

Region VI Workforce Development Board 17 Middletown Road White Hall, WV 26554	Classification: <b>Programmatic Monitoring/Validation</b>  <b>Approval Date:</b> <b>December 11, 2025</b>
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Approved by: Region VI WDB

Review by Date: December 11, 2030

### **Region VI Guidance Letter No. 8-15, R-1**

**PURPOSE:** The purpose of this policy is to establish how the Region VI Workforce Development Board (WDB) conducts programmatic monitoring of its contractors funded under the Workforce Innovation and Opportunity Act (WIOA) Title I (Adult, Dislocated Worker, Youth). Monitoring will ensure participant eligibility and services comply with WIOA and state guidance; Data and reporting are accurate and timely; Performance outcomes are met or exceeded; Equal opportunity and accessibility requirements are maintained; and contractors receive feedback and technical assistance to promote continuous improvement.

**BACKGROUND:** The Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, requires states and local workforce development boards to ensure effective oversight and monitoring of all employment and training programs funded under Title I. Monitoring is an essential management function that helps verify that sub-recipients deliver services consistent with approved plans, maintain compliance with all applicable laws, regulations, and policies, and achieve intended program results and outcomes. The U.S. Department of Labor (DOL) mandates that recipients of WIOA Title I funds conduct regular monitoring of contractors to ensure accountability for performance and regulatory compliance (20 CFR § 683.410).

### **REFERENCES:**

- [20 CFR § 683.410](#)
- [29 CFR Part 38](#)
- [TEGL 23-19 Change 2](#)

**WIOA Programmatic Monitoring:** Review of service delivery, participant files, and outcomes to ensure compliance with WIOA program and contract requirements.

**WIOA Data Validation:** Review participant information and performance results reported to the U.S. Department of Labor (DOL) to ensure elements are supported by source documentation and comply with federal definitions found in WIOA, its regulations, and associated reporting guidance.

**POLICY:** The Region VI Workforce Development Board has established a policy to ensure compliance with the provisions of Title I WIOA by conducting monitoring and validation reviews to sub-recipients contracted through a Request for Proposal process and who has subsequently entered a 2-part contract with Region VI Workforce Development Board.

### **Data Entry Monitoring Frequency:**

Staff of the Region VI Workforce Development Board will perform a monthly monitoring of all entry of participant data in the State MIS system who were registered within the prior month to participate in the Adult, Dislocated Worker, and/or WIOA Youth program. In addition, a weekly MACC Automated MIS Report, WVMGT094 - Local WIA Participants with Expired, Open Services, is sent to contracted staff to ensure the listed expired services are addressed to prevent auto close in the MIS system.

### **Data Entry Monitoring Process:**

1. For each registered participant, a monitoring checklist, also provided to sub-recipient staff, will be utilized to ensure demographic information has been updated in the MIS system, eligibility questions have been answered correctly, the Individual Employment Plan has been created, including all pertinent information, services have been assigned, and case notes have been entered.
2. The individual monitoring results are provided to each career planner staff, their supervisor, the WDB Program Director, and WDB and Sub-Contractor Executive Directors.
3. The career planner staff are given 7 business days to correct any errors that are fixable and alert the WDB staff who conducted the monitoring when completed.
4. Technical Assistance is given by WDB staff to the contracted staff if needed to bring them into compliance with WIOA and Region VI WDB policies.

### **File Monitoring/Validation Frequency:**

Staff of the Region VI Workforce Development Board will perform monitoring/validation at least once yearly of contractors operating the Adult, Dislocated Worker, and Youth WIOA programs to ensure compliance of participant files with WIOA and validating source documentation to comply with TEGL 23-19 Change 2 covering WIOA Data Validation.

### **File Monitoring/Validation Process:**

1. A monitoring/validation date is set, providing approximately a 2-week notice for contractors to gather material.
2. Contractors, their supervisor, director, and WDB staff are notified by email advising of the process and aspects of the monitoring/validation, including the list of files included in the monitoring/validation, the monitoring/validation tool to be used.
3. WDB staff conducting monitoring/validation will meet with the contracted staff once the review commences to address any questions and allow an opportunity to produce any missing documentation.
4. A letter outlining the results of monitoring/validation is sent to the contractor within 30 days of the monitoring/validation date, detailing issues found, and corrective action needed.
5. The contractor has 30 days to respond with a corrective action plan if required.

6. Technical Assistance will be given by WDB staff to the contracted staff if needed to bring them into compliance with WIOA and Region VI WDB policies.

**Informal Monitoring:**

Informal monitoring is conducted regularly, aside from the monthly monitoring of newly registered participant data and yearly file monitoring and validation, to ensure Region VI WDB policies and guidance are being met. Technical Assistance is given by WDB staff to the contracted staff when needed to bring them into compliance with WIOA and Region VI WDB policies.

**ACTION:** The Region VI Workforce Development Board will make all stakeholders in the Region VI Workforce area aware of this policy.

A copy of this policy can be obtained from The Region VI Workforce Development Board.

**EXPIRATION**

**DATE:** Effective \_\_\_\_\_, or until rescinded or modified by the Region VI Workforce Development Board and Local Elected Officials Board.

**Attachments:**

Adult Participant File Monitoring Form  
Dislocated Worker Participant File Monitoring Form  
Youth Participant File Monitoring Form  
Adult/Dislocated Worker Validation Form  
Youth Validation Form

## ADULT PARTICIPANT FILE MONITORING FORM

Participant Name \_\_\_\_\_ MACC ID# \_\_\_\_\_  
 Office \_\_\_\_\_ Career Planner \_\_\_\_\_

ELIGIBILITY	Y	N	Documentation/Comments
18 years or older			
Citizenship			
Residency			
Selective Service			
Income			
SNAP			
TANF			
Homeless			

PARTICIPANT INFORMATION	Y	N	Documentation/Comments
Offender			
Veteran			
Disability			
Basic Skills Deficient			

FORMS	Y	N	Documentation/Comments
WIOA Application			
Civil Rights Statement			
Civil Rights Signature Page			
Release of Information			
Barrier Assessment			
Region VI Grievance and Complaint Policy			
Impact of Earnings on Social Security Benefits			
Career Awareness Tool			

INDIVIDUAL EMPLOYMENT PLAN (IEP)	Y	N	Documentation/Comments
Short-Term Goal			
Long-Term Goal			
O*NET Code			

Training Provider			
Barriers			

<b>SERVICES</b>	Y	N	Documentation/Comments
Assessment and Registration			
Intake Assessment			
Provided HB-4196 Information			
Individual Counseling, Guidance, and Career Planning			
Received Workforce Information Services			
Training Service (ITA, OJT)			

<b>SUPPORT SERVICES</b>	Y	N	Documentation/Comments
Status Update			
SUPPORT SERVICES			
Timesheets			

