WIOA Source Documentation List

The following tables identify the *Workforce Innovation and Opportunity Act* (WIOA) source documentation options for the Title I Adult, Dislocated Worker, and Youth, Title III Wagner-Peyser, National Dislocated Worker Grants (NDWG), Trade Adjustment Assistance (TAA), and Jobs for Veterans State Grant (JVSG) programs. Each table includes the data element, the program that is required to collect and maintain source documentation for that data element, and the allowable types of source documents for the data element. One of the listed allowable source documents is required to be captured for each applicable data element.

The tables are split into three groups:

- 1. Source documentation is required to be collected and maintained for that data element
- 2. A signed program application is required as source documentation for that data element
- 3. No additional action needs to be taken by program staff for that data element

Table 1: The following table includes the data elements that require specific source documentation to support the data being entered into CalJOBS.

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
200	Date of Birth	Yes	Yes	Yes	Yes	Yes	Yes	No	 Driver's License Baptismal Record Birth Certificate (United States [US] or Non-US Issued) DD-214 Report of Transfer or Discharge Paper Federal, State, Local or Tribal Identification Card Matricula Consular from Mexico Passport (US or Non-US Issued) Hospital Record of Birth (US or Non-US Issued) Public Assistance/Social Service Records School Records or identification (ID) Cards (US or Non-US Issued) Work Permit Family Bible Justice System Records Selective Service Registration Signed Letter from a Parent/Guardian

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
301	Eligible Veteran Status	Yes	Yes	No	Yes	Yes	Yes	No	 DD-214 A Letter from the Veterans' Administration NGB-22 documenting Title 10 Federal Active Duty Service Self-Attestation* *If no financial commitment other than staff resources is provided, self-attestation may be used.
401	UC Eligible Status	Yes	Yes	No	Yes	Yes	No	No	 Reemployment Services and Eligibility Assessment (RESEA) CalJOBS Events Calendar Record* Personalized Job Search Assistance

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
410	Date of Actual Dislocation	Yes	Yes	No	Yes	Yes	No	No	 Verification from Employer Rapid Response List Notice of Layoff Public Announcement with documentation from an UI data source (see Workforce Services Directive [WSD] 16-08, Release of Confidential UI Information, for acceptable sources) Self-Attestation
411	Most Recent Date of Qualifying Separation	No	No	No	No	No	Yes	No	 Verification from Employer (includes SF 50) Rapid Response List Notice of Layoff Public Announcement with Follow-Up Cross-Match with UI data source (see WSD16-08, Release of Confidential UI Information, for acceptable sources) Self-Attestation
600	Temporary Assistance to Needy Families (TANF)	Yes*	Yes*	No	Yes*	Yes*	No	No	 TANF Eligibility Verification TANF Period of Benefit Receipt Verification Referral Transmittal from TANF *Only required if participant received Individualized Career or Training Services.
601	Exhausting TANF Within 2 Years	Yes*	Yes*	No	Yes*	Yes*	No	No	 TANF Eligibility Verification TANF Period of Benefit Receipt Verification Referral Transmittal from TANF *Only required if participant received Individualized Career or Training Services.

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
602	Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI)	Yes*	Yes*	No	No	Yes*	No	No	 SSI/SSDI Receipt of Benefits Verification Referral Transmittal from Social Security Administration (SSA) SSI/SSDI Eligibility Verification *Only required if participant received Individualized Career or Training Services.
603	Supplemental Nutrition Assistance Program (SNAP)	Yes*	Yes*	No	No	Yes*	No	No	 SNAP Eligibility Verification Documentation of Food Stamp Benefit Receipt Referral Transmittal from SNAP *Only required if participant received Individualized Career or Training Services.
604	Other Public Assistance Recipient	Yes	Yes	No	No	No	No	No	 Copy of Authorization to Receive Cash Public Assistance Copy of Public Assistance Check Medical Card Showing Cash Grant Status Public Assistance Eligibility Verification

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
802	Low Income Status at Program Entry	Yes*	Yes*	Yes	Yes*	Yes*	No	No	 Award Letter From Veteran's Administration Pay Stubs Compensation Award Letter Court Award Letter Pension Statement Employer Statement/Contact Family or Business Financial Records Housing Authority Verification Quarterly Estimated Tax for Self-Employed Persons Social Security Benefits UI Claim Documents Copy of Authorization to Receive Cash Public Assistance Copy of Public Assistance Check Public Assistance Eligibility Verification For Youth Participant Only: Case Note Documenting Living in a High Poverty Area Self-Attestation *Only required if participant received Individualized Career or Training Services.

