in the report for quarter ending 12/31/2024 (accounting for 6 quarter lag after exit).
 - Since they were employed at some point during the 10/1/2023-12/31/2023 quarter, they will be a success in Employment Rate 2nd Quarter after Exit for **both grantees**.

Example 2:

- **Grantee A** serves a participant from 4/1/2023 – 5/10/2023
- **Grantee B** serves the same participant from 5/11/2023- 11/28/2023
- The participant completes a credential and a skill gain on 6/28/2023, and
- The participant is employed from 7/1/2023-3/4/2024.
 - The participant would be reported with a participation period of 4/1/2023 – 5/10/2023 for **Grantee A** and

- The participant would be reported with a participation period of 5/11/2023-11/28/2023 for **Grantee B**.
- Since they earned an MSG on 6/28/2023, they will be a success in MSG for **both grantees** in the report for quarter ending 6/30/2023.
- Since they earned a Credential on 6/28/2023, they will be a success in Credential Attainment for **both grantees** in the report, *but* that success will show up in different quarters' reports, based on their date of exit with each grantee.
- Since they were employed at some point during the 10/1/2023-12/31/2023 quarter, they will be a success in Employment Rate 2nd Quarter after Exit for **Grantee A**. However, they were not employed during the quarter 4/1/2024-6/30/2024 so they will NOT be a success for **Grantee B**.

UNIQUE SITUATION - C: TRANSFERRING A PARTICIPANT FROM ONE GRANT/GRANTEE TO ANOTHER

In certain programs, it can be possible or sometimes necessary for a participant to be transferred from one grant or grantee to another due to the design of the program. Programs where this is possible are Registered Apprenticeship grants, REO, SCSEP, National Farmworker Jobs Program, and YouthBuild. For each of these, grantees should report such participants in accordance with the following guidelines:

Registered Apprenticeship grants –

For Registered Apprenticeship grants, the scenario in which it is possible to transfer a participant from one grant to another is in situations where the grant the participant began under reaches the end of its period of performance (POP) before the participant completes their Registered Apprenticeship Program. Since Registered Apprenticeship Programs can last sometimes up to 5 years, which is longer than many grants' period of performance, this is not uncommon. For example, if the grant's POP is three years, but the registered apprenticeship program (RAP) lasts four years. Therefore, grantees with multiple apprenticeship grants may transfer participants in these situations from the grant that is ending (initial grant) into the more recent grant (transfer grant). When this happens, the participant is called an incumbent registered apprentice.

When this occurs:

1. Under the initial grant the registered apprentice should not be "exited". The grantee's final PIRL file upload should report the registered apprentice's services and activities as they would for any other reporting quarter, but PIRL 901 (Data of Program Exit) and PIRL 2911 (Date Completed Registered Apprenticeship Program) should not be completed.
2. Under the transfer grant the registered apprentice is not an incumbent registered apprentice. The grantee should complete the following data elements in their PIRL data file:
 - PIRL 900 – record the date that the apprentice began the transfer grantee
 - PIRL 901 - no impact, leave blank
 - PIRL 2907 – use code value 1=enrolled
 - PIRL 2908 – record the date the participant started the registered apprenticeship program in the initial grant
 - PIRL 2920 – record the grant number of the transfer grant

- PIRL 3020 (Date Started Registered Apprenticeship Program)
3. If co-enrolling with an apprenticeship grant and another ETA grant:
- PIRL 2914 – code value 1
 - Report the program marker for another ETA grant (this signifies co-enrollment)
 - When there are 2 program flags for one participant, this represents co-enrollment. Under most circumstances, there is no need to have two rows in the PIRL for one participant.

REO –

For REO PROWD grants, this may happen when individual participants receive services from both an FSA-funded PROWD grant and a WIOA-funded PROWD grant, or when PROWD participants who are under the supervision of the Bureau of Prisons (BOP) transfer to another PROWD grantee state and continue receiving PROWD services. Transfers occur in PROWD because the federal correctional system moves participants from one Federal Correctional Institute (FCI) to another with some degree of regularity, and this results in PROWD participants crossing state lines.

SCSEP –

Transfers of participants between grantees are usually done for the convenience of the participants, such as moving to a new area, or to avoid disruption of service when a grantee has insufficient funds to support all filled positions. Transfers of participants between grantees must be done by agreement of two grantees, not the unilateral action of a participant, and must be consistent with SCSEP policy. When a participant has been transferred, the participant retains the status that they had at the transferring (donor) project. When there has been a transfer, the donor project does not have a true exit and thus does not have an outcome that is reflected in its performance measures. The true exit occurs when the participant leaves the new (recipient) project.

