

DATA ELEMENTS AND REQUIRED SOURCE DOCUMENTATION FOR IMAGING

DATA ELEMENT	WIA ADULT AND DISCLOCATED WORKER ACCEPTABLE SOURCE DOCUMENTATION	Required for CORE	Required for INT and TRNG	If YES must IMAGE	If Yes must document in WINGS
*Date of Birth	All Participants - Copy of Photo I.D., Baptismal Record, Birth Certificate, DD-214, Report of Transfer or Discharge Paper, Driver's License, Federal, state or local identification card, passport, Passport, hospital record of birth, public assistance/social service records, school records or ID cards, work permit, or tribal records. At least one of the documents listed must be imaged.	YES	YES	YES	YES
Veteran's Status	DD-214 or a letter from the Veterans' Administration must be imaged for those participants receiving Intensive and/or Training services.	NO	YES	YES	YES
Employment Status at Participation	Pay stubs from participants receiving Intensive and Training services. If the participant is only receiving core services a case note in WINGS is acceptable.	CASE NOTES	YES	YES	YES
Low Income	Alimony Agreement, applicant statement (if only receiving core services), award letter from veteran's administration, bank statements, compensation award letter, court award letter, pension statement, employer statement/contact, family or business financial records, housing authority verification, pay stubs, pension statement, public assistant records, quarterly estimated tax for self-employed persons, Social Security benefits, UI documents should be imaged for those participants receiving intensive and training services.	CASE NOTES	YES	YES	YES
TANF (Needy Family Status)	Participants receiving Intensive and/or Training should provide to the interviewer supporting documentation from DHS.	CASE NOTES	YES	YES	YES
Other Public Assistance Recipient	Interviewers must collect one of the following from participants receiving Intensive and/or Training services: copy of authorization to receive cash public assistance, copy of public assistance check, medical card showing cash grant status, or public assistance records from DHS.	CASE NOTES	YES	YES	YES

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Displaced Homemaker	Interviewers must collect one of the following from those participants receiving Intensive/Training Services: Public Assistance Records, court records, divorce papers, bank records, spouse's layoff notice, spouse's death record.	NO	YES	YES	YES
Homeless	Written statements from an individual providing residence, shelter or social service agency, WIA intake or registration form, self attestation	NO	NO	NO	YES
Date of Qualifying Dislocation	Interviewers must collect one of the following from those participants receiving Intensive and/or Training Services: Verification from employer, rapid response list, notice of layoff, public announcement, cross-match with UI, self attestation (acceptable for core participants only)	NO	YES	YES	YES
Date of Program Participation	Interviewers must record the date in which the individual began receiving his/her first service funded by the program in WINGS.	YES	YES	NO	YES
Date of First Staff Assisted Core Service	Interviewers must record the date in which the individual began receiving his/her first staff assisted core service funded by the program in WINGS.	YES	YES	NO	YES
Date of First Intensive Service	Interviewers must record the date in which the participant began receiving his/her intensiveservice in WINGS.	YES	YES	NO	YES
Date Entered Training	Interviewers must record the date on which the participant's training actually began. The date should be recorded in WINGS	NO	NO	NO	YES

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DATA ELEMENT	WIA ADULT AND DISCLOCATED WORKER ACCEPTABLE SOURCE DOCUMENTATION	Required for CORE	Required for INT and TRNG	If YES must IMAGE	If Yes must document in WINGS
Date Completed or Withdrew from Training	Interviewers must record the date on which the participant completed or withdrew from training. Cross-match between dates of service and vendor training documentation. This should also be included as a Case Note in WINGS	NO	YES	NO	YES
Type of Training Service #1	Interviewers must select the appropriate training service being provided to the participant from the list in WINGS.	YES	YES	YES	YES
Type of Recognized Credential	Interviewers must add one of the following types of credential received in WINGS: Certificates, diploma, degrees, etc.	YES	YES	YES	YES

