



**Dave Heineman**  
Governor

STATE OF NEBRASKA

DEPARTMENT OF LABOR

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# Workforce Investment Act Issuance

October 2, 2014

**TO:** Chief Elected Officials, Local WIB Chairs, and Providers

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

**NUMBER:** 14-03

**PURPOSE:** To update the PY 2014 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.

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 2014 Desk Aid for participants exiting the program in PY 2014.

**CONTACT:**

Office of Employment & Training  
550 South 16<sup>th</sup> Street  
P.O. Box 94600  
Lincoln, NE 68509-4600  
(402) 471-1932



John H. Albin  
Acting Commissioner/State WIA Liaison

Attachment

**PY2014 Desk Aid  
(Quarters 1, 2, 3, 4 after Exit)**

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