



**Dave Heineman**  
Governor

STATE OF NEBRASKA

DEPARTMENT OF LABOR

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# Workforce Investment Act Issuance

August 5, 2013

**TO:** Chief Elected Officials

**SUBJECT:** WIA Title I Follow-Up Survey for Exiters

**NUMBER:** 13-01

**PURPOSE:** To update the PY 2013 Desk Aid

**REFERENCE:** Workforce Investment Act of 1998; Federal Register, Vol. 70, March 29, 2005, P. 15894-15895; TEGL 17-05.

**SUBSTANCE:**

Unemployment Insurance (UI) wage records are to be used as the primary data source for wage related performance information on participants tracked in NEworks, the integrated Management Information System (MIS). A list of participants included in the numerator and denominator of applicable performance measures will be provided to each local area for the current reporting period.

Supplemental data collected through a follow-up survey will be used for program management purposes to gain a full understanding of program performance and activities. Although a majority of employment situations will be covered by wage records, certain other types of employment, particularly self-employment, are either excluded from the wage record data sources or are difficult for grantees to access due to data confidentiality issues. The information gathered through the follow-up survey which is not wage related must be recorded within 30 days after the end of the specified quarter following exit from the program. (For example, if a participant's exit date was 12-02-12, the 1<sup>st</sup> Quarter after exit would be 01-01-13 to 03-31-13 which would make the data collection and recording due date 04-30-13.

All WIA Title I participants who exit the program are required to be included in follow-up activities with the exception of participants who, either at the time of exit or during the three-quarter measurement period following the exit quarter, are included in the following categories:

- Institutionalized
- Health/Medical
- Deceased
- Reservist Called to Active Duty
- Family Care
- Invalid Social Security Number
- Relocated to a Mandated Program (youth only)

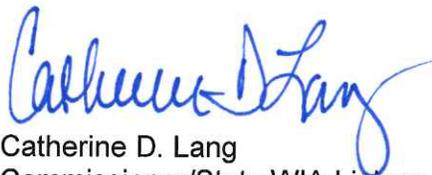
NEworks has a WIA follow-up table staff may use to collect supplemental data for performance and reporting purposes. This table is accessible for individuals who have officially exited from the WIA program. A WIA Follow-Up Staff Alert is available in NEworks to notify staff when participants on their case load require follow-up completion. Staff may select to be notified either 1, 15, 30, 60 or 90 days prior to the "required by" date. The "Follow-Up Type" column indicates the quarter after exit. Local area staff contact each of the participants on their list and gather the program area specific information to be entered on the follow-up table by the due date as indicated in the attached Desk Aid.

**ACTION:**

Local Areas shall use the PY 2013 Desk Aid for participants exiting the program in PY 2013.

**CONTACT:**

Office of Employment & Training  
550 South 16<sup>th</sup> Street  
P.O. Box 94600  
Lincoln, NE 68509-4600  
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Catherine D. Lang  
Commissioner/State WIA Liaison

Attachment

## PY2013 Desk Aid (Quarters 1, 2, 3, 4 after Exit)

Exit Quarter	1 <sup>st</sup> Quarter Follow-Up Due By	2 <sup>nd</sup> Quarter Follow-Up Due By	3 <sup>rd</sup> Quarter Follow-Up Due By	4 <sup>th</sup> Quarter Follow-Up Due By
January - March	July 31	October 31	January 31	April 30
April – June	October 31	January 31	April 30	July 31
July – September	January 31	April 30	July 31	October 31
October – December	April 30	July 31	October 31	January 31