

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.

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
Date of Birth (Data Element 200)	<ul style="list-style-type: none"> • Driver license • Baptismal record • Birth certificate • DD-214 • Report of transfer or discharge paper • Federal, State or local identification card • Passport • Hospital record of birth • Public assistance/social service records • School records or school ID cards • Work permit • Family bible • Cross-match with State agency system records • Justice system records • Selective Service registration • Signed letter from a parent or guardian • Medical records • Self-attestation 	
Individual with a Disability (Data Element 202)	<ul style="list-style-type: none"> • School 504¹ records provided by student • Assessment test results • School Individualized Education Program (IEP) record • Self-attestation 	

¹ Under Section 504 of the Rehabilitation Act

Data Validation Checklist

Adult and Dislocated Worker Programs

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Eligible Veteran Status (Data Element 301)	<ul style="list-style-type: none"> • DD-214 • Cross-match with Department of Defense records • Cross-match with Veterans Service database • A letter from the Veterans' Administration • NGB-22 documenting Title 10 federal active duty service • 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)	<ul style="list-style-type: none"> • Cross-match to State Unemployment Insurance (UI) database • Cross-match to State MIS database • Referral transmittal by Reemployment Services and Eligibility Assessment (RESEA) or Worker Profiling and Reemployment Services (WPRS) • 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)	<ul style="list-style-type: none"> • Public assistance records • Refugee assistance records • Cross-match with public assistance database • Cross-match with UI database • Self-attestation 	

² Unemployment Compensation

Data Validation Checklist

Adult and Dislocated Worker Programs

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School Status at Program Entry (Data Element 409)	<ul style="list-style-type: none"> • Applicable records from the education institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Intake application or enrollment form • Electronic records • Case notes • Self-attestation 	
Date of Actual Dislocation (Data Element 410)	<ul style="list-style-type: none"> • Verification from employer • Rapid Response list • Notice of layoff • Public announcement with follow-up cross-match with UI database • Self-attestation 	
Temporary Assistance to Needy Families (TANF) (Data Element 600)	<ul style="list-style-type: none"> • TANF eligibility verification • TANF period of benefit receipt verification • Referral transmittal from TANF • 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)	<ul style="list-style-type: none"> • TANF eligibility verification • TANF period of benefit receipt verification • Referral transmittal from TANF • Cross-match with TANF public assistance records 	Require only if participant has received individualized career services or training.

Data Validation Checklist

Adult and Dislocated Worker Programs

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Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI) (Data Element 602)	<ul style="list-style-type: none"> • SSI/SSDI receipt of benefits verification • Referral transmittal from Social Security Administration (SSA) • SSI/SSDI eligibility verification • Cross-match with SSA database 	Require only if participant has received individualized career services or training.
Supplemental Nutrition Assistance Program (SNAP) (Data Element 603)	<ul style="list-style-type: none"> • SNAP eligibility verification • Documentation of SNAP benefit receipt (previously called “food stamps”) • Referral transmittal from SNAP • Cross-match 	Require only if participant has received individualized career services or training.
Other Public Assistance Recipient (Data Element 604)	<ul style="list-style-type: none"> • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance eligibility verification • Cross-match 	
Foster Care Youth Status at Program Entry (Data Element 704)	<ul style="list-style-type: none"> • Written confirmation from social services agency • Case notes • Foster care agency referral transmittal • Intake application or enrollment form • Needs assessment • Individual Service Strategy • Self-attestation 	

Data Validation Checklist

Adult and Dislocated Worker Programs

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<p>Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry</p> <p>(Data Element 800)</p>	<ul style="list-style-type: none"> • Intake application or enrollment form • Written statement or referral transmittal from a shelter or social service agency • Needs assessment • Case notes • Individual Service Strategy • A letter from caseworker or support provider • Self-attestation 	
<p>Ex-Offender Status at Program Entry</p> <p>(Data Element 801)</p>	<ul style="list-style-type: none"> • Documentation from the juvenile or adult criminal justice system • Written statement or referral document from a court or probation officer • Referral transmittal from a reintegration agency • Intake application or enrollment form • Case notes • Needs assessment • Individual Service Strategy • Federal bonding program application • Self-attestation 	