<b>TRAINING</b>	Y	N	Documentation/Comments
Region VI Training Approval			
Enrollment Agreement			
Conditional Voucher			
ITA/ Employer Contract			
MSG Documentation			
Drop/Completion Form			

<b>POST-TRAINING</b>	Y	N	Documentation/Comments
Status Update			
COMPLETED/QUIT TRAINING			
Credential			
Follow-Up Form			

Monitored by Region VI Staff Member \_\_\_\_\_ Date \_\_\_\_\_

## DISLOCATED WORKER PARTICIPANT FILE MONITORING

Participant Name \_\_\_\_\_ MACC ID# \_\_\_\_\_  
Office \_\_\_\_\_ Career Planner \_\_\_\_\_

ELIGIBILITY	Y	N	Documentation/Comments
18 years or older			
Citizenship			
Residency			
Selective Service			
Income			
SNAP			
TANF			
UI Claimant			
Unlikely to Return			

PARTICIPANT INFORMATION	Y	N	Documentation/Comments
Offender			
Veteran			
Disability			

FORMS	Y	N	Documentation/Comments
WIOA Application			
Civil Rights Statement			
Civil Rights Signature Page			
Release of Information			
Barrier Assessment			
Region VI Grievance and Complaint Policy			
Impact of Earnings on Social Security Benefits			
Career Awareness Tool			

INDIVIDUAL EMPLOYMENT PLAN (IEP)	Y	N	Documentation/Comments
Short-Term Goal			
Long-Term Goal			
O*NET Code			

Training Provider			
Barriers			

<b>SERVICES</b>	Y	N	Documentation/Comments
Assessment and Registration			
Intake Assessment			
Provided HB-4196 Information			
Individual Counseling, Guidance, and Career Planning			
Received Workforce Information Services			
Training Service (ITA, OJT)			

<b>SUPPORT SERVICES</b>	Y	N	Documentation/Comments
Status Update			
SUPPORT SERVICES			
Timesheets			

<b>TRAINING</b>	Y	N	Documentation/Comments
Region VI Training Approval			
Enrollment Agreement			
Conditional Voucher			
ITA/ Employer Contract			
MSG Documentation			
Drop/Completion Form			

<b>POST-TRAINING</b>	Y	N	Documentation/Comments
Status Update			
COMPLETED/QUIT TRAINING			
Credential			
Follow-Up Form			

Monitored by Region VI Staff Member \_\_\_\_\_ Date \_\_\_\_\_

YOUTH PARTICIPANT FILE MONITORING FORM

Participant Name \_\_\_\_\_ MACC ID# \_\_\_\_\_  
 Office \_\_\_\_\_ Career Planner \_\_\_\_\_

ELIGIBILITY	Y	N	Documentation/Comments
16-24 years of age			
Citizenship			
Residency			
Selective Service			
Income			
SNAP			
TANF			
MACC Youth Data Entry/Registration Form			

PARTICIPANT BARRIERS	Y	N	Documentation/Comments
High School Dropout			
Runaway Youth			
Disability			
Current or Former Foster Child			
Pregnant or Parenting Youth			
Homeless			
Offender			
Basic Skills Deficient			
Youth who Needs Additional Assistance			

FORMS	Y	N	Documentation/Comments
WIOA Application			
Civil Rights Statement			
Civil Rights Signature Page			
Release of Information			
Barrier Assessment			
Region VI Grievance and Complaint Policy			

Impact of Earnings on Social Security Benefits			
Basic Skills Deficient Test or Tool			

INDIVIDUAL SERVICE STRATEGY (ISS)	Y	N	Documentation/Comments
Short-Term Goal			
Long-Term Goal			
O*NET Code			
Training Provider			
Barriers			

ELEMENTS/SERVICES	Y	N	Documentation/Comments
Tutoring, Study Skills, and Dropout Prevention Strategies			
Alternative Secondary School and Dropout Recovery Services			
Paid and Unpaid Work Experience			
Leadership Development Opportunities			
Supportive Services			
Adult Mentoring			
Comprehensive Guidance and Counseling			
Financial Literacy Education			
Entrepreneurial Skills Training			
Labor Market and Employment Information Services			
Postsecondary Preparation and Transition Activities			

<b>SUPPORT SERVICES/STIPENDS/INCENTIVES</b>	Y	N	Documentation/Comments
Status Update SUPPORT SERVICES			
Timesheets			
Supportive Service Payment Tracking			
Youth Incentive Certificate Form			

<b>TRAINING SERVICES</b>	Y	N	Documentation/Comments
Individual Training Account			
On the Job Training			
Apprenticeship			
Entrepreneurial Training Service			
Customized Training			
Enrolled in Training, Secondary, Post Secondary - Leading to Degree/Cert			
Occupational Skills Training			

<b>MEASURABLE SKILLS GAINS</b>	Y	N	Documentation/Comments
Educational Functioning Level			
Post-Secondary Transcript Report Card			
Skills Progression			
Training Milestone			

<b>POST PROGRAM/TRAINING</b>	Y	N	Documentation/Comments
Status Update COMPLETED/QUIT TRAINING			
Credential			
Follow-Up Monthly			

Monitored by Region VI Staff Member \_\_\_\_\_ Date \_\_\_\_\_

**ADULT/DISLOCATED WORKER VALIDATION**  
**Revised 5.23**

**200 Date of Birth**

- Driver's License
- Baptismal Record
- Birth Certificate
- DD-214
- Report of Transfer or Discharge Paper
- Passport
- Hospital Record of Birth
- Public Assistance/Social Service Records
- School Records or ID Cards
- Work Permit
- Family Bible
- Cross-Match with State Agency Records
- Justice System Records
- Selective Service Registration
- Signed Letter from a parent or guardian
- Medical Records
- Self-Attestation
- Federal, State, Local or Tribal Identification Card

**202 Individual with a Disability**

- Self-Attestation
- School 504 Records Provided by Student
- Assessment Test Results
- School Individualized Education Program (IEP) record

**301 Eligible Veteran Status**

Source documentation beyond Self-Attestation for this element is only required at the point in which a decision is made to enroll a covered person over a non-covered person and commit financial resources, which does not include staff time. (Per TEGL 10-09, Section 9.)

- DD-214
- Cross-Match with Department of Defense Records
- Cross-Match with Veterans Service Database
- A Letter from the Veterans' Administration
- NGB- 22 documenting Title 10 Federal Active Duty Service
- Self-Attestation

**401 UC Eligible Status**

- Cross-Match to State UI Database
- Cross-Match to State MIS Database
- Referral Transmittal by RESEA or WPRS
- Self -Attestation **ONLY IF:**

- ✓ The participant is a person who meets condition 2 (a) described above, but was not referred to service through the state's WPRS system or the RESEA program.
- ✓ If the participant meets condition 2(a), but has exhausted all UC benefit rights for which he/she has been determined eligible, including extended supplemental benefit rights.

