

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
100	<b>Unique Individual Identifier</b>	AN 12	Record the unique identification number assigned to the participant. At a minimum, this identifier for a person <u>must</u> be the same for every period of participation.	XXXXXXXXXXXX
101	<b>State Code of Residence</b>	AN 2	<p>Record the 2-letter FIPS alpha code of the state or territory of the primary domicile of the participant. For example, the State of Alabama would be represented as "AL." Primary domicile is that location established or claimed as the permanent residence or "home" of the participant.</p> <p>If primary domicile is outside the United States, use the following numeric codes:            77 = All Other Countries            88 = Mexico            99 = Canada</p> <p>For persons on active military duty, states should record the two-letter Air/Army Post Office (APO) or Fleet Post Office (FPO) as defined by the Military Postal Service Agency.            AE (ZIPs 09xxx) for Armed Forces Europe which includes Canada, Middle East, and Africa            AP (ZIPs 962xx - 966xx) for Armed Forces Pacific            AA (ZIPs 340xx) for Armed Forces (Central and South) Americas</p>	XX
200	<b>Date of Birth</b>	DT 8	Record the participant's date of birth. Leave blank if data is not available. NOTE: Field is mandatory for Vocational Rehabilitation (RSA).	YYYYMMDD
201	<b>Gender</b>	IN 1	Record 1 if the participant indicates that he is male at program entry. Record 2 if the participant indicates that she is female at program entry. Record 9 if the participant does not self-identify gender at program entry. Leave blank if the data is not available.	1 = Male 2 = Female 9 = Participant did not self-identify
204	<b>Ethnicity Hispanic/Latino</b>	IN 1	Record 1 if the participant indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her ethnicity. Leave blank if the data is not available.	1 = Yes 0 = No 9 = Participant did not self-identify
205	<b>American Indian / Alaska Native</b>	IN 1	Record 1 if the participant indicates that he/she is a member of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her race.	1 = Yes 0 = No 9 = Participant did not self-identify

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
			Leave blank if the data is not available.	
206	Asian	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her race. Leave blank if the data is not available.	1 = Yes 0 = No 9 = Participant did not self-identify
207	Black / African American	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the black racial groups of Africa. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her race. Leave blank if the data is not available.	1 = Yes 0 = No 9 = Participant did not self-identify
208	Native Hawaiian / Other Pacific Islander	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her race. Leave blank if the data is not available.	1 = Yes 0 = No 9 = Participant did not self-identify
209	White	IN 1	Record 1 if the participant indicates that he/she is a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her race. Leave blank if the data is not available.	1 = Yes 0 = No 9 = Participant did not self-identify

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
215	More Than One Race	IN 1	<p>Record 1 if the participant indicates that he/she is a person having origins from more than one racial category specified in items 205 thru 209 above. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her race.</p> <p>"If a combined format is used, there are five minimum categories: (1) American Indian or Alaska Native (2) Asian (3) Black or African American (4) Native Hawaiian or Other Pacific Islander (5) White</p> <p>When aggregate data are presented, data producers shall provide the number of respondents who marked (or selected) only one category, separately for each of the six categories. In addition to these numbers, data producers are strongly encouraged to provide the detailed distributions, including all possible combinations, of multiple responses. In cases where data on multiple responses are collapsed, the total number of respondents reporting "Hispanic or Latino and one or more races" and the total number of respondents reporting "more than one race" (regardless of ethnicity) shall be provided."</p>	<p>1 = Yes 0 = No 9 = Participant did not self-identify</p>
400	Employment Status at Program Entry	IN 1	<p>Record 1 if the participant (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. Record 2 if the participant is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member (i.e., within 12 months of separation or 24 months of retirement). Record 3 if the participant is a not in the labor force (i.e., those who are not employed and are not actively looking for work, including those who are incarcerated.) Record 0 if the participant does not meet any one of the conditions described above. Leave blank if this data element does not apply to the person.</p>	<p>1 = Employed 2 = Employed, but Received Notice of Termination of Employment or Military Separation 3 = Not in labor force 0 = Not Employed</p>
705	Displaced Homemaker	IN 1	<p>Record 1 if the participant has been providing unpaid services to family members in the home and who— (A)(i) has been dependent on the income of another family member but is no longer supported</p>	<p>1 = Yes 0 = No</p>

