



July 14, 2020

EASTERN CAROLINA LOCAL AREA ISSUANCE NO. 2020-01

SUBJECT: Monthly WIOA Title I Participant Data Report

PURPOSE: To transmit policy regarding the submission of the Monthly WIOA Title I Participant Data Report.

BACKGROUND: The Monthly WIOA Title I Participant Data Report provides a monthly snapshot of the service providers program performance on a monthly basis. This report will allow the service provider as well as the workforce board to identify any areas of concern and allow them to make changes and/or implement processes to address those areas. It will also allow the service provider and workforce board to identify processes that are working well in the WIOA Title I programs based on performance and possibly replicate the process to assist other programs that may be struggling with performance.


ACTION: All WIOA service providers will complete a Monthly WIOA Title I Participant Data Report. This report must be submitted to Eastern Carolina Workforce Development Board by the 10th of each month for the previous month (ex. July 2020 would be due on August 10, 2020). A copy of the report must also be submitted to the WIOA Title I Service Provider's designated NCWorks Career Center manager.

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

CONTACT: Executive Director

DISTRIBUTION: All WIOA Service Providers



Tammy L. Childers, Executive Director

Attachment: Monthly WIOA Title I Participant Data Report

Instructions for Completing the Monthly WIOA Title I Participant Data Report

The monthly WIOA Title I participant data report will be provided to each service provider as a Microsoft Excel document. The Excel document contains five worksheets within the workbook. Below are instructions for completing each of the worksheets.

Worksheet #1 – WIOA Title I Participant Enrollment Data

For each month you will enter the report month/year as mm/dd/yyyy (the Excel spreadsheet will convert it and carry the date to the other worksheets), the number of carryovers, the number of new enrollments and the number of participants that exited. The worksheet will calculate the total enrolled and the total active. These numbers should be cumulative. The numbers in June should reflect your totals for the year. Type the name of the individual preparing/submitting the report.

Worksheet #2 – WIOA Title I Enrollment Activities

For each month you will enter the number of individuals enrolled in the various activities. These numbers will be cumulative and should show the total for the year in the month of June. This report count will not be unduplicated as participants may be enrolled in multiple activities.

Worksheet #3 – WIOA Title I Work Based Learning Activities

Work based learning activities may include paid and unpaid work experience, on-the-job training, job shadowing and apprenticeship. For each work based learning activity, you will record the employer/worksite name, contract/agreement dates, hourly wage, position/job title, program (Adult/DW/Youth), the number of participants at the employer/worksite under that contract/agreement, if the work based learning (WBL) activity was successful, if the participant is employed with the OJT/WEX employer or if the participant is employed by another employer.

Worksheet #4 – WIOA Title I Occupational Skills Training Details

Occupational skills training activities include curriculum and continuing education/workforce development courses. For each participant enrolled in an occupational skills training activity, you will record their first and last name, program (Adult/DW/Youth), start date of training, anticipated completion date of training, actual completion/end date, the name of the curriculum/course, the name of the training provider and if training was successfully completed.

Worksheet #5 – WIOA Title I Outcome Data

Outcome data for each program should be recorded in this worksheet. For each program you will record your planned number of exits. This planned number will not change. Each month you will record the number of participants that exit including any global exclusions. Of those participants that exited you will record by program, how many entered unsubsidized employment, the average wage of those that entered employment, how many entered training related employment, how many youth obtained a GED/AHS/Diploma, and how many youth entered post-secondary education. The number of measurable skill gains attained by active participants should also be recorded on the outcome worksheet. At least one measurable skills gain must be recorded for every participant that is active in the program year.

