



July 1, 2024

EASTERN CAROLINA LOCAL AREA ISSUANCE NO. 2024-01

SUBJECT: WIOA Title I Participant Data Report

PURPOSE: To transmit policy regarding the submission of the WIOA Title I Participant Data Report and rescind Eastern Carolina Local Area Issuance No. 2023-01 dated July 18, 2023.

BACKGROUND: The WIOA Title I Participant Data Report provides a snapshot of the service provider's program performance. 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 Title I service providers will complete and submit the WIOA Title I Participant Data Report on a bi-monthly basis. This report must be submitted to Eastern Carolina Workforce Development Board by the 10th of the month for the previous two months (see schedule below). If the 10th of the month falls on a Saturday, the report would be due on that Friday and if the 10th of the month falls on a Sunday, the report would be due on that Monday. A copy of the report must also be submitted to the WIOA Title I Service Provider's designated NCWorks Career Center manager.

Report Submission Schedule:

July-August report is due **September 10th**

September-October report is due **November 10th**

November-December report is due **January 10th**

January-February report is due **March 10th**

March-April report is due **May 10th**

May-June report is due **July 10th**

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

CONTACT: Executive Director

DISTRIBUTION: All WIOA Title I Service Providers

William Green, Executive Director

Attachment: WIOA Title I Participant Data Report

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Instructions for Completing the WIOA Title I Participant Data Report

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

Worksheet #1 –

Service Provider: Enter name of organization

Report Period: From the dropdown menu select the bi-monthly period that is being reported

PARTICIPANT DATA

ENROLLMENTS/EXITS/ACTIVE

For each WIOA Title I program, enter the planned number of enrollments, number of carryovers from the prior program year and new enrollments. The planned number of enrollments will remain the same for all reporting periods. The carryover numbers will change from July through September as records soft exit. Beginning in October the carryover numbers will remain the same for the remaining reporting periods.

The Excel spreadsheet will calculate the total enrolled, percentage of planned enrollments, and number active. The number exited will be pulled from the outcome data section for actual number of exits.

OUTCOME DATA

EXITS

For each WIOA Title I program, enter the planned number of exits, actual number of exits, number of participants that will soon exit (these are the participants that are in the 90-day window to soft exit), and any global exclusions. The planned number of exits will remain the same for all reporting periods.

OUTCOMES

For each WIOA Title I program, enter the number of participants that obtained a credential, the number of participants that entered unsubsidized employment, the average wage of those participants that entered unsubsidized employment, number of participants that entered training related employment, the number of youth participants that obtained their GED/AHS/Secondary School Diploma, the number of youth participants that entered post-secondary education (college), and the number of participants that obtained a measurable skills gain.

NOTE: All numbers reported should be cumulative and not just for that reporting period.

PY 20__ - 20__
(July 1, 20__ - June 30, 20__)
WIOA Title I Participant Data Report

Service Provider: _____

Report Period: ☐ July-August 20__ ☐ September-October 20__ ☐ November-December 20__
☐ January-February 20__ ☐ March-April 20__ ☐ May-June 20__

PARTICIPANT DATA

PROGRAM	ADULT	DISLOCATED WORKER	YOUTH
ENROLLMENTS/EXITS/ACTIVE			
Planned Enrollments			
# Carried Over			
# New Enrollments			
TOTAL ENROLLED			
Percentage of Planned Enrollments			
# Exited <i>(Pulled from Actual # of Exits below)</i>			
# Active			

OUTCOME DATA

PROGRAM	ADULT	DISLOCATED WORKER	YOUTH
EXITS			
Planned # of Exits			
Actual # of Exits			
# Soon to Exit (90-day Window)			
Global Exclusions			
OUTCOMES			
# Obtained Credential			
# Entered Unsubsidized Employment			
Average Wage	\$	\$	\$
# Entered Training Related Training Employment			
# Youth Obtained GED/AHS/Diploma			
# Youth Entered Post-Secondary Education			
# of Measurable Skill Gains**			