National Farmworker Jobs Program

National Farmworker Jobs Program Performance Reporting Reference Guide

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Introduction

Program Background:

The National Farmworker Jobs Program (NFJP) is a nationally directed, locally administered program of services for migrant and seasonal farmworkers (MSFW). NFJP includes Career Services and Training (CST) grants and Housing grants across the United States and Puerto Rico. The program collaborates with community organizations and state agencies to counter the chronic unemployment and underemployment experienced by farmworkers who depend primarily on jobs in agricultural labor performed across the country. The NFJP is an integral part of the public workforce system and a partner in the nationwide network of American Job Centers. NFJP partners with state monitor advocates to provide services to farmworkers and their families working in agriculture employment.

NFJP grant recipients, including CST and Housing grant recipients, must track performance and submit program reports to the U.S. Department of Labor (or the Department) to comply with the reporting and record-keeping requirements of the grant.

About this reference guide:

This Performance Reporting Reference Guide is a tool for NFJP grant recipients to reference when reporting qualitative and quantitative performance data on a quarterly basis throughout the life of the grant. **This document does not have the force and effect of law and does not replace existing law or agency policies.** This reference guide contains the following sections:

- **Section 1: General Reporting Requirements**
- **Section 2: Workforce Integrated Performance System (WIPS)**
- **Section 3: Participant Individual Records Layout (PIRL) ETA Form 9172**
- **Section 4: Quarterly Progress Report (QPR) ETA Form 9173**
- **Section 5: Quarterly Narrative Report (QNR) ETA Form 9179**
- **Section 6: Indicators of Performance in NFJP**
- **Section 7: Department of Labor (DOL) Data Standards**

Appendices:

1) **NFJP Performance Reporting Checklist**
2) **NFJP Performance Reporting Glossary**
3) **Key PIRL Data Elements for Housing Grant Recipients**
4) **Key PIRL Data Elements for Career Services and Training Grant Recipients**

To access technical assistance resources for NFJP grant recipients, please join the online Agricultural Connection community at https://farmworker.workforcegps.org/ and the online performance reporting community at https://performancereporting.workforcegps.org/. Additionally, visit the NFJP Grant Reporting WFGPS site.

Section 1: General Reporting Requirements

1.1 Period of Performance

The NFJP grant's total period of performance is four years. Each year's award has a performance period of 15 months, from July 1 to September 30 of the subsequent calendar year. Although the performance period is 15 months, the program measures performance over a 12-month program year. The additional three months or 5th quarter in the period of performance is meant to give grant recipients the flexibility to absorb minor fluctuations in spending within the four-year cycle without the need to request extensions from year to year.

1.2 Quarterly Reporting Cycle

Quarterly Reports are due to DOL-ETA **by the 15th day of the second month of the subsequent quarter**. The table below provides the expected due dates for each reporting quarter. Reports not submitted by the due date will be considered late and not in compliance with the grant requirements.

Table 1: Quarterly Report Deadlines

Quarter Start Date	Quarter End Date	Report Submission Due Date
January 1	March 31	**May 15**
April 1	June 30	**August 15**
July 1	September 30	**November 15**
October 1	December 31	**February 15**

Section 2: Workforce Integrated Performance System

NFJP grant recipients must submit performance reports through the Workforce Integrated Performance System (WIPS).

WIPS is an online, password-protected system that allows grant recipients to:

1. Upload a data file.
2. Verify that data is correct using a series of logic and validation checks.
3. Generate and certify a Quarterly Performance Report (QPR) and Quarterly Narrative Report (QNR).
4. View and add comments to the QPR and QNR.

Detailed reporting guidance, training materials, and technical assistance tools can be found on the WIPS page. For additional information about WIPS, visit the DOL-ETA performance website at https://doleta.gov/performance/wips/.

2.1 Setting up a WIPS account

The authorized representative for a grant will have access to WIPS. If a grant recipient would like to add an additional user, an authorized representative must send a request for the person. To establish a new user account in WIPS, recipients must follow these steps:

1. Visit the WIPS resource webpage.
2. Select WIPS Technical Assistance Request.
3. Complete all required fields of the WIPS Technical Assistance Request template.
4. Check "NFJP" from the program checkbox menu.
5. Provide the NFJP grant number in the description box.
6. Click "Submit."

For additional help with creating a WIPS account, grant recipients can review the WIPS Program User Quick Start Guide. Additional guidance can be found in TEN 40-16. WIPS users should log into WIPS monthly to keep accounts active.

NFJP grant recipients should use the same WIPS Technical Assistance Request to request assistance with deactivating and reactivating an account. NFJP Grant Recipients should forward assigned ticket numbers for all WIPS Technical Assistance Requests to their Federal Project Officer and copy NFJP@dol.gov and the authorized representative. Keeping the FPO, the authorized representative, and the NFJP National Office aware of any requests submitted can assist with getting issues resolved. When appropriate, screenshots are always very helpful – the more detailed the email can be, the easier and quicker it is for the developers to resolve a technical issue.

Once a WIPS account has been established, the user should use the ticketing system within WIPS instead of the technical assistance link. Using the internal ticketing system allows the user to track the progress of their ticket.

Section 3: PIRL ETA Form 9172

ETA Form 9172 (DOL-Only PIRL) is the data layout that provides a standardized set of data elements, definitions, and reporting instructions used to describe the characteristics, activities, and outcomes of WIOA participants. The PIRL provides a framework to help the public workforce development system meet federal reporting requirements while ensuring consistency and comparability across grant recipients and programs.

NFJP grant recipients submit the DOL-Only PIRL, ETA Form 9172, quarterly for performance accountability. PIRL data elements required explicitly for the NFJP program are noted in the column labeled "National Farmworker Jobs Program" and then notated with "R" next to each item. See the DOL-Only PIRL, OMB 1205-0521. When submitting the data files for NFJP, grant recipients should pay special attention to the following:

Data records must be compiled into one comma-separated values (.csv) data file, then uploaded into WIPS.

    - CST grant recipients will upload a single comprehensive data file in WIPS that includes at least the most recent 10 quarters. Note, Housing grant recipients will upload a single comprehensive data file in WIPS that reflects the total number of individuals and families that received services within the program year, which is from July 1 to June 30 of the subsequent calendar year.

