

WORKFORCE  
ADVISORY



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT

Number: 08-006  
Date: 04/15/2008  
Expiration: Continuing

A handwritten signature in black ink, appearing to read "Corine Geldhof", is written over the "TO:" field of the memo.

**TO:** All Workforce Investment Act (WIA) Grantees  
**FROM:** Corine Geldhof, Director, Division of Business Partnerships  
**SUBJECT:** Data Validation and Source Documentation Requirements  
TEN #09-06

The purpose of this advisory is to remind Workforce Investment Act (WIA) grantees of the requirements for data validation. This information can be found in The Employment and Training Administration, US Department of Labor, Training and Employment Notice (TEN) #09-06, *Timeline for Program Year (PY) 2005 Workforce Investment Act (WIA) Performance Reporting and PY 2005 Data Validation* (copy attached).

Reporting instructions for data validation are available in revised handbooks on ETA's performance Web site at <http://www.doleta.gov/performance> under the *Data Validation* heading, under the *Reporting Guidance and Date Evaluation* section.

TEN #09-06, Attachment A, provides guidance regarding the types of source documentation acceptable to validate key data elements related to WIA program eligibility, services, and outcomes.

It is important to note that only one of the documents listed for each element is required for validation. Documentation for eligibility and service elements is only required for participants who receive more than core services, while documentation for outcome elements is required for all participants who receive more than self-services and informational activities, as well as all youth participants.

Any questions regarding this Workforce Advisory should be directed to Mary Lacy, Research Analyst III, Division of Business Partnerships, at 907-269-7490 (phone), 907-269-4661 (fax), or [mary.lacy@alaska.gov](mailto:mary.lacy@alaska.gov) (email).