

FY27 WIOA Youth EGrAMS Reporting User Guide

Monthly Progress Report | Quarterly Progress Report | Quarterly Success Stories

For new and returning WIOA Youth Project Directors, program managers, case managers, and
fiscal/reporting staff

Alaska Department of Labor and Workforce Development
Alaska Workforce Investment Board

How to use this guide

Use this guide before drafting each report in EGrAMS. It explains what each narrative field should include, what supporting information should be reviewed, and how to write clear responses that help AWIB understand program progress, risks, and support needs. The monthly report is a brief operational pulse check. The quarterly report should provide broader explanation, trend analysis, budget reflection, and next steps.

Source note: This guide is aligned to the FY27 WIOA Youth Monthly Progress Report draft dated July 7, 2026, including the monthly report purpose, section structure, assurance questions, support request options, and attachment guidance. Quarterly guidance is written to match the same reporting logic while giving Project Directors clearer narrative expectations.

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1. Reporting Purpose and Expectations

Purpose. The WIOA Youth reports submitted in EGrAMS help AWIB understand whether each project is operating as approved, serving youth as intended, maintaining current AlaskaJobs records, addressing barriers, developing work experience opportunities, monitoring data quality, and requesting support early when needed.

Certification. By submitting a report in EGrAMS, the preparer is certifying that the report is current, true, and consistent with the terms and conditions of the grant agreement. Project Directors should review the report before submission, even when another staff member drafts the narrative.

Report	Main purpose	Narrative level	Best source records to review before writing
Monthly Progress Report	Brief operational pulse check for the reporting month.	Short, direct, and current. Explain exceptions, No responses, support requests, and emerging concerns.	AlaskaJobs activities, OA/ISS status, case notes, caseload review, WEX tracking, PIRL/AlaskaJobs reports, budget pulse, staff and partner updates.
Quarterly Progress Report	Broader explanation of progress, trends, performance, program design, spending, barriers, corrective action, and next steps.	More detailed than the monthly report. Summarize what happened across the quarter, why it matters, what changed, and what will happen next.	Monthly reports, AlaskaJobs reports, fiscal reports, service delivery logs, outreach/referral data, WEX/employer notes, partner updates, MSG/credential documentation, follow-up records.
Quarterly Success Stories	Tell the human impact of the program while tying the story to documented WIOA Youth services and outcomes.	Clear, respectful, youth-centered, and outcome-focused. Include services provided, participant effort, results, and next steps.	Participant case notes, ISS, service records, credential/MSG/employment documentation, consent/release forms, approved quotes or photos if used.

Reporting principle

Reports should not read like a compliance guessing game. Each narrative should answer the basic question AWIB is trying to understand: What happened, who or what was affected, why it happened, what the program is doing about it, and whether AWIB support is needed.

2. EGrAMS Reporting Workflow

1. **Confirm the reporting period.** Use the reporting month or quarter listed in EGrAMS and the grant agreement/reporting notice. Do not mix activity from another period unless the form asks for cumulative information.
2. **Gather records before typing in EGrAMS.** Review AlaskaJobs, internal caseload tracking, fiscal spending, WEX/employer notes, partner updates, and any previous AWIB follow-up items.
3. **Complete numbers first.** Enter counts carefully and make sure they match the period being reported. If numbers do not match AlaskaJobs or internal tracking, explain the reason in the narrative field.
4. **Answer each Yes/No/NA item honestly.** A No response is not automatically a finding. It becomes a concern when the issue is not explained, not quantified, or not followed by action.
5. **Write the narrative in plain language.** Use clear sentences. Name the issue, the approximate number of cases or youth affected, the action taken or planned, and the expected timeline.
6. **Attach only useful documents.** Attachments should clarify a concern, support a request, document corrective action, or provide information AWIB specifically requested. Do not attach unnecessary case documents.
7. **Save and review.** Use EGrAMS save/draft features as available. Review spelling, dates, counts, attachments, and consistency before final submission.
8. **Submit by the deadline.** If submission will be late, notify AWIB before the due date and explain the reason and expected submission date.

