

**Workforce Investment Act – Youth Program
Data Validation & Source Documentation Requirements**

OY= Older Youth YY= Younger Youth

Note: only one document listed is required for each element.

Doc in File Y/N or NA	Data Element	OY	YY	Allowable Source Documents
	Date of Birth	Yes	Yes	A hard or electronic copy of the participant's I.D. should be one of the following: driver's 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 ID cards, work permit, cross match with Department of Vital Statistics, or tribal records.
	Veteran's Status	Yes	No	DD-214, cross match with veterans data, a letter from the Veterans' Administration
	Employment Status at Registration	Yes	Yes	Pay stub, case notes showing information collected from participant
	Low Income	Yes	Yes	Alimony Agreement, applicant statement, award letter from veteran's administration, bank statements, compensation award letter, court award letter, pension statement, employer statement/contact, family or business financial records, housing authority verification, pay stubs, public assistance records, quarterly estimated tax for self-employed persons, Social Security benefits, UI documents
	TANF	Yes	Yes	Cross match with TANF public assistance records
	Other Public Assistance Recipient	Yes	Yes	Copy of authorization to receive cash public assistance, copy of public assistance check, medical card showing cash grant status, public assistance records, refugee assistance records, cross-match with public assistance database
	Homeless individual and/or runaway youth	Yes	Yes	Written statement from an individual providing residence, shelter or social service agency, WIA intake or registration form, self-attestation
	Offender	Yes	Yes	Documentation from juvenile or adult criminal justice system, documented phone call with court or probation representatives, WIA intake or registration form, self-attestation
	Pregnant or parenting youth	Yes	Yes	Copy of child's birth certificate, baptismal record, observation of pregnancy status, doctor's note confirming pregnancy, self-attestation
	Youth who needs additional assistance	Yes	Yes	Individual service strategy, case notes, WIA intake or registration form, State MIS, self-attestation

Participant _____

Date _____

Doc in File Y/N or NA	Data Element	OY	YY	Allowable Source Documents
	School Status at Participation	Yes	Yes	Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation), WIA intake or registration form, State MIS, self- attestation
	Basic literacy skills deficiency (defined 64.205)	Yes	Yes	Standardized assessment test, school records, case notes
	Category of Assessment *Type of Assessment Test *Functional Area *Date Administered Test *Educational Functioning Level	Yes	Yes	Test records, case notes documenting the necessary details for each element of testing. States should refer to TEGL 17-05 Change 1, Attachment C for the list of approved Educational tests for the Literacy/Numeracy measure. Front line staff must keep a copy of the test scoring sheet that shows the date of the test, total score and grade levels in the case file. Case notes should also detail the participant's progress.
	Foster Care Youth	No	Yes	Written confirmation from social services agency, case notes
	Date of first youth service	Yes	Yes	WIA intake or registration form, State MIS, case notes
	Enrolled in education	Yes	Yes	Applicable records from education institution certifying enrollment, case notes with verification from education institution or training provider that the individual is enrolled in education
	Received educational achievement services	Yes	Yes	Activity sheets, sign-in sheets, attendance record, vendor contract, State MIS, case notes, WIA status forms noting receipt of educational services and type of services received
	Received employment services	Yes	Yes	Activity sheets, vendor contract, attendance record or roster, State MIS, case notes
	Received summer youth employment opportunities	Yes	Yes	Activity sheets, work agreement, sign-in sheets, attendance record or roster, State MIS, case notes
	Received additional support for youth services	Yes	Yes	Activity sheets, pay stub, sign-in sheets, attendance record or roster, State MIS, vendor contract, case notes
	Received leadership development opportunities	Yes	Yes	Activity sheets, vendor contract, attendance record or roster, State MIS, case notes
	Type of recognized Credential	Yes	No	Transcripts, certificates, diploma, surveys, case notes

Participant _____

Date _____

Doc in File Y/N or NA	Data Element	OY	YY	Allowable Source Documents
	Goals Type Date Goal Was Set Attainment of Goal Date Goal Was Attained	No	Yes	Test Records, Transcripts, School/Employer Notification or documentation, State MIS, Case notes
	Attained Diploma, GED, or Certificate	Yes	Yes	Transcripts, certificates, diploma, letter or other documentation from school system
	Date Attained Degree or Certificate	No	Yes	Transcripts, certificates, diploma, letter or documentation from school system
The following applies to Exited Participants				
	Date of WIA exit	Yes	Yes	WIA status/exit forms, State MIS, case notes
	Other reasons for exit	Yes	Yes	Information from partner services MIS systems, WIA status/exit form, case notes, Information from institution or facility
	Received follow-up services	Yes	Yes	Activity sheets, attendance record or roster, documented receipt of follow-up support services, State MIS, case notes
	School Status at Exit	Yes	Yes	Transcripts, certificates, diploma, letter or documentation from school system, case notes
	Youth placement information	Yes	Yes	Cross-match with other agencies, apprenticeship verification, documentation of military service, advanced training, post-secondary education, transcripts, registration forms, community college info, employer contacts, U.I. wage records, WRIS, case notes
	Youth Retention Information	Yes	Yes	Cross match with other agencies, apprenticeship verification, documentation of military service, advanced training, post-secondary education, transcripts, registration forms, community college info, employer contacts, U.I. wage records, WRIS, case notes
NOTES:				