



Andrew Cuomo, Governor

Peter M. Rivera, Commissioner

**NEW YORK STATE
WORKFORCE DEVELOPMENT SYSTEM
TECHNICAL ADVISORY #10-3.1**

DATE: OCTOBER 22, 2014

To: Workforce Development Community

Subject: Requirements for the Collection of Additional Participant Demographic Information upon Receipt of Intensive or Training Services under Title I-B of the Workforce Investment Act of 1998.

PURPOSE

The purpose of this Workforce Development System Technical Advisory (WDS-TA) is to inform local workforce investment areas (LWIAs) of the need to collect additional demographic information and to validate certain of these data elements for participants who receive intensive and/or training services.

ACTION

Effective immediately, LWIAs must ensure that they have a process in place to capture the additional demographic data elements outlined above for adults and dislocated workers program participants prior to or at the point of receipt of intensive and/or training services. To streamline this process, NYSDOL has developed a brief participant questionnaire that may be used to gather this additional demographic information (Attachment A). A summary of these data elements, their definitions and any mandatory source documentation requirements is also attached (Attachment B).

BACKGROUND

USDOL issued an updated version of the *Workforce Investment Act Title I-B Standardized Record Data (WIASRD): General Reporting Instruction and Specifications* in 2008 to establish a standardized set of data elements, definitions and specifications to describe the characteristics, activities and outcomes of individuals served by WIA Title I-B programs, including services financially assisted by National Emergency Grants (NEG).

Data collection requirements increase according to the type of customer or intensity of service received by the participant. This technical advisory discusses the requirement to capture additional demographic data elements on Adult and Dislocated Worker (DW) program participants who receive intensive and training services, specifically:

Data Element	Collected For:		Staff Verification Plus:
	Adult	DW	
Limited English Proficiency	✓	✓	Self-attestation
Single Parent	✓	✓	Self-attestation
Low Income	✓		Self-attestation unless TANF or Other Public Assistance
TANF	✓		Documentation
Other Public Assistance	✓		Documentation
Homeless Individual	✓		Self-attestation
Offender	✓		Self-attestation

These demographic elements are captured in addition to the data elements outlined in Workforce Development System Technical Advisory # 11-12, dated September 12, 2011 Reissued as: *Data Element Validation for the Workforce Investment Act, Wagner-Peyser, Veterans Employment and Training Service and Trade Adjustment Assistance/Trade and Globalization Adjustment Assistance Programs.*

INQUIRIES

Questions regarding this TA may be directed to: WDTD.Onestop@labor.ny.gov.

ATTACHMENTS

- A. [Supplemental Participant Questionnaire](#)
- B. [Data Element Source Documentation Requirements](#)