**402 Long-Term Unemployed at Program Entry (WIOA)**

- Self-Attestation
- Public Assistance Records
- Refugee Assistance Records
- Cross-Match with Public Assistance Database
- Cross-Match to State UI Database

**407 Highest School Grade Completed at Program Entry**

- Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation)
- Intake Application or Enrollment Form
- Electronic Records
- Case notes
- Self-Attestation

**408 Highest Education Level Completed at Program Entry**

- Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation)
- Intake Application or Enrollment Form
- Electronic Records
- Case notes
- Self- Attestation

**409 School Status at Program Entry**

- Intake Application or Enrollment Form
- Case Notes
- Applicable Records from Educational Institution (GED certificate, diploma, attendance record, transcripts, drop-out letter, or school documentation)
- Electronic Records
- Self-Attestation

**410 Date of Actual Dislocation**

- Verification from Employer
- Rapid Response List
- Notice of Layoff
- Public Announcement with Follow-up Cross-Match with UI Database
- Self-Attestation

**411 Most Recent Date of Qualifying Separation**

- Verification from Employer
- Rapid Response List

- Notice of Layoff
- Public Announcement with Follow-Up Cross-Match with UI Database
- Self-Attestation

**412 Tenure with Employer at Separation**

- Verification from Employer
- Worker List from Firm
- Cross-Match
- Intake Application or Enrollment Form
- Case notes
- Self-Attestation

**413 Migrant and Seasonal Farmworker Designation as defined at 20 CFR 651.10**

- Cross-Match with Public Assistance Records
- Cross-Match with State MIS Database
- Employment Records
- Case notes
- Self-Attestation

**600 Temporary Assistance to Needy Families (TANF)**

- TANF Eligibility Verification
- TANF Period of Benefit Receipt Verification
- Referral Transmittal from TANF
- Cross-Match with TANF Public Assistance Records

**601 Exhausting TANF Within 2 Years (Part A Title IV of Social Security Act) at Program Entry (WIOA)**

- TANF Eligibility Verification
- TANF Period of Benefit Receipt Verification
- Referral Transmittal from TANF
- Cross-Match with TANF Public Assistance Records

**602 Supplemental Security Income (SSI)/Social Security Disability Insurance(SSDI)**

- SSI/SSDI Receipt of Benefits Verification
- Referral Transmittal from SSA
- SSI/SSDI Eligibility Verification
- Cross-Match with SSA Database

**603 Supplemental Nutrition Assistance Program (SNAP)**

- SNAP Eligibility Verification
- Documentation of Food Stamp Benefit Receipt
- Referral Transmittal from SNAP
- Cross-Match

**604 Other Public Assistance Recipient**

- Copy of Authorization to Receive Cash Public Assistance
- Copy of Public Assistance Check

- Medical Card Showing Cash Grant Status
- Public Assistance Eligibility Verification
- Cross-Match

**704 Foster Care Youth Status at Program Entry (WIOA)**

- Written Confirmation from Social Services Agency
- Case Notes
- Self-Attestation
- Foster Care Agency Referral Transmittal
- Intake Application or Enrollment Form
- Needs Assessment
- Individual Service Strategy

**800 Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry**

- Self-Attestation
- Intake Application or Enrollment Form
- Written Statement or Referral Transmittal from a Shelter or Social Service Agency
- Needs Assessment
- Case Notes
- Individual Service Strategy
- A Letter from Caseworker or Support Provider

**801 Ex-Offender Status at Program Entry (WIOA)**

- Documentation from the Juvenile or Adult Criminal Justice System
- Written Statement or Referral Document from a Court or Probation Officer
- Referral Transmittal from a Reintegration Agency
- Intake Application or Enrollment Form
- Case Notes
- Needs Assessment
- Self-Attestation
- Individual Service Strategy
- Federal Bonding Program Application

**802 Low Income Status at Program Entry (WIOA)**

- Award Letter From Veteran's Administration
- Bank Statements
- Pay Stubs
- Compensation Award Letter
- Court Award Letter
- Pension Statement
- Employer Statement/Contact
- Family or Business Financial Records
- Housing Authority Verification
- Quarterly Estimated Tax for Self-Employed Persons
- Social Security Benefits
- UI Claim Documents

- Copy of Authorization to Receive Cash Public Assistance
- Copy of Public Assistance Check
- Public Assistance Eligibility Verification
- Cross-Match with Refugee Assistance Records
- Cross-Match with Public Assistance Records
- Cross-Match with UI Wage Records
- Self-Attestation

**803 English Language Learner at Program Entry (WIOA)**

- Case Notes
- Assessment Test Results
- Applicable Records from Educational Institution (transcripts, or other school documentation)
- Self-Attestation
- Intake Application or Enrollment Form
- Individual Service Strategy

**804 Basic Skills Deficient/Low Levels of Literacy at Program Entry**

- Assessment Test Results
- Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)
- Case Notes

**806 Single Parent at Program Entry (WIOA)**

- Needs Assessment
- TANF Single Parent Eligibility
- Intake Application or Enrollment Form
- Individual Service Strategy or Employment Plan
- Case Notes
- Self-Attestation

**807 Displaced Homemaker at Program Entry(WIOA)**

- Intake Application or Enrollment Form
- Cross-Match with Public Assistance Records
- Copy of Spouse's Layoff Notice
- Copy of Spouse's Death Record
- Copy of Spouse's Permanent Change of Station (PCS) Orders(for a military move or assignment)
- Copy of Divorce Records
- Copy of Applicable Court Records
- Copy of Bank Records(showing financial dependence on spouse, no separate individual income support, or no employment income earned)
- Needs Assessment
- Individual Employment Plan
- Self-Attestation

**808 Eligible Migrant and Seasonal Farmworker Status**

- Cross-Match with Public Assistance Records
- NFJP Eligibility Documents used to determine low-income status

- Employer Contract/Letter
- Program application
- Cross-Match with State MIS Database
- Cross-Match with H-1B Records
- Case notes
- Self-Attestation

**900 Date of Program Entry (WIOA)**

- Individual Plan for Employment
- Electronic Records
- Program intake documents, such as eligibility determination documentation or program enrollment forms

**901 Date of Program Exit(WIOA)**

- A Copy of the Letter Sent to the Individual Indicating that the Case was Closed
- WIOA Status/Exit Forms
- Electronic Records
- Attendance Records
- Review of Service Records Identifying the Last Qualifying Service (and lack of planned gap)

