

Exhibit 1500B: Data Validation Checklist

Adult and Dislocated Worker Programs

Source Documentation Categories

1. **Case notes** – paper or electronic statements by the case manager that identify, at a minimum, the following:
 - a participant's status for a specific data element;
 - the date on which the information was obtained; and
 - the name of the case manager who obtained the information.
2. **Cross-match** – requires grantees to identify detailed evidence that confirms the data element in a secondary database. Grantees must also:
 - confirm supporting information such as dates of participation and services rendered; and
 - have data sharing agreements in place, as appropriate.

Note: When using cross-match, include case notes in the system of record identifying the data element that was validated, the secondary database or system used to verify the data element, and any other relevant supporting information.

3. **Electronic records** – may include the following:
 - **Participant source documents** – maintained in the grantee's management information system (MIS) or other official record keeping system.
 - **Grantee participant service record** – information generated and maintained by the grantee regarding specific services the participant received. The information may be generated and maintained through the grantee's MIS or other official record keeping system.
4. **Self-attestation** – a written or electronic/digital declaration of information for a particular data element, signed and dated by the participant.
 - Electronic signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification. The submission must be participant-generated and traceable to the participant.
 - Grantees must retain documentation of the self-attestation.

Note: While other documentation sources are preferred over self-attestation when practical, self-attestation is an important option for populations with barriers to obtaining eligibility and reporting documents and help ensure such populations are able to equitably access services. Where self-attestation is listed as an option for source documentation, the lack of source documentation beyond self-attestation must not delay or prevent enrollment and receipt of services in a program.

For data elements with multiple forms of acceptable source documentation, the most authoritative source should be used to determine whether the data element is valid and accurate if the sources provide conflicting information.

Safeguarding Protected Personally Identifiable Information (PII): Source documentation with protected PII, such as social security number (SSN), bank account number, etc., must be redacted prior to uploading to the system of record.

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PIRL* DATA ELEMENT *Participant Individual Record Layout	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)	NOTES
Date of Birth (Data Element 200)	<input type="checkbox"/> Driver license <input type="checkbox"/> Baptismal record <input type="checkbox"/> Birth certificate <input type="checkbox"/> DD-214 <input type="checkbox"/> Report of transfer or discharge paper <input type="checkbox"/> Federal, State or local identification card <input type="checkbox"/> Passport <input type="checkbox"/> Hospital record of birth <input type="checkbox"/> Public assistance/social service records <input type="checkbox"/> School records or school ID cards <input type="checkbox"/> Work permit <input type="checkbox"/> Family bible <input type="checkbox"/> Cross-match with State agency system records <input type="checkbox"/> Justice system records <input type="checkbox"/> Selective Service registration <input type="checkbox"/> Signed letter from a parent or guardian <input type="checkbox"/> Medical records <input type="checkbox"/> Self-attestation	
Individual with a Disability (Data Element 202)	<input type="checkbox"/> School 504 ¹ records provided by student <input type="checkbox"/> Assessment test results <input type="checkbox"/> School Individualized Education Program (IEP) record <input type="checkbox"/> Self-attestation	

¹ Under Section 504 of the Rehabilitation Act

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Eligible Veteran Status (Data Element 301)	<input type="checkbox"/> DD-214 <input type="checkbox"/> Cross-match with Department of Defense records <input type="checkbox"/> Cross-match with Veterans Service database <input type="checkbox"/> A letter from the Veterans' Administration <input type="checkbox"/> NGB-22 documenting Title 10 federal active duty service <input type="checkbox"/> Self-attestation (refer to Notes)	Source documentation beyond self-attestation is required when a decision is made to enroll a covered person over a noncovered person and commit financial resources, which does not include staff time. (TEGL 10-09, Section 9)
UC² Eligible Status (Data Element 401)	<input type="checkbox"/> Cross-match to State Unemployment Insurance (UI) database <input type="checkbox"/> Cross-match to State MIS database <input type="checkbox"/> Referral transmittal by Reemployment Services and Eligibility Assessment (RESEA) or Worker Profiling and Reemployment Services (WPRS) <input type="checkbox"/> Self-attestation (refer to Notes)	Self-attestation may be accepted if the individual is determined eligible for UI benefits and is either (1) not referred to RESEA or WPRS or (2) has exhausted UI benefits
Long-Term Unemployed at Program Entry (Data Element 402)	<input type="checkbox"/> Public assistance records <input type="checkbox"/> Refugee assistance records <input type="checkbox"/> Cross-match with public assistance database <input type="checkbox"/> Cross-match with UI database <input type="checkbox"/> Self-attestation	