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
			<p>by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and                      (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.                      Record 0 if the participant does not meet the conditions described above.                      Leave blank if this data is not available.</p>	
702	Low Income	IN 1	<p>Record 1 if the participant is a person who:                      (a) Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received:                          (i) Assistance through the supplemental nutrition assistance program under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.);                          (ii) Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.);                          (iii) Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or                          (iv) State or local income-based public assistance.                      (b) Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level;                      (c) Is a youth who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.);                      (d) Is a foster child on behalf of whom State or local government payments are made;                      (e) Is an individual with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement;                      (f) Is a homeless individual or a homeless child or youth or runaway youth (see No. 700 of this chart); or                      (g) Is a youth living in a high-poverty area.                      Record 0 if the individual does not meet the criteria presented above.                      Leave blank if this data is not available.</p>	<p>1 = Yes                      0 = No</p>

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
202	<b>Individual with a Disability</b>	IN 1	<p>Record 1 if the participant indicates that he/she has any "disability", as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities.</p> <p>Record 0 if the participant indicates that he/she does not have a disability that meets the definition.</p> <p>Record 9 if the participant does not wish to disclose his/her disability status.</p> <p>Leave blank if this data is not available.</p>	<p>1 = Yes 0 = No 9 = Participant did not disclose</p>
701	<b>Ex-Offender</b>	IN 1	<p>Record 1 if the participant is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes.</p> <p>Record 0 if the participant does not meet any one of the conditions described above.</p> <p>Leave blank if this data is not available.</p>	<p>1 = Yes 0 = No</p>
700	<b>Homeless Individual, Homeless Children and Youths, or Runaway Youth</b>	IN 1	<p>Record 1 if the individual:</p> <p>(a) Lacks a fixed, regular, and adequate nighttime residence; this includes an individual who:</p> <ul style="list-style-type: none"> <li>(i) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;</li> <li>(ii) is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;</li> <li>(iii) is living in an emergency or transitional shelter;</li> <li>(iv) is abandoned in a hospital; or</li> <li>(v) is awaiting foster care placement;</li> </ul> <p>(b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;</p> <p>(c) Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or</p> <p>(d) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).</p> <p>This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.</p>	<p>1 = Yes 0 = No</p>

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
			Record 0 if the individual does not meet the conditions described above. Leave blank if this data is not available.	
804	<b>Foster Care Youth</b>	IN 1	Record 1 if the participant is a person who is currently in foster care or has aged out of the foster care system. Record 0 if the participant does not meet the conditions described above. Leave blank if this data is not available.	1 = Yes 0 = No
703	<b>English Language Learner</b>	IN 1	Record 1 if the participant is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language. Record 0 if the participant does not meet the conditions described above. Leave blank if this data is not available.	1 = Yes 0 = No
704	<b>Low Levels of Literacy</b>	IN 1	Record 1 if the participant is unable to read, write, and speak in English; compute and solve problems at levels of proficiency necessary to function on the job, in the family of the participant, or in society. Record 0 if the participant does not meet the conditions described above. Leave blank if this data is not available.	1 = Yes 0 = No
705	<b>Cultural Barriers</b>	IN 1	Record 1 if the participant perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment. Record 0 if the participant does not meet the conditions described above. Leave blank if the data is not available.	1 = Yes 0 = No
500	<b>Migrant and Seasonal Farmworker Status</b>	IN 1	Record 1 if (A) the participant is a low-income individual (i) who for the 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment; and (ii) faces multiple barriers to economic self-sufficiency; or (B) a dependent of the person described above. Record 2 if the participant is a seasonal farmworker and whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day; and (B) a dependent of the person described above. Record 0 if the participant does not meet any one of the conditions described above. Leave blank if this data is not available.	1 = Seasonal Farmworker 2 = Migrant and Seasonal Farmworker 0 = No

