

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN10-7

Date: July 14, 2010

Expiration Date: 8/14/12

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ARRA MONTHLY PARTICIPANT REPORTING DEADLINES

The purpose of this Information Notice is to inform the Workforce Community of the deadlines for the American Recovery and Reinvestment Act of 2009 (ARRA) monthly report.

In accordance with Department of Labor (DOL) Training and Employment Guidance Letter 24-08, May 21, 2009, the Workforce Services Division (WSD) must submit an ARRA participant report by the 15th of each month for the previous month. In order to ensure compliance with these requirements, all recipients of ARRA funding must submit their participant data via the Job Training Automation (JTA) system utilizing the data transmission (XWID) process, on the following timeline. To the greatest degree possible, reports should reflect enrollments as of the last day of the previous month.

<b>Due Date to WSD</b>	<b>Report Period</b>
August 6, 2010	July 2010
September 6, 2010	August 2010
October 6, 2010	September 2010
November 5, 2010	October 2010
December 6, 2010	November 2010
January 6, 2011	December 2010
February 6, 2011	January 2011
March 4, 2011	February 2011
April 6, 2011	March 2011
May 6, 2011	April 2011
June 6, 2011	May 2011
July 6, 2011	June 2011

If your submission on the above due date is complete through the end of the report period, no additional submission during the month is necessary. However, if you wish or need to update participant data for the report period, an additional submission via the data transmission (XWID) process should be made no later than the 20th of the month. Please note this Information Notice refers only to the monthly DOL participant reporting.

*EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.*

The ARRA Section 1512 reporting requirements are an independent process from this monthly DOL participant reporting and are subject to a separate directive.

If you have questions pertaining to ARRA participant reporting, please contact Onyema Nkwocha at (916) 654-8287.

/S/ MICHAEL EVASHENK, Chief  
Workforce Services Division