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
804	Basic Skills Deficient (BSD)/Low Levels of Literacy at Program Entry	Yes*	Yes*	Yes	Yes*	Yes*	No	No	 Case Note Assessment Test Results Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) *Only required if participant received Individualized Career or Training Services. If individual is an English Language Learner (ELL) and BSD, then signed application is sufficient. However, if participant is BSD and NOT ELL, then a case note and/or assessment is needed.
902	Date of First Case Management and Employment Service	No	No	No	No	No	Yes	No	Case Note
907	Recipient of Incumbent Worker Training (IWT)	Yes	Yes	No	Yes	Yes	No	No	Signed IWT agreementCase Note
908	Rapid Response	No	Yes	No	Yes	Yes	Yes	No	Rapid Response ListCase NoteSelf-Attestation
915	TAA Petition Number	No	No	No	No	No	Yes	No	 Employer Worker List Designation of Eligibility Form (e.g. DE 8313C) Case Note

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
923	Other Reasons for Exit	Yes	Yes	Yes	Yes	Yes	Yes	No	 Case Note Withdrawal form with explanation Information from institution or facility Note: Reason for Exit needs to be documented and must be in alignment with the definition of Exclusionary Exit in WSD 22-01, Performance Guidance
1301	Eligible Training Provider - Name - Training Service #1 (WIOA) Date Entered Training #1	Yes Yes	Yes	No Yes	Yes	No No	No Yes	No No	 Vendor Training Records (including attendance sheets) Signed Training Contract ITA Vendor Training Records (including attendance sheets) Case Note
1306	Occupational Skills Training Code #1	Yes	Yes	Yes	Yes	No	Yes	No	 ITA Cross-Match to CalJOBS Provider Program Information Case Note Signed Individual Employment Plan or Training Plan Signed Training Contract ITA
1307	Training Completed #1	Yes	Yes	Yes	Yes	No	Yes	No	 Vendor Training Records (including attendance sheets or certificate of completion) Case Note

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1308	Date Completed, or Withdrew from, Training #1	Yes	Yes	Yes	Yes	No	Yes	No	 Vendor Training Records (including attendance sheets or certificate of completion) Case Note
1309	Date Entered Training #2	Yes	Yes	Yes	Yes	No	No	No	 Vendor Training Records (including attendance sheets) Case Note ITA
1311	Occupational Skills Training Code #2	Yes	Yes	Yes	Yes	No	No	No	 Cross-Match to CalJOBS Provider Program Information Case Note Signed Individual Employment Plan or Training Plan Signed Training Contract ITA
1312	Training Completed #2	Yes	Yes	Yes	Yes	No	No	No	 Vendor Training Records (including attendance sheets or certificate of completion) Case Note
1313	Date Completed, or Withdrew from, Training #2	Yes	Yes	Yes	Yes	No	No	No	 Vendor Training Records (including attendance sheets or certificate of completion) Case Note
1314	Date Entered Training #3	Yes	Yes	Yes	Yes	No	No	No	 Vendor Training Records (including attendance sheets) Case Note ITA

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	ТАА	JVSG	Allowable Source Documents
1316	Occupational Skills Training Code #3	Yes	Yes	Yes	Yes	No	No	No	 Cross-Match to CalJOBS Provider Program Information Case Note Signed Individual Employment Plan or Training Plan Signed Training Contract ITA
1317	Training Completed #3	Yes	Yes	Yes	Yes	No	No	No	 Vendor Training Records (including attendance sheets or certificate of completion) Case Note
1318	Date Completed, or Withdrew from, Training #3	Yes	Yes	Yes	Yes	No	No	No	 Vendor Training Records (including attendance sheets or certificate of completion) Case Note
1319	Established ITA	Yes	Yes	No	Yes	No	No	No	Case NoteITA Approval, Allocation or Activation Records
1321	Waiver from Training Requirement	No	No	No	No	No	Yes	No	 Waiver Documentation that includes initial approval and renewals at 30 day intervals (e.g. DE 8748 and 8748F)
1322	Date of Most Recent Case Management and Reemployment Service	No	No	No	No	No	Yes	No	Case Note
1323	Date Waiver From Training Requirement Issued	No	No	No	No	No	Yes	No	 Waiver Documentation (e.g., DE 8748 and 8748F)