- Multi-state grant recipients will need a separate user account for each NFJP grant. Otherwise, the information is overwritten each time a data file for a particular quarter is uploaded.
- Grant recipients must certify their quarterly submission. Certification is critical, so the data is available for extraction within WIPS.
- It is imperative that grantee recipients submit their quarterly report under the correct grant number and certify the report by the established deadline. This allows for national data processing to incorporate State Wage Interchange System (SWIS) Information with grantee supplemental data know as Common Reporting Information System (CRIS) for CST grant recipients. Once submitted in WIPS, grant recipients may generate a report, ETA 9173, which shows the aggregated data.
- If necessary, grant recipients may request technical assistance to complete their WIPS submission. Please submit a ticket within the WIPS system and email the Federal Project Officer and copy NFJP@dol.gov with the ticket number to request assistance.

Section 4: QPR ETA Form 9173

The Quarterly Performance Reports (QPR) ETA Form 9173 is a report auto-generated by WIPS from the PIRL data file for CST grant recipients. The QPR ETA Form 9173 provides a snapshot of the CST grant's progress to date. Housing grant recipients do not report out on all of the same elements that are currently recorded in ETA 9173; see Appendix 3 for a list of PIRL elements Housing grant recipients utilize. For Housing grant recipients, a dashboard is created from the data submitted in the ETA 9172 by the Department's contractor, Social Policy Research Associates (SPRA). ETA's National and Regional Offices use the information on the QPR and in the housing dashboard to assess whether a grant recipient is serving participants and expending funds as described in the grant applications and grant award agreements. This information also helps ETA assess progress toward grant goals and identify technical assistance needs.

Section 5: QNR ETA Form 9179

The Quarterly Narrative Report (QNR) ETA Form 9179 is a written report reflecting grant program activities that complement the quantitative data reported on the QPR. Grants can also report information not reflected on the QPR and identify technical assistance needs and/or grant program highlights from the reporting quarter.

Both CST and Housing grant recipients are required to use the OMB-approved QNR template. The Joint Quarterly Narrative Report Template describes the required report components. Grant recipients submit the QNR by the 15th day of the second month of the subsequent quarter. CST and Housing grant recipients submit their reports through WIPS. Grant recipients should ensure that they submit their reports under the correct grant number for the appropriate program year by the established deadline and certify the report.

- The QNR template and instructions are available at https://farmworker.workforcegps.org/resources/2019/08/06/19/31/Joint-Quarterly-Narrative-Report-Instructions-for-NFJP-Grantees.
- Note, if there are no updates, grant recipients may write "No changes this quarter." Or "No changes this quarter except in section(s) ___" at the top of Section II in the QNR. Federal Project Officers will ask a grant recipient for more information, if needed.

Section 6: Indicators of Performance in NFJP

Grant recipients are required to collect and report on participant-level data for all participants that receive grant-funded services. Grant recipients are also required to report on program-completion training outcomes for all participants, as well as follow-up and tracking activities for all participants during the period of performance. For additional information on WIOA performance indicators, see Appendix III-Table C and Attachment 7 in TEGL 14-18.

6.1 Indicators of Performance for Career Services and Training Grant Recipients

WIOA Adult Measures:

- Employment Rate – 2nd Quarter After Exit: Percentage of participants in unsubsidized employment during the second quarter after exit;
- Employment Rate – 4th Quarter After Exit: Percentage of participants who are in unsubsidized employment during the fourth quarter after exit;
- Median Earnings – 2nd Quarter After Exit: Median earnings of participants who are in unsubsidized employment during the second quarter after exit;
- Credential Attainment: Percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma equivalent during participation in or within one year after exit. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exiting from the program;
- Measurable Skill Gains: Percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment; and
- Effectiveness in Serving Employers: Percentage of participants who exit and are employed with the same employer in the second and fourth quarters after exit.[1]

WIOA Youth Measures:

- Education and Employment Rate – 2nd Quarter After Exit: Percentage of participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit;
- Education and Employment Rate – 4th Quarter After Exit: Percentage of participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program;
- Median Earnings – 2nd Quarter After Exit: Median earnings of participants who are in unsubsidized employment during the second quarter after exit;
- Credential Attainment: The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exiting from the

[1] ETA has not established targets for this indicator.

program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exiting from the program;

- Measurable Skill Gains: Percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, toward such a credential or employment; and
- Effectiveness in Serving Employers: Percentage of participants who exit and are employed with the same employer in the second and fourth quarters after exit.[2]

6.2 Indicators of Performance for Housing Grant Recipients

Permanent Housing Performance Measures:

1. **Total number of eligible Migrant and Seasonal Farmworkers (MSFW) served:** The total number of eligible MSFWs that benefit from the permanent housing activities provided within the program year.
2. **Total number of eligible MSFW families served:** The total number of eligible MSFW families that benefit from the permanent housing activities provided within the program year.
3. **Total number of other individuals served:** The total number of individuals that benefit from the permanent housing activities provided within the program year. This total number includes those individuals who do not meet the eligibility requirements per TEGL 18-16, Change 1.
4. **Total number of other families served:** The total number of families that benefit from the permanent housing activities provided within the program year. This total number includes families of those individuals who do not meet the eligibility requirements per TEGL 18-16, Change 1.

Temporary Housing Performance Measures:

1. **Total number of eligible MSFWs served:** The total number of eligible MSFWs that benefit from the temporary housing activities provided within the program year.
2. **Total number of eligible MSFW families served:** The total number of eligible MSFW families that benefit from the temporary housing activities provided within the program year.

[2] ETA has not established targets for this indicator.

Section 7: DOL Data Standards

7.1 Collecting Personally Identifiable Information

As part of their grant activities, grant recipients may have in their possession large quantities of personally identifiable information or PII relating to their organization and staff; sub-grantee and partner organizations and staff; and individual program participants. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files, and other sources.

Federal agencies are required to take aggressive measures to mitigate the risks associated with the collection, storage, and dissemination of sensitive data, including PII. As the grantor agency, ETA has provided TEGL No. 39-11 [3] guidance on the Handling and Protection of Personally Identifiable Information (PII), to grant recipients to notify them of the specific requirements grant recipients must follow the acquisition, handling, and transmission of PII.

7.2 Purpose of Collecting Social Security Numbers

The Department, on behalf of the grant recipients, will work with its state partners to match SSNs with employment data available from State Unemployment Insurance (UI) and other administrative wage records (e.g., Federal and Military employment). This matching procedure is necessary for DOL to collect consistent and reliable aggregate outcome information for each grantee by calculating a set of WIOA primary performance indicators, including employment rate and median earnings. The collection of this information assists DOL and the grantee to track the long-term success of the training program.