² Unemployment Compensation

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School Status at Program Entry (Data Element 409)	<input type="checkbox"/> Applicable records from the education institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) <input type="checkbox"/> Intake application or enrollment form <input type="checkbox"/> Electronic records <input type="checkbox"/> Case notes <input type="checkbox"/> Self-attestation	
Date of Actual Dislocation (Data Element 410)	<input type="checkbox"/> Verification from employer <input type="checkbox"/> Rapid Response list <input type="checkbox"/> Notice of layoff <input type="checkbox"/> Public announcement with follow-up cross-match with UI database <input type="checkbox"/> Self-attestation	
Temporary Assistance to Needy Families (TANF) (Data Element 600)	<input type="checkbox"/> TANF eligibility verification <input type="checkbox"/> TANF period of benefit receipt verification <input type="checkbox"/> Referral transmittal from TANF <input type="checkbox"/> Cross-match with TANF public assistance records	Require only if participant has received individualized career services or training.
Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry (Data Element 601)	<input type="checkbox"/> TANF eligibility verification <input type="checkbox"/> TANF period of benefit receipt verification <input type="checkbox"/> Referral transmittal from TANF <input type="checkbox"/> Cross-match with TANF public assistance records	Require only if participant has received individualized career services or training.

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Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI) (Data Element 602)	<input type="checkbox"/> SSI/SSDI receipt of benefits verification <input type="checkbox"/> Referral transmittal from Social Security Administration (SSA) <input type="checkbox"/> SSI/SSDI eligibility verification <input type="checkbox"/> Cross-match with SSA database	Require only if participant has received individualized career services or training.
Supplemental Nutrition Assistance Program (SNAP) (Data Element 603)	<input type="checkbox"/> SNAP eligibility verification <input type="checkbox"/> Documentation of SNAP benefit receipt (previously called "food stamps") <input type="checkbox"/> Referral transmittal from SNAP <input type="checkbox"/> Cross-match	Require only if participant has received individualized career services or training.
Other Public Assistance Recipient (Data Element 604)	<input type="checkbox"/> Copy of authorization to receive cash public assistance <input type="checkbox"/> Copy of public assistance check <input type="checkbox"/> Medical card showing cash grant status <input type="checkbox"/> Public assistance eligibility verification <input type="checkbox"/> Cross-match	
Foster Care Youth Status at Program Entry (Data Element 704)	<input type="checkbox"/> Written confirmation from social services agency <input type="checkbox"/> Case notes <input type="checkbox"/> Foster care agency referral transmittal <input type="checkbox"/> Intake application or enrollment form <input type="checkbox"/> Needs assessment <input type="checkbox"/> Individual Service Strategy <input type="checkbox"/> Self-attestation	

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Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry (Data Element 800)	<input type="checkbox"/> Intake application or enrollment form <input type="checkbox"/> Written statement or referral transmittal from a shelter or social service agency <input type="checkbox"/> Needs assessment <input type="checkbox"/> Case notes <input type="checkbox"/> Individual Service Strategy <input type="checkbox"/> A letter from caseworker or support provider <input type="checkbox"/> Self-attestation	
Ex-Offender Status at Program Entry (Data Element 801)	<input type="checkbox"/> Documentation from the juvenile or adult criminal justice system <input type="checkbox"/> Written statement or referral document from a court or probation officer <input type="checkbox"/> Referral transmittal from a reintegration agency <input type="checkbox"/> Intake application or enrollment form <input type="checkbox"/> Case notes <input type="checkbox"/> Needs assessment <input type="checkbox"/> Individual Service Strategy <input type="checkbox"/> Federal bonding program application <input type="checkbox"/> Self-attestation	

