

WORKFORCE SERVICES INFORMATION NOTICE

Number: WSOM15-2

Date: July 10, 2015

Expiration Date: 08/10/17

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: PY 2014-15 PARTICIPANT AND PERFORMANCE REPORTING

The Workforce Services Branch (WSB), in conjunction with the Department of Labor’s (DOL) guidance released in Training and Employment Guidance Letter [\(TEGL\) 06-14](#), is providing participant reporting guidance for Program Year (PY) 2014 year-end reporting under the *Workforce Investment Act (WIA)*.

The following are key dates for reporting participant data in CalJOBSSM and DOL:

DATE	ACTION
July 1, 2015	WSB will request the California base wage, WRIS, and FEDES files from vendor and submit for match.
July 16, 2015	Base wage match data will be reported in CalJOBS SM .
July 30, 2015	All participant data should be reported in CalJOBS SM to meet the 30 day lockdown policy in the <i>CalJOBSSM Participant Reporting Directive WSD13-11</i> .
August 1, 2015	WSB will begin to submit the 4 th quarter WISARD reports table to DOL.
August 15, 2015	4 th quarter WISARD reports tables due to DOL and finalize on CalJOBS SM .
August 28, 2015	Last day for Local Workforce Development Area (Local Areas) to input supplemental data for participants reported in the PY 2014 Annual Report.
September 1, 2015	WSB will begin to submit the WISARD file to DOL.
September 15, 2015	Annual Reports tables due to DOL and finalized in CalJOBS SM .
October 1, 2015	California Workforce Development Board will approve and submit the California Annual Report to DOL.

For those participants that are not found in the base wage match, Local Areas must submit supplemental outcome data no later than August 28, 2015. Please note, the PY 2014 Annual Report reflects outcomes for clients leaving the program prior to September 30, 2014, except

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

in the case of Youth Literacy or Numeracy Gains, which reflects gains for active clients through June 30, 2015. Final performance for the PY 2014 Annual Report will be processed by state staff.

The following are key dates to determine the participants that will be included in the PY 2014 Annual Report:

Time Periods to Be Reported in the WIA Annual Reports for PY 2014	
Due Date: October 1, 2015	
Reporting Item	Time Period (Exit Cohort) to Be Reported
Total Participants	7/1/14 to 6/30/15
Total Exiters	4/1/14 to 3/31/15
Adult and Dislocated Worker Performance Measures	
Entered Employment Rate	10/1/13 to 9/30/14
Employment Retention Rate	4/1/13 to 3/31/14
Average Earnings	4/1/13 to 3/31/14
Youth (14-21) Performance Measures	
Youth Placement in Employment or Education	10/1/13 to 9/30/14
Youth Attainment of a Degree or Certificate	10/1/13 to 9/30/14
Youth Literacy or Numeracy Gains	7/1/14 to 6/30/15

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 CalJOBSSM system questions, please contact the CalJOBSSM Operations Unit at 916-653-0202.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division