The following must be considered when requesting social security numbers (SSN):

- While NFJP grant recipients are required to request participants' SSNs, participants cannot be denied services if they choose not to disclose an SSN.
- Selective Service registration is required when applicable. However, SSNs are not required for Selective Service registration, so registration is not an automatic indicator that an individual has an SSN.
- If an eligible participant chooses not to disclose their SSN, they cannot be denied services. When reporting eligible participants who choose not to disclose their SSNs, a code value of 999999999 should be entered for PIRL 2700 (Social Security Number).

7.3 Tips for Collecting Social Security Numbers from Program Participants

For grant recipients encountering issues in collecting SSNs from training participants, DOL recipients who have been successful in compiling this information have recommended the following:

[3] https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872

a. Increase the “ask” at intake or enrollment.

b. Include statement/disclaimer language directly under the SSN field of an intake or enrollment form identifying: why this information is requested, security of this information, what it is used for, and how it benefits the program to measure program success (see example below).

c. Ask Case Managers (or other appropriate staff) to follow-up in person or by phone with any participant that does not disclose their SSN as a part of the enrollment process. Individuals may not provide their SSN because they don’t understand the need for this information. Staff familiar with the enrollment process should explain to participants the value this information provides the grantee and DOL with measuring outcomes and how this information is used.

7.4 Disclaimer Language Example

This project was funded by a grant awarded under the National Farmworker Jobs Program Career Services and Training Grants and Housing Grants, Funding Opportunity Number FOA-ETA-20-08, as implemented by the U.S. Department of Labor's Employment and Training Administration. The collection of this information helps to track the long-term success of this training program. Your personal information is kept confidential and secure and will not be shared with any outside agencies other than those involved with the support or oversight of this grant received by (Grantee Name) and issued by the U.S. Department of Labor. Your information will never be sold or shared with third-party agencies through your participation in grant supported training activities. Please direct any additional questions concerning the use of your personal information to Jane Doe, Program Director at (215) 123-XXXX.

7.5 Records Retention Requirements

Grant recipients are required to maintain all records pertaining to grant activities at least three years after the final award close-out. See 2 CFR 200.333 - 337 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually and when the records must be retained for more than three years.

Appendix 1: NFJP Performance Reporting Checklist

This checklist can help new grant recipients prepare for their grant reporting requirements. For additional information, grant recipients can review the information in the guide.

☐ Find and review your Notice of Award.

☐ Note your Federal Project Officer's contact information in the grant agreement.

☐ Keep a copy of your grant's performance targets and enrollment goals.

☐ Review and become familiar with the following the performance reporting forms:

- WIOA DOL-only PIRL (ETA-9172)
- NFJP Quarterly Performance Report ETA - 9173
- Joint Quarterly Narrative Report ETA-9179

☐ Establish or confirm access to the Workforce Integrated Performance System (WIPS) DOL uses the web-based reporting system WIPS to submit the Quarterly Performance Report (QPR) and the Quarterly Narrative Report (QNR).

☐ Review the WIOA Performance Reporting Page: The U.S. Departments of Labor and Education have collaboratively issued Workforce Innovation and Opportunity Act provisions related to performance accountability. The associated documents include a Participant Individual Record Layout (PIRL), reporting calculation specifications, and quarterly and annual report templates. These documents have been approved by the Office of Management and Budget (OMB) for collection.

☐ Review the Financial Reporting page and get access to the financial reporting systems, Grant Solutions and Payment Management Systems (PMS) for filling the quarterly ETA 9130 (J) Financial Reports.

☐ Review TRAINING AND EMPLOYMENT GUIDANCE LETTER 16-22: Revised ETA-9130 Financial Report Instructions and Additional Guidance

☐ Review and bookmark the WFGPS Performance Reporting Page: This community serves as a centralized source of information for the Performance Reporting-related policies and resources for DOLETA's employment and training programs. This WorkforceGPS (WFGPS) portal is a new way for ETA to provide technical assistance to grant recipients operating ETA employment and training programs, particularly those practitioners responsible for reporting on performance or making policies involving performance. The Department will continue to add to this page as new technical assistance needs are identified and additional resources are developed.

- PIRL Reporting Online Resource - Release 3.0: The PIRL Reporting Online Resource is designed to support grant recipients in successfully understanding, preparing, and submitting the U.S. Department of Labor (DOL) Employment and Training Administration's (ETA) Participant Individual Record Layout (PIRL) reports (ETA-9172). The PIRL provides a framework to help the public workforce development system meet federal reporting requirements while ensuring consistency and comparability across grant recipients and programs.

- Understanding Reportable Individuals and Participants for Performance: A Guide to Reporting Services: If you have ever had questions about differentiating between reportable individuals and participants for the purposes of performance reporting under the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, Wagner Peyser Employment Service, and National Dislocated Worker Grants, then this is the resource for you. The guide and accompanying video are tools for understanding the information provided in Attachment 7A of TEGL 10-16, Change 2, and the DOL-only PIRL.

- *UPDATED* Reportable Individuals Scenario Tool: This tool provides six different scenarios for reporting an individual whose status as a reportable individual or a participant changes across different reporting periods. This tool helps to clarify when it is appropriate to include multiple records for the same individual based on these changes. Each of the six scenarios includes a sample PIRL record (using select PIRL element #s) that demonstrates which dates are entered in each field for the different reporting periods, a visual timeline to demonstrate these dates, and a description of the business rules used to derive the six scenarios.

☐ Review TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 14-18, Appendix III-Table C, and Attachment 7 for NFJP specific performance reporting guidance. TEGL 14-18 aligns Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL).

☐ Review TRAINING AND EMPLOYMENT GUIDANCE LETTER 23-19 Change 1: Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs.

☐ Review TRAINING AND EMPLOYMENT GUIDANCE LETTER 23-19 Change 2: Revisions to Training and Employment Guidance Letter (TEGL) 23-19, Change 1, Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs.

☐ Review TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 10-16, Change 2: Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs.

☐ Review TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 19-16: Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules.

Appendix 2: NFJP Performance Reporting Glossary

The following glossary of performance reporting terms is provided for further guidance on the definitions of terms as it applies to NFJP grants.