Suggested file naming for attachments

FY27_WIOAYouth_[Agency]_[ReportType]_[Period]_[ShortDescription].pdf

Example: FY27_WIOAYouth_ABC_Monthly_July2026_WEXEmployerOutreach.pdf

3. Writing Clear Narratives

A clear narrative does not need to be long. It needs to be specific enough that AWIB can understand the status without guessing or emailing for basic clarification.

Narrative element	What to include	Example language
Status	Briefly state what happened during the period.	During July, staff held two orientation sessions and received five referrals.
Scope	Identify how many youth, cases, activities, employers, or records were affected when applicable.	Three active cases required ISS updates due to new barriers.
Reason	Explain why something did or did not occur.	Recruitment slowed because the case manager position was vacant for two weeks.
Action	Describe what staff did or will do.	The Project Director assigned weekly caseload review and scheduled ISS updates by August 12.
Timeline	Give a realistic date or timeframe for follow-up.	All delayed OA entries are expected to be completed before the next monthly report.
Support needed	State whether AWIB assistance is needed and what kind.	Technical assistance is requested on MSG documentation and Targeted MSG report review.

Weak narrative	Why it is weak	Stronger narrative
Recruitment is slow.	No reason, no scope, no action, no timeline.	Recruitment was limited this month due to staff vacancy and summer partner schedules. Staff contacted three referral partners but received no new youth referrals.

Weak narrative	Why it is weak	Stronger narrative
		The Project Director will restart weekly outreach with Adult Education and the Job Center beginning August 5.
Case notes need work.	Does not say how many cases or what will be corrected.	Internal review found four active cases with service activity entered but limited case note detail. Staff will update notes to document participant contact, progress, and next steps by September 10 and will use a weekly QA checklist going forward.
No WEX this month.	Does not explain whether WEX development was not needed, delayed, or missed.	No WEX placements started this month because no participants were ready for work-based learning. Staff completed work readiness activities with three youth and began outreach to two potential employers for September placements.

4. Monthly Progress Report User Guide

Purpose of the monthly report. The monthly report is a brief operational pulse check. It is not intended to replace the quarterly report. Use it to report current-month activity, confirm basic case management and data practices, identify immediate concerns, and request AWIB support before small issues become bigger problems.

Monthly report writing rule

Keep monthly responses short but meaningful. If everything is on track, say that briefly. If something is not on track, explain the issue, approximate number of affected cases, planned corrective action, and timeline.

4.1 Section 1: Recruitment, Intake, and Enrollment Pulse

This section captures recruitment and enrollment activity that occurred during the reporting month. Counts should be current-month counts unless the field specifically asks for month-end active participants.

Field or response area	What to enter	Narrative guidance
Youth recruited, referred, or oriented this month	Enter the number of youth who were reached through recruitment, referred by partners, attended orientation, or had meaningful recruitment contact during the month.	If the count is low or zero, explain why in the recruitment narrative when applicable.
Youth applications or intakes started this month	Enter the number of youth who began an application, intake, eligibility screening, or similar entry process during the month.	Do not count general inquiries unless an intake or application process started.
Youth newly enrolled in WIOA Youth this month	Enter youth who became enrolled/active WIOA Youth participants during the month.	If youth were in intake but not enrolled, briefly note the reason if it affects progress.
Active WIOA Youth participants at month end	Enter the active WIOA Youth caseload count as of the last day of the reporting month.	This should be a point-in-time count, not a monthly total.
Recruitment Status	Select the option that best reflects the month: active/producing, active/not producing, or limited/inactive.	If recruitment was limited, inactive, or not producing youth, explain the primary reason and next step.

Sample when recruitment is active:

Recruitment is active and producing prospective youth. Staff received six partner referrals, held one orientation, started four intakes, and enrolled two youth this month. Adult Education and Job Center referrals remain the strongest sources.

Sample when recruitment is limited or not producing youth:

Recruitment was active but did not produce new prospective youth this month. Staff contacted three referral partners, but summer schedules and staff turnover delayed referrals. The Project Director will restart weekly partner follow-up and schedule one orientation before the next reporting period.

