

New Jersey

Workforce Innovation Notice 2-16(A)

TO: Workforce Development Board Directors
One-Stop Operators
Employment Service Managers

FROM: Eric Pierre, Chief
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SUBJECT: Data Element Validation

DATE: July 18, 2016

Purpose

To provide guidance regarding federal Data Element Validation (DEV) requirements for programs under Title 1-B of the Workforce Innovation Opportunity Act (WIOA) and the Trade Act Assistance (TAA) program. Please note that this document is subject to revision as the United States Department of Labor issues guidance regarding DEV under WIOA.

Background

DEV is an annual activity conducted by New Jersey's Office of Workforce Research Analytics. Selected samples of participant data reported on the most current annual Workforce Investment Act Standardized Record Data (WIASRD) and fiscal year Trade Act Participant Report (TAPR) are reviewed against source documentation in exiter records for compliance with federal definitions. The State also validates 25 Wagner-Peyser records.

DEV should not be confused with WIOA and TAA eligibility verification requirements. Although DEV may verify the existence of source documentation for some eligibility criteria, the process does not validate participant eligibility.

Training and Employment Guidance Letter (TEGL) 28-11 contains the most current U.S. Department of Labor, Employment and Training Administration (DOLETA) guidance on documentation requirements. DOLETA states that a TEGL to supersede TEGL 28-11 is forthcoming.

DEV training, tutorials and frequently asked questions are located on the DOLETA Data Validation website.

Policy:

a. Requirement to Validate Data Elements

Recipients of WIOA Title I and TAA funds are required to collect and report accurate information for each of these program. DOLETA mandates annual DEV to maintain and demonstrate system integrity, assess the accuracy of submitted participant data, and identify and correct problems associated with reporting processes.

b. Alignment of DEV and Eligibility Documentation

Although DEV does not validate participant eligibility, it is the policy of the state to utilize DEV documentation requirements, as outlined in TEGL 28-11 and the TAA Data Validation Handbook, as the foundation for WIOA program eligibility documentation for all eligibility components included under DEV requirements.

The alignment of these requirements will increase efficiencies and ensure DEV requirements are met (for eligibility components) at the time of participant enrollment. In this way, DEV documentation will fulfill certain eligibility documentation requirements.

Definitions

Data Element Validation (DEV) – The federally mandated process by which the state annually assesses the accuracy of a sampling of reported participant data against source documents in program exiters' files for compliance with federal definitions (refer to TEGL 28-11).

Personally Identifiable Information and Record Retention

All records must be maintained in compliance with federal requirements for personally identifiable information and the local area's procedures. See New Jersey Workforce Innovation Notice 6-15 for additional information.

Additionally, per State policy, records are to be maintained for seven years (three years in the originating office, four years in archive).

Action Required

This guidance should be shared with all supervisory staff responsible for the maintenance of customer records.

References and Links

- 20 CFR 667.300
- TEGL3-03: http://wdr.doleta.gov/directives/attach/TEGL3-03_Ch1_AttachA.pdf
- TEGL 28-11: http://wdr.doleta.gov/directives/attach/TEGL/TEGL_28-11.pdf

- TAA User Handbook: https://www.doleta.gov/performance/reporting/docs/taa2_0/taa-handbook-v2.0.pdf
- NJWIN-6-15: <http://lwd.state.nj.us/labor/wioa/documents/techassistance/NJWorkforceInnovationNoticeNJWIN06152015PII.pdf>

Authority

New Jersey Department of Labor and Workforce Development	X
State Employment And Training Commission	

Questions

For general questions regarding this guidance, contact Eric Pierre, Chief, Workforce Research Analytics, Data Validation Unit at eric.pierre@dol.nj.gov