Data Validation Checklist

Adult and Dislocated Worker Programs

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<p>Low Income Status at Program Entry (Data Element 802)</p>	<ul style="list-style-type: none"> • Award letter from Veterans Administration • Bank statements • 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 • Cross-match with refugee assistance records • Cross-match with public assistance records • Cross-match with UI wage records • Self-attestation 	<p>Require only if participant has received individualized career services or training.</p>
<p>English Language Learner at Program Entry (Data Element 803)</p>	<ul style="list-style-type: none"> • Assessment test results • Applicable records from education institution (transcripts or other school documentation) • Intake application or enrollment form • Individual Service Strategy • Case notes • Self-attestation 	

Data Validation Checklist

Adult and Dislocated Worker Programs

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Basic Skills Deficient/Low Levels of Literacy at Program Entry (Data Element 804)	<ul style="list-style-type: none"> • Assessment test results • Applicable records from education institution (transcripts, academic assessments, or other school documentation) • Case notes 	Require only if participant has received individualized career services or training.
Single Parent at Program Entry (Data Element 806)	<ul style="list-style-type: none"> • Needs assessment • TANF single parent eligibility verification • Intake application or enrollment form • Individual Service Strategy or Employment Plan • Case notes • Self-attestation 	
Displaced Homemaker at Program Entry (Data Element 807)	<ul style="list-style-type: none"> • Intake application or enrollment form • Cross-match with public assistance records • Copy of spouse's layoff notice • Copy of spouse's death record • Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) • Copy of divorce records • Copy of applicable court records • Copy of bank records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) • Needs assessment • Individual Employment Plan • Self-attestation 	
Migrant and Seasonal Farmworker Status	<ul style="list-style-type: none"> • Cross-match with public assistance records • National Farmworker Jobs Program (NFJP) eligibility documents used to 	

Data Validation Checklist

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(Data Element 808)	<ul style="list-style-type: none"> • determine low-income status • Employer contract/letter • Program application • Cross-match with State MIS database • Cross-match with H-1B records • Case notes • Self-attestation 	
Date of Program Entry (Data Element 900)	<ul style="list-style-type: none"> • Individual Plan for Employment • Electronic records • Program intake documents, such as eligibility determination documentation or program enrollment forms 	
Date of Program Exit (Data Element 901)	<ul style="list-style-type: none"> • A copy of the letter sent to the individual indicating that the case was closed • WIOA status/exit forms • Electronic records • Attendance records • Review of service records identifying the last qualifying service (and lack of planned gap) 	
Recipient of Incumbent Worker Training (Data Element 907)	<ul style="list-style-type: none"> • Signed incumbent worker training agreement • Cross-match • Case notes 	
Rapid Response (Data Element 908)	<ul style="list-style-type: none"> • Cross-match • Case notes • Rapid Response list • Self-attestation 	Required to be validated for the Dislocated Worker program, not the Adult program

Data Validation Checklist

Adult and Dislocated Worker Programs

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Other Reasons for Exit (Data Element 923)	<ul style="list-style-type: none"> • Information from partner services • WIOA or program status/exit forms • Electronic records • Withdrawal form with explanation • Information from institution or facility • 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)	<ul style="list-style-type: none"> • Case notes • Cross-match • Electronic records 	
Most Recent Date Received Basic Career Services (Self-Service/Information Only) (Data Element 1002)	<ul style="list-style-type: none"> • Case notes • Cross-match • Electronic records 	
Most Recent Date Received Basic Career Services (Staff-Assisted) (Data Element 1003)	<ul style="list-style-type: none"> • Case notes • Cross-match • Electronic records 	
Date of Most Recent Career Service (Data Element 1004)	<ul style="list-style-type: none"> • Case notes • Cross-match • Electronic records 	