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
601	<b>Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act)</b>	IN 1	Record 1 if the participant is within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.). Record 0 if the participant does not meet the condition described above. Leave blank if this data is not available.	1 = Yes 0 = No
704	<b>Single Parent</b>	IN 1	Record 1 if the participant is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women). Record 0 if the participant does not meet the condition described above. Leave blank if this data is not available.	1 = Yes 0 = No
402	<b>Long-Term Unemployed</b>	IN 1	Record 1 if the participant has been unemployed for 27 or more consecutive weeks at program entry. Record 0 if the participant does not meet the condition described above. Leave blank if this data is not available.	1 = Yes, Unemployed ≥ 27 consecutive weeks 0 = No
410	<b>Highest School Grade Completed</b>	IN 2	Use the appropriate code to record the highest school grade completed by the participant at program entry.  Record 1 – 12 for the number of secondary school grades completed by the participant. Record 13 if the participant attained a High School diploma. Record 14 if the participant attained a High School Equivalency. Record 15 if the participant has a disability and attained a certificate of attendance/completion as a result of successfully completing a Individual Education Plan (IEP). Record 16 if the participant completed some college. Record 17 if the participant attained an Associate degree. Record 18 if the participant attained a Bachelor’s degree. Record 19 if the participant attained a degree beyond a Bachelor’s degree. Record 0 if no school grades were completed. Leave blank if this data is not available.	1 – 12 Number of secondary school grades completed 13 = attained high school diploma 14 = attained a high school equivalency 15 = the participant with a disability receives a certificate of attendance/completion as a result of successfully completing an Individual Education Plan (IEP) 16 = Some college 17 = Associate degree 18 = Bachelor’s degree 19 = Beyond a Bachelor’s 0 = No school grades completed

## WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
<b>411*</b>	<b>School Status at Participation</b>	IN 1	<p>Record 1 if the participant has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school.</p> <p>Record 2 if the participant has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time.</p> <p>Record 3 if the participant has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school.</p> <p>Record 4 if the participant is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p>Record 5 if the participant is not attending any school and has either graduated from high school or hold a high school equivalency certificate.</p> <p><b>Record 6 if the participant is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.</b></p> <p>Record 0 if the participant does not meet the conditions described above.</p> <p>Leave blank if this data is not available.</p>	<p>1 = In-school, H.S. or less</p> <p>2 = In-school, Alternative School</p> <p>3 = In-school, Post-H.S.</p> <p>4 = Not attending school or H.S. Dropout</p> <p>5 = Not attending school; H.S. graduate</p> <p><b>6 = Not attending school; within age of compulsory school attendance</b></p> <p>0 = No</p>
<b>803</b>	<b>Basic Skills Deficient</b>	IN 1	<p>Record 1 if (A) the participant’s English reading, writing, or computing skills are at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or (B) the participant is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the participant’s family, or in society. In addition, for the purpose of the Title I Youth program, states and grantees have the option of establishing their own definition, which must include the above language.</p> <p>Record 0 if the participant does not meet the conditions described above.</p> <p>Leave blank if this data is not available.</p>	<p>1 = Yes</p> <p>0 = No</p>
<b>900</b>	<b>Date of Program Entry</b>	DT 8	<p>Record the date on which an individual became a participant as referenced in CFR 677.150 satisfying applicable programmatic requirements for the provision of services.</p> <p>Leave blank if this data is not available.</p>	YYYYMMDD
<b>901</b>	<b>Date of Program Exit</b>	DT 8	<p>Record the last date that the participant received staff assisted services (i.e., the last date which the participant went without receiving any staff assisted services from the program for 90 days and there were no future staff assisted services planned from the program, excluding follow-up services). For Titles I, II and III, record the last date of funded service(s). For Vocational Rehabilitation programs, record the date when the participant exited from the Vocational Rehabilitation program.</p> <p>Leave blank if this data is not available.</p>	YYYYMMDD



**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
905	Adult	IN 1	<p>Record 1 if the participant received services financially assisted under WIOA section 132(b)(1)(B)(i) as an individual who is not less than age 18 at the time of program entry.</p> <p>Record 2 if the participant received services financially assisted under WIOA section 132(b)(1)(B).</p> <p>Record 3 if the participant received services financially assisted under WIOA sections 133(b)(2)(A) and 132(b)(1).</p> <p>Record 0 if the participant did not receive services under the condition described above.</p>	<p>1 = Yes, Local Formula                  2 = Yes, Statewide                  3 = Yes, Both Local and Statewide                  0 = No</p>
906*	<p>Dislocated Worker</p> <p><i>WIOA citation added.</i></p>	IN 1	<p>Record 1 if the participant received services financially assisted under WIOA Section 133(b)(2)(B) as a person who—</p> <p>(A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and (iii) is unlikely to return to a previous industry or occupation;</p> <p>(B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in WIOA Sec 134(c)(3), career services described in WIOA Sec 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;</p> <p>(C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the participant resides or because of natural disasters;</p> <p>(D) is a displaced homemaker; or</p> <p>(E)(i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in <b>WIOA Section 3(16)(B)</b>.</p> <p>Record 2 if the participant received services financially assisted under WIOA section 132(b)(2)(B).</p> <p>Record 3 if the participant received financially assisted under WIOA sections 133(b)(2)(B) and</p>	<p>1 = Yes, Local Formula                  2 = Yes, Statewide                  3 = Yes, Both Local and Statewide                  0 = No</p>

