

WorkSource Information Notice (WIN)

Employment System Administration and Policy

☐ Policy-related | ☐ Fiscal | ☒ Performance | ☐ Q&A | ☐ Other

Number: WIN 0100
Date: December 19, 2019
Expiration Date: N/A

TO: Workforce Development System Partners

FROM: Gary Kamimura, Policy Manager

SUBJECT: School Status at Exit for WIOA Title I Youth Participants

Purpose:

To provide guidance on the requirements for entering school status at exit for WIOA Title I Youth program participants.

Action Required:

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Content:

The U.S. Department of Labor (DOL) requires the Employment Security Department (ESD) to report the school status at exit in Participant Individual Record Layout (PIRL) Element 1812 for all WIOA Title I youth program participants.

In September 2019, ESD's System Performance Unit and Employment System Administration and Policy worked together to implement a one-time solution to address errors and omissions in the PIRL regarding school status at exit. This solution populated the PIRL with the school status at participation when the school status at exit was left blank in the case management system.

While that action was intended as a point-in-time solution to address the issue, recording errors and omissions continued to occur. One month later, System Performance received notice of an additional 46 errors for this PIRL data element.

To address the ongoing issue, staff must enter data on youth school status at exit into the case management system in the following sequential order of precedence:

- (1) School status at exit if known (the most accurate outcome);
- (2) Last known documented school status, after participation has begun, if school status at exit is unknown;
- (3) School status at start of participation, if school status at exit is unknown and there is otherwise no documentation as to school status other than that at start of participation.

By following the aforementioned order of precedence, staff will be recording the last **known** school status of WIOA Title I youth participants. This will ensure that the case management system has the required data so no records are rejected or excluded from our federal performance reports for lack of this data element.

References:

DOL-only Performance Accountability, Information, and Reporting System - OMB Control No. 1205-0521 (6/2018), PIRL page 42, Element 1812

Website:

<https://wpc.wa.gov/policy/state/guidance>

Direct Inquiries To:

*Employment System Administration and Policy
Policy, Data, Performance and Integrity Division
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
SystemPolicy@esd.wa.gov*

Direct Technical Inquiries To:

*LMEA System Performance
Policy, Data, Performance and Integrity Division
Employment Security Department
P.O. Box 9046
Olympia WA 98507-9046
LMEASystemPerformance@esd.wa.gov*

Attachments:

None.