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Low Income Status at Program Entry (Data Element 802)	<input type="checkbox"/> Award letter from Veterans Administration <input type="checkbox"/> Bank statements <input type="checkbox"/> Pay stubs <input type="checkbox"/> Compensation award letter <input type="checkbox"/> Court award letter <input type="checkbox"/> Pension statement <input type="checkbox"/> Employer statement/contact <input type="checkbox"/> Family or business financial records <input type="checkbox"/> Housing authority verification <input type="checkbox"/> Quarterly estimated tax for self-employed persons <input type="checkbox"/> Social security benefits <input type="checkbox"/> UI claim documents <input type="checkbox"/> Copy of authorization to receive cash public assistance <input type="checkbox"/> Copy of public assistance check <input type="checkbox"/> Public assistance eligibility verification <input type="checkbox"/> Cross-match with refugee assistance records <input type="checkbox"/> Cross-match with public assistance records <input type="checkbox"/> Cross-match with UI wage records <input type="checkbox"/> Self-attestation	Require only if participant has received individualized career services or training.
English Language Learner at Program Entry (Data Element 803)	<input type="checkbox"/> Assessment test results <input type="checkbox"/> Applicable records from education institution (transcripts or other school documentation) <input type="checkbox"/> Intake application or enrollment form <input type="checkbox"/> Individual Service Strategy <input type="checkbox"/> Case notes <input type="checkbox"/> Self-attestation	

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Basic Skills Deficient/Low Levels of Literacy at Program Entry (Data Element 804)	<input type="checkbox"/> Assessment test results <input type="checkbox"/> Applicable records from education institution (transcripts, academic assessments, or other school documentation) <input type="checkbox"/> Case notes	Require only if participant has received individualized career services or training.
Single Parent at Program Entry (Data Element 806)	<input type="checkbox"/> Needs assessment <input type="checkbox"/> TANF single parent eligibility verification <input type="checkbox"/> Intake application or enrollment form <input type="checkbox"/> Individual Service Strategy or Employment Plan <input type="checkbox"/> Case notes <input type="checkbox"/> Self-attestation	
Displaced Homemaker at Program Entry (Data Element 807)	<input type="checkbox"/> Intake application or enrollment form <input type="checkbox"/> Cross-match with public assistance records <input type="checkbox"/> Copy of spouse's layoff notice <input type="checkbox"/> Copy of spouse's death record <input type="checkbox"/> Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) <input type="checkbox"/> Copy of divorce records <input type="checkbox"/> Copy of applicable court records <input type="checkbox"/> Copy of bank records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) <input type="checkbox"/> Needs assessment <input type="checkbox"/> Individual Employment Plan <input type="checkbox"/> Self-attestation	

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Migrant and Seasonal Farmworker Status (Data Element 808)	<input type="checkbox"/> Cross-match with public assistance records <input type="checkbox"/> National Farmworker Jobs Program (NFJP) eligibility documents used to determine low-income status <input type="checkbox"/> Employer contract/letter <input type="checkbox"/> Program application <input type="checkbox"/> Cross-match with State MIS database <input type="checkbox"/> Cross-match with H-1B records <input type="checkbox"/> Case notes <input type="checkbox"/> Self-attestation	
Date of Program Entry (Data Element 900)	<input type="checkbox"/> Individual Plan for Employment <input type="checkbox"/> Electronic records <input type="checkbox"/> Program intake documents, such as eligibility determination documentation or program enrollment forms	
Date of Program Exit (Data Element 901)	<input type="checkbox"/> A copy of the letter sent to the individual indicating that the case was closed <input type="checkbox"/> WIOA status/exit forms <input type="checkbox"/> Electronic records <input type="checkbox"/> Attendance records <input type="checkbox"/> Review of service records identifying the last qualifying service (and lack of planned gap)	
Recipient of Incumbent Worker Training (Data Element 907)	<input type="checkbox"/> Signed incumbent worker training agreement <input type="checkbox"/> Cross-match <input type="checkbox"/> Case notes	

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Rapid Response (Data Element 908)	<input type="checkbox"/> Cross-match <input type="checkbox"/> Case notes <input type="checkbox"/> Rapid Response list <input type="checkbox"/> Self-attestation	Required to be validated for the Dislocated Worker program, not the Adult program
Other Reasons for Exit (Data Element 923)	<input type="checkbox"/> Information from partner services <input type="checkbox"/> WIOA or program status/exit forms <input type="checkbox"/> Electronic records <input type="checkbox"/> Withdrawal form with explanation <input type="checkbox"/> Information from institution or facility <input type="checkbox"/> Case notes	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of TEGL 7-18 .
Date of First Basic Career Service (Staff- Assisted) (Data Element 1001)	<input type="checkbox"/> Case notes <input type="checkbox"/> Cross-match <input type="checkbox"/> Electronic records	
Most Recent Date Received Basic Career Services (Self-Service/Information Only) (Data Element 1002)	<input type="checkbox"/> Case notes <input type="checkbox"/> Cross-match <input type="checkbox"/> Electronic records	