1. Certifications:

    a. Occupational Licenses: Characteristics of occupational licenses typically include: granted by Federal, State, or Local governmental agencies; are mandatory in the relevant jurisdiction; intended to set professional standards and ensure safety and quality of work, such as medical licenses for doctors; are required in addition to other credentials (educational awards, apprenticeship, or certification); are defined by laws and regulations; are time-limited – must be renewed based on meeting on-going requirements to maintain the license, and the violation of the terms of the license can result in legal action.

    b. Personnel Certifications: A personnel certification indicates that the individual has acquired the necessary knowledge, skills, and sometimes personal attributes to perform a specific occupation or skill. The certification process is based on a formal study that has validated the necessary knowledge, skills, and personal attributes that have been assessed (through examinations that have been determined to be fair, valid, and reliable) and reaffirmed (re-certification) at a designated interval (such as every three years). The certificate that is given is owned by the certification body and can be taken away from the certified person for reasons of unethical or incompetent behavior after an appropriate due process.

    c. Skill Certificates: A skill certificate is issued after an individual attends or participates in a particular meeting or course (certificate of completion) or is given to attest to knowledge attainment rather than competency.

2. Customized Training: Customized training is designed to meet the special requirements of an employer (or group of employers); is conducted with a commitment by the employer to employ the individual on successful completion of the training; and for which the employer pays a significant portion of the cost of training, as determined by the local board involved, taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities; and in the case of customized training involving an employer located in multiple local areas in the State, a significant portion of the cost of the

training, as determined by the Governor of the State, taking into account the size of the employer and such factors as the Governor determines to be appropriate.

3. Dependent: For NFJP, the definition of dependent is much broader than most programs. A dependent is an individual who: 1) was claimed as a dependent on the eligible MSFW's Federal income tax return for the previous year; or 2) is the spouse of the eligible MSFW; or 3) if not claimed as dependent for income tax purposes, is able to establish:

    i. A relationship as the eligible MSFWs:

        a. Child, grandchild, great-grandchild, including legally adopted children;
        b. Stepchild;
        c. Brother, sister, half-brother, half-sister, stepbrother, or stepsister;
        d. Parent, grandparent, or other direct ancestor but not a foster parent;
        e. Foster child;
        f. Stepfather or stepmother;
        g. Uncle or aunt;
        h. Niece or nephew;
        i. Father-in-law, mother-in-law, son-in-law; or
        j. Daughter-in-law, brother-in-law, or sister-in-law; and

    ii. The receipt of over half of his/her total support from the eligible MSFW's family during the eligibility determination period.

4. Emergency Assistance: Emergency assistance, a form of short-term related assistance, may be provided to eligible MSFWs and their dependents as defined in 20 CFR 685.110 to address these farmworker's immediate needs. Emergency assistance may include, but is not limited to, the provision of necessary items like garments of clothing, food, and transportation vouchers. When an individual receives emergency assistance only (and no other NFJP services), an applicant's self-certification is accepted as sufficient documentation of eligibility. Any individual receiving emergency services only would be counted as a reportable individual. Note, Per TEGL 18-16, Change 1 NFJP grant recipients may provide emergency assistance to H-2A workers.

5. Exit: NFJP CST participants are exited from the program when they have not received any services funded by the program for 90 consecutive calendar days and have no gap in service and are not scheduled for future services. The date of exit is applied retroactively to the last day on which the individual received a service funded by the program.

    PIRL 901 (Date of Program Exit) is used to collect and report the date of exit. For exit-based performance measures (WIOA Primary Indicators of Performance), the quarter for tracking these measures is determined by the quarter in which the date of exit occurs. For example, if the date of exit is between January 1st and March 31st, the first quarter after exit would be April 1st through June 30th.

Note: *If a participant returns to your training program after exiting the program, you would enroll this participant as a new participant. Reportable individuals will not have an exit date.*

6. Follow Up Services: These services are designed to help CST participants retain employment, earn wage gains or advance within their occupation. Because the date of exit is retroactive to the last date of service, follow-up services may begin immediately following the last date of service if it is expected that the participant will not receive any future services other than follow-up services. Provision of follow-up services does not extend the date of exit. See 20 CFR 681.580 for information on follow-up services for youth.

7. Gap in Service: A *Gap in Service* refers to reasons a CST participant may be enrolled in grant activities but delayed 90 days or more from participating. Reasons for inactivity 90 days or more would include one of the following scenarios:
    1. Delay before the beginning of training *(Acceptable reasons for the delay should be related to the grantee's training program, not for personal reasons of the participant.)*
    2. Health/medical reason or family care
    3. Temporary move from the area

After 90 days of inactivity, a CST participant would be considered as exited from the program unless an allowable gap in service had been documented or there are scheduled follow-up services in place. In some cases, an individual may leave your program without completing the training courses. If an individual returns after exiting your program, this individual will be enrolled as a new participant.

8. Incumbent Worker: The individual worker needs to be employed in a situation that meets the Fair Labor Standards Act requirements for an employer-employee relationship, and have an established employment history with the employer for 6 months or more, with the following exception: in the event that the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for 6 months or more as long as the majority of those employees being trained do meet the employment history requirement. An incumbent worker does not have to meet the eligibility requirements for career and training services for Adults and Dislocated Workers under WIOA unless they are also enrolled in the WIOA Adult or Dislocated Worker program. Participants determined eligible as incumbent workers should be reported as code value #6 in PIRL 907 (Recipient of Incumbent Worker Training) if they meet the specific FOA definition.

9. Industry Recognized Credential: The term "recognized postsecondary credential" means a credential consisting of an industry-recognized certificate or certification, a certificate of

completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.

10. Low-Income Individual: NFJP grant recipients will use the definition of low-income established in TEGL 18-16, Change 1. For performance reporting, participants will be reported in PIRL 802 (Low Income Status at Program Entry (WIOA).

11. Participant: NFJP CST applies a program-specific definition of participant, and does not follow the definition applied to the core programs. To be an NFJP participant, an individual must complete the following requirements: eligibility determination, career assessment, and receipt of at least 1 of the 5 program elements (i.e., career services, training services, housing services, youth services, and/or certain related assistance services). These individuals will be considered program participants and will be included in performance calculations. Note for the purposes of determining eligibility, grant recipients do not need to demonstrate that an individual is either chronically unemployed or underemployed.

    Individuals who are enrolled in certain related assistance activities that require significant involvement of grant recipient staff are also considered participants. Specifically, "certain related assistance" activities that trigger inclusion in participation are those that require an eligibility determination and a career assessment, and are directly related to education, training, career, and/or employment outcomes. These activities may include, but are not limited to:

    - School dropout prevention and recovery activities;
    - Self-employment and related business or micro-enterprise development or education; and
    - Occupational career and technical education.

    Individuals who receive services funded solely with leveraged resources (i.e., no services are provided with grant funds) are not considered grant participants. Grant recipients must not include individuals funded solely with leveraged resources in the data file that is uploaded to WIPS.