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1332	Participated in Postsecondary Education During Program Participation	Yes	Yes	Yes	Yes	No	No	No	School recordsTranscript or report cardCase Note
1401	Enrolled in Secondary Education Program	Yes	Yes	Yes	Yes	No	No	No	 Enrollment or School records Transcript or report card Case Note
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential	Yes	Yes	Yes	Yes	No	No	No	 Enrollment or School records Transcript or report card Case Note Follow-up survey from program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1600	Employed in 1st Quarter After Exit Quarter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1601	Type of Employment Match 1st Quarter After Exit Quarter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1602	Employed in 2nd Quarter After Exit Quarter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1603	Type of Employment Match 2nd Quarter After Exit Quarter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1604	Employed in 3rd Quarter After Exit Quarter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1605	Type of Employment Match 3rd Quarter After Exit Quarter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1606	Employed in 4th Quarter After Exit Quarter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1607	Type of Employment Match 4th Quarter After Exit Quarter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1608	Employment Related to Training (2nd Quarter After Exit)	Yes	Yes	Yes	Yes	Yes	No	Yes	 Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation Quarterly Tax Payment Forms (such as IRS Form 941) Document from employer on company letterhead attesting to an individual's employment status and earnings Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants Case Notes Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1610	Occupational Code (if available)	Yes	Yes	No	Yes	Yes	No	Yes	 Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation Quarterly Tax Payment Forms (such as IRS Form 941) Document from employer on company letterhead attesting to an individual's employment status and earnings Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants Case Notes Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1611	Entered Non- Traditional Employment	Yes	Yes	No	No	No	No	No	 Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation Quarterly Tax Payment Forms (such as IRS Form 941) Document from employer on company letterhead attesting to an individual's employment status and earnings Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants Case Notes Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1612	Occupational Code of Employment 2nd Quarter After Exit Quarter (If available)	Yes	Yes	No	No	Yes	No	Yes	 Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation Quarterly Tax Payment Forms (such as IRS Form 941) Document from employer on company letterhead attesting to an individual's employment status and earnings Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants Case Notes Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1613	Occupational Code of Employment 4th Quarter After Exit Quarter (If available)	Yes	Yes	No	No	Yes	No	Yes	 Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation Quarterly Tax Payment Forms (such as IRS Form 941) Document from employer on company letterhead attesting to an individual's employment status and earnings Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants Case Notes Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1614	Industry Code of Employment 1st Quarter After Exit Quarter	Yes	Yes	No	Yes	Yes	No	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Case Notes • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1615	Industry Code of Employment 2nd Quarter After Exit Quarter	Yes	Yes	No	Yes	Yes	No	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Case Notes • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1616	Industry Code of Employment 3rd Quarter After Exit Quarter	Yes	Yes	No	Yes	Yes	No	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Case Notes • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1617	Industry Code of Employment 4th Quarter After Exit Quarter	Yes	Yes	No	Yes	Yes	No	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Case Notes • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1703	Wages 1st Quarter After Exit Quarter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Case Notes • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1704	Wages 2nd Quarter After Exit Quarter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Case Notes • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1705	Wages 3rd Quarter After Exit Quarter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Case Notes • Follow-up survey form program participants

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1706	Wages 4 th Quarter After Exit Quarter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	If utilizing base wage information, no additional source documentation is required. If utilizing supplemental information, use one of the following: • Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records form the State Department of Revenue or Taxation • Quarterly Tax Payment Forms (such as IRS Form 941) • Document from employer on company letterhead attesting to an individual's employment status and earnings • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Case Notes • Follow-up survey form program participants
1800	Type of Recognized Credential	Yes	Yes	Yes	Yes	Yes	Yes	No	 Copy of credential Copy of school record Signed follow-up survey from program participants Case Note documenting information obtained from education or training provider