Data Validation Checklist

Adult and Dislocated Worker Programs

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Most Recent Date Received Staff-Assisted Services (DVOP Specialist) (Data Element 1005)	<ul style="list-style-type: none"> • Case notes • Cross-match • Electronic records 	
Date Referred to Department of Veterans Affairs Vocational Rehabilitation and Employment Program (Data Element 1006)	<ul style="list-style-type: none"> • Case notes • Cross-match • Electronic records 	
Date of Most Recent Reportable Individual Contact (Data Element 1007)	<ul style="list-style-type: none"> • Case notes • Cross-match • Electronic records 	
Date of First Individualized Career Service (Data Element 1200)	<ul style="list-style-type: none"> • Case notes • Cross-match • Electronic records 	

Data Validation Checklist

Adult and Dislocated Worker Programs

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Most Recent Date Received Individualized Career Service (Data Element 1201)	<ul style="list-style-type: none"> • Case notes • Cross-match • Electronic records 	
Date Individual Employment Plan Created (Data Element 1202)	<ul style="list-style-type: none"> • Cross-match • Case notes • Individual Employment Plan or Individual Service Strategy • 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)	<ul style="list-style-type: none"> • Case notes • Signed Work Experience Agreement • Electronic records 	
Date Received Financial Literacy Services (Data Element 1206)	<ul style="list-style-type: none"> • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Case notes • Electronic records 	
Transitional Jobs (Data Element 1211)	<ul style="list-style-type: none"> • Electronic records • Case notes • Signed Transitional Job Agreement 	

Data Validation Checklist

Adult and Dislocated Worker Programs

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Received Training (Data Element 1300)	<ul style="list-style-type: none"> • Cross-match • Vendor/training provider records • Signed training contract • Individual Training Account (ITA) • Electronic records 	
Eligible Training Provider - Name - Training Service #1 (Data Element 1301)	<ul style="list-style-type: none"> • Vendor training records • Receipts • Cross-match • Attendance Sheets or Records • Signed training contract • ITA 	
Date Entered Training #1, #2, and #3 (Data Elements 1302, 1309, and 1314)	<ul style="list-style-type: none"> • ITA • Vendor training records • Electronic records • Attendance sheets or records • Case notes 	
Type of Training Service #1, #2, and #3 (Data Elements 1303, 1310, and 1315)	<ul style="list-style-type: none"> • Copy of enrollment record • Case notes • Cross-match between dates of service and vendor training information • Vendor training documentation • Electronic records • ITA • Attendance records 	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 .

Data Validation Checklist

Adult and Dislocated Worker Programs

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Occupational Skills Training Code #1, #2, and #3 (Data Elements 1306, 1311, and 1316)	<ul style="list-style-type: none"> • Cross-match • Case notes • Signed Individual Employment Plan or Training Plan • Signed training contract • ITA 	
Training Completed #1, #2, and #3 (Data Elements 1307, 1312, and 1317)	<ul style="list-style-type: none"> • Cross-match • Vendor training records • Attendance sheets or records • Case notes • Electronic record • ITA 	
Date Completed, or Withdrew from, Training #1, #2, and #3 (Data Elements 1308, 1313, and 1318)	<ul style="list-style-type: none"> • Cross-match • Vendor training records • Attendance sheets or records • Case notes • Electronic record 	
Established Individual Training Account (ITA) (Data Element 1319)	<ul style="list-style-type: none"> • Cross-match • Case notes • ITA approval, allocation or activation records 	

Data Validation Checklist

Adult and Dislocated Worker Programs

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Participated in Postsecondary Education During Program Participation (Data Element 1332)	<ul style="list-style-type: none"> • Data match with postsecondary data system • Copy of enrollment record • Case notes • School records or verification of enrollment • 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)	<ul style="list-style-type: none"> • Copy of enrollment record • Case notes • School records or verification of enrollment • Transcript or report card • 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 .
Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential (Data Element 1406)	<ul style="list-style-type: none"> • Case notes • School records or verification of enrollment • Transcript or report card • Cross-match • 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 .