4.2 Section 2: Active Participant Case Management Assurance

This section confirms whether active participants are receiving required case management steps and whether internal quality assurance is occurring. Review AlaskaJobs and internal caseload records before answering.

Assurance item	What Yes means	When to select No or NA	If No, narrative must include
Newly enrolled youth are moving into Objective Assessment and ISS development	New youth are being scheduled for or completing required next steps after enrollment.	Select No if youth are enrolled but no action is documented. Select NA only if there were no new enrollments this month.	Issue, number of youth, next appointment/action, staff responsible, expected completion date.
Active participants have completed Objective Assessment or it is actively in progress	OA is complete and documented, or newly enrolled youth have a tracked plan to complete it.	Select No if OA is missing and not actively being addressed.	Which cases are delayed, why, and when OA will be completed/documented.
Active participants have completed ISS or ISS is actively in progress	ISS is complete/current or newly enrolled youth have documented ISS development underway.	Select No if ISS is missing, outdated, unsigned when required, or not aligned to current goals/services.	Approximate affected cases, needed corrections, completion timeline.
Active participants are engaged in validated, ISS-aligned activity or case management action	Youth have active services/activities aligned with the ISS, or staff documented action to move youth into services.	Select No if youth are active but no service/case management action is documented.	Engagement gap, number of youth, planned service or outreach action.
Regular participant contact is maintained	Case managers are documenting contacts to assess progress, engagement, and barriers.	Select No if contacts are not current or not documented.	How many cases are behind, how staff will re-engage youth, and by when.
Barriers/support needs are being addressed	Barriers are addressed through case management, referrals, supportive services, ISS updates, or other appropriate action.	Select No if known barriers are documented but no action is recorded.	Barrier type, number of youth, action taken/planned, whether AWIB support is needed.

Sample No response narrative:

No for item c. Two newly enrolled youth do not yet have completed ISS records. Objective Assessments are complete and ISS meetings are scheduled for August 6 and August 8. The case manager will enter the ISS and supporting case notes by August 12. The Project Director will confirm completion during weekly QA review.

Sample all-on-track narrative:

Internal caseload review was completed for all active participants this month. Newly enrolled youth are moving through OA and ISS steps, active youth have ISS-aligned services, and case managers documented regular contact and barrier follow-up. No corrective action is needed at this time.

4.3 Section 3: Work Experience and Employer Engagement

This section captures monthly work experience development, employer outreach, and monitoring of existing placements. Work experience includes paid or unpaid WEX, job shadowing, and other applicable work-based learning activities when allowed by the grant and documented appropriately.

Question	What to review before answering	Narrative guidance
Staff conducted WEX development or employer outreach	Employer contact logs, case manager notes, business services notes, partner outreach, planned WEX development.	If Yes, briefly describe type of outreach. If No, explain why no outreach occurred.
New employer contacts or potential WEX placement opportunities were explored	New or existing employer conversations, potential worksite discussions, youth interest areas, job shadow opportunities.	Name general industry or partner type if helpful; do not overstate a conversation as a confirmed placement.
Existing WEX placements were monitored as needed	Training plans, timesheets, supervisor contacts, evaluations, case notes, site monitoring, youth progress.	If placements exist, confirm monitoring status. If no current placements, NA may be appropriate.

Sample active WEX narrative:

Staff contacted three employers in construction, child care, and office administration to explore potential WEX placements. One youth remained in an active paid WEX placement and staff completed supervisor check-in and timesheet review. No WEX concerns were identified.

Sample no WEX narrative:

No WEX development occurred this month because the program had no participants ready for work-based learning. Staff focused on work readiness and career exploration with three youth and will begin employer outreach next month based on updated ISS goals.

4.4 Section 4: AlaskaJobs, Data, and Performance Monitoring

This section confirms monthly data management. The goal is to show that the program is not waiting until quarter-end or year-end to review AlaskaJobs records, activity dates, engagement, MSG/credential opportunities, exit/closure status, or follow-up documentation.

