

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, Change 3 at: [TEGL 23-19, Change 3 | U.S. Department of Labor \(dol.gov\)](#).

Source documentation types include:

1. Cross-Match: A cross-match requires grantees to identify detailed evidence that confirms the data element in a secondary database. Grantees must also confirm supporting information such as dates of participation and services rendered. Grantees must have data sharing agreements in place as appropriate. Upon request, results must be available to federal auditors.
2. Self-Attestation: Self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. The Department broadly interprets what is considered an electronic/digital signature. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response, are considered an electronic signature or verification; it must be participant-generated and traceable to the participant. Grantees must retain documentation of self-attestations provided by participants. Grantees should use other forms of source documentation when possible.
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 name of the case manager who obtained the information.
4. Electronic Records: which may include:

o Participant Source Documents: Participant source documents maintained in the grantee’s management information system (MIS) or other official record keeping system.

o Grantee participant service record: Grantee participant information generated and maintained by the grantee regarding the specific services received by a participant. The information may be generated and maintained through the grantee’s MIS or other official record keeping system but must accurately reflect the data being recorded. System features such as a checkbox, radio button, or date field must corroborate participant information, services, or other elements recorded.

Electronic Record means any information that is recorded in a form that only a computer can process and that satisfies the definition of a Federal record under the Federal Records Act. The term includes both record content and associated metadata that the agency determines is required to meet agency business needs. <https://www.ecfr.gov/current/title-36/chapter-XII/subchapter-B/part-1220>

For additional information on data validation requirements, please see Training and Employment Guidance Letter (TEGL) No. 23-19, Change 3 at: [TEGL 23-19 Change 3 | U.S. Department of Labor](#).

PIRL Element Number	PIRL Element Name	WIOA Source Documentation
200	Date of Birth	One of the following: • Driver’s License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, Local or Tribal Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible • Cross-Match with State Agency Records • Justice System Records • Selective Service Registration • Signed Letter from a parent or guardian • Medical Records
202	Individual with a Disability	One of the following: Self-Attestation • School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) record
409	School Status at Program Entry	One of the following: Applicable Records from Education Institution (GED certificate, diploma, attendance record, transcripts, drop out letter, or school documentation) • Intake Application or Enrollment Form • Electronic Records • Self-Attestation • Case notes
701	Pregnant or Parenting Youth	One of the following: Self-Attestation • Case Notes • Needs Assessment • WIC Eligibility Verification • TANF Single Parent Eligibility Verification • Intake Application or Enrollment Form • Individual Service Strategy
702	Youth Who Needs Additional Assistance	One of the following (see state policy on definition): Self-Attestation • Intake Application or Enrollment Form • Case Notes • Needs Assessment • 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 • Intake Application or Enrollment Form • Needs Assessment • Individual Service Strategy
800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry	One of the following: • Self-Attestation • Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social Service Agency • Needs Assessment • Case Notes • 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

PIRL Element Number	PIRL Element Name	WIOA Source Documentation
		Probation Officer • Referral Transmittal from a Reintegration Agency • Intake Application or Enrollment Form • Case Notes • Needs Assessment • Self-Attestation • 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
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 • Intake Application or Enrollment Form • 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 • Case Notes • Needs Assessment • TANF Single Parent Eligibility Verification • Intake Application or Enrollment Form • 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)

PIRL Element Number	PIRL Element Name	WIOA Source Documentation
906	Date of First WIOA Youth Service	One of the following: • Case Notes • Individual Service Strategy • Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records
923	Other Reasons for Exit	One of the following: • Case Notes • Information from partner services • WIOA or program 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 • Electronic Records
1300	Received Training	One of the following: • Cross-match • Vendor/Training Provider Records • Signed Training Contract • Individual Training Account (ITA) • Electronic Records
1302, 1309, and 1314	Date Entered Training	One of the following: • Attendance Sheets or Records • Vendor Training Records • Case Notes • ITA • Electronic Records
1303, 1310, and 1315	Type of Training Service	One of the following: • Copy of enrollment record • Case Notes • Cross-match between dates of service and vendor training information • Vendor training documentation • Electronic Records • ITA • Attendance records
1306, 1311, and 1316	Occupational Skills Training Code	One of the following: • Cross-Match • 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 • Vendor Training Records • Attendance Sheets or Records • Case Notes • Electronic Record • ITA
1308, 1313, and 1318	Date Completed, or Withdrew from, Training	One of the following: • Cross-match • Vendor Training Records • Case Notes • Attendance Sheets or Records • Electronic Record
1332	Participated in Postsecondary Education During Program Participation	One of the following: • Data match with postsecondary data system • Copy of enrollment record • Case notes • School records or verification of enrollment • Transcript or report card
1401	Enrolled in Secondary Education Program	One of the following: • Copy of enrollment record • Case notes • School records or verification of enrollment • 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 • Case notes • Cross-Match

PIRL Element Number	PIRL Element Name	WIOA Source Documentation
1403	Most Recent Date Received Alternative Secondary School Services	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • Cross-Match
1405	Most Recent Date Received Work Experience Opportunities	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • Cross-Match
1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential	One of the following: • Post-exit survey from program participants • Case notes • School records or verification of enrollment • Transcript or report card • Cross-Match
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 • Case notes • Cross-Match
1408	Most Recent Date Received Leadership Development Opportunities	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • Cross-Match
1409	Most Recent Date Received Supportive Services	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • Cross-Match
1410	Most Recent Date Received Adult Mentoring Services	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • Cross-Match
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 • Cross-Match
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 • Cross-Match
1413	Most Recent Date Youth Received Entrepreneurial Skills Training	One of the following: • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records • Case notes • Cross-Match
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 • Electronic Records • Case notes • Cross-Match
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 • Cross-Match

PIRL Element Number	PIRL Element Name	WIOA Source Documentation
1600, 1602, 1604, and 1606	Employed in 1 st , 2 nd , 3 rd , 4 th Quarter after Exit	One of the following: UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-exit survey from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information 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 program staff
1601, 1603, 1605, and 1607	Type of Employment Match in 1 st , 2 nd , 3 rd , and 4 th Quarter after Exit	One of the following (Consistent with TEGL 26-16, Change 1): • 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, Change 1) • 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)
1608	Employment Related to Training (2nd Quarter After Exit)	One of the following: UI Wage Records • Supplemental data sources defined by TEGL 26-16, Change 1 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case notes
1618	Retention with the same employer in the 2 nd	One of the following (Consistent with TEGL 26-16, Change 1): • UI wage data match/administrative wage match, such as the National Directory of New

PIRL Element Number	PIRL Element Name	WIOA Source Documentation
	Quarter and the 4 th Quarter	Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information 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 program staff.
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 • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information 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: Cross-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 • Test results of a passing subtest on a State-recognized high school equivalency examination
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

PIRL Element Number	PIRL Element Name	WIOA Source Documentation
		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: Case notes • School records or verification of enrollment • Transcript or report card • Cross-Match
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 • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Records from Education Institution (GED certificate, diploma, transcripts, report card, or school documentation) • Case Notes • Signed File Documentation with Information Obtained from Education or Training Provider • Self-Attestation
1900 and 1901	Youth 2 nd and 4 th Quarter Placement	One of the following: Cross-match • Copy of registration record • Case Notes • School records or verification of enrollment • Transcript or report card • Vendor/training provider training documentation