**907 Recipient of Incumbent Worker Training**

- Signed IWT Agreement
- Cross-Match
- Case Notes

**908 Rapid Response (DW ONLY)**

- Cross-Match
- Case Notes
- Self-Attestation
- Rapid Response List

**923 Other Reason for Exit**

- Information from Partner Services
- WIOA or Program Status/Exit Forms
- Electronic Records
- Withdrawal from Institution or Facility
- Case Notes

**1001 Date of First Basic Career Service**

- Case Notes
- Cross-Match
- Electronic Records

**1002 Most Recent Date Received Basic Career Services(Self-Service/Information Only)**

- Electronic Records
- Case Notes
- Cross-Match

**1003 Most Recent Date Received Basic Career Services (Staff-Assisted)**

- Case Notes
- Electronic Records
- Cross-Match

**1004 Date of Most Recent Career Services(WIOA)**

- Case Notes
- Electronic Records
- Cross-Match

**1005 Most Recent Date Received Staff-Assisted Service (DVOP Specialist)**

- Electronic Records
- Case Notes
- Cross-Match

**1006 Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program**

- Electronic Records
- Case Notes
- Cross-Match

**1007 Date of Most Recent Reportable Contact**

- Case Notes
- Cross-Match
- Electronic Records

**1200 Date of First Individualized Career Services**

- Case Notes
- Cross-Match
- Electronic Records

**1201 Most Recent Date Received Individualized Career Service**

- Case Notes
- Cross-Match
- Electronic Records

**1202 Date Individual Employment Plan Created**

- Cross-Match
- Case Notes
- Individual Employment Plan or Individual Service Strategy
- Electronic Records

**1205 Type of Work Experience**

- Case Notes
- Signed Work Experience Agreement
- Electronic Records

**1206 Date Received Financial Literacy Services**

- Activity Sheets
- Sign-In Sheets
- Attendance Record
- Vendor Contract
- Case Notes
- Electronic Records

**1211 Transitional Jobs**

- Electronic Records
- Case Notes
- Signed Transitional Job Agreement

**1300 Received Training (WIOA)**

- Cross-Match
- Vendor Training Records
- Signed Training Contract
- ITA-Individual Training Account
- Electronic Records

**1301 Eligible Training Provider-Name-Training Service #1**

- Vendor Training Records
- Receipts
- Cross-Match
- Attendance Sheets or Records
- Signed Training Contract
- Individual Training Account (ITA)

**1302 Date Entered Training #1**

- Individual Training Account (ITA)
- Vendor Training Records
- Electronic Records
- Attendance Sheets or Records
- Case Notes

**1303 Type of Training Service #1**

- Copy of Enrollment Record
- Case Notes
- Cross-Match Between Dates of Service and Vendor Training Information
- Vendor Training Documentation
- Electronic Records
- Individual Training Account (ITA)
- Attendance Records

**1306 Occupational Skills Training Code #1**

- Cross-Match
- Case Notes

- Signed Individual Employment Plan or Training Plan
- Signed Training Contract
- Individual Training Account (ITA)

**1307 Training Completed #1**

- Cross-Match
- Vendor Training Records
- Case Notes
- Attendance Sheets or Records
- Electronic Record
- Individual Training Account (ITA)

**1308 Date Completed, or Withdrawn from, Training #1**

- Cross-Match
- Vendor Training Records
- Case Notes
- Attendance Sheets or Records
- Electronic Record

**1309-1318 Training #2 and #3-Same as Above for Training #1**

**1319 Established Individual Training Account (ITA)**

- Cross-Match
- Case Notes
- ITA Approval, Allocation, or Activation Records

**1332 Participated in Postsecondary Education During Program Participation (WIOA)**

- Data Match with Postsecondary Data System
- Copy of Enrollment Record
- Case Notes
- School Records or Verification of Enrollment
- Transcript or Report Card

**1401 Enrolled in Secondary Education Program (WIOA)**

- Copy of Enrollment Record
- Case Notes
- School Records or Verification of Enrollment
- Transcript or Report Card
- Data Match to State k-12 Data System

**1406 Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential**

- Copy of Enrollment Record
- Case Notes
- School Records or Verification of Enrollment
- Transcript or Report Card
- Cross-Match
- Follow-up Survey from Program Participants

**1409 Most Recent Date Received Supportive Services**

- Cross-Match
- Activity sheets
- Sign-in sheets
- Attendance record
- Vendor contract
- Electronic Records
- Case notes

**1500 Received Needs Related Payments**

- Cross-Match
- Activity sheets
- Sign-in sheets
- Attendance record
- Vendor contract
- Electronic Records
- Case notes

**1600 Employed in 1st Quarter After Exit Quarter(WIOA)**

- UI wage data match/administrative wage match, such as the National Directory of New Hires
- Follow-up survey from program participants
- Pay check stubs, tax records, W2 form
- Quarterly tax payment forms, such as a IRS form 941
- Document from employer on company letterhead attesting to an individual's employment status and earnings
- Self-employment worksheets signed and attested to by program participants
- Detailed case notes verified by employer and signed by the counselor

**1601 Type of Employment Match 1<sup>st</sup> Quarter After Exit Quarter (WIOA)**

- Cross- Match with State and Out-of-State UI Quarterly Wage Records
- Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)
- Cross-Match with Federal Administrative Wage Record Databases (such as National Directory of New Hires)
- State New Hires Registry
- Signed Follow-Up Survey Response from Program Participants
- Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)
- Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation
- Railroad Retirement System
- Quarterly Tax Payment Forms (such as IRS Form 941)

- A Signed Letter from an Employer on Company Letterhead (attesting to individual's employment status and earnings)
- Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants
- Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP, or other public assistance programs)

**1602 Employed in 2<sup>nd</sup> Quarter After Exit Quarter (WIOA)**

- UI Wage Data Match/Administrative Wage Match, Such as the National Directory of New Hires
- Follow-Up Survey from Program Participants
- Pay Check Stubs, Tax Records, W2 Form
- Quarterly Tax Payment Forms, Such as a IRS Form 941
- Document from Employer on Company Letterhead Attesting to an Individual's Employment Status and Earnings
- Self-Employment Worksheets Signed and Attested to by Program Participants
- Detailed Case Notes Verified by Employer and Signed by the Counselor

**1603 Type of Employment Match 2<sup>nd</sup> Quarter After Exit Quarter (WIOA)**

- Cross- Match with State and Out-of-State UI Quarterly Wage Records
- Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)
- Cross-Match with Federal Administrative Wage Record Databases (such as National Directory of New Hires)
- State New Hires Registry
- Signed Follow-Up Survey Response from Program Participants
- Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)
- Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation
- Railroad Retirement System
- Quarterly Tax Payment Forms (such as IRS Form 941)
- A Signed Letter from an Employer on Company Letterhead (attesting to individual's employment status and earnings)
- Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants
- Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP, or other public assistance programs)