National Farmworker Jobs Program –

For National Farmworker Jobs Program, this scenario may occur for a few reasons.

For example, grantees may transfer a participant from one program to another in situations when a grant reaches the end of its period of performance (POP) before the participant exits the program. Therefore, grantees may transfer participants in these situations from the grant that is ending into another National Farmworker Jobs Program grant that was recently awarded or into another program. Another example, a grantee may transfer a participant to another National Farmworker Jobs Program grantee or another program to help a participant realize their education, employment, or training goal or avoid disruption of services when a participant needs to move for personal, financial, or other reasons. Grantees involved should develop an agreement to transfer participants between grantees.

YouthBuild –

In localities with more than one YouthBuild program, a participant enrolled in one program may be interested in occupational training offered at another program. Before the participant enrolls

in the second program, both grantees should contact their Federal Project Officers to ensure the feasibility and compliance of such a transfer. Considerations include participant eligibility, which may have changed because of participation in the first program, and logistics, such as program accessibility, data sharing, and coordination of services.

UNIQUE SITUATION - D: REPORTING CO-ENROLLMENT ACROSS MULTIPLE DEMONSTRATION GRANTS

For Demonstration grants, such as grants awarded as a part of the Strengthening Community Colleges (SCC), Workforce Opportunity for Rural Communities (WORC), Community Projects (CP), and Critical Sectors Job Quality (CSJQ) grant initiatives, it may be possible for an individual to be co-enrolled in multiple demonstration grants. It is important that grantees keep in mind the rules for co-enrollment between Demonstration Grant Initiatives:

Co-enrollment Between Demonstration Grant Initiatives

1. A participant may be enrolled simultaneously in more than one demonstration grant if they are separate grant initiatives (e.g., SCC and WORC).
2. For co-enrolling participants in grants that are part of the same grant initiative grantees should refer to guidance and technical assistance materials to determine the rules for their grant's initiative.
3. Consecutive enrollment in a second (or third and beyond) demonstration grant after a participant has completed participation in a prior demonstration grant is allowable, provided that this is done in order to continue their services when the prior grant completes. The participant must be exited from one program before entering another.

Rule: Reporting Participants in More than One Demonstration Grant

A participant who receives services from more than one Demo grants, regardless of if they are the same grantee or not, should only report the services/outcomes associated with each grant. This means that the participant record reported for each grant should only reflect the services/outcomes for that grant. This fosters accountability for service provided by specific grantees. These singular participants should not have a combined record that reflects the services/outcomes from both grants.

Rule: Demonstration Grant Reporting – Separate Files for Separate Grants

In cases where there is a single grantee that is the recipient of multiple demonstration grant awards, the grantee must upload separate participant data files for each grant and certify separate Quarterly reports.

UNIQUE SITUATION - E: REPORTING FOR INDIVIDUALS WHO ARE A REPORTABLE INDIVIDUAL IN ONE PROGRAM AND A PARTICIPANT IN ANOTHER

SINGLE PIRL FILE UPLOAD:

Requirements to keep in mind:

1. Report a single, unified record comprised of each individual's reportable individual and participation periods.
 - Example 1a: State ABC has an individual come into the system and receives some reportable individual level services initially from WP in March 2021 and is referred to WIOA Adult. The individual then receives participant-level WIOA Adult services from April 2021 – July 2021. This participant would have one unified record that will reflect all of the WP and WIOA Adult services they received between March 2021 and December 2021 (Date of Program Exit), where their Date of Program Entry would be in April 2021. The first time this record is reported will be for the quarter ending in March 2021, at which point they would be a reportable individual record (PIRL 918 = code 2). In subsequent quarters, the record would be a combined record, where the individual was a participant in WIOA Adult (PIRL 903 = code 1,2, or 3) and reportable individual in WP (PIRL 918 = code 2).
2. Record the program flag indicating participation in each of the programs that the participant was a participant in and the reportable individual flag in each of the programs that the individual was a reportable individual in.
 - Example 1a: Using the example described above, this single record for the March 2021 report quarter should indicate that the participant was a reportable individual in the WP Program element (PIRL 918). In all subsequent quarters this single record should indicate that this individual was a participant in WIOA Adult (PIRL 903 = code 1,2, or 3) and reportable individual in WP (PIRL 918 = code 2).
3. Record all services the participant received across all of the programs in that single record.
 - Example 1a: All participant-level and reportable individual level services that the individual received through the WP and WIOA Adult programs should be reported in the single, unified record. If the same type of service was received from more than one of the programs, the most recently provided service's date/information should be reported (or earliest for the "Date of First" elements). Grantees should continue to update reportable individual level services in PIRL elements 1002 and 1007 as they are received, in addition to any participant-level services being provided.