Data Validation Checklist

Adult and Dislocated Worker Programs

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Most Recent Date Received Supportive Services (Data Element 1409)	<ul style="list-style-type: none"> • Cross-match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic records • Case notes 	
Received Needs-Related Payments (Data Element 1500)	<ul style="list-style-type: none"> • Cross-match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic records • Case notes 	
Employed in 1st, 2nd, 3rd, 4th Quarter After Exit Quarter (Data Elements 1600, 1602, 1604, and 1606)	<ul style="list-style-type: none"> • UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Paycheck stubs, tax records, W2 form • 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 worksheets signed and attested to by program participants • 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 .

Data Validation Checklist

Adult and Dislocated Worker Programs

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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"> • Cross-match with State and out-of-State UI Quarterly Wage Records (intrastate and interstate). • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed follow-up survey response from program participants • Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) • Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation • Railroad retirement system • Quarterly tax payment forms (such as IRS form 941) • A signed letter from an 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 • 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 .

Data Validation Checklist

Adult and Dislocated Worker Programs

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Employment Related to Training (2nd Quarter After Exit) (Data Element 1608)	<ul style="list-style-type: none"> • UI wage records • Supplemental data sources defined by TEGL 26-16 • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes 	
Occupational Code (if available) (Data Element 1610)	<ul style="list-style-type: none"> • UI wage records • Supplemental data sources defined by TEGL 26-16 follow-up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases • Other out of state federal wage record systems • Case notes 	
Entered Non-Traditional Employment (Data Element 1611)	<ul style="list-style-type: none"> • UI wage records • Supplemental data sources defined by TEGL 26-16 follow-up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases • Other out of state federal wage record systems • Case notes 	

Data Validation Checklist

Adult and Dislocated Worker Programs

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<p>Occupational Code of Employment 2nd, 4th Quarter After Exit Quarter (if available)</p> <p>(Data Elements 1612 and 1613)</p>	<ul style="list-style-type: none"> • UI wage records • Supplemental data sources defined by TEGL 26-16 follow-up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases • Other out of state federal wage record systems • Case notes 	
<p>Industry Code of Employment 1st, 2nd, 3rd, 4th Quarter After Exit Quarter</p> <p>(Data Elements 1614, 1615, 1616, and 1617)</p>	<ul style="list-style-type: none"> • UI wage records • Supplemental data sources defined by TEGL 26-16 follow-up services • Surveys • Record sharing and/or automated record matching with other employment and administrative databases • Other out of state federal wage record systems • Case notes 	

Data Validation Checklist

Adult and Dislocated Worker Programs

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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"> • Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed follow-up survey response from program participants • Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) • Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation • Railroad retirement system • Quarterly tax payment forms (such as IRS form 941) • Signed letter from an 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 • 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 3rd Quarter Prior to Participation Quarter (Data Element 1700)	Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed follow-up survey response from program participants • Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) • Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation • Railroad retirement system • Quarterly tax payment forms (such as IRS form 941) • Signed letter from an 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 • 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"> • Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed follow-up survey response from program participants • Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) • Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation • Railroad retirement system • Quarterly tax payment forms (such as IRS form 941) • Signed letter from an 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 • Cross-match with partner program administrative databases (such as TANF, SNAP or other public assistance 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"> • Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed follow-up survey response from program participants • Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) • Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation • Railroad retirement system • Quarterly tax payment forms (such as IRS form 941) • Signed letter from an 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 • 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 1st Quarter After Exit Quarter (Data Element 1703)	Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed follow-up survey response from program participants • Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) • Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation • Railroad retirement system • Quarterly tax payment forms (such as IRS form 941) • Signed letter from an 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 • Cross-match with partner program administrative databases (such as TANF, SNAP or other public assistance programs) 	
Earnings 2nd Quarter After Exit Quarter (Data Element 1704)	<ul style="list-style-type: none"> • UI wage data match/administrative wage match such as the National Directory of New Hires • Follow-up survey from program participants • Paycheck stubs, tax records, W2 form • Quarterly tax payment forms, such as an IRS form 941 • Document from employer on company letterhead attesting to an individual's 	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 .

