



Date: May 18, 2005

To: Workforce Development Board Directors
Job Service Directors

From: Connie Colussy, Director
Bureau of Workforce Programs

Subject: **Workforce Investment Act (WIA) Policy Update 05-04--Designation of ASSET as WIA and Trade Adjustment Act (TAA) Reporting System**

Purpose

The Workforce Investment Act (WIA) requires states and direct grant recipients to report financial, participant and performance data in accordance with instructions issued by the U.S. Department of Labor (U.S. DOL). This policy establishes the Automated Systems Support for Employment and Training (ASSET) as Wisconsin's designated participant reporting system for individuals who receive services under WIA Title 1 Adult, Dislocated Worker and Youth Programs; WIA Title 3 Employment Services and Veterans Programs; and the Trade Adjustment Act (TAA).

Legislative/Regulatory References

- **WIA of 1998, Federal Regulations, Subpart A, Section 667.300:** Reporting Requirements
- **US DOL TEGL 7-99:** Core and Customer Satisfaction Performance Measures for the Workforce Investment System
- **US DOL TEGL 28-04:** Common Measures Policy
- **US DOL TEGL 14-03, Change 1:** Performance Reporting Submission Procedures for the WIA Standardized Record Data (WIASRD) and the Annual Report under Title 1B of the WIA
- **US DOL TEGL 14-00, Change 1:** Guidance on the WIA Management Information and Reporting System

Background

The policy to use a state-designated reporting system has been in effect since the beginning of WIA in July 2000, although the reporting system has gone through a number of changes and enhancements since that time. The purpose of this policy is to formally designate ASSET as the state's WIA Title 1, Title 3 and TAA reporting system.

On March 5, 2001, the U.S. DOL issued Training and Employment Guidance Letter (TEGL) 14-00, which established the requirements and guidelines for the WIA Performance Reporting System. States are required to submit three different participant reports: The WIASRD, the WIA Quarterly Report, and the WIA Annual Performance Report. The TEGL requires each state, local board and recipient to maintain comparable management information systems to facilitate uniformity in reporting.

In keeping with past practice and policy, the Division of Workforce Solutions (DWS), with input from local boards, constructed ASSET for this purpose. The system, which is managed by the DWS, fulfills the requirements for the Federal guidelines and ensures a uniform, consistent format for participant reporting.

With the implementation of common performance measures in Program Year 2005, the need for uniform, consistently reported participant information is critical to ensure reporting accuracy and program evaluation. In addition to the reports described above for WIA Title 1, States must also submit similar reports for WIA Title 3 (Labor Exchange 9002 and Vets 200) and TAA (Trade Act Participant Report).

Policy

The ASSET system is the designated participant reporting system for WIA Title 1, WIA Title 3 and the TAA programs. All local boards and service providers are required to report participant services and activities funded by these programs in ASSET.

Although some local boards and service providers have purchased and maintained local reporting systems that capture similar data, ASSET is the reporting system of record for all three programs. All Federal and State reports will be generated from data extracted from ASSET. If there is a disagreement between data in ASSET and data contained within local reporting systems, the data in ASSET will prevail as the official record of services and activities for program participants.

Action Required

All local program staff and service providers should be notified of this policy and ensure that case managers or other locally designated staff are entering WIA and TAA participant information in ASSET.

bcc: ASSET User Group
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