**1604 Employed in 3<sup>rd</sup> Quarter after Exit Quarter (WIOA)**

- UI Wage Data Match/Administrative Wage Match, Such as the National Directory of New Hires
- Follow-Up Survey from Program Participants
- Pay Check Stubs, Tax Records, W2 Form
- Quarterly Tax Payment Forms, Such as a IRS Form 941
- Document from Employer on Company Letterhead Attesting to an Individual's Employment Status and Earnings
- Self-Employment Worksheets Signed and Attested to by Program Participants

- Detailed Case Notes Verified by Employer and Signed by the Counselor

**1605 Type of Employment Match 3<sup>rd</sup> Quarter after Exit Quarter (WIOA)**

- Cross- Match with State and Out-of-State UI Quarterly Wage Records
- Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)
- Cross-Match with Federal Administrative Wage Record Databases (such as National Directory of New Hires)
- State New Hires Registry
- Signed Follow-Up Survey Response from Program Participants
- Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)
- Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation
- Railroad Retirement System
- Quarterly Tax Payment Forms (such as IRS Form 941)
- A Signed Letter from an Employer on Company Letterhead (attesting to individual's employment status and earnings)
- Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants
- Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP, or other public assistance programs)

**1606 Employed in 4<sup>th</sup> Quarter after Exit Quarter (WIOA)**

- UI wage data match/administrative wage match such as the National Directory of New Hires
- Follow-up survey from program participants
- Pay check stubs, tax records, W2 form
- Quarterly tax payment forms, such as an IRS form 941
- Document from employer on company letterhead attesting to an individual's employment status and earnings
- Self-employment worksheets signed and attested to by program participants
- Detailed Case notes verified by employer and signed by the counselor

**1607 Type of Employment Match 4<sup>th</sup> Quarter after Exit Quarter (WIOA)**

- Cross- Match with State and Out-of-State UI Quarterly Wage Records
- Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)
- Cross-Match with Federal Administrative Wage Record Databases (such as National Directory of New Hires)
- State New Hires Registry
- Signed Follow-Up Survey Response from Program Participants
- Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)
- Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation
- Railroad Retirement System

- Quarterly Tax Payment Forms (such as IRS Form 941)
- A Signed Letter from an Employer on Company Letterhead (attesting to individual's employment status and earnings)
- Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants
- Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP, or other public assistance programs)

**1608 Employment Related to Training (2<sup>nd</sup> Quarter after Exit) (WIOA)**

- UI Wage Records
- Supplemental Data Sources Defined by TEGL 26-16 Follow-Up Services
- Surveys
- Record Sharing and/or Automated Record Matching with other Employment and Administrative Databases
- Other Out of State Federal Wage Record Systems
- Case Notes

**1610 Occupational Code (if available)**

- UI Wage Records
- Supplemental Data Sources Defined by TEGL 26-16
- Surveys
- Record Sharing and /or Automated Record Matching with Other Employment and Administrative Databases
- Other Out of State Federal Wage Record Systems
- Case Notes

**1611 Entered Non-Traditional Employment**

- UI Wage Records
- Supplemental Data Sources Defined by TEGL 26-16 Follow-Up Services
- Surveys
- Record Sharing and/or Automated Record Matching with other Employment and Administrative Databases
- Other Out of State Federal Wage Record Systems
- Case Notes

**1612 Occupational Code of Employment 2<sup>nd</sup> Quarter after Exit Quarter (if available)**

- UI Wage Records
- Supplemental Data Sources Defined by TEGL 26-16 Follow-Up Services
- Surveys
- Record Sharing and/or Automated Record Matching with other Employment and Administrative Databases
- Other Out of State Federal Wage Record Systems
- Case Notes

**1613 Occupational Code of Employment 4<sup>th</sup> Quarter after Exit Quarter (if available)**

- UI Wage Records
- Supplemental Data Sources Defined by TEGL 26-16 Follow-Up Services

- Surveys
- Record Sharing and/or Automated Record Matching with other Employment and Administrative Databases
- Other Out of State Federal Wage Record Systems
- Case Notes

**1614 Industry Code of Employment 1st Quarter after Exit Quarter**

- UI Wage Records
- Supplemental Data Sources Defined by TEGL 26-16 Follow-Up Services
- Surveys
- Record Sharing and/or Automated Record Matching with other Employment and Administrative Databases
- Other Out of State Federal Wage Record Systems
- Case Notes

**1615 Industry Code of Employment 2<sup>nd</sup> Quarter after Exit Quarter**

- UI Wage Records
- Supplemental Data Sources Defined by TEGL 26-16 Follow-Up Services
- Surveys
- Record Sharing and/or Automated Record Matching with other Employment and Administrative Databases
- Other Out of State Federal Wage Record Systems
- Case Notes

**1616 Industry Code of Employment 3<sup>rd</sup> Quarter after Exit Quarter**

- UI Wage Records
- Supplemental Data Sources Defined by TEGL 26-16 Follow-Up Services
- Surveys
- Record Sharing and/or Automated Record Matching with other Employment and Administrative Databases
- Other Out of State Federal Wage Record Systems
- Case Notes

**1617 Industry Code of Employment 4<sup>th</sup> Quarter after Exit Quarter**

- UI Wage Records
- Supplemental Data Sources Defined by TEGL 26-16 Follow-Up Services
- Surveys
- Record Sharing and/or Automated Record Matching with other Employment and Administrative Databases
- Other Out of State Federal Wage Record Systems
- Case Notes

**1618 Retention with the Same Employer in the 2<sup>nd</sup> and 4<sup>th</sup> Quarter (WIOA)**

- Cross- Match with State and Out-of-State UI Quarterly Wage Records
- Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)

- Cross-Match with Federal Administrative Wage Record Databases (such as National Directory if New Hires)
- State New Hires Registry
- Signed Follow-Up Survey Response from Program Participants
- Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)
- Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation
- Railroad Retirement System
- Quarterly Tax Payment Forms (such as IRS Form 941)
- A Signed Letter from an Employer on Company Letterhead (attesting to individual's employment status and earnings)
- Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants
- Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP, or other public assistance programs)

**1700 thru 1706-Wages**

- Cross- Match with State and Out-of-State UI Quarterly Wage Records
- Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)
- Cross-Match with Federal Administrative Wage Record Databases (such as National Directory if New Hires)
- State New Hires Registry
- Signed Follow-Up Survey Response from Program Participants
- Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)
- Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation
- Railroad Retirement System
- Quarterly Tax Payment Forms (such as IRS Form 941)
- A Signed Letter from an Employer on Company Letterhead (attesting to individual's employment status and earnings)
- Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants
- Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP, or other public assistance programs)

**1800 Type of Recognized Credential (WIOA)**

- Cross-Match
- Copy of Credential
- Copy of School Record
- Follow-Up Survey from Program Participants
- Case Notes Documenting Information Obtained from Education or Training Provider

