

## WIA Title 1-B Dislocated Worker Program and Related Activities Manual

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### Performance Standards and Related Definitions

#### SUMMARY

Dislocated Worker program service providers are required to meet or surpass the performance standards established for each program year. The standards apply to both the WIA and the State Dislocated Worker Programs.

#### RELEVANT LAWS, RULES, OR POLICIES

- WIA Section 136, Minnesota Statutes 116.L.17, Subdivision 6
- WIA Section 116 (a)(3)(D) <http://www.doleta.gov/usworkforce/wia/act.cfm>
- WIA Final Rules and Regulations – 20 CFR, Section 668.230, <http://www.doleta.gov/usworkforce/wia/act.cfm>
- TEGL 17-05 [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2195](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195)

#### EFFECTIVE DATE

July 1, 2010

#### LAST UPDATED

JULY 1, 2007

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#### REQUIRED ACTION

##### ACTION

Dislocated Worker program service providers are required to meet or surpass the performance standards established for each program year. The standards apply to both the WIA and the State Dislocated Worker Programs.

##### WHO

WIA Title 1-B Dislocated Worker Program Service Providers

##### BACKGROUND

Under Federal law and regulations, the Governor is required to establish performance standards each year in consultation with the Governor's Workforce Development Council for substate plans and Governor's discretionary grant projects. Minnesota law requires the Commissioner of the Minnesota Department of Employment and Economic Development, acting in the capacity of the Governor, to establish performance standards for the programs and activities funded through the Dislocated Worker programs. The Commissioner is authorized to use existing federal performance standards, or if inadequate, formulate new performance standards to ensure effective administration of the program and activities.

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#### POLICY AND PROCEDURES

The following performance standards, which have been negotiated with the United States Department of Labor, are now in effect for program year 2010.

STATE PERFORMANCE STANDARDS FOR PY2006 - PY2010

	PY06	PY07	PY08	PY09	PY10
<b>Entered Employment Rate</b>	87%	84%	86%	83%	83%
<b>Employment Retention Rate</b>	89%	89%	90%	88%	88%
<b>Employment and Credential Rate</b>	69%	60%	62%	62%	62%
<b>Average Earnings*</b>	\$16,811	\$16,892	\$17,123	\$16,400	\$16,400

\*The average earnings standards above reflect two quarters of earnings and apply to the State of Minnesota as a whole. DEED assigns each service provider its own average earnings standard that accounts for regional economic factors.

**PERFORMANCE MEASURE DEFINITIONS**

***What is Employment?***

- Earnings present in wage detail records during the relevant quarters verify an individual’s employment.
- Supplemental wage information can verify a customer’s employment. This includes a pay stub, W2 form, a letter from the employer substantiating employment (with dates of employment), 1099 form, or other written documentation for the relevant quarters. Service providers are responsible for documenting information to supplement wage record data within 30 days after the individual was absent in the wage record. US DOL considers computer records from automated records a valid written record. A written document (among those previously listed) must accompany telephone responses from the participants or employers. These documents are subject to audit.
- For those who are self-employed: A copy of the 1040 ES form (or other tax document) or a letter from clients/contracting entities will substantiate self-employment. Service providers must document telephone verification with major clients/contracting entities.

***What is not Employment?***

- The Workforce One exit reason “Entered Unsubsidized Employment” does not verify employment.
- Self-Attestation by the customer; such as a signed statement by the customer that s/he was employed, does not verify employment.

***Entered Employment Rate***

*Of those who are not employed at the date of participation:*  
 Number of adult participants who are employed in the first quarter after the exit quarter  
 ----- divided by -----  
 Number of adult participants who exit during the quarter

***Employment Retention Rate***

*Of those who are employed in the first quarter after the exit quarter:*  
 Number of adult participants who are employed in both the second and third quarters  
 after the exit quarter  
 ----- divided by -----  
 Number of adult participants who exit during the quarter

***Employment and Credential Rate***

*Of those who receive credentialed training:*  
 Number of adult participants who were employed in the first quarter after the exit quarter and received a credential  
 by the end of the third quarter after the exit quarter  
 ----- divided by -----  
 Number of adult participants who exit during the quarter

***Average Earnings***

*Of those adult participants who are employed in the first, second, and third quarters after the exit quarter:*  
 Total earnings in the second plus the total earnings in the third quarters after the exit quarter  
 ----- divided by -----  
 Number of adult participants who exit during the quarter

***What are exit reasons that exclude participants from Dislocated Worker program performance measures?***

- Institutionalized
- Health/Medical
- Deceased
- Family Care
- Reserve Forces Called to Active Duty