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<p><i>*Participant Individual Record Layout</i></p>	<p>Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)</p>	
<p>Most Recent Date Received Basic Career Services (Staff-Assisted) (Data Element 1003)</p>	<p><input type="checkbox"/> Case notes <input type="checkbox"/> Cross-match <input type="checkbox"/> Electronic records</p>	
<p>Date of Most Recent Career Service (Data Element 1004)</p>	<p><input type="checkbox"/> Case notes <input type="checkbox"/> Cross-match <input type="checkbox"/> Electronic records</p>	
<p>Most Recent Date Received Staff-Assisted Services (DVOP Specialist) (Data Element 1005)</p>	<p><input type="checkbox"/> Case notes <input type="checkbox"/> Cross-match <input type="checkbox"/> Electronic records</p>	
<p>Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program (Data Element 1006)</p>	<p><input type="checkbox"/> Case notes <input type="checkbox"/> Cross-match <input type="checkbox"/> Electronic records</p>	

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Date of Most Recent Reportable Individual Contact (Data Element 1007)	<input type="checkbox"/> Case notes <input type="checkbox"/> Cross-match <input type="checkbox"/> Electronic records	
Date of First Individualized Career Service (Data Element 1200)	<input type="checkbox"/> Case notes <input type="checkbox"/> Cross-match <input type="checkbox"/> Electronic records	
Most Recent Date Received Individualized Career Service (Data Element 1201)	<input type="checkbox"/> Case notes <input type="checkbox"/> Cross-match <input type="checkbox"/> Electronic records	
Date Individual Employment Plan Created (Data Element 1202)	<input type="checkbox"/> Cross-match <input type="checkbox"/> Case notes <input type="checkbox"/> Individual Employment Plan or Individual Service Strategy <input type="checkbox"/> Electronic records	An Individual Service Strategy may be applicable if the Adult or Dislocated worker is co-enrolled in the Youth program.
Type of Work Experience (Data Element 1205)	<input type="checkbox"/> Case notes <input type="checkbox"/> Signed Work Experience Agreement <input type="checkbox"/> Electronic records	

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Date Received Financial Literacy Services (Data Element 1206)	<input type="checkbox"/> Activity sheets <input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Attendance record <input type="checkbox"/> Vendor contract <input type="checkbox"/> Case notes <input type="checkbox"/> Electronic records	
Transitional Jobs (Data Element 1211)	<input type="checkbox"/> Electronic records <input type="checkbox"/> Case notes <input type="checkbox"/> Signed Transitional Job Agreement	
Received Training (Data Element 1300)	<input type="checkbox"/> Cross-match <input type="checkbox"/> Vendor/training provider records <input type="checkbox"/> Signed training contract <input type="checkbox"/> Individual Training Account (ITA) <input type="checkbox"/> Electronic records	
Eligible Training Provider - Name - Training Service #1 (Data Element 1301)	<input type="checkbox"/> Vendor training records <input type="checkbox"/> Receipts <input type="checkbox"/> Cross-match <input type="checkbox"/> Attendance Sheets or Records <input type="checkbox"/> Signed training contract <input type="checkbox"/> ITA	

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<p><i>*Participant Individual Record Layout</i></p>	<p>Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)</p>	
<p>Date Entered Training #1, #2, and #3</p> <p>(Data Elements 1302, 1309, and 1314)</p>	<p> <input type="checkbox"/> ITA <input type="checkbox"/> Vendor training records <input type="checkbox"/> Electronic records <input type="checkbox"/> Attendance sheets or records <input type="checkbox"/> Case notes </p>	
<p>Type of Training Service #1, #2, and #3</p> <p>(Data Elements 1303, 1310, and 1315)</p>	<p> <input type="checkbox"/> Copy of enrollment record <input type="checkbox"/> Case notes <input type="checkbox"/> Cross-match between dates of service and vendor training information <input type="checkbox"/> Vendor training documentation <input type="checkbox"/> Electronic records <input type="checkbox"/> ITA <input type="checkbox"/> Attendance records </p>	<p>List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of TEGL 7-18.</p>
<p>Occupational Skills Training Code #1, #2, and #3</p> <p>(Data Elements 1306, 1311, and 1316)</p>	<p> <input type="checkbox"/> Cross-match <input type="checkbox"/> Case notes <input type="checkbox"/> Signed Individual Employment Plan or Training Plan <input type="checkbox"/> Signed training contract <input type="checkbox"/> ITA </p>	
<p>Training Completed #1, #2, and #3</p> <p>(Data Elements 1307, 1312, and 1317)</p>	<p> <input type="checkbox"/> Cross-match <input type="checkbox"/> Vendor training records <input type="checkbox"/> Attendance sheets or records <input type="checkbox"/> Case notes <input type="checkbox"/> Electronic record <input type="checkbox"/> ITA </p>	