MULTIPLE PIRL FILE UPLOADS:

Requirements to keep in mind:

1. Same as the Single File Upload Requirements.

Optional: Records for individuals that are not participants/reportable individuals in the "reporting program" may be removed from the file being uploaded. For example, if submitting separate WP and WIOA Adult files, state ABC can remove WP-only records from the file they upload for WIOA Adult.

APPENDICES

PIRL PROGRAM FLAGS (Participants who are co-enrolled in multiple programs will have more than one program flag in their PIRL record.)

Appendix 1. Program Flag – Participants		
Data Element	Program	Program Flag (PIRL element and code value(s))
903	Adult	ADULT (WIOA) [PIRL 903] > 0 and < 4
904	Dislocated Worker	DISLOCATED WORKER (WIOA) [PIRL 904] > 0 and < 4 or Rapid Response Additional Assistance [PIRL 909] = 1
905	Youth	YOUTH (WIOA) [PIRL 905] > 0 and < 4
932	National Dislocated Worker Grants	NATIONAL DISLOCATED WORKER GRANTS (DWG) [PIRL 932] = 1
910	Adult Education	ADULT EDUCATION (WIOA) [PIRL 910] > 0 and < 9
917	Vocational Rehabilitation	VOCATIONAL REHABILITATION (WIOA) [PIRL 917] > 0 and < 9
918	Wagner-Peyser Employment Service	WAGNER-PEYSER EMPLOYMENT SERVICE (WIOA) [PIRL 918] = 1
925	Trade Adjustment Assistance	Date of First TAA Benefit or Service [PIRL 925] is not null
941	National Farmworker Jobs Program (NFJP)	National Farmworker Jobs Program [PIRL 941] = 1
913	Indian and Native American Program (INA)	Indian and Native American Program [PIRL 913] = 1
936	Reintegration of EX-Offenders (Adult)	Reintegration of EX-Offenders (Adult) [PIRL 936] is not null
937	Reintegration of EX-Offenders (Youth)	Reintegration of EX-Offenders (Youth) [PIRL 937] is not null
919	YouthBuild	YouthBuild [PIRL 919] is not null
914	Jobs for Veterans' State Grants (JVSG)	Veterans' Programs [PIRL 914] = 1
938	H-1B	H-1B [PIRL 938] is not null
911	Job Corps	Job Corps (WIOA) [PIRL 911] = 1
920	Senior Community Service Employment Program (SCSEP)	Senior Community Service Employment Program [PIRL 920] is not null
2914	Registered Apprenticeship Grants	Apprenticeship Grant Number [PIRL 2920] is not null AND Registered Apprenticeship Grants Program Status [PIRL 2914] = 1 or 3
105	Demonstration Grants	Special Project ID #1 [PIRL 105] = DEM1111

Appendix 2. Program Flag – Reportable Individuals

	Program	Program Flag (PIRL element and code value(s))
903	Adult	ADULT (WIOA) [PIRL 903] = 4
904	Dislocated Worker	DISLOCATED WORKER (WIOA) [PIRL 904] = 4
905	Youth	YOUTH (WIOA) [PIRL 905] = 4
918	Wagner-Peyser Employment Service	WAGNER-PEYSER EMPLOYMENT SERVICE (WIOA) [PIRL 918] = 2
932	National Dislocated Worker Grants	NATIONAL DISLOCATED WORKER GRANTS (DWG) [PIRL 932] = 2
941	National Farmworker Jobs Program (NFJP)	NATIONAL FARMWORKER JOBS PROGRAM [PIRL 941] = 2
913	Indian and Native American Program (INA)	Indian and Native American Programs [PIRL 913] = 2
911	Job Corps	Job Corps (WIOA) [PIRL 911] = 2
2914	Registered Apprenticeship Grants	Apprenticeship Grant Number [PIRL 2920] is not null AND Registered Apprenticeship Grants Program Status [PIRL 2914] = 2