12. Participant Data File: A set of individual participant records that describe the activities of each participant that will be tracked and submitted to DOL in **one data file** each reporting quarter. Data files are files that store data pertaining to a specific application for later use. Grant recipients should upload one comprehensive data file of all participant records served to-date. This file can be updated each quarter and resubmitted to WIPS for the appropriate reporting quarter.

13. Participant Individual Record Layout (PIRL): the data layout that provides a standardized set of data elements, definitions, and reporting instructions that will be used to describe the characteristics, activities, and outcomes of WIOA participants.

14. Participant Records: Each individual that is determined eligible for the NFJP program and participates in a grant-funded service will be tracked according to the data elements and edit checks provided. Based on information tracked in a participant's case file, each individual will have a single record detailing their demographics, training activities, and program outcomes in the grantee's data file.

15. Period of Participation: For all CST indicators, except measurable skills gains, the period of participation refers to the period of time beginning when an individual becomes a participant and ending on the participant's date of exit from the program.

16. Related Assistance Services: Related assistance may include short-term direct services and activities. These include emergency assistance and activities identified in WIOA, such as: English language and literacy instruction; pesticide and worker safety training; housing (including permanent housing); and school dropout prevention and recovery activities. Eligible MSFWs may receive related assistance services when the grantee identifies and documents the need for related assistance, which may include a statement by the eligible MSFW.

17. Reportable Individual: NFJP applies a program-specific definition of reportable individual and does not follow the definition applied to the core programs. An individual who receives only related assistance services that 1) do not require significant involvement of grantee staff time; and 2) do not require a career assessment by grantee staff of an individual's skills, education, or career objectives (including all emergency assistance services) will be considered a "reportable individual" for NFJP. Such individuals are not included in performance calculations as program participants.

    - https://performancereporting.workforcegps.org/resources/2018/08/27/15/30/Reportable-Individual-Resource-Page
    - https://performancereporting.workforcegps.org/resources/2018/07/30/15/14/Reportable-Individuals-Scenario-Tool

18. Secondary School Diploma: A high school diploma recognized by a state and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA).

19. Supportive Services: This term includes allowance payments and applies to services that are necessary to enable an individual to participate in activities authorized under WIOA. As stated in TEGL 19-16, "Needs-related payments are designed to provide a participant with financial assistance for the purpose of enabling them to participate in training services. ETA recognizes

that many individuals in need of training services may not have the resources available to participate in the training. Needs-related payments can help individuals meet their non-training expenses and help them to complete training successfully." The use of the term "supportive services" applies to participants only[4].

TEGL 19-16 provides a list of examples of supportive services for WIOA adult and dislocated worker programs. Supportive services may include, but are not limited to:

- Assistance with transportation;
- Assistance with childcare and dependent care;
- Linkages to community services;
- Assistance with housing;
- Needs-Related Payments (available only to individuals enrolled in training services and must be consistent with 20 CFR 680.930, 680.940, 680.950, 680.960, and 680.970);
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Referrals to health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in post-secondary education classes;
- Payments and fees for employment and training-related applications, tests, and certifications; and
- Legal aid services.

For additional assistance, here is a link to the WorkforceGPS Supportive Services Desk Reference: https://ion.workforcegps.org/resources/2017/07/14/09/22/Supportive_Services_Desk_Reference

20. Training Activity Completion: A program may include up to three training activities associated with a training start date and end date. WIPS is designed to capture three planned training activities and up to three types of training that include primary, secondary and tertiary training types per individual served. As a result, grant recipients may report up to three training activities and up to nine types of training (primary, secondary, and tertiary) in WIPS for each participant served. WIPS will aggregate all the training activity types that took place for each individual.

[4] In the WIOA Preamble, Page 569, "Additionally, the Department added the term "supportive services" as defined by WIOA sec. 3(59) to the list of defined terms provided in § 685.110 to clarify how the term is used in the preamble to part 685 and specifically in §§ 685.330, 685.420, 685.440, and 685.510."

Note: Completion of a training activity does not equal training program completion.

21. Training Program Completion: A training program completer is a participant who is enrolled in a grant-funded training program and has completed all training activities necessary towards successful program completion and exit. Successful completion is determined by the grantee and could include achieving a certain grade or passing a pass/fail program. Some grant recipients education/training activities are comprised of a series of courses or activities and the intent of their education/training activities is for individuals to complete the entire series of courses or activities. In this case, "successful completion" should be defined as finishing the entire series of courses or activities.

22. Unsubsidized Employment: Employment in the private sector or public sector for which the employer does not receive a subsidy from public funds to offset all of a part of the wages and costs of employing an individual.

23. Permanent Housing: Housing that is occupied on a permanent, year-round basis as the eligible MSFW primary residence to which they return at the end of the work or training day. See 20 CFR 685.360 for additional information on types of permanent housing. Permanent housing developed with NFJP funds must be promoted and made widely available to eligible MSFWs, but occupancy is not restricted to eligible MSFWs.

24. Temporary Housing: Housing that is used by eligible MSFWs whose employment requires occasional travel outside their normal commuting area. See 20 CFR 685.360 for additional information on types of permanent housing. Temporary housing services must only be provided to eligible MSFWs.

Appendix 3: Key PIRL Data Elements for Housing Grant Recipients

Below is a list and description of the key data elements for NFJP Housing grant recipients. ETA will provide grant recipients with technical assistance and provide reporting tips as needed or requested.

Data Element Number	Data Element Name
0	OBS Number
100	Unique Individual Identifier (WIOA)
101	State Code of Residence (WIOA)
102	County Code of Residence
103	Zip Code of Residence
200	Date of Birth (WIOA)
201	Sex (WIOA)
202	Individual with a Disability (WIOA)
203	Category of Disability
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)
912	National Farmworker Jobs Program (NFJP)
941	National Farmworker Jobs Program (NFJP)
1007	Date of Most Recent Reportable Individual Contact
2212	Related Assistance: Housing, Assistance Services
2231	Date of Eligibility Determination
2232	Family status: NFJP
2233	NFJP Grant Enrollment
3008	Family Unit Size

Appendix 4: Key PIRL Data Elements for Career Services and Training Grant Recipients

Description of PIRL Data Elements for Career Services and Training (CST) Grant Recipients

Below is a list and description of the key data elements in the for NFJP CST grant recipients.

Section I – Individual Information (Data Elements 100 –808)

For reference, the approved DOL-only PIRL is located here[5]. Please ensure that you are clicking on the DOL-Only PIRL, and not the WIOA Common Performance Reporting PIRL.

