



STATE OF FLORIDA
AGENCY FOR WORKFORCE INNOVATION

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Reference: USDOL Data Validation
Submission Instructions

AWI Communiqué

TO: Regional Workforce Boards
FROM:  Lois A. Scott, Program Manager, One-Stop and Program Support
SUBJECT: Data Validation Documentation Matrix

PURPOSE:

The purpose of this issuance is to provide guidance to the Regional Workforce Boards (RWBs) in properly recording and verifying transactions for serving eligible Trade-affected workers. The attached matrix identifies the acceptable documentation for substantiating Trade Adjustment Assistance (TAA) Program activities.

BACKGROUND:

Training and Employment Guidance (TEGL) letter No.3-03, "Data Validation Policy for Employment and Training Programs", and TEGL letter No.3-03, Change 2 Data Validation Submission Instructions advise states of the Office of Management and Budget (OMB) approval to collect data validation results for Workforce Investment Act (WIA), Wagner-Peyser (WP), Employment Service (ES) and Trade Adjustment Assistance (TAA).

ACTION REQUIRED:

The Data Validation initiative assesses the accuracy of participant data records. This validation is performed by reviewing a sample of participant electronic data against source (files/records) documentation to ensure compliance with federal definitions.

To ensure participant files include acceptable source documentation to successfully complete the data validation process, we have attached a matrix for capturing accurate data elements. The matrix includes federal acceptable

documentation. RWBs should ensure staff working with TAA-affected workers are aware of acceptable documentation to be included in participants' files.

LINK:

<http://wdr.doleta.gov/directives/attach/TEGL3-03.cfm>

<http://www.uses.doleta.gov/dv/docs/TAA1.3/TAA%20Validation%20Instructions%2011-2004.doc> – Data Validation Instructions Matrix