

# WIOA Youth Source Documentation Cheat Sheet

This data element source documentation table lists the data elements that WIOA Youth programs are required to validate. The source documentation column lists the allowable documents WIOA Youth programs may use to document the corresponding Participant Individual Record Layout (PIRL) data element. For most data elements, multiple forms of acceptable source documentation. If the program collects multiple sources for the same data element and the sources conflict, the most objective source should be used.

*For additional information on data validation requirements, please see Training and Employment Guidance Letter (TEGL) No. 23-19 at:*  
[https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=9155](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9155).

## Source documentation types include:

- 1. Cross-Match:** A cross-match requires detailed supporting evidence for the data element in a database. An indicator or presence of a Social Security Number (SSN) in an administrative non-WIOA database, i.e., a database not maintained by a WIOA core program such as data from the State's Department of Motor Vehicles, is not sufficient evidence for a cross-match. State validators must also confirm supporting information such as dates of participation and services rendered. States must have data sharing agreements in place as appropriate.
- 2. Self-Attestation:** Self-attestation (also referred to as a participant statement) occurs when a participant states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the participant identifying his or her status for permitted elements, and (b) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the State management information system, with an electronic signature.
- 3. Case Notes:** Case notes refer to either paper or electronic statements by the case manager that identify, at a minimum, the following: (a) a participant's status for a specific data element, (b) the date on which the information was obtained, and (c) the case manager who obtained the information.

**4. Electronic Records:** Electronic records are participant records created, stored or transferred in a form that only a computer can process and maintained in the State's management information system. Records can be numeric, graphic, or text. They can also include magnetic storage media such as tapes or disks.

<b>PIRL Element Number</b>	<b>PIRL Element Name</b>	<b>WIOA Source Documentation</b>
200	Date of Birth	One of the following: • Drivers 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 • Family Bible
202	Individual with a Disability	One of the following: • Self-Attestation • School 504 Records Provided by Student • Assessment Test Results
409	School Status at Program Entry	One of the following: • Cross-Match with Postsecondary Education Database • Copy of Educational Institution Enrollment Record • Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, report card, or school documentation) • Signed Intake Application or Enrollment Form • Electronic Records • Self-Attestation
701	Pregnant or Parenting Youth	One of the following: • Self-Attestation • Case Notes • Needs Assessment • WIC Eligibility Verification • TANF Single Parent Eligibility Verification • Signed Intake Application or Enrollment Form • Signed Individual Service Strategy
702	Youth Who Needs Additional Assistance	One of the following (see state policy on definition): • Self-Attestation • Signed Intake Application or Enrollment Form • Case Notes • Needs Assessment • Signed Individual Service Strategy
704	Foster Care Youth Status at Program Entry	One of the following: • Written Confirmation from Social Services Agency • Case Notes • Self-Attestation • Foster Care Agency Referral Transmittal • Signed Intake Application or Enrollment Form • Needs Assessment • Signed Individual Service Strategy
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry	One of the following: • Self-Attestation • Signed Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case Notes • Signed Individual Service Strategy • A letter from caseworker or support provider
801	Ex-Offender Status at Program Entry	One of the following: • 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 • Signed Intake Application or Enrollment Form • Case Notes • Needs Assessment • Self-Attestation • Signed Individual Service Strategy • Federal Bonding Program Application
802	Low Income Status at program entry	One of the following: • Award Letter From Veteran's Administration • Bank Statements • Pay Stubs • Compensation Award Letter under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.); • 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 et seq.); • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with UI Wage Records • Self-Attestation
803	English Language Learner at Program Entry	One of the following: • Case notes • Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Self-Attestation • Signed Intake Application or Enrollment Form • Signed Individual Service Strategy
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	One of the following: • Case notes • Assessment Test Results • Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation)
806	Single Parent at Program Entry	One of the following: • Self-Attestation • TANF Single Parent Eligibility Verification • Case Notes • Needs Assessment • TANF Single Parent Eligibility Verification • Signed Intake Application or Enrollment Form • Signed Individual Service Strategy or Employment Plan
900	Date of Program Entry	One of the following: • Individual Plan for Employment • Electronic Records • Program intake documents, such as eligibility determination documentation or program enrollment forms
901	Date of Program Exit	One of the following: • 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 a planned gap)
906	Date of First WIOA Youth Service	One of the following: • Signed Intake Application or Enrollment Form with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service • Case Notes with Cross-Match to State MIS Database • Signed Individual Service Strategy with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service • Eligibility Determination Documentation or Program Enrollment Forms with Follow-up Cross-Match to Case Notes Identifying the First Qualifying Service
923	Other Reasons for Exit	One of the following: • File documentation with notes from program staff • Information from partner services • WIOA status/exit forms • Electronic Records • Withdrawal form with explanation • Information from institution or facility
1205	Type of Work Experience	One of the following: • Case Notes • Signed Work Experience Agreement • Electronic Records
1206	Date Received Financial Literacy Services	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Case Notes • WIOA status forms noting receipt of service and type of service received • Electronic Records
1300	Received Training	One of the following: • Cross-match Between Dates of Service and Vendor Training Information • Vendor Training Records • Cross-

