



DEPARTMENT OF WORKFORCE SERVICES  
ISSUANCE PY 13-04, Change 1

Arte Williams, Director

February 24, 2014

**TO:** Local Workforce Investment Areas/Service Providers

**SUBJECT:** Data Element Validation Checklists

1. **Purpose:** To Provide Revised Data Validation Checklists
2. **General Information:** Program checklists included with Issuance PY 13-04, dated November 5, 2013, have been revised and are attached to this Issuance. These are the revised checklists that were e-mailed to all local areas November 6, 2013. Data elements on the checklists are only those elements that are validated by local area WIA staff. Documentation for the remaining data elements not on the checklists is required to be available in AJL and will be reviewed by State staff using AJL. The entire list of data elements are identified by the Department of Labor in yearly Training and Employment Guidance Letters (TEGL).
3. **Action Required:** Continue using these checklists for the data element validation process.
4. **Attachments:** Revised Data Element Validation Checklists
5. **Inquiries:** Contact the WIA Technical Assistance Unit
6. **Expiration Date:** Continuing

Participant Name \_\_\_\_\_ Program \_\_\_\_\_  
 ID Number \_\_\_\_\_

DATA ELEMENT	ADULT	DLW	SOURCE DOCUMENTATION REQUIREMENTS	FIELD #	SOURCE DOCUMENTATION USED	MATCH / SUPPORT
Date of Birth	Y	Y	Copy of I.D., Baptismal record, birth certificate, DD-214, Report of Transfer or Discharge paper, driver's license, Federal, state or local identification card, passport, hospital record of birth, public assistance/social service records, school records or ID cards, work permit, cross match with Department of Vital Statistics, tribal records	3		MATCH
Veteran's Status	Y	Y	DD-214, cross match with veterans data, a letter from the Veterans' Administration	12		SUPPORT
Employment Status at Participation	Y	Y	Pay stub, case notes showing information collected from participant	16		SUPPORT
Low Income	Y	N	Alimony Agreement, applicant statement, award letter from veteran's administration, bank statements, compensation award letter, court award letter, pension statement, employer statement/contact, family or business financial records, housing authority verification, pay stubs, pension statement, public assistance records, quarterly estimated tax for self-employed persons, social security benefits, UI documents	20		SUPPORT
TANF	Y	Y	Cross match with TANF public assistance records <b>(Must be Printout)</b>	21		SUPPORT
Other Public Assistance Recipient	Y	Y	Copy of authorization to receive cash public assistance, copy of public assistance check, medical card showing cash grant status, public assistance record, refugee assistance records, cross match with public assistance database	22		SUPPORT
Displaced Homemaker	N	Y	Public assistance records, court records, divorce papers, bank records, spouse's layoff notice, spouse's death record, self attestation	24		SUPPORT
Date of Actual Qualifying Dislocation	N	Y	Verification from employer, rapid response list, notice of layoff, public announcement with follow-up cross-match with UI, self-attestation	25		MATCH
Homeless Individual	Y	N	Written statements from an individual providing residence, shelter or social service agency, WIA intake or registration form, self-attestation	26		SUPPORT

DATA ELEMENT	ADULT	DLW	SOURCE DOCUMENTATION REQUIREMENTS	FIELD #	SOURCE DOCUMENTATION USED	MATCH / SUPPORT
Offender	Y	N	Documentation from juvenile or adult criminal justice system, documented phone call with court or probation representatives, WIA intake or registration form, self attestation	27		SUPPORT
Other Reasons for Exit	Y	Y	Information from partner services MIS systems, WIA status/exit form, case notes, information from institution or facility	61		SUPPORT
Employed in 1st Quarter After Exit Quarter NOTE: Documentation required only for supplemental wages if there are no wage bank wages in AJL	Y	Y	Supplemental data sources defined by TEGL 17-05: case notes, surveys of participants, contacts with employers	84/85		SUPPORT
Employed in 2nd Quarter After Exit Quarter NOTE: Documentation required only for supplemental wages if there are no wage bank wages in AJL	Y	Y	Supplemental data sources defined by TEGL 17-05: case notes, surveys of participants, contacts with employers	89/90		SUPPORT
Employed in 3rd Quarter after Exit Quarter NOTE: Documentation required only for supplemental wages if there are no wage bank wages in AJL	Y	Y	Supplemental data sources defined by TEGL 17-05: case notes, surveys of participants, contacts with employers	91/92		SUPPORT

Participant Name \_\_\_\_\_ Program \_\_\_\_\_  
 ID Number \_\_\_\_\_

DATA ELEMENT	NEG	SOURCE DOCUMENTATION REQUIREMENTS	FIELD #	SOURCE DOCUMENTATION USED
Veteran's Status	Y	DD-214, cross match with veterans data, a letter from the Veterans' Administration	12	
Employment Status at Participation	Y	Pay stub, case notes showing information collected from participant	16	
Displaced Homemaker	Y	Public assistance records, court records, divorce papers, bank records, spouse's layoff notice, spouse's death record, self attestation	24	
Date of Actual Qualifying Dislocation	Y	Verification from employer, rapid response list, notice of layoff, public announcement with follow-up cross-match with UI, self attestation	25	
National Emergency Grant Project Numbers	Y	Case file data or NEG grant award letter that identifies the project number assigned by the US DOL NEG Grant Officer	45-47	
Other Reasons for Exit	Y	Information from partner services MIS systems, WIA status/exit form, case notes, information from institution or facility	61	
Employed in 1st Quarter After Exit Quarter NOTE: Documentation required only for supplemental wages if there are no wage bank wages in AJL	Y	Supplemental data sources defined by TEGL 17-05: case notes, surveys of participants, contacts with employers	84/85	
Employed in 2nd Quarter After Exit Quarter NOTE: Documentation required only for supplemental wages if there are no wage bank wages in AJL	Y	Supplemental data sources defined by TEGL 17-05: case notes, surveys of participants, contacts with employers	89/90	
Employed in 3rd Quarter After Exit Quarter NOTE: Documentation required only for supplemental wages if there are no wage bank wages in AJL	Y	Supplemental data sources defined by TEGL 17-05: case notes, surveys of participants, contacts with employers	91/92	

