
**Workforce Investment Act
State Compliance Policies**

Section: 5.5

Reports and Instructions

August 2008

I. Data Entry Requirements:

All transactions relating to WIA registrations, services provided, services completed, etc., in Nevada JobConnect Operating System (NJCOS) will be entered or updated within 15 business days of their respective action dates. Timely data entry will ensure compliance with data validation requirements for submission of quarterly and annual reports.

II. Monthly Customer Satisfaction Surveys:

A. On or before the 10th of each month, Workforce Investment Support Services (WISS) Automated Systems Team will transmit to DETR/Information Development and Processing Division/Research & Analysis (IDP/R&A) the following required participant information:

1. Name;
2. SSN; and
3. Address and telephone number.

B. Quarterly survey results will be compiled and performance reports will be distributed by IDP/R&A to each LWIB and DETR/ESD Workforce Investment Support Services (DETR/ESD - WISS) each year.

III. Quarterly Reports: [WIA Section 136, 20 CFR 666, and Federal Register: August 11, 2000 (Volume 65, Number 156 - pages 49294-49464)]

A. Quarterly Summary Reports (ETA 9090) (TEGL 14-00):

1. On or before thirty-five (35) days after the end of each quarter, WISS Automated Systems Team will provide interim WIA quarterly report to the LWIBs.
2. LWIBs will provide notification of acceptance of the interim WIA Quarterly Summary Report on or before forty (40) days after the end of the quarter.
3. WISS Automated Systems Team will electronically submit WIA Quarterly Summary Report (ETA 9090) to the U.S. Department of Labor (DOL) forty-five (45) days after the end of each quarter.
4. WISS Automated Systems Team will electronically submit WIASRD Report to DOL forty-five (45) days after the end of each quarter.

B. Financial Status Reports (Form F-101) (TEGL 16-99)

1. On or before twenty-three (23) days after the end of each quarter, LWIBs must prepare a quarterly Financial Status Report for each funding stream (adult, dislocated worker, youth and other special grants). Reports are to be submitted for each program year allocation (25 percent and 75 percent Adult and Dislocated Worker) to DETR/Financial Management (FM) and WISS. In addition, the Local Area Quarterly Expenditure Report (Form S-1), as required by Executive Order 2012-18, must be provided to DETR.
2. DETR/FM will electronically submit Financial Status Reports (ETA 9130) forty-five (45) days after the end of each quarter.

IV. Annual Reports: [WIA Sections 136 & 185, 20 CFR 666 and Federal Register: August 11, 2000 (Volume 65, Number 156 - pages 49294-49464) and TEGL 14-00]

A. Individual Records (WIASRD):

1. The DOL requires that individual records for all exiters (youth, adults & dislocated workers) during the program year, July 1 through June 30, and the previous four (4) quarters be submitted by the state on an annual basis.
2. WIASRD data submitted by WISS Automated Systems Team must be validated using the software package provided by DOL.
3. WISS Automated Systems Team will electronically submit the WIASRD to DOL on or before October 1 following the end of each program year, along with the Annual Report and Annual Tables A-O.

B. Narrative Summary [TEGL 14-00 and WIA Section 136(d)]:

1. On or before June 1 of each year, WISS will provide the LWIBs and other One-Stop Partners the format for submission of their narrative for the Annual Report.
2. On or before August 2 (or the next business day), LWIBs and other One-Stop Partners must electronically submit their narrative to WISS, the unit responsible for coordinating the report.
3. LWIBs are to provide suggested edits or additions within seven (7) days after receipt of draft report. Assigned WISS staff will confirm with both LWIBs that suggested edits or additions have been accepted or provide an explanation of those not accepted.
4. In addition to providing narrative using the agreed upon format, LWIBs may want to consider the following information for inclusion in the report:
 - a) A summary of the achievements, failures, and problems in meeting the objectives of the Workforce Investment Act. [WIA Sec. 189(d)(1)]
 - b) Entry by participants who have completed training services provided under WIA section 134(d)(4) and placed into unsubsidized employment related to the training received. [WIA Sec. 136(d)(2)(A)]

- c) Cost of workforce investment activities relative to the effect of the activities on the performance of participants. [WIA Sec. 136(d)(2)(C)]
 - d) Comparison of performance between participants who received training services and participants who only received services other than training services (excluding participants who received only self-service and informational activities). [WIA Sec. 136(d)(2)(E)]
 - e) Evaluations conducted to obtain feedback in respect to continuous improvement in the efficiency and effectiveness of the system in improving employability for job seekers and competitiveness for employers. [WIA Sec. 136(e)]
 - f) An explanation of how the allocation of resources for adults, dislocated workers, and youth activities affected the outcomes. (TEGL 14-00)
5. WISS will provide LWIBs and One-Stop Partners with additional requirements of DOL as they become available.
 6. Assigned WISS staff will electronically submit the report to DOL and the two LWIBs on or before October 1 of each year.