Data practice	What Yes means	Narrative guidance for concerns
Participant activities, case notes, and required updates entered	Staff entered service activity, case notes, updates, and documents during the month.	If No, explain what is behind, how many cases are affected, and when entries will be updated.
PIRL and/or AlaskaJobs reports reviewed	Staff reviewed reports to monitor engagement, services, or performance.	Name the reports reviewed when helpful, especially when an issue was found.
Upcoming activity end dates, engagement gaps, soft exits reviewed	Active participants were checked for activity end dates, 90-day gaps, or risk of soft exit.	If concerns exist, identify the number of youth and planned outreach/service update.
MSG, credential, exit, closure, Follow-Up opportunities reviewed	Staff checked whether documentation exists or needs to be collected/entered.	If documentation is pending, explain what is pending and expected collection date.
Known AlaskaJobs/reporting/data quality concerns	Select Yes if there is a known system, data entry, reporting, or documentation issue.	Describe the concern clearly and state whether AWIB technical assistance is requested.

Sample data concern narrative:

Yes. Internal review identified three active cases with activity end dates approaching within 14 days. Case managers contacted the youth and will either extend ISS-aligned activities with documentation or close activities that have ended. Updates will be completed by August 9. No system issue is reported.

Sample AlaskaJobs question narrative:

Yes. Staff need clarification on whether a GED subject test fee should be documented under supportive services or another activity when no training service is open. Technical assistance is requested before the next reporting period.

4.5 Section 5: Program Capacity, Budget Pulse, and Emerging Issues

This section is used to identify operational conditions that may affect service delivery, participant access, performance, or spending. It is better to flag an emerging concern early than to wait until it becomes a formal corrective issue.

Item	Examples of what to report	Narrative should include
Staffing changes	Vacancies, new hires, extended leave, changes in case manager assignment, temporary coverage.	How services were affected, which duties were covered, and when staffing is expected to stabilize.
Partner or provider changes	Provider availability, Adult Education access, training provider changes, referral partner changes, employer or worksite changes.	How youth access was affected and what alternate plan is in place.
Program barrier	Recruitment slowdown, transportation issues, facility access, youth engagement, WEX development, training delays, documentation backlog.	Barrier, affected participants, action steps, timeline, and support needed.
Emerging spending concern	Underspending, delayed participant services, WEX spending lag, unexpected costs, budget line pressure.	Reason for concern, likely effect, planned adjustment, and whether fiscal discussion is requested.

Sample capacity/budget narrative:

Yes. The case manager position was vacant for two weeks, which delayed recruitment follow-up and ISS updates for two newly enrolled youth. The Project Director provided temporary coverage and expects the new case manager to begin August 15. Spending remains below planned levels due to delayed WEX starts; fiscal TA is not requested yet, but the program will reassess next month.

4.6 Section 6: Monthly Support Request

Select the option that best describes what AWIB should know or address before the next reporting period. If no support is needed, select that option and do not add unnecessary narrative. If support is requested, be specific.

Support option	Use when	What to write
No support needed at this time	Program is on track and no AWIB action is needed.	Optional: 'No support needed at this time.'
Technical assistance requested	Staff need help applying policy, correcting a pattern, or improving practice.	Describe the topic, who should attend, and how soon support is needed.
AlaskaJobs or data question	There is a system, report, activity code, data entry, MSG/credential, exit/closure, or follow-up question.	State the exact issue and whether an example case can be provided separately.
Fiscal or budget question	There is a spending, budget modification, allowable cost, reimbursement, or documentation question.	State the cost category and whether the concern is urgent.
Program design or service delivery concern	The approved design, partnership structure, staffing model, recruitment strategy, or service delivery approach may need discussion.	Explain the concern, what has been tried, and what decision or guidance is needed.
Other	The concern does not fit the listed categories.	Describe the issue in one or two clear sentences.

Sample support request:

Technical assistance is requested on documenting structured GED/HSE activity, MSG source documentation, and when supportive services may be used for testing fees. We would like the Project Director and case manager to attend a 30-minute TA session before the next monthly report.