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1801	Date Attained Recognized Credential	Yes	Yes	Yes	Yes	Yes	Yes	No	 Copy of credential Copy of school record Signed follow-up survey from program participants Case Note documenting information obtained from education or training provider
1802	Type of Recognized Credential #2	Yes	Yes	Yes	Yes	No	No	No	 Copy of credential Copy of school record Signed follow-up survey from program participants Case Note documenting information obtained from education or training provider
1803	Date Attained Recognized Credential #2	Yes	Yes	Yes	Yes	No	No	No	 Copy of credential Copy of school record Signed follow-up survey from program participants Case Note documenting information obtained from education or training provider
1804	Type of Recognized Credential #3	Yes	Yes	Yes	Yes	No	No	No	 Copy of credential Copy of school record Signed follow-up survey from program participants Case Note documenting information obtained from education or training provider

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1805	Date Attained Recognized Credential #3	Yes	Yes	Yes	Yes	No	No	No	 Copy of credential Copy of school record Signed follow-up survey from program participants Case Note documenting information obtained from education or training provider
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL)	Yes	Yes	Yes	Yes	No	No	No	 Pre and post-test results measuring EFL gain Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units Postsecondary education or training enrollment determined through data match, survey documentation, or program notes
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card	Yes	Yes	Yes	Yes	No	No	No	TranscriptReport Card
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card	Yes	Yes	Yes	Yes	No	No	No	TranscriptReport Card

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1809	Date of Most Recent Measurable Skill Gains: Training Milestone	Yes	Yes	Yes	Yes	No	No	No	 Documentation of a skill gained through On-the-job Training or Registered Apprenticeship Contract and/or evaluation from employer or training provider documenting a skill gain Progress report from employer documenting a skill gain
1810	Date of Most Recent Measurable Skill Gains: Skills Progression	Yes	Yes	Yes	Yes	No	No	No	 Results of knowledge-based exam or certiciation of completion Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment Documentation from training provider or employer Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	Yes	Yes	Yes	Yes	No	No	No	 Case Note School records Transcript or report card

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	Yes	Yes	Yes	Yes	No	No	No	 Applicable Records from Education Institution (diploma, transcripts, report card, school documentation, credential, degree, or an HSE certification, such as a GED® or HiSET® certificate) Signed File Documentation with Information Obtained from Education or Training Provider Case Note Self-Attestation
1900	Youth 2nd Quarter Placement (Title I)	No	No	Yes	No	No	No	No	 School records Transcript or report card Vendor/training provider training documentation Case Note
1901	Youth 4th Quarter Placement (Title I)	No	No	Yes	No	No	No	No	 School records Transcript or report card Vendor/training provider training documentation Case Note

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
2002	Employed at Completion of DWG Services	No	No	No	Yes	No	No	No	 Follow-up survey from program participants Pay check stubs, tax records, W-2 form Quarterly tax payment forms, such as a IRS form 941 Document from employer on company letterhead attesting to an individual's employment status and earnings Self-employment worksheets signed and attested to by program participants Detailed Case Note verified by employer and signed by the counselor

Table 2: The following table includes the data elements that require a signed program application to support the data being entered into CalJOBS.

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
202	Individual with a Disability	Yes	Yes	Yes	Yes	Yes	No	No	Signed Program Application
402	Long-Term Unemployed at Program Entry	Yes	Yes	No	Yes	Yes	No	No	Signed Program Application
409	School Status at Program Entry	Yes	Yes	Yes	Yes	Yes	No	No	Signed Program Application
412	Tenure with Employer at Separation	No	No	No	No	No	Yes	No	Signed Program Application
413	Migrant and Seasonal Farmworker Designation	No	No	No	No	Yes	No	No	Signed Program Application
701	Pregnant or Parenting Youth	No	No	Yes	No	No	No	No	Signed Program Application
702	Youth Who Needs Additional Assistance	No	No	Yes	No	No	No	No	Signed Program Application
704	Foster Care Youth Status at Program Entry	Yes	Yes	Yes	Yes	Yes	No	No	Signed Program Application

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry	Yes	Yes	Yes	Yes	Yes	No	No	Signed Program Application
801	Ex-Offender Status at Program Entry	Yes	Yes	Yes	Yes	Yes	No	No	Signed Program Application
803	English Language Learner at Program Entry	Yes	Yes	Yes	Yes	Yes	No	No	Signed Program Application
806	Single Parent at Program Entry	Yes	Yes	Yes	Yes	Yes	No	No	Signed Program Application
807	Displaced Homemaker at Program Entry	Yes	Yes	No	Yes	Yes	No	No	Signed Program Application
808	Eligible Migrant and Seasonal Farmworker Status (WIOA sec. 167)	Yes	Yes	No	Yes	Yes	No	No	Signed Program Application

Table 3: The following table includes the data elements that do not require additional action from program staff.