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
			132(b)(2)(B). Record 0 if the participant did not receive services under the condition described above.	
907	Youth	IN 1	Record 1 if the participant received services financially assisted under WIOA section 128(b). Record 2 if the participant received services financially assisted under WIOA section 127(b)(1)(C). Record 3 if the participant received services financially assisted under WIOA sections 128(b) and 127(b)(1)(C). Record 0 if the participant did not receive services under the conditions described above.	1 = Yes, Local Formula 2 = Yes, Statewide 3 = Yes, Both Local and Statewide 0 = No
936	Adult Education	IN 1	Record 1 if the participant received services financially assisted under WIOA Title II defined as academic instruction and education services below the postsecondary level that increases an individual's ability to--- (A) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; (B) transition to postsecondary education and training; and (C) obtain employment. Record 0 or leave blank if the participant did not receive any services under the condition described above. Record 9 if the grantee is unable to track enrollment in the program.	1 = Yes 0 = No 9 = Unknown
944	Vocational Rehabilitation	IN 2	Record 1 if the participant received services financially assisted under parts A and B of title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.), WIOA title IV, and Sec. 411(B)(15) defined as transition services for students with disabilities, that facilitate the transition from school to postsecondary life, such as achievement of an employment outcome in competitive integrated employment, or pre-employment transition services. Record 2 if the participant received services financially assisted by the Vocational Rehabilitation and Employment (VR&E) Program authorized by 38 USC Chapter 31. Record 3 if the participant received services from both vocational rehabilitation programs. Record 0 if the participant did not receive any services under the condition described above. Record 9 if unknown. Leave blank if this data is not available.	1 = VR 2 = VR&E 3 = Both VR and VR&E 0 = Neither 9 = Unknown
951	Wagner-Peyser Act	IN 1	Record 1 if the participant received services financially assisted under the Wagner-Peyser Act (29 USC 49 et seq.) Record 0 if the participant did not receive services financially assisted under the Wagner-Peyser Act. Record 9 if unknown. Leave blank if this data is not available.	1 = Yes 0 = No 9 = Unknown

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
971	<b>Exclusionary Reasons</b>	IN 2	<p>Record 01 if the participant is incarcerated or residing in an institution or facility providing 24-hour support such as a hospital or treatment center.</p> <p>Record 02 if the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. This does not include temporary conditions expected to last for less than 90 days.</p> <p>Record 03 if the participant was found to be deceased.</p> <p>Record 04 if the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.</p> <p>Record 05 if the participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system (exclusion for youth participants only).</p> <p>Record 06 if the participant is determined to be not eligible for services after eligibility has been determined.</p> <p>Record 99 if the participant either disclosed an invalid social security number (SSN) or chose not to disclose a SSN.</p> <p>Record 00 if the participant exited for a reason other than one of the conditions listed above.</p> <p>Note: Exit Reason "98 = Retirement" has been added for program management purposes only and participants who exit the program based on this reason will not be excluded from calculation of the performance measures. Rather, these participants will be included in the performance measure calculations.</p>	<p>01 = Institutionalized</p> <p>02 = Health/Medical</p> <p>03 = Deceased</p> <p>04 = Reserve Forces called to Active Duty</p> <p>05 = Foster Care</p> <p>06 = Ineligible</p> <p>99 = Not a Valid SSN</p> <p>00 = Other</p>
1200	<b>Received Training</b>	IN 1	<p>Record 1 if the participant received training services that lead to a credential.</p> <p>Record 2 if the participant received training services that do not lead to a credential.</p> <p>Record 0 if the participant did not receive training services.</p> <p>Leave blank if this data is not available.</p>	<p>1 = Yes, leading to a credential</p> <p>2 = Yes, not leading to a credential</p> <p>0 = No</p>
1300	<b>Date Enrolled in Education or Training Program Leading to a Recognized Postsecondary Credential or Employment During the Program</b>	DT 8	<p>Record the date of the most recent service when the participant was enrolled in an education or training program that leads to a recognized postsecondary credential or employment as defined by the core program in which the individual participates. States may use this coding value if the participant was either already enrolled in education or training at the time of application to the program or became enrolled in education or training at any point while participating in the program.</p> <p>Leave blank if the participant was not enrolled in education or training that leads to a recognized postsecondary credential or employment.</p>	YYYYMMDD