4.7 Monthly Attachments

Attachments are not required for every monthly report. Attach documents only when they help clarify or support information reported that month, support a request, demonstrate corrective action, or respond to an AWIB request.

Attach when	Examples
A concern needs clarification	Corrective action follow-up, internal QA checklist, revised timeline, explanation memo.
Recruitment or outreach activity needs support	Recruitment flyer, outreach calendar, partner referral log, orientation agenda.
WEX/employer engagement is being reported	Employer outreach summary, worksite development log, monitoring checklist, non-confidential worksite list.
AWIB requested documentation	Specific follow-up item requested by AWIB.
Do not attach	Unnecessary participant PII, unrelated case documents, duplicate files, documents not referenced in the narrative.

5. Quarterly Progress Report User Guide

Purpose of the quarterly report. The quarterly report should give AWIB a fuller picture of program implementation, participant progress, performance, spending, barriers, corrective action, and plans for the next quarter. It should not simply repeat the monthly reports. Use the monthly reports as source material, then summarize the trend and explain what changed across the quarter.

Quarterly narrative structure

For each major narrative field, use this structure: 1) summarize what happened during the quarter; 2) identify the trend or issue; 3) explain why it matters; 4) state what the program will do next; and 5) request AWIB support if needed.

5.1 Program Implementation and Scope of Work Progress

Explain whether the project is operating according to the approved scope of work. Include major start-up steps, staffing, service delivery changes, outreach, participant flow, and whether planned services are available.

Narrative should answer:

- What was implemented this quarter?
- Are services being delivered as described in the grant agreement?
- What changed from the prior quarter or original plan?
- Are there delays or adjustments AWIB should know about?

Sample narrative:

During Quarter 1, the program moved from start-up to active service delivery. Staff finalized referral procedures, completed partner outreach with Adult Education and the Job Center, and enrolled five OSY participants. Services are generally aligned with the approved scope of work. The main delay is WEX development, which is expected to increase next quarter after participants complete work readiness activities.

5.2 Recruitment, Outreach, Referrals, and Enrollment

Summarize recruitment efforts and enrollment outcomes for the quarter. Identify referral sources, target populations reached, number of youth enrolled, and reasons recruitment was strong or weak.

Narrative should answer:

- How many youth were recruited, referred, oriented, started intake, and enrolled?
- Which partners or outreach strategies produced results?
- Were any target groups underrepresented?
- What will change next quarter to improve recruitment or enrollment?

Sample narrative:

The program recruited 18 youth, started 12 intakes, and enrolled seven new participants during the quarter. Most referrals came from Adult Education and community partner outreach. Recruitment slowed in September due to staff vacancy, but weekly partner follow-up has resumed. Next quarter, staff will add one youth orientation per month and strengthen referrals from DVR and the Job Center.

5.3 Participant Engagement and Case Management

Describe active caseload management, participant contact, OA completion, ISS development, ISS updates, barrier resolution, retention efforts, and engagement gaps.

Narrative should answer:

- Are youth completing OA and ISS steps timely?
- Are services aligned with the ISS?
- Are case notes documenting contact, progress, barriers, and next steps?
- How is the program responding to disengaged youth or soft-exit risk?

Sample narrative:

Internal QA review found that most active participants had current OA and ISS documentation. Three cases required ISS updates due to new transportation and education barriers. Staff completed two updates during the quarter and the remaining update is scheduled for October 6. Case managers are using weekly contact tracking to reduce engagement gaps.

5.4 Services, 14 Elements, and Participant Supports

Summarize the types of services provided and how they support participant goals. Explain how the program used WIOA Youth elements, supportive services, referrals, or partner services to address barriers and support progress.

Narrative should answer:

- Which services were most used this quarter?
- How did services align with ISS goals?
- Were supportive services used appropriately and documented?
- Were there service gaps or access barriers?

Sample narrative:

Services this quarter focused on career guidance, work readiness, GED/HSE support, financial literacy, and supportive services for transportation. Supportive services were tied to ISS goals and documented in case notes. No training costs were incurred this quarter. Next quarter, staff expect to increase WEX and postsecondary preparation activities for youth who complete work readiness milestones.