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
900	Date of Program Entry	Yes	Yes	Yes	Yes	Yes	No	Yes	 Date of first participant level service in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <u>CalJOBS</u> <u>Activity Codes</u>.
901	Date of Program Exit	Yes	Yes	Yes	Yes	Yes	Yes	Yes	 Date of last participant level activity code in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <u>CalJOBS</u> <u>Activity Codes</u>.
906	Date of First WIOA Youth Service	No	No	Yes	No	No	No	No	 Date of first Youth participant level service in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <u>CalJOBS Activity Codes</u>.
924	TAA Application Date	No	No	No	No	No	Yes	No	Date listed in the CalJOBS TAA Application
925	Date of First TAA Benefit or Service	No	No	No	No	No	Yes	No	 Date of first TAA participant level activity code in CalJOBS, or first TAA payment. For a list of CalJOBS activity codes, please see WSD19-06, <u>CalJOBS Activity Codes</u>.
1001	Date of First Basic Career Service (Staff- Assisted)	Yes	Yes	No	Yes	Yes	No	Yes	 Date of first Basic Career Service (Staff- Assisted) activity code listed in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <u>CalJOBS Activity Codes</u>.

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1002	Most Recent Date Received Basic Career Services (Self- Service/ Information- Only)	Yes	Yes	No	Yes	Yes	No	Yes	Most recent date of: Basic Career Service (Self-service / Information-only) activity code listed in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, CalJOBS Activity Codes; OR Eligiblity date
1003	Most Recent Date Received Basic Career Services (Staff- Assisted)	Yes	Yes	No	Yes	Yes	No	Yes	Most recent date of Basic Career Service (Staff-Assisted) activity code listed in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <u>CalJOBS</u> <u>Activity Codes</u> .
1004	Date of Most Recent Career Service	Yes	Yes	No	Yes	Yes	No	Yes	 Most recent date of Basic Career Service (Staff-Assisted), or Individualized Career Service activity code listed in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <u>CalJOBS Activity Codes</u>.
1005	Most Recent Date Received Staff-Assisted Services (DVOP specialist)	Yes	Yes	No	Yes	Yes	No	Yes	 Most recent date of Basic Career Service (Staff-Assisted) activity code provided by a DVOP. For a list of CalJOBS activity codes, please see WSD19-06, <u>CalJOBS</u> <u>Activity Codes</u>.
1006	Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program	Yes	Yes	No	Yes	Yes	No	Yes	Most recent date of a 169 CalJOBS activity code.

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1007	Date of Most Recent Reportable Individual Contact	Yes	Yes	No	Yes	Yes	No	No	Most recent date of: • 101 CalJOBS activity code; OR • Eligibility date.
1102	Most Recent Date Received Staff-Assisted Career Guidance Services	No	No	No	No	Yes	No	No	Most recent date of one of the following CalJOBS activity codes: 102, 105, or 618
1104	Most Recent Date Received Staff-Assisted Job Search Activities	No	No	No	No	Yes	No	No	 Most recent date of one of the following CalJOBS activity codes: 102, 105, 115, 125, 132, 133, 134, 216, 604, 605, 606, 607, 608, 610, 611, or 618
1105	Most Recent Date Referred to Employment	No	No	No	No	Yes	No	No	 Most recent date of one of the following CalJOBS activity codes: 114, 121, 122, 125, 500, 501, 502, 505, 623, or 624
1106	Most Recent Date Referred to Federal Training	No	No	No	No	Yes	No	No	 Most recent date of one of the following CalJOBS activity codes: 206, 207, 208, 211, 620, 627, or 629
1112	Most Recent Date Received UI Claim Assistance	No	No	No	No	Yes	No	No	Most recent date of a 118 CalJOBS activity code
1113	Most Recent Date Referred to Other Federal/State Assistance	No	No	No	No	Yes	No	No	 Most recent date of one of the following CalJOBS activity codes: 108, 109, 140, 159, 626, or 635 through 644