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Date Completed, or Withdrew from, Training #1, #2, and #3 (Data Elements 1308, 1313, and 1318)	<input type="checkbox"/> Cross-match <input type="checkbox"/> Vendor training records <input type="checkbox"/> Attendance sheets or records <input type="checkbox"/> Case notes <input type="checkbox"/> Electronic record	
Established Individual Training Account (ITA) (Data Element 1319)	<input type="checkbox"/> Cross-match <input type="checkbox"/> Case notes <input type="checkbox"/> ITA approval, allocation or activation records	
Participated in Postsecondary Education During Program Participation (Data Element 1332)	<input type="checkbox"/> Data match with postsecondary data system <input type="checkbox"/> Copy of enrollment record <input type="checkbox"/> Case notes <input type="checkbox"/> School records or verification of enrollment <input type="checkbox"/> Transcript or report card	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of TEGL 7-18 .
Enrolled in Secondary Education Program (Data Element 1401)	<input type="checkbox"/> Copy of enrollment record <input type="checkbox"/> Case notes <input type="checkbox"/> School records or verification of enrollment <input type="checkbox"/> Transcript or report card <input type="checkbox"/> Data match to State K-12 data system	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of TEGL 7-18 .

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Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (Data Element 1406)	<input type="checkbox"/> Case notes <input type="checkbox"/> School records or verification of enrollment <input type="checkbox"/> Transcript or report card <input type="checkbox"/> Cross-match <input type="checkbox"/> Follow-up survey from program participants	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of TEGL 7-18 .
Most Recent Date Received Supportive Services (Data Element 1409)	<input type="checkbox"/> Cross-match <input type="checkbox"/> Activity sheets <input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Attendance record <input type="checkbox"/> Vendor contract <input type="checkbox"/> Electronic records <input type="checkbox"/> Case notes	
Received Needs-Related Payments (Data Element 1500)	<input type="checkbox"/> Cross-match <input type="checkbox"/> Activity sheets <input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Attendance record <input type="checkbox"/> Vendor contract <input type="checkbox"/> Electronic records <input type="checkbox"/> Case notes	

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Employed in 1st, 2nd, 3rd, 4th Quarter After Exit Quarter (Data Elements 1600, 1602, 1604, and 1606)	<ul style="list-style-type: none"> <input type="checkbox"/> UI wage data match/administrative wage match, such as the National Directory of New Hires <input type="checkbox"/> Follow-up survey from program participants <input type="checkbox"/> Paycheck stubs, tax records, W2 form <input type="checkbox"/> Quarterly tax payment forms, such as IRS form 941 <input type="checkbox"/> Document from employer on company letterhead attesting to an individual's employment status and earnings <input type="checkbox"/> Self-employment worksheets signed and attested to by program participants <input type="checkbox"/> Detailed case notes verified by employer and signed by the counselor 	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of TEGL 7-18 .

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Type of Employment Match 1st, 2nd, 3rd, 4th Quarter After Exit Quarter (Data Elements 1601, 1603, 1605, and 1607)	Consistent with TEGL 26-16: <ul style="list-style-type: none"> <input type="checkbox"/> Cross-match with State and out-of-State UI Quarterly Wage Records (intrastate and interstate). <input type="checkbox"/> Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) <input type="checkbox"/> Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) <input type="checkbox"/> State New Hires Registry <input type="checkbox"/> Signed follow-up survey response from program participants <input type="checkbox"/> Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) <input type="checkbox"/> Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation <input type="checkbox"/> Railroad retirement system <input type="checkbox"/> Quarterly tax payment forms (such as IRS form 941) <input type="checkbox"/> A signed letter from an employer on company letterhead (attesting to an individual's employment status and earnings) <input type="checkbox"/> Self-employment or sales commission worksheets signed and attested to by program participants <input type="checkbox"/> Cross-match with partner program administrative databases (such as TANF, SNAP or other public assistance programs) 	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of TEGL 7-18 .