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
1301	<b>Enrolled in Secondary Education Program</b>	IN 1	Record 1 if the participant was enrolled in a Secondary Education Program at or above the 9 <sup>th</sup> Grade level. States may use this coding value if the participant was either already enrolled in education or training at the time of application to the program or became enrolled in education or training at any point while participating in the program. Record 0 if the participant was not enrolled in a secondary education program.	1 = Yes 0 = No
1302	<b>Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential</b>	DT 8	Record the date the participant is enrolled in an education or training program that leads to a recognized postsecondary credential after program exit. Leave blank if this data element does not apply to the participant.  NOTE: This is only for participants who exited secondary education and obtained a high school credential per Sec 116(b)(2)(A)(iii).	YYYYMMDD
1500	<b>Employed in 1st Quarter After Exit Quarter</b>	IN 1	Record 0 if the participant was not employed in the first quarter after the quarter of exit. Record 1 if the participant is in unsubsidized employment (not including registered apprenticeship, the military or competitive integrated employment under Title IV). Record 2 if the participant is in a registered apprenticeship. Record 3 if the participant is in the military. Record 4 if the participant is in competitive integrated employment (Title IV only). Record 9 if the participant has exited but employment information is not yet available. Leave blank if this data element does not apply to the participant.	0 = No 1 = Yes 2 = Yes, Registered Apprenticeship 3 = Yes, Military 4 = Yes, Competitive Integrated Employment (Title IV only) 9 = Information not yet available
1501	<b>Type of Employment Match 1st Quarter After Exit Quarter</b>	IN 1	Use the appropriate code to identify the method used in determining the participant's employment status in the first quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If participants are not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the first quarter after the quarter of exit.  Additional Note: If the participant is found employed in a wage record source (e.g., Federal, Military) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 6 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = State wage records 2 = WRIS wage records 3 = Federal Employment Records (OPM) 4 = Military Employment Records (DOD) 5 = Other Administrative Wage Records 6 = Supplemental through case

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
				management, participant survey, and/or verification with the employer 7 = Information not yet available 0 = Not employed
1507	<b>Employed in 2nd Quarter After Exit Quarter</b>	IN 1	Record 0 if the participant was not employed in the second quarter after the quarter of exit. Record 1 if the participant is in unsubsidized employment (not including registered apprenticeship, the military or competitive integrated employment under Title IV). Record 2 if the participant is in a registered apprenticeship. Record 3 if the participant is in the military. Record 4 if the participant is in competitive integrated employment (Title IV only). Record 9 if the participant has exited but employment information is not yet available.	0 = No 1 = Yes 2 = Yes, Registered Apprenticeship 3 = Yes, Military 4 = Yes, Competitive Integrated Employment (Title IV only) 9 = Information not yet available
1508	<b>Type of Employment Match 2nd Quarter After Exit Quarter</b>	IN 1	Use the appropriate code to identify the method used in determining the participant's employment status in the second quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If participants are not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the second quarter after the quarter of exit. Leave blank if this data element does not apply to the participant.  Additional Note: If the participant is found employed in a wage record source (e.g., Federal, Military) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 6 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = State wage records 2 = WRIS wage records 3 = Federal Employment Records (OPM) 4 = Military Employment Records (DOD) 5 = Other Administrative Wage Records 6 = Supplemental through case management, participant survey, and/or verification with the employer 7 = Information not yet