**1801 Date Attained Recognized Credential (WIOA)**

- Cross-Match
- Copy of Credential
- Copy of School Record
- Follow-Up Survey from Program Participants
- Case Notes Documenting Information Obtained from Education or Training Provider

**1802-1805 Credential #2 and #3-Same as Above for Credential #1**

**1806 Date of Most Recent Measurable Skill Gains: Educational Functioning Level**

- Pre and Post Test Results Measuring EFL Gain
- Adult High School Transcript Showing EFL Gain through the Awarding of Credits or Carnegie Units
- Postsecondary Education or Training Enrollment Determined Through Data Match, Survey Documentation, or Program Notes

**1807 Date of Most Recent Measurable Skill Gains: Postsecondary Transcript Report Card**

- Transcript
- Report Card

**1808 Date of Most Recent Measurable Skill Gains: Secondary Transcript Report Card**

- Transcript
- Report Card

**1809 Date of Most Recent Measurable Skill Gains: Training Milestone**

- Documentation of a Skill Gained through OJT or Registered Apprenticeship
- Contract and/or Evaluation from Employer or Training Provider Documenting a Skill Gain
- Progress Report from Employer Documenting a Skill Gain

**1810 Date of Most Recent Measurable Skill Gains: Skills Progression**

- Results of Knowledge-based Exam or Certificate of Completion
- Documentation Demonstrating Progress in Attaining Technical or Occupational Skills through and Exam or Benchmark Attainment
- Documentation from Training Provider or Employer
- Copy of Credential that is Required for a Particular Occupation and Only is Earned after Passage of an Exam

**1811 Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)**

- Copy of Enrollment Record
- Case Notes
- School Records or Verification of Enrollment
- Transcript or Report Card
- Cross-Match

**1813 Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (WIOA)**

- Cross-Match

- Copy of Diploma, Credential, or Degree Awarded by Education Institution
- Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)
- Case Notes
- Signed File Documentation with Information Obtained from Education or Training Provider
- Self-Attestation

**Signature**\_\_\_\_\_

**YOUTH VALIDATION FORM**  
**Revised 5.23.2023**

**Participant Name:**\_\_\_\_\_ **MACC ID#**\_\_\_\_\_

**200 Date of Birth**

- Driver's License
- Baptismal Record
- Birth Certificate
- DD-214
- Report of Transfer or Discharge Paper
- Federal, State, Local or Tribal Identification Card
- Passport
- Hospital Record of Birth
- Public Assistance/Social Service Records
- School Records or ID Cards
- Work Permit
- Family Bible
- Cross-Match with State Agency Records
- Justice System Records
- Selective Service Registration
- Signed Letter from a parent or guardian
- Medical Records
- Self-Attestation
- Federal, State, Local or Tribal Identification Card
- 

**202 Individual with a Disability**

- Self-Attestation
- School Individualized Education Program (IEP) record
- School 504 Records Provided by Student
- Assessment Test Results

**409 School Status at Program Entry**

- Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation)
- Intake Application or Enrollment Form
- Electronic Records
- Case notes
- Self-Attestation

**701 Pregnant or Parenting Youth**

- Needs Assessment
- WIC Eligibility Verification
- TANF Single Parent Eligibility Verification
- Intake Application or Enrollment Form
- Individual Service Strategy
- Case notes
- Self-Attestation

**702 Youth who Needs Additional Assistance**

- Intake Application or Enrollment Form
- Case notes
- Needs Assessment
- Individual Service Strategy (ISS)
- Self-Attestation

**704 Foster Care Youth Status at Program Entry(WIOA)**

- Written Confirmation from Social Services Agency
- Case notes
- Foster Care Agency Referral Transmittal
- Intake Application or Enrollment Form
- Needs Assessment
- Individual Service Strategy
- Self-Attestation

**800 Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry**

- Intake Application or Enrollment Form
- Written Statement or Referral Transmittal from a Shelter or Social Service Agency
- Needs Assessment
- Case notes
- Individual Service Strategy
- A letter from caseworker or support provider
- Self-Attestation

**801 Ex-Offender Status at Program Entry(WIOA)**

- Documentation from the Juvenile or Adult Criminal Justice System
- Written Statement or Referral Document from a Court or Probation Officer
- Referral Transmittal from a Reintegration Agency
- Intake Application or Enrollment Form
- Case notes
- Needs Assessment
- Individual Service Strategy
- Federal Bonding Program Application
- Self-Attestation

**802 Low Income Status at Program Entry(WIOA)**

- Award Letter From Veteran's Administration
- Bank Statements
- Pay Stubs
- Compensation Award Letter
- Court Award Letter
- Pension Statement
- Employer Statement/Contact
- Family or Business Financial Records
- Housing Authority Verification

- Quarterly Estimated Tax for Self-Employed Persons
- Social Security Benefits
- UI Claim Documents
- Copy of Authorization to Receive Cash Public Assistance
- Copy of Public Assistance Check
- Public Assistance Eligibility Verification
- Cross-Match with Refugee Assistance Records
- Cross-Match with Public Assistance Records
- Cross-Match with UI Wage Records
- Self-Attestation

**803 English Language Learner at Program Entry(WIOA)**

- Assessment Test Results
- Applicable Records from Education Institution (transcripts, or other school documentation)
- Intake Application or Enrollment Form
- Individual Service Strategy
- Case notes
- Self-Attestation

**804 Basic Skills Deficient/Low Levels of Literacy at Program Entry**

- Assessment Test Results
- Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)
- Case Notes

**806 Single Parent at Program Entry(WIOA)**

- Needs Assessment
- TANF Single Parent Eligibility
- Intake Application or Enrollment Form
- Individual Service Strategy or Employment Plan
- Case Notes
- Self-Attestation

**900 Date of Program Entry(WIOA)**

- Individual Plan for Employment
- Electronic Records
- Program intake documents, such as eligibility determination documentation or program enrollment forms

**901 Date of Program Exit(WIOA)**

- A copy of the letter sent to the individual indicating that the case was closed
- WIOA status/exit forms
- Electronic Records
- Attendance records
- Review of service records identifying the last qualifying service (and lack of a planned gap)

**906 Date of First WIOA Youth Service**

- Cross-Match
- Activity sheets
- Sign-in sheets
- Attendance record
- Vendor contract
- Electronic Records
- Case notes
- Individual Service Strategy

**923 Other Reason for Exit**

- Information from partner services
- WIOA or program status/exit forms
- Electronic Records
- Withdrawal form with explanation
- Information from institution or facility
- Case notes

**1205 Type of Work Experience**

- Case Notes
- Signed Work Experience Agreement
- Electronic Records

**1206 Date Received Financial Literacy Services**

- Activity Sheets
- Sign-In Sheets
- Attendance Record
- Vendor Contract
- Case Notes
- Electronic Records

