



Bay Consortium Workforce Development Board

Policy Number: 03-03

Revised Date: November 7, 2018

Effective Date: July 1, 2003

Title: Adult and Dislocated Worker Performance Accountability Policy

Purpose

This policy is to establish guidelines and criteria to be used in tracking Adult and Dislocated Worker performance accountability for participants of the Workforce Innovation & Opportunity Act (WIOA) Programs.

Policy Statement

For the purposes of tracking performance data, both pre-program and post-program, the following procedures should be used:

1. Upon a participant's enrollment into the WIOA program and as the information is available on the Virginia Unemployment Insurance (UI) system, WIOA Service Provider staff will automatically obtain information on the pre-program wage/earnings information for the customer.
2. The WIOA Service Provider staff will obtain placement information from the participant. Verification of employment will be placed in the participant's file and the Virginia Workforce Connection (VAWC) system will be updated with this information. The participant should be exited at this time. Employment verification can be one of the following:
 - Verification letter from the employer specifying the quarterly earnings/wages
 - Copy of pay stubs
 - Telephone verification from the employer specifying the quarterly earnings/wages
 - For those who are self-employed, self-attestation
3. Following program exit, the WIOA Service Provider staff will follow-up with the participant to obtain the necessary information related to performance measures.

4. If a case manager has reason to believe that the participant's wages will not be reported into the UI system, the case manager must verify the participant's 2nd quarter post-program wages/earnings through one of the following methods:

- Verification letter from the employer specifying the quarterly earnings/wages
- Copy of the all pay stubs from the 2nd quarter following exit or from the last pay stub from the 2nd quarter following exit that shows year-to-date gross earnings
- For those who are self-employed, self-attestation regarding wages from 2nd quarter following exit

Upon receipt of one of these valid forms of earnings verification, the WIOA Service Provider staff will put the data into the participant's file and update the VAWC.

5. The WIOA Service Provider staff will automatically obtain 4th quarter post-program wages/earnings. A copy of these printouts will be put into the customer file. Employment information for the 4th quarter following exit should be updated in the VAWC. If the participant's employment will not be reported by Virginia's UI system, the case manager must obtain verification of the customer's 4th quarter employment. Employment verification can be one of the following:

- Verification letter from the employer specifying the quarterly earnings/wages
- Copy of pay stubs
- For those who are self-employed, self-attestation

Credentialing

By the end of the 4th quarter following exit, the WIOA Service Provider staff must report credentialing information in the VAWC.

Credentials must be verified by obtaining a copy of the diploma, certificate, license, or training provider records for the participant file.

Measurable Skill Gains

The Measurable Skill Gains indicator is the percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress, towards such a credential or employment (see 20 CFR §677.155(a)(1)(v)).

The measurable skill gains indicator is used to measure interim progress of participants who are enrolled in education or training services for a specified reporting period. Therefore, it is not an

exit-based measure. Instead, it is intended to capture important progressions through pathways that offer different services based on program purposes and participant needs and can help fulfill the vision for a workforce system that serves a diverse set of individuals with a range of services tailored to individual needs and goals.

Depending upon the type of education or training program in which a participant is enrolled, documented progress is defined as one of the following:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
2. Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams.

Effectiveness in Serving Employers

WIOA sec. 116(b)(2)(A)(i)(VI) requires the Departments to establish a primary indicator of performance for effectiveness in serving employers. The Departments have determined that this indicator will be measured as a shared outcome across all six core programs within each State to ensure a holistic approach to serving employers. The Departments are implementing this indicator in the form of a pilot program to test the rigor and feasibility of three approaches, to solicit State input on suggested employer measures the State voluntarily develops and reports, and to subsequently set a standardized indicator. This indicator is reported on an annual basis; therefore, the reporting period for the effectiveness in serving employers indicator is the program year.

As described in the Joint WIOA Final Rule and the Joint WIOA Performance ICR (OMB Control No. 1205-0526), the Departments have developed three approaches for measuring effectiveness in serving employers. States must select two of these three approaches to report on this indicator. Governors also may establish and report on a third 22 State-specific approach for measuring effectiveness, in addition to the two Departmental approaches selected. The



Departments will evaluate State experiences with the various approaches and plan to identify a standardized indicator that the Departments anticipate will be implemented no later than the beginning of Program Year 2019.

The three approaches implemented by the Departments are designed to gauge three critical workforce needs of the business community:

1. Providing employers with skilled workers;
2. Providing quality engagement and services to employers and sectors and establishing productive relationships with employers and sectors over extended periods of time; and
3. Providing quality engagement and services to all employers and sectors within a State and local economy.