5.5 Work Experience and Employer Engagement

Provide a fuller quarterly update on WEX development, employer outreach, placements, monitoring, participant readiness, and WEX spending trajectory.

Narrative should answer:

- How many employers were contacted or developed?
- How many youth entered WEX or other work-based learning?
- Were placements monitored and documented?
- Is the program on track for WEX expenditure expectations?
- What barriers affected WEX?

Sample narrative:

Staff contacted six employers and developed two potential WEX worksites in office administration and construction. One youth started paid WEX and two youth are preparing for placements next quarter. WEX spending is behind plan due to delayed participant readiness, but staff expect spending to increase as placements begin. Supervisor monitoring and timesheet review were completed for the active placement.

5.6 Education, Training, MSGs, Credentials, and Outcomes

Report progress toward measurable skill gains, credentials, education completion, training completion, employment, and other outcomes. Connect outcomes to documented services and source records.

Narrative should answer:

- Were any MSGs achieved or pending documentation?
- Were any credentials earned?
- Are youth making progress in education or training?
- Were outcomes documented in AlaskaJobs?
- What documentation is still needed?

Sample narrative:

Two participants achieved MSGs this quarter: one GED subject test pass and one training milestone documented by the provider. One credential is pending source documentation from the participant. Staff will collect and upload the documentation by October 15. No exits occurred this quarter.

5.7 AlaskaJobs, PIRL, Data Quality, and Performance Monitoring

Explain how the program reviewed AlaskaJobs records and reports during the quarter. Include data quality concerns, corrections made, report use, and performance monitoring.

Narrative should answer:

- Which reports were reviewed?
- Were activities, case notes, OA/ISS, MSG, credential, exit, closure, and follow-up records current?
- Were there data entry issues or corrections?
- What internal QA process is being used?

Sample narrative:

The Project Director reviewed AlaskaJobs activity end dates, case notes, and MSG opportunities monthly. Internal review identified four cases with limited case note detail and two activities with end dates requiring update. Corrections were completed before quarter-end. Staff will continue monthly QA using an active caseload checklist.

5.8 Fiscal Status, Budget Reflection, and Spending Concerns

Summarize spending status and explain whether spending is on pace. Address participant services, WEX, staffing, training, supportive services, and any budget line concerns.

Narrative should answer:

- Is spending on track with the approved budget?
- Is underspending or overspending emerging?
- Are participant service costs delayed?
- Are any budget modifications or fiscal discussions needed?

Sample narrative:

Spending is below the planned pace because WEX placements and participant supportive services started later than expected. Staff do not request a budget modification at this time but will reassess after the next monthly expenditure report. The program expects increased WEX and transportation support costs next quarter.

5.9 Partnerships, Referrals, and Coordination

Describe partner engagement and how partnerships are supporting youth access, recruitment, referrals, training, employment, or wraparound support.

Narrative should answer:

- Which partners were active this quarter?
- How did partners support youth?
- Were there partner access issues?
- Are new partnerships being developed?

Sample narrative:

Adult Education, the Job Center, and a local employer partner were active this quarter. Adult Education supported GED referrals, the Job Center supported career exploration, and employer partners supported WEX development. The program is exploring DVR referral coordination for youth who may need additional employment supports.

5.10 Barriers, Risks, Corrective Action, and Technical Assistance Needs

Identify barriers or risks that affected program progress. Include corrective action taken, unresolved issues, AWIB support needs, and a realistic timeline.

Narrative should answer:

- What were the most significant barriers this quarter?
- How many youth or services were affected?
- What has the program done so far?
- What remains unresolved?
- What support is requested from AWIB?

Sample narrative:

The main barrier this quarter was transportation, affecting four active participants' ability to attend GED and work readiness activities. Staff used referrals and supportive services when appropriate and updated ISS records to reflect the barrier. Technical assistance is requested on documentation expectations for transportation supports and service alignment.