**1300 Received Training(WIOA)**

- Cross-Match
- Vendor Training Records
- Signed Training Contract
- ITA-Individual Training Account
- Electronic Records

**1302 Date Entered Training #1**

- Individual Training Account (Individual Training Account (ITA))
- Vendor Training Records
- Electronic Records
- Attendance Sheets or Records
- Case notes

**1303 Type of Training Service #1**

- Copy of enrollment record

- Case notes
- Cross-Match between dates of service and vendor training information
- Vendor training documentation
- Electronic Records
- Individual Training Account (Individual Training Account (ITA))
- Attendance records

**1306 Occupational Skills Training Code #1**

- Cross-Match
- Case Notes
- Signed Individual Employment Plan or Training Plan
- Signed Training Contract
- ITA (Individual Training Account)

**1307 Training Completed #1**

- Cross-Match
- Vendor Training Records
- Attendance Sheets or Records
- Case notes
- Electronic Record
- Individual Training Account (Individual Training Account (ITA))

**1308 Date Completed, or Withdrawn from, Training #1**

- Cross-Match
- Vendor Training Records
- Attendance Sheets or Records
- Case notes
- Electronic Record

**1309-1318 Training #2 and #3-Same as Above for Training #1**

**1332 Participated in Postsecondary Education During Program Participation(WIOA)**

- Data Match with Postsecondary Data System
- Copy of Enrollment Record
- Case Notes
- School Records or Verification of Enrollment
- Transcript or Report Card

**1401 Enrolled in Secondary Education Program(WIOA)**

- Copy of Enrollment Record
- Case Notes
- School Records or Verification of Enrollment
- Transcript or Report Card
- Data Match to State k-12 Data System

**1402 Most Recent Date Received Educational Achievement Services**

- Activity Sheets
- Sign-In Sheets

- Attendance Records
- Vendor Contract
- Electronic Records
- Case Notes
- Cross-Match

**1403 Most Recent Date Received Alternative Secondary School Services**

- Cross-Match
- Activity sheets
- Sign-in sheets
- Attendance record
- Vendor Contract
- Electronic Records
- Case Notes

**1405 Most Recent Date Received Work Experience Opportunities**

- Activity Sheets
- Sign-In Sheets
- Attendance Records
- Vendor Contract
- Cross-Match
- Case Notes
- Electronic Records

**1406 Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential**

- Case Notes
- School Records or Verification of Enrollment
- Transcript or Report Card
- Cross-Match
- Follow-up Survey from Program Participants

**1407 Most Recent Date Received Education Offered Concurrently with Workforce Preparation**

- Activity Sheets
- Sign-In Sheets
- Attendance Records
- Vendor Contract
- Electronic Records
- Case Notes
- Cross-Match

**1408 Mot Recent Date Received Leadership Development Opportunities**

- Activity Sheets
- Sign-In Sheets
- Attendance Records
- Vendor Contract
- Electronic Records

- Cross-Match
- Case Notes

**1409 Most Recent Date Received Supportive Services**

- Activity Sheets
- Cross-Match
- Sign-In Sheets
- Attendance Record
- Vendor Contract
- Electronic Records
- Case Notes

**1410 Most Recent Date Received Adult Mentoring Services**

- Activity Sheets
- Sign-In Sheets
- Attendance Records
- Vendor Contract
- Electronic Records
- Cross-Match
- Case Notes

**1411 Most Recent Date Received Comprehensive Guidance/Counseling Services**

- Activity Sheets
- Sign-In Sheets
- Attendance Records
- Vendor Contract
- Electronic Records
- Case notes
- Cross-Match

**1412 Most Recent Date Received Youth Follow-Up Services**

- Activity Sheets
- Sign-In Sheets
- Attendance Records
- Vendor Contract
- Electronic Records
- Cross-Match
- Case Notes

**1413 Most Recent Date Youth Received Entrepreneurial Skills Training**

- Activity Sheets
- Sign-In Sheets
- Attendance Records
- Vendor Contract
- Electronic Records
- Cross-Match
- Case Notes

**1414 Most Recent Date Youth Received Services that Provide Labor Market Information and Employment Information**

- Activity Sheets
- Sign-In Sheets
- Attendance Record
- Vendor Contract
- Case notes
- Electronic Records
- Cross-Match

**1415 Most Recent Date Youth Received Postsecondary Transition and Preparatory Activities**

- Activity Sheets
- Sign-In Sheets
- Attendance Records
- Vendor Contract
- Electronic Records
- Case Notes
- Cross-Match
- Sign-In Sheets
- Attendance Record
- Vendor Contract

**1600 Employed in 1st Quarter After Exit Quarter(WIOA)**

- UI wage data match/administrative wage match, such as the National Directory of New Hires
- Follow-up survey from program participants
- Pay check stubs, tax records, W2 form
- Quarterly tax payment forms,such as a IRS form 941
- Document from employer on company letterhead attesting to an individual's employment status and earnings
- Self-employment worksheets signed and attested to by program participants
- Detailed case notes verified by employer and signed by the counselor

**1601 Type of Employment Match 1<sup>st</sup> Quarter After Exit Quarter**

- Cross- Match with State and Out-of-State UI Quarterly Wage Records
- Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)
- Cross-Match with Federal Administrative Wage Record Databases (such as National Directory of New Hires)
- State New Hires Registry
- Signed Follow-Up Survey Response from Program Participants
- Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)
- Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation
- Railroad Retirement System
- Quarterly Tax Payment Forms (such as IRS Form 941)

- A Signed Letter from an Employer on Company Letterhead (attesting to individual's employment status and earnings)
- Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants
- Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP, or other public assistance programs)

**1602 Employed in 2<sup>nd</sup> Quarter After Exit Quarter(WIOA)**

- UI Wage Data Match/Administrative Wage Match, Such as the National Directory of New Hires
- Follow-Up Survey from Program Participants
- Pay Check Stubs, Tax Records, W2 Form
- Quarterly Tax Payment Forms, Such as a IRS Form 941
- Document from Employer on Company Letterhead Attesting to an Individual's Employment Status and Earnings
- Self-Employment Worksheets Signed and Attested to by Program Participants
- Detailed Case Notes Verified by Employer and Signed by the Counselor

**1603 Type of Employment Match 2<sup>nd</sup> Quarter After Exit Quarter(WIOA)**

- Cross- Match with State and Out-of-State UI Quarterly Wage Records
- Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)
- Cross-Match with Federal Administrative Wage Record Databases (such as National Directory of New Hires)
- State New Hires Registry
- Signed Follow-Up Survey Response from Program Participants
- Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)
- Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation
- Railroad Retirement System
- Quarterly Tax Payment Forms (such as IRS Form 941)
- A Signed Letter from an Employer on Company Letterhead (attesting to individual's employment status and earnings)
- Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants
- Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP, or other public assistance programs)