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1200	Date of First Individualized Career Service	Yes	Yes	No	Yes	Yes	No	Yes	 Date of first Individualized Career Service activity code in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <u>CalJOBS Activity Codes</u>.
1201	Most Recent Date Received Individualized Career Service	Yes	Yes	No	Yes	Yes	No	Yes	 Most recent date of Individualized Career Service activity code listed in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <u>CalJOBS Activity Codes</u>.
1202	Date Individual Employment Plan Created	Yes	Yes	No	Yes	Yes	Yes	Yes	Date of first 205 CalJOBS activity code
1205	Type of Work Experience	Yes	Yes	Yes	Yes	Yes	No	Yes	 For Summer employment/internships during the summer (WIOA Youth): CalJOBS activity code 400 For Employment opportunites, including internships, not limited to summer months: CalJOBS activity code 219, 408, 425, 426, 427, or 625 For Pre-apprenticeship programs: CalJOBS activity code 224, 307, 431, or 437 For Job shadowing: CalJOBS activity code 409 For On-the-Job Training (WIOA Youth): CalJOBS activity code 428 For Transitional Jobs (WIOA Adult, DW, and NDWG): CalJOBS activity code 321
1206	Date Received Financial Literacy Services	Yes	Yes	Yes	Yes	Yes	No	Yes	 Date of CalJOBS activity code 221, 407, or 617

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1211	Transitional Jobs	Yes	Yes	No	Yes	No	No	Yes	CalJOBS activity code 321
1300	Received Training	Yes	Yes	Yes	Yes	Yes	No	Yes	 Training Service activity code in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <u>CalJOBS Activity Codes</u>.
1303	Type of Training Service #1	Yes	Yes	Yes	Yes	No	Yes	Yes	 For On the Job Training (non-WIOA Youth): CalJOBS activity code 301 For Skill Upgrading: CalJOBS activity code 305 For Entrepreneurial Training (non-WIOA Youth): CalJOBS activity code 302 For ABE or ESL in conjunction with Training: CalJOBS activity code 324 For Customized Training: CalJOBS activity code 304 For Occupational Skills Training (non-WIOA Youth): CalJOBS activity code 300, 307, 323, 328, or 330 For ABE or ESL NOT in conjunction with training (TAA only): CalJOBS activity code 333, 339, or 355 For Prerequisite Training: CalJOBS activity code 306 For Registered Apprenticeship: CalJOBS activity code 325 or 432 For Youth Occupational Skills Training: CalJOBS activity code 416, 421, 430, 437, or 438 For Job Readiness Training in conjunction with other training: CalJOBS activity code 322

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1310	Type of Training Service #2	Yes	Yes	Yes	Yes	No	No	No	 For On the Job Training (non-WIOA Youth): CalJOBS activity code 301 For Skill Upgrading: CalJOBS activity code 305 For Entrepreneurial Training (non-WIOA Youth): CalJOBS activity code 302 For ABE or ESL in conjunction with Training: CalJOBS activity code 324 For Customized Training: CalJOBS activity code 304 For Occupational Skills Training (non-WIOA Youth): CalJOBS activity code 300, 307, 323, 328, or 330 For ABE or ESL NOT in conjunction with training (TAA only): CalJOBS activity code 333, 339, or 355 For Prerequisite Training: CalJOBS activity code 306 For Registered Apprenticeship: CalJOBS activity code 325 or 432 For Youth Occupational Skills Training: CalJOBS activity code 416, 421, 430, 437, or 438 For Job Readiness Training in conjunction with other training: CalJOBS activity code 322

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1315	Type of Training Service #3	Yes	Yes	Yes	Yes	No	No	No	 For On the Job Training (non-WIOA Youth): CalJOBS activity code 301 For Skill Upgrading: CalJOBS activity code 305 For Entrepreneurial Training (non-WIOA Youth): CalJOBS activity code 302 For ABE or ESL in conjunction with Training: CalJOBS activity code 324 For Customized Training: CalJOBS activity code 304 For Occupational Skills Training (non-WIOA Youth): CalJOBS activity code 300, 307, 323, 328, or 330 For ABE or ESL NOT in conjunction with training (TAA only): CalJOBS activity code 333, 339, or 355 For Prerequisite Training: CalJOBS activity code 306 For Registered Apprenticeship: CalJOBS activity code 325 or 432 For Youth Occupational Skills Training: CalJOBS activity code 416, 421, 430, 437, or 438 For Job Readiness Training in conjunction with other training: CalJOBS activity code 322

