



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

WORKFORCE DEVELOPMENT BUREAU

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INFORMATION MEMORANDUM: 3

DATE: September 12, 2003

TO: City of Long Beach, Workforce Development Bureau Staff
One-Stop Center Subrecipients

FROM: *Bryan Rogers*, for:
Bryan Rogers, Operations Officer

SUBJECT: Documenting WIA Performance Outcomes

The purpose of this information memorandum is to remind staff that Workforce Investment Act (WIA) Title I performance outcomes must be documented and maintained within the participant file. Whenever possible, **tangible documentation** (i.e. pay stubs, copy of diploma, copy of class schedule, copy of military records, etc) must accompany this verification. Unfortunately, tangible documentation is not always provided or available. Thus, the attached Performance Outcomes Verification Form (At: Shared on 'CTC\Sys\Shared'(S:)\WIAPerformance\Performance Outcome Verification) may be completed to capture attainment of the following outcomes:

- Employment
- High School Diploma or GED
- College Degree
- Certificate, Credential or License (Not applicable to Younger Youth)
- Other Degree or Certificate (Not applicable to Younger Youth)
- Advanced Training (Youth Only)
- Post-secondary Education (Youth Only)
- Military Service (Younger Youth Only)

This form can **only** be used when efforts have been exhausted to obtain tangible documentation. Regardless of whether you obtain applicable documentation or you use the attached form, it is critical to our performance that the above outcomes are also accurately recorded on the Exit and/or Follow-up Information Form.

The Performance Outcomes Verification Form **cannot** be used to document any outcomes for the following performance measures:

- Adult Earnings Change in Six Months
- Older Youth Earnings Change in Six Months
- Dislocated Worker Earnings Replacement Rate
- Younger Youth Skill Attainment

Should you have any questions regarding this information memorandum, please contact Gary Flaxman at (562) 570-3732 or Dawn Swann at (562) 570-3736.

cc: Pete Kontos, Manager EDD Long Beach JS

Attachment