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
				available 0 = Not employed
1509	<b>Employed in 3rd Quarter After Exit Quarter</b>	IN 1	Record 0 if the participant was not employed in the third quarter after the quarter of exit. Record 1 if the participant is in unsubsidized employment (not including registered apprenticeship, the military or competitive integrated employment under Title IV). Record 2 if the participant is in a registered apprenticeship. Record 3 if the participant is in the military. Record 4 if the participant is in competitive integrated employment (Title IV only). Record 9 if the participant has exited but employment information is not yet available.	0 = No 1 = Yes 2 = Yes, Registered Apprenticeship 3 = Yes, Military 4 = Yes, Competitive Integrated Employment (Title IV only) 9 = Information not yet available
1510	<b>Type of Employment Match 3rd Quarter After Exit Quarter</b>	IN 1	Use the appropriate code to identify the method used in determining the participant's employment status in the third quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If participants are not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest. Record 0 if the participant was not employed in the third quarter after the quarter of exit. Leave blank if this data element does not apply to the participant.  Additional Note: If the participant is found employed in a wage record source (e.g., Federal, Military) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 6 = Supplemental through case management, participant survey, and/or verification with the employer.	1 = State wage records 2 = WRIS wage records 3 = Federal Employment Records (OPM) 4 = Military Employment Records (DOD) 5 = Other Administrative Wage Records 6 = Supplemental through case management, participant survey, and/or verification with the employer 7 = Information not yet available 0 = Not employed
1511	<b>Employed in 4th Quarter After Exit Quarter</b>	IN 1	Record 0 if the participant was not employed in the fourth quarter after the quarter of exit. Record 1 if the participant is in unsubsidized employment (not including registered apprenticeship, the military or competitive integrated employment under Title IV).	0 = No 1 = Yes 2 = Yes, Registered

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
			<p>Record 2 if the participant is in a registered apprenticeship.                      Record 3 if the participant is in the military.                      Record 4 if the participant is in competitive integrated employment (Title IV only).                      Record 9 if the participant has exited but employment information is not yet available.</p>	<p>Apprenticeship                      3 = Yes, Military                      4 = Yes, Competitive Integrated Employment (Title IV only)                      9 = Information not yet available</p>
1512	<p><b>Type of Employment Match 4th Quarter After Exit Quarter</b></p>	IN 1	<p>Use the appropriate code to identify the method used in determining the participant's employment status in the fourth quarter following the quarter of exit. Wage records will be the primary data source for tracking employment in the fourth quarter after the exit quarter. If participants are not found in the wage records, grantees may then use supplemental data sources. If the participant is found in more than one source of employment using wage records, record the data source for which the participant's earnings are greatest.                      Record 0 if the participant was not employed in the fourth quarter after the quarter of exit.                      Leave blank if this data element does not apply to the participant.</p> <p>Additional Note: If the participant is found employed in a wage record source (e.g., Federal, Military) that cannot be translated into quarterly earnings amounts, states should treat these employment matches as supplemental data and use coding value 6 = Supplemental through case management, participant survey, and/or verification with the employer.</p>	<p>1 = State wage records                      2 = WRIS wage records                      3 = Federal Employment Records (OPM)                      4 = Military Employment Records (DOD)                      5 = Other Administrative Wage Records                      6 = Supplemental through case management, participant survey, and/or verification with the employer                      7 = Information not yet available                      0 = Not employed</p>
1603	<p><b>Wages 1st Quarter After Exit Quarter</b></p>	DE 8.2	<p>Record total earnings from wage records for the first quarter after the quarter of exit.                      Please enter 999999.99 if data are not yet available for this item.                      Leave blank if this data is not available.</p>	000000.0
1604	<p><b>Wages 2nd Quarter After Exit Quarter</b></p>	DE 8.2	<p>Record total earnings from wage records for the second quarter after the quarter of exit.                      Please enter 999999.99 if data are not yet available for this item.                      Leave blank if this data is not available.</p>	000000.0