Data Elements 100 - 808 track participant demographics, including employment status at program participation. In addition to eligibility determinations, this information provides ETA with a broader picture of who is receiving (and how many) career services and training.

Identifying Data:

- Equal Opportunity Information
- Veteran Characteristics
- Employment and Education Information
- Additional Reportable Characteristics

Data element 808 is specific to NFJP and identifies what farmworker status the participant is qualifying under seasonal farmworker adult, migrant farmworker adult, MSFW youth, dependent adult, or dependent youth. This data element is only to be used for those participants enrolled or co-enrolled in NFJP. This data element is also used to identify adults versus youth in the performance and reporting areas.

For Employment Service performance reporting purposes, Wagner-Peyser partners must use PIRL data element 413 for their migrant and seasonal farmworker designation. PIRL data element number 413: Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10 is not required for NFJP and should not be used.

Section II – Program Participation Information (Data Elements 900 – 941)

These data elements report program participation, which includes the date of program entry, program exit date, and which program is providing the services. Examples include:

- Program Entry
- Program Exit

[5] https://doleta.gov/performance/reporting/

- National Farmworker Jobs Program

PIRL data element 900, (Date of Program Entry) records the date that an individual becomes a participant. To be an NFJP CST participant, an individual must complete the following requirements: eligibility determination, career assessment, and receipt of at least 1 of the 5 program elements (i.e., career services, training services, housing services, youth services, and/or certain related assistance services[6]). These individuals are considered program participants and included in performance calculations.

PIRL data element 901 (Date of Program Exit) is used to collect and report the exit date. For exit-based performance measures, the quarter for collecting follow-up data is determined by the quarter in which the date of exit occurs. For example, if the date of exit is between January 1- and March 31, the first quarter after exit would be April 1 through June 30.

The date of exit from the program is the last date of any participant service: career services, training services, housing services, and/or qualifying related assistance services. The exit date cannot be determined until 90 days have elapsed since the last received services. At that point, the date of exit is applied retroactively to the previous date of service.

For determining whether 90 days have elapsed since the participant last received services, do not include receipt by the participant of any follow-up services as these services do not delay, postpone, or affect the date of exit. Because the date of exit is retroactive to the last date of service, follow-up services may begin immediately following the last date of service if it is expected that the participant will not receive any future services other than follow-up services. Providing follow-up services does not extend the date of exit. For NFJP, follow up services may occur after a participant is placed in employment, rather than after the exit.

Grant recipients should not report either data element 900 (Date of Program Entry) or 901 (Date of Program Exit) for reportable individuals.

The common measures policy recognizes circumstances beyond the control of both the participant and the program. Under limited circumstances, some participants who exit programs are excluded from the performance calculation for the primary performance indicators. PIRL data element 923 includes Other Reasons for Exit. Circumstances include institutionalized, health/medical, deceased, reserve forces called to active duty, foster care, and ineligible.

[6] Departmental Response in WIOA Final Rule, Page 594: The Department uses the term "certain related assistance" to indicate that individuals that received forms of related assistance that require a more significant involvement by the grant recipient staff, may be included in the performance metrics.

If an exiter was receiving follow-up services and passes away, the grantee should resubmit the exit code for the individual under "Other Reasons for Exit: Deceased." See TEGL 18-16, Change 1 to receive additional information about using PIRL element 923.

PIRL data element 912 (National Farmworker Jobs Program) is the NFJP grant number. This element verifies that a participant received services through WIOA, Section 167. The grant number must be exactly 14 characters. If the grant number is unknown, enter 99999999999999. This data element is essential, as it allows the Department to extract participants from WIPS. Ensure you are using the current grant number for all records.

PIRL data element 941 (National Farmworker Jobs Program) identifies whether an individual is a participant or reportable individual. This data element is essential as it triggers who can be counted in each of the pools for NFJP.

Section III – Services and Activities (Data Elements 1116 – 1406)

These data elements focus on the date and type of services participants received during the NFJP program. Grant recipients can record up to three training activities that have specific training start and end dates. It is expected that a third training would rarely be used. However, all three are factored into the aggregate calculation and are necessary to keep on the NFJP PIRL schema. Work experience opportunities and supportive services are also recorded in this section. See TEN 19-22, Change 1 for more information on reporting training in the Participant Individual Record Layout (PIRL).

- Basic Career Services
- Individualized Career Services
- Training Services
- Youth Program Services/Elements (Not Captured Elsewhere)

There is only one data element on the PIRL that captures Basic Career Services for NFJP: 1116 (Most Recent Date Received Staff-Assisted Basic Career Services (Other)). The others were removed in March 2017 to ease the reporting burden on grant recipients. Any participant service that would be considered a basic career service requiring a significant expenditure of staff involvement will be recorded in 1116.

There are five data elements in the 1200 series that apply to NFJP. Data element 1200 (Date of First Individualized Career Service) will be used to capture career assessment. Career planning activities such as comprehensive and specialized assessments and the Individual Employment Plan can be recorded in 1200.

Data element 1201 (Most Recent Date Received Individualized Career Service) should incorporate group counseling, individual counseling, workforce preparation activities, financial literacy services,

and out-of-area job search assistance and relocation assistance if any of those are the most recent activity.

Data element 1205 (Type of Work Experience) has distinct code values for youth (#1 and #5) versus adults (#2, #3, #4, and #7). NFJP should not use code value 6 (transitional jobs) for this element, as it only applies to certain programs. Any NFJP participant receiving an internship or work experience should be recorded within 1205.

Eighteen data elements from the 1300 series are on the NFJP schema. A participant can enroll in more than one training. This information will be captured in the 1300 series. From a reporting perspective, up to three trainings can be recorded for a participant, although it is highly unlikely that a participant would enroll in three different trainings. In fact, the elements related to a third training were removed during the NFJP schema reduction in March 2017, because it was expected to be so rare. But later, it was deemed necessary to return element 1315 (Type of Training Service #3) to generate the QPR. To restore element 1315, it was necessary to restore 1314 (Date Entered Training #3), or a logic error would be generated. In most cases, grant recipients can just leave these elements blank.

The 1400 series applies to Youth Program Services that are not captured in other areas of the PIRL. The NFJP schema incorporates data elements 1401 (Enrolled in Secondary Education) and 1406 (Date Enrolled in Post-Exit Education or Training Program Leading to a Recognized Postsecondary Credential). Data element 1406 only applies to participants who exited secondary education and obtained a secondary diploma or its equivalency. Information reported into 1406 is used in the credential rate indicator.