		Match with State MIS Database • Case Notes • Signed Training Contract • ITA • Electronic Records
1302, 1309, and 1314	Date Entered Training	One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database • ITA
1303, 1310, and 1315	Type of Training Service	One of the following: • Copy of enrollment record • File documentation with notes from program staff • Cross-match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records
1306, 1311, and 1316	Occupational Skills Training Code	One of the following: • Cross-Match to State MIS Database • Case notes • Signed Individual Employment Plan or Training Plan • Signed Training Contract • ITA
1307, 1312, and 1317	Training Completed	One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database
1308, 1313, and 1318	Date Completed, or Withdrew from, Training	One of the following: • Cross-match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database
1332	Participated in Postsecondary Education During Program Participation	One of the following: • Data match with postsecondary data system • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card
1401	Enrolled in Secondary Education Program	One of the following: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match to State K-12 data system
1402	Most Recent Date Received Educational Achievement Services	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received
1403	Most Recent Date Received Alternative Secondary School Services	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received
1405	Most Recent Date Received Work Experience Opportunities	One of the following: • Activity Sheets • Sign-in Sheets • Attendance Records • Vendor Contract • Cross-Match with State MIS Database • Case Notes • Logs or Status Forms Noting Receipt of Service and Combination of Services Received
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized	One of the following: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card. • Data match with postsecondary data system

	Postsecondary Credential	
1407	Most Recent Date Received Education Offered Concurrently with Workforce Preparation	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received
1408	Most Recent Date Received Leadership Development Opportunities	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received
1409	Most Recent Date Received Supportive Services	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received
1410	Most Recent Date Received Adult Mentoring Services	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received
1411	Most Recent Date Received Comprehensive Guidance/ Counseling Services	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received
1412	Most Recent Date Received Youth Follow-up Services	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received
1413	Most Recent Date Youth Received Entrepreneurial Skills Training	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • WIOA status forms noting receipt of service and type of service received
1414	Most Recent Date Youth Received Services that provide labor market information and employment information	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • State MIS, case notes • WIOA status forms noting receipt of service and type of service received
1415	Most Recent Date Youth Received Postsecondary transition and preparatory activities	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, case notes • WIOA status forms noting receipt of service and type of service received
1600, 1602, 1604, and 1606	Employed in 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Quarter after Exit	One of the following: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a 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
1618	Retention with the same employer in the 2 <sup>nd</sup> Quarter and the 4 <sup>th</sup> Quarter	One of the following (consistent with TEGL 26-16): • 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 Pay Check 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)
1704	Wages 2nd Quarter After Exit Quarter	One of the following: • UI wage data match/administrative wage match such as the National Directory of New Hires • Follow-up survey from program participants • Pay check stubs, tax records, W2 form • Quarterly tax payment forms, such as a 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
1800 - 1805	Type of Recognized Credential and Date of Recognized Credential	One of the following: • Data match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case notes documenting information obtained from education or training provider
1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL)	One of the following: • Pre- and post-test results measuring EFL gain • Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units • Postsecondary education or training enrollment determined through data match, survey documentation, or program notes
1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card	One of the following: • Transcript • Report Card
1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card	One of the following: • Transcript • Report Card

1809	Date of Most Recent Measurable Skill Gains: Training Milestone	One of the following: • 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
1810	Date of Most Recent Measurable Skill Gains: Skills Progression	One of the following: • Results of 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
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	One of the following: • Copy of enrollment record • File documentation with notes from program staff • School records • Transcript or report card • Data match with postsecondary data system
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	One of the following: • Cross-Match with Secondary or Postsecondary Education Database • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) • Signed Follow-up Survey Response from Program Participant • Signed File Documentation with Information Obtained from Education or Training Provider
1900 and 1901	Youth 2 <sup>nd</sup> and 4 <sup>th</sup> Quarter Placement	One of the following: • Cross-match with other agencies • Copy of registration record • File documentation with notes from program staff • School records • Transcript or report card • Vendor/training provider training documentation