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1402	Most Recent Date Received Educational Achievement Services	No	No	Yes	No	No	No	No	 Most recent date of one of the following CalJOBS activity codes: 406, 414, or 429
1403	Most Recent Date Received Alternative Secondary School Services	No	No	Yes	No	No	No	No	Most recent date of one of the following CalJOBS activity codes: 415 or 418
1405	Most Recent Date Received Work Experience Opportunities	No	No	Yes	No	No	No	No	 Most recent date of one of the following CalJOBS activity codes: 400, 408, 409, 425, 426, 427, 428, or 431
1407	Most Recent Date Received Education Offered Concurrently with Workforce Preparation	No	No	Yes	No	No	No	No	Most recent date of CalJOBS activity code 439
1408	Most Recent Date Received Leadership Development Opportunities	No	No	Yes	No	No	No	No	Most recent date of CalJOBS activity code 410
1409	Most Recent Date Received Supportive Services	Yes	Yes	Yes	Yes	No	No	No	 Most recent date of one of the following CalJOBS activity codes: 180 - 192, 327, 419, or 480-493

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1410	Most Recent Date Received Adult Mentoring Services	No	No	Yes	No	No	No	No	Most recent date of CalJOBS activity code 411
1411	Most Recent Date Received Comprehensive Guidance/ Counseling Services	No	No	Yes	No	No	No	No	Most recent date of CalJOBS activity code 417
1412	Most Recent Date Received Youth Follow- up Services	No	No	Yes	No	No	No	No	 Most recent date received one of the following CalJOBS activity codes: F01- F22
1413	Most Recent Date Youth Received Entrepreneurial Skills Training	No	No	Yes	No	No	No	No	Most recent date of CalJOBS activity code 424
1414	Most Recent Date Youth Received Services that provide labor market information and employment information	No	No	Yes	No	No	No	No	Most recent date of one of the following CalJOBS activity codes: 433, 434 or 435

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1415	Most Recent Date Youth Received Postsecondary transition and preparatory activities	No	No	Yes	No	No	No	No	Most recent date of CalJOBS activity code 436
1500	Received Needs-Related Payments	Yes	Yes	No	Yes	No	No	No	 Most recent date of CalJOBS activity code 326
1511	Date Received First Basic TRA payment	No	No	No	No	No	Yes	No	 Date of first TRA payment in CalJOBS (electronic record from UI system)
1526	Date Received First Completion TRA Payment	No	No	No	No	No	Yes	No	 Date of first Completion TRA payment in CalJOBS (electronic record from UI system)
1534	Date Received First A/RTAA Payment	No	No	No	No	No	Yes	No	Date of first A/RTAA payment in CalJOBS (electronic record from UI system)
1535	Number of A/RTAA Payments Current Quarter	No	No	No	No	No	Yes	No	 Number of A/RTAA payments in the current quarter in CalJOBS (electronic record from UI system)
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter	Yes	Yes	Yes	Yes	Yes	No	Yes	Cross-match to UI Wage data

Data Element #	Data Element Name	Adult	Dislocated Worker	Youth	NDWG	Wagner- Peyser	TAA	JVSG	Allowable Source Documents
1700	Wages 3rd Quarter Prior to Participation Quarter	Yes	Yes	No	Yes	Yes	No	Yes	Cross-match to UI Wage data
1701	Wages 2nd Quarter Prior to Participation Quarter	Yes	Yes	No	Yes	Yes	No	Yes	Cross-match to UI Wage data
1702	Wages 1st Quarter Prior to Participation Quarter	Yes	Yes	No	Yes	Yes	Yes	Yes	Cross-match to UI Wage data
2001	Date of Completion of DWG Services	No	No	No	Yes	No	No	No	 Date of last NDWG participant level activity code in CalJOBS. For a list of CalJOBS activity codes, please see WSD19-06, <u>CalJOBS Activity Codes</u>.
2004	Received Services through a Disaster Recovery Dislocated Worker Grant	No	No	No	Yes	No	No	No	 For Disaster Relief Employment Only: CalJOBS activity code 227 For Disaster Relief Employment and Employment and Training services: CalJOBS activity code 227 and any participant level service in CalJOBS For Employment and Training services Only: any participant level service in CalJOBS and must have not received CalJOBS activity code 227
									For a list of CalJOBS activity codes, please see WSD19-06, <u>CalJOBS Activity Codes</u> .