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Employment Related to Training (2nd Quarter After Exit) (Data Element 1608)	<input type="checkbox"/> UI wage records <input type="checkbox"/> Supplemental data sources defined by TEGL 26-16 <input type="checkbox"/> Surveys <input type="checkbox"/> Record sharing and/or automated record matching with other federal employment and administrative databases <input type="checkbox"/> Other out of state federal wage record systems <input type="checkbox"/> Case notes	
Occupational Code (if available) (Data Element 1610)	<input type="checkbox"/> UI wage records <input type="checkbox"/> Supplemental data sources defined by TEGL 26-16 follow-up services <input type="checkbox"/> Surveys <input type="checkbox"/> Record sharing and/or automated record matching with other employment and administrative databases <input type="checkbox"/> Other out of state federal wage record systems <input type="checkbox"/> Case notes	
Entered Non-Traditional Employment (Data Element 1611)	<input type="checkbox"/> UI wage records <input type="checkbox"/> Supplemental data sources defined by TEGL 26-16 follow-up services <input type="checkbox"/> Surveys <input type="checkbox"/> Record sharing and/or automated record matching with other employment and administrative databases <input type="checkbox"/> Other out of state federal wage record systems <input type="checkbox"/> Case notes	

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Occupational Code of Employment 2nd, 4th Quarter After Exit Quarter (if available) (Data Elements 1612 and 1613)	<input type="checkbox"/> UI wage records <input type="checkbox"/> Supplemental data sources defined by TEGL 26-16 follow-up services <input type="checkbox"/> Surveys <input type="checkbox"/> Record sharing and/or automated record matching with other employment and administrative databases <input type="checkbox"/> Other out of state federal wage record systems <input type="checkbox"/> Case notes	
Industry Code of Employment 1st, 2nd, 3rd, 4th Quarter After Exit Quarter (Data Elements 1614, 1615, 1616, and 1617)	<input type="checkbox"/> UI wage records <input type="checkbox"/> Supplemental data sources defined by TEGL 26-16 follow-up services <input type="checkbox"/> Surveys <input type="checkbox"/> Record sharing and/or automated record matching with other employment and administrative databases <input type="checkbox"/> Other out of state federal wage record systems <input type="checkbox"/> Case notes	

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Retention with the same employer in the 2nd Quarter and the 4th Quarter (Data Element 1618)	Consistent with TEGL 26-16: <ul style="list-style-type: none"> <input type="checkbox"/> Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) <input type="checkbox"/> Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) <input type="checkbox"/> Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) <input type="checkbox"/> State New Hires Registry <input type="checkbox"/> Signed follow-up survey response from program participants <input type="checkbox"/> Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) <input type="checkbox"/> Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation <input type="checkbox"/> Railroad retirement system <input type="checkbox"/> Quarterly tax payment forms (such as IRS form 941) <input type="checkbox"/> Signed letter from an employer on company letterhead (attesting to an individual's employment status and earnings) <input type="checkbox"/> Self-employment or sales commission worksheets signed and attested to by program participants <input type="checkbox"/> Cross-match with partner program administrative databases (such as TANF, SNAP, or other public assistance programs) 	

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Adult and Dislocated Worker Programs

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Earnings 3rd Quarter Prior to Participation Quarter (Data Element 1700)	<p>Consistent with TEGL 26-16:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) <input type="checkbox"/> Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) <input type="checkbox"/> Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) <input type="checkbox"/> State New Hires Registry <input type="checkbox"/> Signed follow-up survey response from program participants <input type="checkbox"/> Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) <input type="checkbox"/> Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation <input type="checkbox"/> Railroad retirement system <input type="checkbox"/> Quarterly tax payment forms (such as IRS form 941) <input type="checkbox"/> Signed letter from an employer on company letterhead (attesting to an individual's employment status and earnings) <input type="checkbox"/> Self-employment or sales commission worksheets signed and attested to by program participants <input type="checkbox"/> Cross-match with partner program administrative databases (such as TANF, SNAP, or other public assistance programs) 	