**1604 Employed in 3<sup>rd</sup> Quarter after Exit Quarter(WIOA)**

- UI Wage Data Match/Administrative Wage Match, Such as the National Directory of New Hires
- Follow-Up Survey from Program Participants
- Pay Check Stubs, Tax Records, W2 Form
- Quarterly Tax Payment Forms, Such as a IRS Form 941
- Document from Employer on Company Letterhead Attesting to an Individual's Employment Status and Earnings
- Self-Employment Worksheets Signed and Attested to by Program Participants

- Detailed Case Notes Verified by Employer and Signed by the Counselor

**1605 Type of Employment Match 3<sup>rd</sup> Quarter after Exit Quarter(WIOA)**

- Cross- Match with State and Out-of-State UI Quarterly Wage Records
- Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)
- Cross-Match with Federal Administrative Wage Record Databases (such as National Directory of New Hires)
- State New Hires Registry
- Signed Follow-Up Survey Response from Program Participants
- Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)
- Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation
- Railroad Retirement System
- Quarterly Tax Payment Forms (such as IRS Form 941)
- A Signed Letter from an Employer on Company Letterhead (attesting to individual's employment status and earnings)
- Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants
- Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP, or other public assistance programs)

**1606 Employed in 4<sup>th</sup> Quarter after Exit Quarter(WIOA)**

- UI wage data match/administrative wage match such as the National Directory of New Hires
- Follow-up survey from program participants
- Pay check stubs, tax records, W2 form
- Quarterly tax payment forms, such as an IRS form 941
- Document from employer on company letterhead attesting to an individual's employment status and earnings
- Self-employment worksheets signed and attested to by program participants
- Detailed Case notes verified by employer and signed by the counselor

**1607 Type of Employment Match 4<sup>th</sup> Quarter after Exit Quarter(WIOA)**

- Cross- Match with State and Out-of-State UI Quarterly Wage Records
- Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)
- Cross-Match with Federal Administrative Wage Record Databases (such as National Directory of New Hires)
- State New Hires Registry
- Signed Follow-Up Survey Response from Program Participants
- Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)
- Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation
- Railroad Retirement System

- Quarterly Tax Payment Forms (such as IRS Form 941)
- A Signed Letter from an Employer on Company Letterhead (attesting to individual's employment status and earnings)
- Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants
- Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP, or other public assistance programs)

**1608 Employment Related to Training (2<sup>nd</sup> Quarter after Exit)(WIOA)**

- UI Wage Records
- Supplemental Data Sources Defined by TEGL 26-16 Follow-Up Services
- Surveys
- Record Sharing and/or Automated Record Matching with other Employment and Administrative Databases
- Other Out of State Federal Wage Record Systems
- Case Notes

**1618 Retention with the Same Employer in the 2<sup>nd</sup> and 4<sup>th</sup> Quarter(WIOA)**

- Cross- Match with State and Out-of-State UI Quarterly Wage Records
- Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)
- Cross-Match with Federal Administrative Wage Record Databases (such as National Directory of New Hires)
- State New Hires Registry
- Signed Follow-Up Survey Response from Program Participants
- Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)
- Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation
- Railroad Retirement System
- Quarterly Tax Payment Forms (such as IRS Form 941)
- A Signed Letter from an Employer on Company Letterhead (attesting to individual's employment status and earnings)
- Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants
- Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP, or other public assistance programs)

**1704 Wages 2<sup>nd</sup> Quarter After Exit Quarter**

- Cross- Match with State and Out-of-State UI Quarterly Wage Records
- Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service)
- Cross-Match with Federal Administrative Wage Record Databases (such as National Directory of New Hires)
- State New Hires Registry
- Signed Follow-Up Survey Response from Program Participants

- Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16)
- Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation
- Railroad Retirement System
- Quarterly Tax Payment Forms (such as IRS Form 941)
- A Signed Letter from an Employer on Company Letterhead (attesting to individual's employment status and earnings)
- Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants
- Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP, or other public assistance programs)

**1800 Type of Recognized Credential(WIOA)**

- Cross-Match
- Copy of Credential
- Copy of School Record
- Follow-Up Survey from Program Participants
- Case Notes Documenting Information Obtained from Education or Training Provider

**1801 Date Attained Recognized Credential(WIOA)**

- Cross-Match
- Copy of Credential
- Copy of School Record
- Follow-Up Survey from Program Participants
- Case Notes Documenting Information Obtained from Education or Training Provider

**1802-1805 Credential #2 and #3-Same as Above for Credential #1**

**1806 Date of Most Recent Measurable Skill Gains: Educational Functioning Level**

- Pre and Post Test Results Measuring EFL Gain
- Adult High School Transcript Showing EFL Gain through the Awarding of Credits or Carnegie Units
- Postsecondary Education or Training Enrollment Determined Through Data Match, Survey Documentation, or Program Notes

**1807 Date of Most Recent Measurable Skill Gains: Postsecondary Transcript Report Card**

- Transcript
- Report Card

**1808 Date of Most Recent Measurable Skill Gains: Secondary Transcript Report Card**

- Transcript
- Report Card

**1809 Date of Most Recent Measurable Skill Gains: Training Milestone**

- Documentation of a Skill Gained through OJT or Registered Apprenticeship
- Contract and/or Evaluation from Employer or Training Provider Documenting a Skill Gain
- Progress Report from Employer Documenting a Skill Gain

**1810 Date of Most Recent Measurable Skill Gains: Skills Progression**

- Results of Knowledge-based Exam or Certificate of Completion
- Documentation Demonstrating Progress in Attaining Technical or Occupational Skills through and Exam or Benchmark Attainment
- Documentation from Training Provider or Employer
- Copy of Credential that is Required for a Particular Occupation and Only is Earned after Passage of an Exam

**1811 Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment(WIOA)**

- Copy of Enrollment Record
- Case Notes
- School Records or Verification of Enrollment
- Transcript or Report Card
- Cross-Match

**1813 Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment(WIOA)**

- Cross-Match
- Copy of Diploma, Credential, or Degree Awarded by Education Institution
- Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation)
- Case Notes
- Signed File Documentation with Information Obtained from Education or Training Provider
- Self-Attestation

**1900 Youth 2<sup>nd</sup> Quarter Placement**

- Cross-Match
- Copy of registration record
- Case notes
- School records or Verification of Enrollment
- Transcript or report card
- Vendor/training provider training documentation

**1901 Youth 4<sup>th</sup> Quarter Placement**

- Cross-Match
- Copy of registration record
- Case notes
- School records or Verification of Enrollment
- Transcript or report card
- Vendor/training provider training documentation

**Validated by:**

Signature\_\_\_\_\_

Date\_\_\_\_\_