DATA ELEMENT	WIA NATIONAL EMERGENCY GRANT (NEG) ACCEPTABLE SOURCE DOCUMENTATION	Required for CORE	Required for INT and TRNG	If YES must IMAGE	If Yes must document in WINGS
*Date of Birth	All Participants -Copy of Photo I.D., Baptismal Record, Birth Certificate, DD-214, Report of Transfer or Discharge Paper, Driver's License, Federal, state or local identification card, passport, Passport, hospital record of birth, public assistance/social service records, school records or ID cards, work permit, or tribal records. At least one of the documents listed must be imaged.	YES	YES	YES	YES
Veteran's Status	DD-214 or a letter from the Veterans' Administration must be imaged for those participants receiving Intensive and/or Training services.	NO	YES	YES	YES
Employment Status at Participation	Interviewers must request a copy of the pay stub from all participants receiving Intensive and Training services. If the participant is only receiving core services a case note in WINGS is acceptable.	CASE NOTES	YES	YES	YES
Displaced Homemaker	Interviewers must collect one of the following from all participants receiving Intensive and/or Training Services - public assistance records, court records, divorce papers, bank records, spouse's layoff notice, spouse's death record.	CASE NOTES	YES	YES	YES
Date of Actual Qualifying Dislocation	Interviewers must collect one of the following from those participants receiving Intensive and/or Training Services: Verification from employer, rapid response list, notice of layoff, public announcement.	CASE NOTES	YES	YES	YES

DATA ELEMENT	WIA NATIONAL EMERGENCY GRANT (NEG) ACCEPTABLE SOURCE DOCUMENTATION	Required for CORE	Required for INT and TRNG	If YES must IMAGE	If Yes must document in WINGS
NEG Project Numbers	Interviewers must record the Project I.D. Number in WINGS where the individual received services financially assisted under a NEG. The NEG Type should also be recorded on the Cover Sheet.	NO	NO	NO	YES
Date of First Staff Assisted Core Service	Interviewers must record the date in WINGS the date the individual began receiving his/her first staff assisted core service funded by the program in WINGS.	NO	YES	NO	YES
Date of First Intensive Service	Interviewers must record the date in which the participant began receiving his/her intensive service.	YES	YES	NO	YES
Date Entered Training	Interviewers must record the date the participant's training began. The date should be recorded in WINGS and on the ITA in the ETPL	YES	YES	NO	YES
Date Completed or Withdrew from Training	Interviewers must record the date the participant completed or withdrew from training. Cross-match between dates of service and vendor training documentation. This should be included as a Case Note in WINGS.	YES	YES	NO	YES

DATA ELEMENT	WIA NATIONAL EMERGENCY GRANT (NEG) ACCEPTABLE SOURCE DOCUMENTATION	Required for CORE	Required for INT and TRNG	If YES must IMAGE	If Yes must document in WINGS
Type of Training Service #1	Interviewers must select the appropriate training service being provided to the participant from the list in WINGS.	YES	YES	NO	YES
Type of Recognized Credential	Interviewers must add one of the following types of credential received in WINGS: Certificates, diploma, degrees, etc. A copy of the credential must also be imaged.	YES	YES	YES	YES

DATA ELEMENT	WIA ITA ACCEPTABLE SOURCE DOCUMENTATION	IMAGE	WINGS	ETPL
Employment Plan	Interviewers must record a case note in WINGS	YES	YES	
Supportive Services	Needs Determination Form (MSP Only)	YES	YES	
Assessment	Interviewers should record a case note in WINGS		YES	
ITA Application	Workforce Area If Applicable			YES
FAFSA	Pell Grant Application - denial or award amount should be imaged.	YES		
Acceptance Letter	Interviewers must image a copy of the participant's acceptance letter. Interviewers should also record a case note in WINGS	YES		
Program of Study (Delta Only)	Training Provider Information which outlines courses needed for completion of program/degree	YES		YES
Credential	Interviewers must add one of the following types of credential received in WINGS: Certificates, diploma, degrees, etc. A copy of the credential must also be imaged.	YES	YES	

WIA OJT REQUIRED DOCUMENTATION	IMAGE	WINGS
1. Copy of Invoice	YES	
2. Training Outline	YES	
3. Case Note documenting mid-point evaluation		YES
4. Employment Plan (Case Note in WINGS)		YES
5. Monthly Invoice	YES	
6. Attestation - Signature Page	YES	
7. Progression of Services (Case Note in WINGS)		YES