Service Provider: _____

PY 2020 - 2021
(July 1, 2020 - June 30, 2021)
WIOA Title I Participant Enrollment Data

Report Month/Year: _____

		PARTICIPANT DATA											
ADULT		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Planned Enrollments													
# Carried Over													
# New Enrollments													
TOTAL ENROLLED		0	0	0	0	0	0	0	0	0	0	0	0
# Exited													
# Active		0	0	0	0	0	0	0	0	0	0	0	0
DISLOCATED WORKER		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Planned Enrollments													
# Carried Over													
# New Enrollments													
TOTAL ENROLLED		0	0	0	0	0	0	0	0	0	0	0	0
# Exited													
# Active		0	0	0	0	0	0	0	0	0	0	0	0
YOUTH		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Planned Enrollments													
# Carried Over													
# New Enrollments													
TOTAL ENROLLED		0	0	0	0	0	0	0	0	0	0	0	0
# Exited													
# Active		0	0	0	0	0	0	0	0	0	0	0	0
SPECIAL GRANTS		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Planned Enrollments													
# Carried Over													
# New Enrollments													
TOTAL ENROLLED		0	0	0	0	0	0	0	0	0	0	0	0
# Exited													
# Active		0	0	0	0	0	0	0	0	0	0	0	0

Submitted By: _____

NOTE: Monthly amounts are cumulative and # active equals Total Enrolled minus # Exited

ECWDB July 2020

Service Provider: _____

PY 2020 - 2021
(July 1, 2020 - June 30, 2021)
WIOA Title I Enrollment Activities

Report Month/Year: _____

ENROLLMENT ACTIVITIES

Activities	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Adult-Occupational Skills Training - Con Ed/WFD												
Adult-Occupational Skills Training - Curriculum												
Adult-On-The-Job Training												
Adult-Short Term Pre-Vocational Services												
Adult-Work Experience												
Adult-Provided Support Service												
DW-Occupational Skills Training - Con Ed/WFD												
DW-Occupational Skills Training - Curriculum												
DW-On-The-Job Training												
DW-Short Term Pre-Vocational Services												
DW-Work Experience												
DW-Provided Support Service												
Youth-Alt Secondary School Svcs/Dropout Recovery Svcs												
Youth-College Visits/Tours												
Youth-Employer Visits/Tours												
Youth-Financial Literacy												
Youth-Job Shadowing												
Youth-Leadership Development Services												
Youth-Occupational Skills Training - Con Ed/WFD												
Youth-Occupational Skills Training - Curriculum												
Youth-On-the-Job Training												
Youth-Pre-Employment Trng/Work Maturity												
Youth-Svcs that provide LMI about in-demand industry sectors												
Youth-Tutoring, study skills training & instruction												
Youth-Work Experience - Paid/Un-Paid												
Youth-Provided Support Service												

Service Provider: _____

PY 2020 - 2021
(July 1, 2020 - June 30, 2021)
WIOA Title I Work Based Learning Activities

Report Month/Year: _____

ON-THE-JOB TRAINING (OJT)/WORK EXPERIENCE (WEX) DETAILS

Employer/Worksite Name	Contract/Agreement Period <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	Hourly Wage	OJT/WEX Position	Program <i>(A/DW/Y)</i>	# of Participants on contract/ agreement	OJT/WEX Successful Completion <i>(Yes or No)</i>	Participant employed with OJT/WEX employer <i>(Yes/No)</i>	if no, is participant employed by other employer? <i>(Yes/No)</i>

Service Provider: _____

PY 2020 - 2021

(July 1, 2020 - June 30, 2021)

WIOA Title I Occupational Skills Training Details

OCCUPATIONAL SKILLS TRAINING DETAILS

Report Month/Year: _____

[illegible]

Service Provider: _____

PY 2020 - 2021
(July 1, 2020 - June 30, 2021)
WIOA Title I Outcome Data

OUTCOME DATA

Report Month/Year: _____

Program	# of Exits			# Obtained Credential	# Entered Unsubsidized Employment	Average Wage	# Entered Training Related Employment	# Youth Obtained GED/AHS/Diploma	# Youth Entered Post- Secondary Education	# of Measurable Skill Gains**
	Planned	Actual	Exclusions*							
Adult										
DW										
Youth										
Special										