Section IV – Program Outcomes Information (Data Elements 1800 – 1813)

These data elements focus on the type and date of recognized credentials received. (Up to 3 recognized credentials may be recorded per participant.)

- Education and Credential Data

PIRL elements 1800 and 1802 removed the Graduate/Post Graduate line from the code value list for “Type of Recognized Credential”. Previously, this was listed as #4. Now #4 is Occupational Licensure. WIOA does not count master’s Degrees in the credential indicator because the WIOA definition of recognized postsecondary credential in Section 3(52) only includes Associate and Baccalaureate degrees. See the glossary for definitions of licenses, certifications, and certificates.

Section V – NFJP (Data Elements 2200 – 2233)

With rare exception, the NFJP section is specific to NFJP grant recipients. These data elements intend to capture relevant program information not collected anywhere else on the PIRL.

This section is where related assistance services, a form of direct assistance designed to assist eligible MSFWs to retain or stabilize their agricultural employment, should be recorded.

- 2209 - Related Assistance: Transportation
- 2210 - Related Assistance: Health Care
- 2211 - Family Care (includes Adult and Child Care)
- 2212 - Related Assistance: Housing Assistance Services
- 2213 - Related Assistance: Nutritional Assistance
- 2214 - Related Assistance: Translation and Interpretation Services
- 2215 - Related Assistance: Staff Assisted
- 2216 - Received Worker Safety Training

Emergency assistance, a form of short-term related assistance, may be provided to eligible MSFWs and their dependents as defined in 20 CFR 685.110 to address their immediate needs. Emergency assistance may include, but is not limited to, the provision of necessary items like garments of clothing, food, and transportation vouchers. When an individual receives emergency assistance only (and no other NFJP services), an applicant's self-certification is accepted as sufficient documentation of eligibility. Any individual receiving emergency services only counts as a reportable individual for CST. Report emergency assistance under the most appropriate category of related assistance, using data elements 2209 through 2214.

Individuals who are enrolled in certain related assistance activities requiring significant grantee staff involvement are also considered participants. Specifically, "certain related assistance" activities that trigger inclusion in participation are those that require an eligibility determination and a career assessment and are directly related to education, training, career, and/or employment outcomes. These activities may include, but are not limited to:

- Solutions to increase graduation rates;
- Remedial and adult-basic education;
- Self-employment and related business or micro-enterprise development or education; and
- Occupational career and technical education.

Individuals meeting this definition should be included in data element 2215. They should not be included in any of the other related assistance-only elements (2209-2214).

NFJP grant recipients use the terminology "Direct Placement" for a person that only wants a job. Services to these individuals include an intake, assessment, and job placement. Staff also collect wage information as part of the follow-up. These individuals should meet the definition of a participant.

Also included in this section is data element 2208 (Category of Exit), which is significantly tied to the QPR. A grantee will enter #1 for any participant that received and/or completed any job-related career services, individualized career services, youth services, or training services.

Record a #2 if it's a reportable individual that should not be counted in the performance calculations. Record #3 if the individual received related assistance with significant staff assistance. These individuals will be counted as participants and included in the performance calculations. Do not use code values #4, #5, #6, or #7; these elements are only for the Senior Community Service Employment Program.

*****For data element 2208, it is important to note that on the previous PIRL, grant recipients recorded 4 for "other reasons for exit." Grant recipients will now code "other reason for exit" as 8. This may require your reporting system to be reprogrammed.**

Another data element to pay attention to is 2221 (Basic Skills Training funded by 167 Grant). Utilize this element to record English language acquisition and integrated education and training programs that are not on-the-job training. This element will trigger inclusion into participation. This element addresses basic skills training activities that are part of an individual's short and/or long-term career plan.

Wage Records for Employment-Based Primary Indicators of Performance (a-d)

WIOA requires that performance outcomes that have an employment or earnings component be reported based on Unemployment Insurance (UI) wage records (when available). However, the Department acknowledges that CST grant recipients may not have access to UI wage records to track and report exit-based employment rates and median earnings. Therefore, DOL will match UI wage records on behalf of grant recipients to capture these specific employment-based outcomes for participants that have successfully exited the NFJP program for the following indicators only:

a) Employment Rate – 2nd Quarter After Exit
b) Employment Rate – 4th Quarter After Exit
c) Median Earnings – 2nd Quarter After Exit
d) Effectiveness in Serving Employers (Retention with the Same Employer) 2nd and 4th

The WIOA Preamble, Page 566, states: "Part 603 (confidentiality and disclosure of State Unemployment Compensation (UC) information) of the Final Rule permits State agencies to disclose confidential UC information, including UI wage information, to "public officials," defined at § 603.2(d) (UC program definitions), under limited circumstances. These limitations are in place to ensure that confidential UC information, including personally identifiable information, such as Social Security numbers, are appropriately safeguarded. Any NFJP grant recipients included in the § 603.2(d) definition of the public official may request UI wage information from State agencies. NFJP grant recipients who are not included in the definition of public official will have indirect access to

UI wage records through a common reporting information system (CRIS) administered by the Department.

NFJP grant recipients are strongly encouraged to submit supplemental wage data for each participant. This ensures that all wages are included, not just what is reported to UI by employers. For the farmworker population, the difference may be significant. The supplemental wage information will be incorporated into the program's national performance, leading to increased performance outcomes overall. The official employment measures will be a combination of unemployment insurance and supplemental data.

Reporting Tips for Career Services and Training Grant Recipients

Quarter After Exit

The official employment measures for CST grant recipients are a combination of unemployment insurance and supplemental data. The Department calculates these specific employment-based outcomes using SSNs provided for each NFJP participant as part of the information included in each grantee's WIPS quarterly participant-level data file submission. **While NFJP program grant recipients are required to collect SSNs, participants cannot be denied services if they choose not to disclose an SSN.** Eligibility to participate in any of the WIOA programs is not contingent upon an individual providing an SSN. See TEGL 26-16 for guidance on the use of Supplemental Wage Information.

To calculate these employment-based primary indicators of performance, NFJP grant recipients are required to track and report the following DOL-only PIRL data elements:

PIRL Data Elements Required for Adult and Youth

- PIRL 900: Date of Program Entry
- PIRL 901: Date of Program Exit
- PIRL 923: Other Reasons for Exit[7]
- PIRL 941: National Farmworker Jobs Program[8]
- PIRL 1602: Employed 2nd Quarter After Exit Quarter
- PIRL 1606: Employed 4th Quarter After Exit Quarter
- PIRL 2700: Social Security Number

PIRL Data Elements Specific to Youth

- PIRL 905: Youth
- PIRL 1900: Youth 2nd Quarter Placement
- PIRL 1901: Youth 4th Quarter Placement

[7] Individuals that are exited for the reasons noted in PIRL 923 will not be calculated in the WIOA primary performance indicators.

