

**Data Validation Questions and Answers  
(Training Date 8/25/22)**

- 1. For data element 603 (receipt of Supplemental Nutrition Assistance Program benefits), should source documentation be uploaded to the system of record only when the participant is receiving individualized career or training services?**

Yes, per [TEGL 23-19, Change 1](#), receipt of Supplemental Nutrition Assistance Program (SNAP) benefits is required to be validated only if the participant has received individualized career or training services.

- 2. May staff use a “food stamp benefit history” printout to validate data element 603 if it does not have the social security number (SSN)?**

Yes, documentation of receipt of SNAP benefits is acceptable source documentation.

- 3. May staff upload a SNAP document containing SSN, or should the number be redacted?**

The document may be uploaded, but the SSN should be partially or fully redacted, as appropriate.

- 4. For data element 604 (other public assistance recipient) should staff only validate this element when the participant is receiving General Assistance or Refugee Cash Assistance? The State’s eligibility checklist includes assistance such as food boxes, etc.**

Yes, data element 604 (other public assistance recipient) must be validated when the adult or dislocated worker is receiving or has received in the last six months prior to participation --

- Refugee cash assistance (RCA); or
- State or local government general assistance.

[RCA](#) is a needs-based cash benefit for refugees and other eligible beneficiaries. State “general assistance” was an interim cash benefit made available to eligible

individuals pending the receipt of federal disability benefits (A.A.C. R6-17-101). “Public assistance” means federal, State, or local government cash payments for which eligibility is determined by a needs or income test (WIOA section 3).

Thus, receipt of emergency food assistance or food boxes does not mean receipt of “other public assistance.” The referenced link on the eligibility checklist will be revised accordingly.

(Note: receipt of TANF, SNAP benefits, and SSI/SSDI benefits are reported under different data elements.)

Per [TEGL 23-19, Change 1](#), the following are acceptable source documentation for data element 604:

- 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

**5. For a youth who is homeless, low-income status is not verified to determine eligibility. For data validation, should data element 802 (low-income status at program entry) be verified?**

Data elements 800 and 802 must be validated for a homeless youth.

Data element 800 (homeless participant, homeless children and youths, or runaway youth at program entry) must be validated if the youth is homeless at program entry. TEGL 23-19, Change 1, lists the following acceptable source documentation to validate this characteristic:

- 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

In addition, because a homeless youth meets the definition of low-income individual per section 3(36) of WIOA, data element 802 (low-income status at program entry), must be validated for a youth who is homeless -- and therefore low-income -- at program entry. Any of the acceptable source documentation for data element 802 identified in Attachment II of [TEGL 23-19, Change 1](#), must be present or uploaded in AJC.

**6. Can self-attestation or case notes be used to validate that an individual is homeless at program entry?**

Yes, to validate that an individual is homeless at program entry, case notes or self-attestation may be used. (Please refer to the response to question 5 as well.)

**7. For data element 801 (ex-offender status at program entry) case notes and self-attestation are both acceptable source documentation. However, previous guidance has been that self-attestation should be used as a last resort. Which would be the preferred method to validate this data element?**

Either method may be used. Staff should strive to validate participant information using methods or documents that best ensure the integrity and accuracy of the information being validated.

**8. If the participant stops attending training or if the training ends (data element 1308 - date completed or withdrew from training), may staff use the email received from the vendor or a verbal discussion as a type of source documentation?**

Staff must ensure that at least one source documentation identified in TEGL 23-19, Change 1, is uploaded or entered in AJC to validate the date the participant completed or withdrew from training (data element 1308). The acceptable source documentation are:

- Cross-match
- Vendor training records
- Attendance sheets or records
- Case notes
- Electronic record

As noted above, staff may enter case notes in AJC indicating that staff received an email or had a verbal discussion with the vendor regarding the date the participant completed training or permanently withdrew from the training.

**9. Does data element 1813 (date completed, during program participation, an education or training program leading to a recognized postsecondary credential or employment) have to be validated for an adult or dislocated worker in on-the-job training (OJT)?**

Yes, the date of completion must be validated for an adult or dislocated worker in OJT. Attachment II of [TEGL 23-19, Change 1](#), lists the acceptable source documentation for this data element, which includes:

- Signed file documentation with information obtained from education or training provider
- Case notes
- Self-attestation

**10. What are acceptable documents for verifying SSN?**

SSN is not required to be validated under the Adult, Dislocated Worker, or Youth program, nor is it required for eligibility determination in the Title I core programs.

However, because the SSN is used for unemployment insurance wage match -- if provided -- the number must be entered correctly in AJC. If an individual opts to provide the SSN, staff should view the social security card or other official documents (e.g., tax forms, employment forms that show the name and the SSN, etc.) to ensure that the number entered in AJC is correct and enter case notes identifying the document used to verify the SSN.

**11. Are local workforce development areas (LWDAs) given the opportunity to correct failed elements identified during the State data validation?**

Yes, LWDAs are given an opportunity to correct and address findings. However, the accuracy rate does not change after the errors are corrected. The accuracy rate will change only if the failed element was cited in error.

**12. Is there additional technical assistance that can be provided to LWDAs on common errors?**

Yes, LWDAs may notify the Quality Assurance and Integrity Administration (QAIA) team of any technical assistance request related to data validation findings. QAIA will elevate the request to the appropriate team(s) within the Division of Employment and Rehabilitation Services.