Participant Name \_\_\_\_\_  
 ID Number \_\_\_\_\_

Program \_\_\_\_\_

DATA ELEMENT	OY	YY	SOURCE DOCUMENTATION REQUIREMENTS	FIELD #	SOURCE DOCUMENTATION USED	MATCH / SUPPORT
Date of Birth	Y	Y	Copy of I.D., Baptismal record, birth certificate, DD-214, Report of Transfer or Discharge paper, driver's license, Federal, state or local identification card, passport, hospital record of birth, public assistance/social service records, school records or ID cards, work permit, cross match with Department of Vital Statistics, tribal records	3		MATCH
Veteran's Status	Y	N	DD-214, cross match with veterans data, letter from the Veteran's Administration	12		SUPPORT
Employment Status at Participation	Y	Y	Pay stub, case notes showing information collected from participant	16		SUPPORT
Low Income	Y	Y	Alimony Agreement, applicant statement, award letter from veteran's administration, bank statements, compensation award letter, court award letter, pension statement, employer statement/contact, family or business financial records, housing authority verification, pay stubs, pension statement, public assistance records, quarterly estimated tax for self-employed persons, social security benefits, UI documents	20		SUPPORT
TANF	Y	Y	Cross match with TANF public assistance records ( <b>Must be Printout</b> )	21		SUPPORT
Other Public Assistance Recipient	Y	Y	Copy of authorization to receive cash public assistance, copy of public assistance check, medical card showing cash grant status, public assistance record, refugee assistance records, cross match with public assistance database	22		SUPPORT
Homeless Individual and/or Runaway Youth	Y	Y	Written statements from an individual providing residence, shelter or social service agency, WIA intake or registration form, self attestation	26		SUPPORT
Offender	Y	Y	Documentation from juvenile or adult criminal justice system, documented phone call with court or probation representatives, WIA intake or registration form, self attestation	27		SUPPORT

DATA ELEMENT	OY	YY	SOURCE DOCUMENTATION REQUIREMENTS	FIELD #	SOURCE DOCUMENTATION USED	MATCH / SUPPORT
Pregnant or Parenting Youth	Y	Y	Copy of child's birth certificate, baptismal record, observation of pregnancy status, doctor's note confirming pregnancy, self attestation	28		SUPPORT
Youth Who Needs Additional Assistance Note: This is the WIB 6th Barrier	Y	Y	See state policy and state plan, individual service strategy, case notes, WIA intake or registration form, self attestation	29		SUPPORT
School Status at Participation	Y	Y	Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, dropout letter, school documentation), WIA intake or registration form, self attestation	30		SUPPORT
Basic Skills Deficiency (as defined in 664.205)	Y	Y	Standardized assessment test, school records, case notes	31		SUPPORT
Foster Care Youth	N	Y	Written confirmation from social services agency, case notes	32		SUPPORT
Other Reasons for Exit	Y	Y	Information from partner services MIS systems, WIA status/exit form, case notes, information from institution or facility	61		SUPPORT
Enrolled In Education	Y	Y	Applicable records from education institution certifying enrollment, case notes with verification from education institution or training provider that the individual is enrolled in education	77		SUPPORT
Employed in 1st Quarter After Exit Quarter NOTE: Documentation required only for supplemental wages if there are no wage bank wages in AJL	Y	Y	Supplemental data sources defined by TEG 17-05: case notes, surveys of participants, contacts with employers	84/85		SUPPORT

DATA ELEMENT	OY	YY	SOURCE DOCUMENTATION REQUIREMENTS	FIELD #	SOURCE DOCUMENTATION USED	MATCH / SUPPORT
Employed in 3rd Quarter After Exit Quarter NOTE: Documentation required only for supplemental wages if there are no wage bank wages in AJL	Y	Y	Supplemental data sources defined by TEGL 17-05: case notes, surveys of participants, contacts with employers	91/92		SUPPORT
Attained Diploma, GED or Certificate	Y	Y	Transcripts, certificates, diploma, letter or other documentation from school system	151		SUPPORT
Date Attained Degree or Certificate	Y	Y	Transcripts, certificates, diploma, letter or documentation from school system	152		MATCH
School Status at Exit	Y	Y	Transcripts, certificates, diploma, letter or documentation from school system, case notes	153		SUPPORT
Youth Placement Info	Y	Y	Cross match with other agencies, apprenticeship verification, documentation of military service, advanced training, post secondary education, transcripts, registration forms, community college info, employer contacts, UI. wage records, WRIS, case notes	154		SUPPORT
**Category of Assessment **Type of Assessment Test **Functional Area **Date Administered Test **Educational Functioning Level	Y	Y	Test records, case notes documenting the necessary details for each element of testing. States should refer to TEGL 17-05, Change 1, Attachment C for the list of approved Educational tests for Literacy/Numeracy measures. <b>Front line staff must keep a copy of the test scoring sheet that shows the date of the test, total score and grade levels in the case file. Case notes should also detail the participant's progress.</b>	156-198		SUPPORT for non-date fields MATCH for date fields