

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN13-1

Date: July 2, 2013

Expiration Date: 8/2/15

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: PY 2012-13 PARTICIPANT AND PERFORMANCE REPORTING

This Information Notice provides instructions and important dates regarding Program Year (PY) 2012-13 participant reporting under the Workforce Investment Act (WIA). The timeframes outlined herein comply with the Department of Labor's (DOL) guidance released in Training and Employment Guidance Letter [\(TEGL\) 28-11](#), (June 9, 2012).

ANNUAL REPORT

In order to report timely to Congress, the DOL has established the due date for the Annual Report, required under WIA Section 136, as October 1st. To comply with DOL's due date, the State has established a year-end participant and performance reporting timeline. Attachment 1 displays this timeline and highlights important dates related to year-end reporting. Attachment 2 delineates the cohorts of exiters who will be measured for PY 2012.

The June 2013 Individual Participant Data (IPD) is the last IPD transmission that will be matched to the base wage file prior to calculation of the performance measures for the PY 2012 Annual Report. Grantees must submit final supplemental outcome data by July 19, 2013. Please note, the PY 2012 Annual Report reflects outcomes for clients leaving the program prior to September 30, 2012, except in the case of Youth Literacy or Numeracy Gains, which reflects gains for active clients through June 30, 2013. **The Job Training Automation (JTA) system will be locked to IPD transmissions at 8 a.m. on August 5, 2013.** All IPD transmissions must be error free and loaded successfully in order to be considered timely. Final performance for the PY 2012 Annual Report will be processed by State staff.

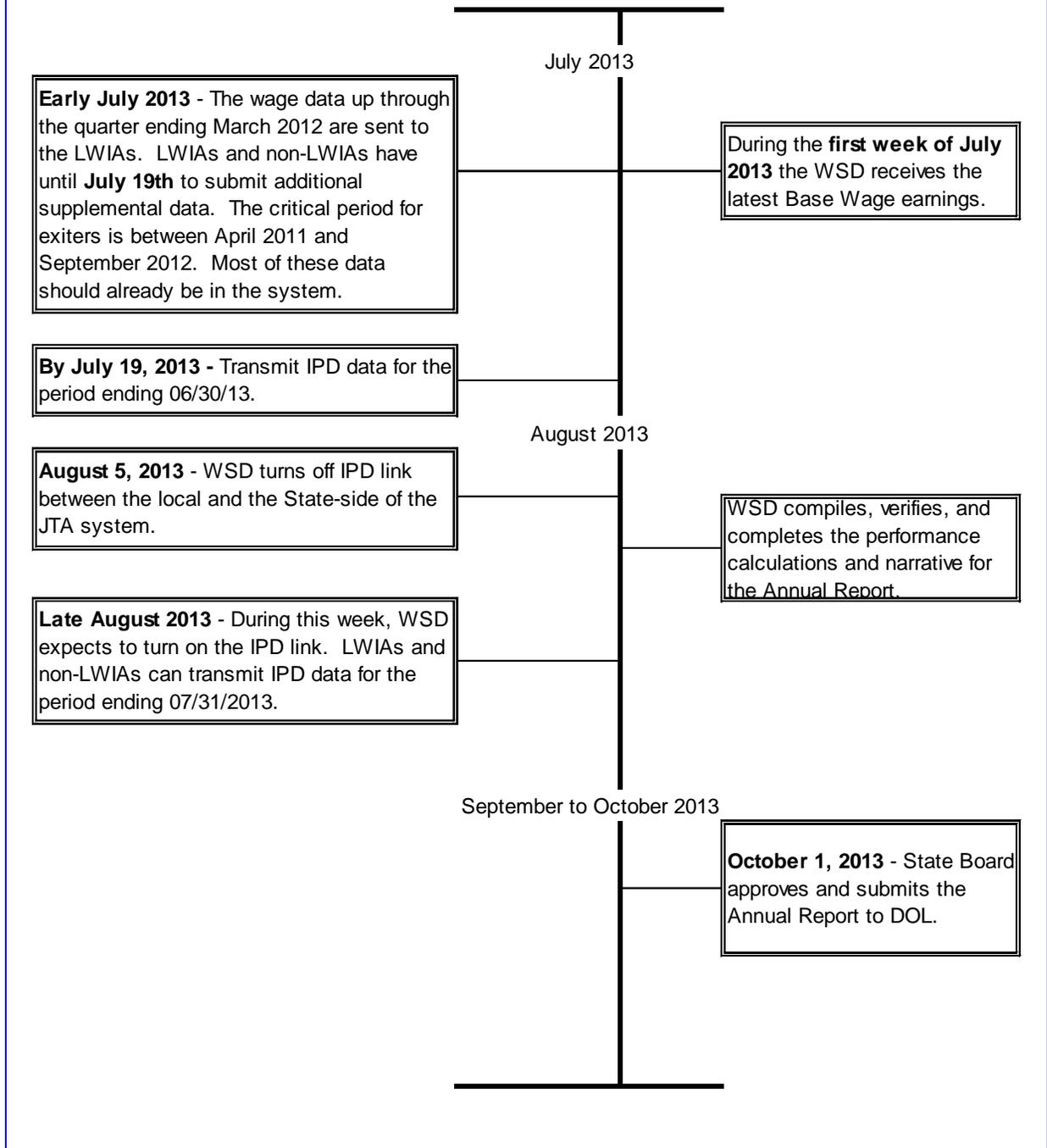
If you have questions related to the information discussed in this notice, please contact Roy Staton at (916) 654-8295 of the Program Reporting and Analysis Unit. For JTA system questions, please contact the JTA Help Desk at (916) 653-0202.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Workforce Services Division

Attachments

The EDD, an equal opportunity employer/program, is a partner in this publication. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

WIA PY 2012-13 YEAR END PARTICIPANT REPORTING TIMELINE



Time Periods to Be Reported in the WIA Annual Reports for PY 2012	
Annual Report PY 2012	
Due Date: October 1, 2013	
Reporting Item	Time Period (Exit Cohort) to Be Reported
Total Participants	7/1/12 to 6/30/13
Total Exiters	4/1/12 to 3/31/13
Adult and Dislocated Worker Performance Measures	
Entered Employment Rate	10/1/11 to 9/30/12
Employment Retention Rate	4/1/11 to 3/31/12
Average Earnings	4/1/11 to 3/31/12
Youth (14-21) Performance Measures	
Youth Placement in Employment or Education	10/1/11 to 9/30/12
Youth Attainment of a Degree or Certificate	10/1/11 to 9/30/12
Youth Literacy or Numeracy Gains	7/1/12 to 6/30/13