[8] This data element is used to identify NFJP individuals within the WIPS and required for all the performance measures.

A tutorial on Employment Rate 2nd or 4th Quarter After Exit Quarter can be found on WorkforceGPS: https://performancereporting.workforcegps.org/resources/2018/08/13/13/33/Employment-Rate-2nd-and-4th-Quarter-E-Learning-Module

Median Earnings – 2nd Quarter After Exit

- PIRL 1704 - Wages 2nd Quarter After Exit Quarter.

A tutorial on Median Earnings can be found on WorkforceGPS: https://performancereporting.workforcegps.org/resources/2018/08/24/19/23/Median-Earnings-E-Learning-Module. Additionally, see TEGL 10-16 Change 2 Attachment 3 to see a wage conversion chart.

Effectiveness in Serving Employers

This measure will utilize information collected in PIRL elements 1602, 1606, and 1618.

Credential Attainment

Participants who exit and are in a postsecondary education or training program, or who are in a secondary education program (at or above the 9th-grade level) without a secondary school diploma or equivalent, are included in the credential attainment indicator. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program. However, this measure excludes on-the-job training and customized training, because this training does not typically lead to a credential. To calculate credential attainment, NFJP grant recipients are required to track and report the information using PIRL data elements that will be reported to DOL directly through the participant-level data file submitted in WIPS. For this measure, a participant should only be included in the numerator and denominator once per participation period. Participants who achieve multiple credentials should be reported based on the highest credential attained for that participation period. See TEGL 10-16, Change 2 for additional information.

WIOA PIRL data elements used to report the Credential Attainment outcomes for the WIOA Primary Indicators of Performance are also used to report real-time credential attainment outcomes for NFJP grants. Real-time credential attainment outcomes for NFJP grants are reported after training completion and will be reported on the NFJP QPR Form in the quarter in which they were attained.

To calculate the credential attainment indicator of performance, NFJP grant recipients are required to track and report the following DOL-only PIRL data elements:

- PIRL 408: Highest Educational Level Completed at Program Entry
- PIRL 900: Date of Program Entry
- PIRL 901: Date of Program Exit

- PIRL 923: Other Reasons for Exit[9]
- PIRL 941: National Farmworker Jobs Program
- PIRL 1303: Type of Training Service #1
- PIRL 1310: Type of Training Service #2
- PIRL 1315: Type of Training Service #3[10]
- PIRL 1332: Participated in Post-Secondary Education During Program Participation
- PIRL 1401: Enrolled in Secondary Education Program
- PIRL 1406: Date Enrolled in Post-Exit Education or Training Program Leading to a Recognized Post-Secondary Credential
- PIRL 1600: Employed in 1st Quarter After Exit Quarter
- PIRL 1602: Employed in 2nd Quarter After Exit Quarter
- PIRL 1604: Employed in 3rd Quarter After Exit Quarter
- PIRL 1606: Employed in 4th Quarter After Exit Quarter
- PIRL 1800: Type of Recognized Credential #1
- PIRL 1801: Date Attained Recognized Credential #1
- PIRL 1802: Type of Recognized Credential #2
- PIRL 1803: Date Attained Recognized Credential #2
- PIRL 2700: Social Security Number

Since data elements 1804 and 1805 are not part of the NFJP schema, grant recipients are likely to get a logical error if element 1315 is not left blank. It is not anticipated that this data element will be used very often. However, if the missing data elements negatively affect a grantee's performance outcome, the National Program Office should be made aware. They can request these elements be added during the next Information Collection Review (ICR).

A tutorial on Credential Attainment can be found on WorkforceGPS: https://performancereporting.workforcegps.org/resources/2018/07/02/19/10/Credential-Attainment-E-Learning-Module

Additional Credential Attainment resources can be found on WorkforceGPS.

Measurable Skill Gains

The Measurable Skills Gains indicator measures the interim progress of participants enrolled in education or training services for a specified period; it is not an exit-based measure. To calculate measurable skill gains, NFJP program grant recipients are required to track and report the information using data elements that will be reported to Department directly through the participant-level data file submitted in WIPS.

[9] Individuals that are exited for the reasons noted in PIRL 923 will not be calculated in the WIOA primary performance indicators.

[10] PIRL 1315 data element was added back as of Program Year 2018

As written in TEGL 10-16, Change 2[11], depending upon the type of education or training program in which a participant is enrolled, documented progress is defined as one of the following:

- Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
- Documented attainment of a secondary school diploma or its recognized equivalent;
- Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
- Satisfactory or better progress report, towards established milestones, such as completion of on-the-job training (OJT) or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
- Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams.

To calculate the measurable skills gain indicator of performance, NFJP grant recipients are required to track and report the following DOL-Only PIRL data elements:

- PIRL 900: Date of Program Entry
- PIRL 901: Date of Program Exit
- PIRL 923: Other Reasons for Exit*
  **Individuals that have exited for the reasons noted in PIRL 923 will not be calculated in the WIOA primary performance indicators.*
- PIRL 941: National Farmworker Jobs Program
- PIRL 1800: Type of Recognized Credential #1
- PIRL 1801: Date Attained Recognized Credential #1
- PIRL 1802: Type of Recognized Credential #2
- PIRL 1803: Date Attained Recognized Credential #2
- PIRL 1806: Date of Most Recent Measurable Skills Gains: Educational Functioning Level (EFL)
- PIRL 1807: Date of Most Recent Measurable Skills Gains: Postsecondary Transcript/Report Card (WIOA)
- PIRL 1808: Date of Most Recent Measurable Skills Gains: Secondary Transcript/Report Card (WIOA)
- PIRL 1809: Date of Most Recent Measurable Skills Gains: Training Milestone (WIOA)
- PIRL 1810: Date of Most Recent Measurable Skills Gains: Skills Progression (WIOA)
- PIRL 1811: Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)
- PIRL 1813: Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)

[11] https://www.dol.gov/agencies/eta/advisories/tegl-10-16-change-2

A tutorial on Measurable Skills Gains can be found on WorkforceGPS: https://performancereporting.workforcegps.org/resources/2018/07/30/12/57/Measurable-Skill-Gains-E-Learning-Module