



Allowable Source Documentation for WIOA Performance Measures

Program Entry and Exit

Performance Data Element	Documentation in File or Case Management System (One document required per applicable performance outcome)
Date of program entry	<ul style="list-style-type: none"> ▪ Electronic records (i.e., case management system data) ▪ Individual employment plan ▪ Program intake or enrollment forms
Date of program exit	<ul style="list-style-type: none"> ▪ Electronic records (i.e., case management system data) ▪ Letter to participant indicating the case was closed ▪ WIOA status/exit forms ▪ Attendance records ▪ Service records identifying the last qualifying service with no planned gap
Other reasons for exit (global exclusions from performance)	<ul style="list-style-type: none"> ▪ Electronic records (i.e., case management system data) ▪ Case notes ▪ Information from partner services ▪ WIOA status/exit form ▪ Withdrawal form with explanation ▪ Information received from an institution or long-term care facility

Median Earnings

Performance Data Element	Documentation in File or Case Management System (One document required per applicable performance outcome)
Wages in second quarter after exit	<ul style="list-style-type: none"> ▪ Cross-match with wage records ▪ Cross-match with automated employment database system ▪ Follow-up survey of participants ▪ Pay stubs (minimum of two), tax records or W-2 form ▪ Detailed case notes verified by employer and signed by case manager ▪ Document from employer attesting to earnings ▪ Quarterly estimated tax for self-employed persons such as IRS form 941 ▪ Self-employment worksheets signed by self-employed participant

Post-Exit Employment Rates

Performance Data Element	Documentation in File or Case Management System (One document required per applicable performance outcome)
Employment in post-exit quarter	<ul style="list-style-type: none"> ▪ Cross-match with automated employment database system ▪ Follow-up survey of participants ▪ Detailed case notes verified by employer and signed by case manager ▪ Document from employer attesting to employment status ▪ Quarterly estimated tax for self-employed persons such as IRS form 941 ▪ Self-employment worksheets signed by self-employed participant ▪ Paycheck stubs, tax records, W2 form ▪

Youth participation in education or training activities in post-exit quarter	<ul style="list-style-type: none"> ▪ Cross-match with education or training provider database ▪ Copy of enrollment record ▪ Case notes ▪ School records ▪ Transcript or report card ▪ Vendor/training provider training documentation
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Measurable Skill Gains

Performance Data Element	Documentation in File or Case Management System (One document required per applicable performance outcome)
Enrolled in secondary education (for denominator)	<ul style="list-style-type: none"> ▪ Case notes ▪ Copy of enrollment record ▪ School record ▪ Transcript or report card ▪ Cross-match with State's K-12 data system
Participated in postsecondary education or training during program participation (for denominator)	<ul style="list-style-type: none"> ▪ Case notes ▪ Copy of enrollment record ▪ School record ▪ Transcript or report card ▪ Cross-match with postsecondary data system
Performance Data Element	Documentation in File or Case Management System (One document required per applicable performance outcome)
Date of most recent achievement of at least one educational functioning level (EFL)	<ul style="list-style-type: none"> ▪ Pre- and post-test results (using an approved type of test) which document EFL gain ▪ Secondary school transcript or report card showing EFL gain based on academic credits earned or Carnegie units. ▪ Postsecondary transcript or report card showing EFL gain based on credit hours completed ▪ Enrollment in postsecondary education or training verified by data match, survey, or case notes
Date of attainment of secondary school diploma or recognized equivalent	<ul style="list-style-type: none"> ▪ Results of State-recognized high school equivalency test with passing scores on all parts ▪ Copy of high school diploma ▪ Copy of adult secondary school diploma ▪ Copy of State-recognized high school equivalent diploma
Type of recognized postsecondary credential and date attained	<ul style="list-style-type: none"> ▪ Cross-match ▪ Copy of credential ▪ School record ▪ Follow-up survey of program participants ▪ Case notes documenting information obtained from education or training provider
Enrollment in postsecondary education or training (for youth who exited from a basic education program in the same program year)	<ul style="list-style-type: none"> ▪ Case notes ▪ Copy of enrollment record ▪ School records ▪ Transcript or report card ▪ Cross-match with postsecondary data system
Date of most recent training milestone	<ul style="list-style-type: none"> ▪ Employer or training provider report of satisfactory or better progress ▪ Completion of an on-the-job training program ▪ Apprenticeship program sponsor letter documenting completion of one year of training ▪ Satisfactory or better performance evaluation from employer ▪ Pay stub or other documentation of pay increase due to increased skill or performance ▪ Documentation of a skill gained through OJT 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 skills progression

- Results of an employer-required knowledge-based exam or certification of completion
- Results of a Registered Apprenticeship component exam
- Progress report from training provider or employer
- Attainment of an element in an industry or occupational competency assessment
- Copy of credential required for an occupation that is only earned after passage of an exam
- Results of knowledge-based exam or certification of completion
- Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment