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
1605	<b>Wages 3rd Quarter After Exit</b>	DE 8.2	Record total earnings from wage records for the third quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Leave blank if this data is not available.	000000.0
1606*	<b>Wages 4th Quarter After Exit Quarter</b>  <i>Data element added.</i>	DE 8.2	Record total earnings from wage records for the fourth quarter after the quarter of exit. Please enter 999999.99 if data are not yet available for this item. Leave blank if data element does not apply to the individual.	000000.00
1610	<b>Employment Related to Training</b>	IN 1	Record 1 if the participant received training services and obtained employment directly related to the training services received. Record 0 if the participant received training services and did not obtain employment directly related to the training services received. Leave blank if this data is not available.	1 = Yes 0 = No
1700	<b>Type of Recognized Credential</b>	IN 1	Use the appropriate code to record the type of recognized diploma, degree, or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree attained by the participant who received training services. Record 0 if the participant received training services, but did not attain a recognized diploma, degree, or certificate. Leave blank if this data is not available.  NOTE: Diplomas, degree, or certificates must be attained either during participation or within one year of exit.	1 = High School Diploma/or equivalency 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Post Graduate Degree 5 = Occupational Skills Licensure 6 = Occupational Skills Certificate 7 = Other Recognized Diploma, Degree, or Certificate 0 = No recognized credential
1705	<b>Date Attained Degree or Certificate or Credential</b>	DT 8	Record the date indicated on the degree, certificate or other credential attained by the participant. Leave blank if the participant did not attain a degree or certificate or if this data element does not apply.	YYYYMMDD



**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
1800	<b>Date of Most Recent Measurable Skill Gains: Educational Achievement</b>	DT 8	Record the most recent date the participant achieved at least one educational functioning level in an education program that provides instruction below the post-secondary level. Leave blank if this data element does not apply to the participant.	YYYYMMDD
1801	<b>Date of Most Recent Measurable Skill Gains: Secondary/Post-Secondary Transcript/Report Card</b>	DT 8	Record the most recent date of the participant’s transcript or report card for either secondary or post-secondary education for one academic year (or 24 credit hours) showing that the participant is achieving the state unit’s policies for academic standards. Leave blank if this data element does not apply to the participant.	YYYYMMDD
1802	<b>Date of Most Recent Measurable Skill Gains: Training Milestone</b>	DT 8	Record the most recent date that the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.). Leave blank if this data element does not apply to the participant.	YYYYMMDD
1803	<b>Date of Most Recent Measurable Skill Gains: Skills Progression</b>	DT 8	Record the most recent date the participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams. Leave blank if this data element does not apply to the participant.	YYYYMMDD
1804	<b>Date of Most Recent Career Service</b>	DT 8	Record the date on which career services were last received (excluding follow-up services). Leave blank if the participant did not receive career services.	YYYYMMDD
1805	<b>Retention with the same employer in the 2<sup>nd</sup> Quarter and the 4<sup>th</sup> Quarter</b>	IN 1	Record 1 if the participant’s employer in the second quarter also matches the employer in the fourth quarter. Record 0 if not the participant is not employed in the second or fourth quarters after exit. Leave blank if this data is not available.	1 = Yes 0 = No
1812	<b>Youth 2nd Quarter Placement (Title I)</b>	IN 1	Record 1 if the participant is working in unsubsidized employment during the second quarter after the exit quarter (not including registered apprenticeship or military). Record 2 if the participant is in a registered apprenticeship. Record 3 if the participant is in the military. Record 4 if the participant is enrolled in occupational skills training (including advanced training). Record 5 if the participant is enrolled in post-secondary education. Record 6 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions. Leave blank if this data is not available.	1 = Unsubsidized Employment 2 = Registered Apprenticeship 3 = Military 4 = Occupational Skills Training 5 = Post-secondary Education 6 = Secondary

**WORKFORCE INNOVATION and OPPORTUNITY ACT – PARTICIPANT INDIVIDUAL RECORD LAYOUT**

No.	DATA ELEMENT	TYPE OF DATA <sup>1</sup>	DATA ELEMENT DEFINITIONS/INSTRUCTIONS	CODE VALUE
				Education 0 = No placement
1813	<b>Youth 4th Quarter Placement (Title I)</b>	IN 1	Record 1 if the participant is working in unsubsidized employment during the fourth quarter after the exit quarter (not including registered apprenticeship or military). Record 2 if the participant is in a registered apprenticeship. Record 3 if the participant is in the military. Record 4 if the participant is enrolled in occupational skills training (including advanced training). Record 5 if the participant is enrolled in post-secondary education. Record 6 if the participant is enrolled in secondary education. Record 0 if the participant was not placed in any of the above conditions. Leave blank if this data is not available.	1 = Unsubsidized Employment 2 = Registered Apprenticeship 3 = Military 4 = Occupational Skills Training 5 = Post-secondary Education 6 = Secondary Education 0 = No placement

<sup>1</sup>**Type of Data:** AN = Alpha-numeric; DE = Decimal; DT = Date; IN = Integer. The number immediately following is the total space allowed for this field.