Data Validation Checklist

Adult and Dislocated Worker Programs

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	employment status and earnings <ul style="list-style-type: none"> • Self-employment worksheets signed and attested to by program participants • Detailed case notes verified by the employer and signed by the counselor 	
Earnings 3rd Quarter After Exit Quarter (Data Element 1705)	Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed follow-up survey response from program participants • Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) • Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation • Railroad retirement system • Quarterly tax payment forms (such as IRS form 941) • Signed Letter from an 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 • 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 4th Quarter After Exit Quarter (Data Element 1706)	Consistent with TEGL 26-16: <ul style="list-style-type: none"> • Cross-match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed follow-up survey response from program participants • Copy of paycheck stubs, payroll slip, or leave and earnings statements (minimum of two per TEGL 26-16) • Income tax records, W-2 form, or other records from the State Department of Revenue or Taxation • Railroad retirement system • Quarterly tax payment forms (such as IRS form 941) • Signed letter from an 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 • 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	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION	NOTES
<p>*Participant Individual Record Layout</p>	<p>Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)</p>	
<p>Type of Recognized Credential (1st, 2nd, and 3rd Credential)</p> <p>(Data Elements 1800, 1802, and 1804)</p>	<ul style="list-style-type: none"> • Cross-match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider 	
<p>Date Attained Recognized Credential (1st, 2nd, and 3rd Credential)</p> <p>(Data Elements 1801, 1803, and 1805)</p>	<ul style="list-style-type: none"> • Cross-match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider 	
<p>Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL)</p> <p>(Data Element 1806)</p>	<ul style="list-style-type: none"> • Pre- and post-test results measuring EFL gain • Adult high school transcript showing EFL gain through the awarding of credits or Carnegie units (see Notes) • Postsecondary education or training enrollment determined through data match, survey documentation, or program notes 	<p>Passing a subtest on a State-recognized high school equivalency examination (e.g., passing a GED Science test) may be used to measure EFL gain (TEGL 10-16, Change 3).</p>
<p>Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card</p> <p>(Data Element 1807)</p>	<ul style="list-style-type: none"> • Transcript • Report card 	

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Adult and Dislocated Worker Programs

PIRL* DATA ELEMENT <i>*Participant Individual Record Layout</i>	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 Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (Data Element 1808)	<ul style="list-style-type: none"> • Transcript • Report card 	
Date of Most Recent Measurable Skill Gains: Training Milestone (Data Element 1809)	<ul style="list-style-type: none"> • 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 	
Date of Most Recent Measurable Skill Gains: Skills Progression (Data Element 1810)	<ul style="list-style-type: none"> • Results of a knowledge-based exam or certification 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 	
Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment (Data Element 1811)	<ul style="list-style-type: none"> • Case notes • School records or verification of enrollment • Transcript or report card • 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.

Data Validation Checklist

Adult and Dislocated Worker Programs

PIRL* DATA ELEMENT	ACCEPTABLE SOURCE DOCUMENTATION AND VERIFICATION	NOTES
<p>*Participant Individual Record Layout</p>	<p>Only one source documentation per data element is required, unless otherwise stated. (Source: TEGL 23-19, Change 2)</p>	
<p>Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment</p> <p>(Data Element 1813)</p>	<ul style="list-style-type: none"> • Cross-match • Copy of diploma, credential or degree awarded by an education institution • Applicable records from the education institution (GED certificate, transcripts, report card, enrollment record, or other school documentation) • Signed file documentation with information obtained from the education or training provider • Case notes • Self-attestation 	<p>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.</p>