Data Validation Checklist

Adult and Dislocated Worker Programs

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Earnings 2nd Quarter Prior to Participation Quarter (Data Element 1701)	Consistent with TEGL 26-16: <ul style="list-style-type: none"> <input type="checkbox"/> Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) <input type="checkbox"/> Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) <input type="checkbox"/> Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) <input type="checkbox"/> State New Hires Registry <input type="checkbox"/> Signed follow-up survey response from program participants <input type="checkbox"/> Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) <input type="checkbox"/> Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation <input type="checkbox"/> Railroad retirement system <input type="checkbox"/> Quarterly tax payment forms (such as IRS form 941) <input type="checkbox"/> Signed letter from an employer on company letterhead (attesting to an individual's employment status and earnings) <input type="checkbox"/> Self-employment or sales commission worksheets signed and attested to by program participants <input type="checkbox"/> Cross-match with partner program administrative databases (such as TANF, SNAP or other public assistance programs) 	

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Adult and Dislocated Worker Programs

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Earnings 1st Quarter Prior to Participation Quarter (Data Element 1702)	Consistent with TEGL 26-16: <ul style="list-style-type: none"> <input type="checkbox"/> Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) <input type="checkbox"/> Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) <input type="checkbox"/> Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) <input type="checkbox"/> State New Hires Registry <input type="checkbox"/> Signed follow-up survey response from program participants <input type="checkbox"/> Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) <input type="checkbox"/> Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation <input type="checkbox"/> Railroad retirement system <input type="checkbox"/> Quarterly tax payment forms (such as IRS form 941) <input type="checkbox"/> Signed letter from an employer on company letterhead (attesting to an individual's employment status and earnings) <input type="checkbox"/> Self-employment or sales commission worksheets signed and attested to by program participants <input type="checkbox"/> Cross-match with partner program administrative databases (such as TANF, SNAP or other public assistance programs) 	

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Adult and Dislocated Worker Programs

PIRL* DATA ELEMENT * Participant Individual Record Layout	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)	NOTES
Earnings 1st Quarter After Exit Quarter (Data Element 1703)	Consistent with TEGL 26-16: <ul style="list-style-type: none"> <input type="checkbox"/> Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) <input type="checkbox"/> Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) <input type="checkbox"/> Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) <input type="checkbox"/> State New Hires Registry <input type="checkbox"/> Signed follow-up survey response from program participants <input type="checkbox"/> Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) <input type="checkbox"/> Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation <input type="checkbox"/> Railroad retirement system <input type="checkbox"/> Quarterly tax payment forms (such as IRS form 941) <input type="checkbox"/> Signed letter from an employer on company letterhead (attesting to an individual's employment status and earnings) <input type="checkbox"/> Self-employment or sales commission worksheets signed and attested to by program participants <input type="checkbox"/> Cross-match with partner program administrative databases (such as TANF, SNAP or other public assistance programs) 	

Data Validation Checklist

Adult and Dislocated Worker Programs

PIRL* DATA ELEMENT *Participant Individual Record Layout	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)	NOTES
Earnings 2nd Quarter After Exit Quarter (Data Element 1704)	<ul style="list-style-type: none"> <input type="checkbox"/> UI wage data match/administrative wage match such as the National Directory of New Hires <input type="checkbox"/> Follow-up survey from program participants <input type="checkbox"/> Paycheck stubs, tax records, W2 form <input type="checkbox"/> Quarterly tax payment forms, such as an IRS form 941 <input type="checkbox"/> Document from employer on company letterhead attesting to an individual's employment status and earnings <input type="checkbox"/> Self-employment worksheets signed and attested to by program participants <input type="checkbox"/> Detailed case notes verified by the employer and signed by the counselor 	List of source documentation per TEGL 23-19, Change 2, is a clarification for DOL-funded grants and not a revision of TEGL 7-18 .

