



**Workforce Innovation and Opportunity Act**  
Office of Employment Assistance

DIVISION OF WORKFORCE SERVICES  
ISSUANCE NUMBER  
PY 22-03

July 20, 2022

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From: Charisse Childers, Ph.D., Director  
TO: Local Workforce Development Boards and Service Providers  
SUBJECT: Data Validation Policy

1. **Purpose:** To provide guidance for documenting and validating required data submitted to the Department of Labor (DOL) in accordance with DOL guidance in TEGL 23-19.
2. **General Information:** The Department of Labor and the Department of Education (ED), referred to as the "Departments" jointly published TEGL 7-18 December 19, 2018, containing guidance for validating performance data submitted to DOL through the Participant Individual Record Layout (PIRL). TEGL 23-19, dated June 18, 2020, expands on the joint guidance in TEGL 7-18 providing specific Data Validation guidance for validating additional elements not addressed in TEGL 7-18. Elements from TEGL 7-18 are included in TEGL 23-19.

WIOA section 116(d)(5) requires states to establish procedures, consistent with guidelines issued by the Departments to ensure that the data reported is valid and reliable. Data Validation helps ensure the accuracy of Quarterly and Annual performance reports, safeguards data integrity, and promotes the timely resolution of data anomalies and inaccuracies.

This policy is to provide information to State and Local Area WIOA staff regarding Data Validation.

3. **Action Required:** Share this information with all appropriate staff.
4. **Inquiries:** [WIOATA@arkansas.gov](mailto:WIOATA@arkansas.gov)
5. **Attachments:**
  - Data Validation Policy 4.6
  - Data Validation Checklist
  - Participant Data Element Documentation Worksheet