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Adult and Dislocated Worker Programs

PIRL* DATA ELEMENT *Participant Individual Record Layout	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)	NOTES
Earnings 3rd Quarter After Exit Quarter (Data Element 1705)	<p>Consistent with TEGL 26-16:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) <input type="checkbox"/> Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) <input type="checkbox"/> Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) <input type="checkbox"/> State New Hires Registry <input type="checkbox"/> Signed follow-up survey response from program participants <input type="checkbox"/> Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) <input type="checkbox"/> Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation <input type="checkbox"/> Railroad retirement system <input type="checkbox"/> Quarterly tax payment forms (such as IRS form 941) <input type="checkbox"/> Signed Letter from an employer on company letterhead (attesting to an individual's employment status and earnings) <input type="checkbox"/> Self-employment or sales commission worksheets signed and attested to by program participants <input type="checkbox"/> Cross-match with partner program administrative databases (such as TANF, SNAP, or other public assistance programs) 	

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Adult and Dislocated Worker Programs

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Earnings 4th Quarter After Exit Quarter (Data Element 1706)	<p>Consistent with TEGL 26-16:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) <input type="checkbox"/> Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) <input type="checkbox"/> Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) <input type="checkbox"/> State New Hires Registry <input type="checkbox"/> Signed follow-up survey response from program participants <input type="checkbox"/> Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) <input type="checkbox"/> Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation <input type="checkbox"/> Railroad retirement system <input type="checkbox"/> Quarterly tax payment forms (such as IRS form 941) <input type="checkbox"/> Signed letter from an employer on company letterhead (attesting to an individual's employment status and earnings) <input type="checkbox"/> Self-employment or sales commission worksheets signed and attested to by program participants <input type="checkbox"/> Cross-match with partner program administrative databases (such as TANF, SNAP or other public assistance programs) 	

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Adult and Dislocated Worker Programs

PIRL* DATA ELEMENT *Participant Individual Record Layout	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)	NOTES
Type of Recognized Credential (1st, 2nd, and 3rd Credential) (Data Elements 1800, 1802, and 1804)	<input type="checkbox"/> Cross-match <input type="checkbox"/> Copy of credential <input type="checkbox"/> Copy of school record <input type="checkbox"/> Follow-up survey from program participants <input type="checkbox"/> Case notes documenting information obtained from education or training provider	
Date Attained Recognized Credential (1st, 2nd, and 3rd Credential) (Data Elements 1801, 1803, and 1805)	<input type="checkbox"/> Cross-match <input type="checkbox"/> Copy of credential <input type="checkbox"/> Copy of school record <input type="checkbox"/> Follow-up survey from program participants <input type="checkbox"/> Case notes documenting information obtained from education or training provider	
Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL) (Data Element 1806)	<input type="checkbox"/> Pre- and post-test results measuring EFL gain <input type="checkbox"/> Adult high school transcript showing EFL gain through the awarding of credits or Carnegie units (see Notes) <input type="checkbox"/> Postsecondary education or training enrollment determined through data match, survey documentation, or program notes	

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Adult and Dislocated Worker Programs

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<p><i>*Participant Individual Record Layout</i></p>	<p>Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)</p>	
<p>Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card (Data Element 1807)</p>	<p><input type="checkbox"/> Transcript <input type="checkbox"/> Report card</p>	
<p>Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (Data Element 1808)</p>	<p><input type="checkbox"/> Transcript <input type="checkbox"/> Report card</p>	
<p>Date of Most Recent Measurable Skill Gains: Training Milestone (Data Element 1809)</p>	<p><input type="checkbox"/> Documentation of a skill gained through on-the-job training or registered apprenticeship <input type="checkbox"/> Contract and/or evaluation from employer or training provider documenting a skill gain <input type="checkbox"/> Progress report from employer documenting a skill gain</p>	
<p>Date of Most Recent Measurable Skill Gains: Skills Progression (Data Element 1810)</p>	<p><input type="checkbox"/> Results of a knowledge-based exam or certification of completion. <input type="checkbox"/> Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment <input type="checkbox"/> Documentation from training provider or employer <input type="checkbox"/> Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam</p>	

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Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (Data Element 1811)	<input type="checkbox"/> Case notes <input type="checkbox"/> School records or verification of enrollment <input type="checkbox"/> Transcript or report card <input type="checkbox"/> Cross-match	This data element applies to the Measurable Skill Gains indicator and will be used to calculate the denominator. It encompasses all education and training program enrollment.
Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (Data Element 1813)	<input type="checkbox"/> Cross-match <input type="checkbox"/> Copy of diploma, credential or degree awarded by an education institution <input type="checkbox"/> Applicable records from the education institution (GED certificate, transcripts, report card, enrollment record, or other school documentation) <input type="checkbox"/> Signed file documentation with information obtained from the education or training provider <input type="checkbox"/> Case notes <input type="checkbox"/> Self-attestation	This data element applies to the Measurable Skill Gains indicator and will be used to calculate the denominator. It encompasses all education and training program enrollment.