5.11 Plan for Next Quarter

End the quarterly report with concrete next steps. This helps AWIB understand what the program is prioritizing and how it will respond to performance, recruitment, service, WEX, and budget issues.

Narrative should answer:

- What are the top three priorities for next quarter?
- What actions will staff take?
- What outcomes are expected?
- What assistance is needed?

Sample narrative:

Next quarter, the program will focus on three priorities: increasing WEX placements, completing ISS updates for all active youth, and strengthening MSG documentation. Staff will conduct two employer outreach events, complete monthly active caseload review, and schedule TA with AWIB on MSG documentation.

6. Quarterly Success Stories User Guide

Purpose of success stories. Quarterly success stories show the impact of WIOA Youth services through real participant progress. The story should connect the youth's goal, the services provided, the youth's effort, and the outcome. It should be respectful, accurate, and supported by the case record.

Privacy and consent

Do not include a participant's full name, photo, direct quote, detailed personal history, disability, medical information, justice involvement, family crisis, or other sensitive information unless the participant and, when required, the parent/guardian have provided written authorization consistent with agency policy. When in doubt, use initials or a general description and keep the focus on services and outcomes.

Story section	What to write	Keep it clear by answering
Title	A short title that names the achievement without overexposing the participant.	What is the positive outcome?
Participant goal/context	One to two sentences about the youth's goal or starting point. Keep personal details limited and relevant.	What did the youth want to accomplish?
Barrier or need	Briefly explain the barrier the program helped address, if appropriate and authorized.	What made the goal difficult?
WIOA Youth services provided	Name the services or supports provided, such as OA/ISS planning, career guidance, GED/HSE support, work readiness, supportive services, WEX, referrals, or follow-up.	How did the program support the youth?
Participant effort	Show what the youth did. This keeps the story strength-based and youth-centered.	What actions did the youth take?
Outcome	Identify the outcome, such as enrollment, MSG, credential, GED, WEX placement, employment, retention, postsecondary transition, or barrier resolution.	What changed because of the work?
Next step	Describe what the youth is working toward next.	What is the next goal or support plan?
Consent/attachments	Confirm that any quote, photo, or identifying information has appropriate release/approval before submission.	Is it safe and authorized to share?

Do	Avoid
Use respectful, strength-based language.	Do not write a story that makes the youth sound helpless or defined by a barrier.

Do	Avoid
Connect the story to documented WIOA Youth services.	Do not describe an outcome that is not supported in the case record.
Use initials or general descriptions unless consent allows more.	Do not include full names, photos, quotes, or sensitive details without approval.
Include a clear result or milestone.	Do not submit a story that only says staff met with the youth.
Explain the next step.	Do not end the story without showing continued plan or follow-up when applicable.

Success story template:

Title: [Short achievement title]

Participant context and goal: [Youth initials or non-identifying description] entered the program with a goal of [goal].

Barrier or need: [Brief, relevant barrier if appropriate].

Services provided: Staff completed OA/ISS planning and provided [services/supports].

Participant effort: The participant [actions taken].

Outcome: As a result, the participant [MSG/credential/WEX/employment/training/education outcome].

Next step: The participant is now working toward [next goal].

Consent: [Confirm release/approval if identifying details, quote, or photo are used].

Sample success story:

From GED Goal to Work Experience: A WIOA Youth participant entered the program wanting to complete a GED and gain work experience. Staff completed the Objective Assessment and ISS with the youth, provided career guidance, connected the youth to GED preparation, and helped address transportation barriers so attendance could continue. The youth completed two GED subject tests and then participated in work readiness activities. By the end of the quarter, the youth was matched with a paid work experience opportunity in an office setting that aligns with the youth's career interest. The next step is continued WEX monitoring and support toward GED completion.

7. Attachments, Documentation, and Review Checklist

Before submitting in EGrAMS	Check
Counts match the reporting period and are not cumulative unless the field asks for cumulative data.	<input type="checkbox"/>
Yes/No/NA selections are accurate and supported by the narrative when needed.	<input type="checkbox"/>
Every No response includes issue, approximate affected cases, corrective action, and timeline.	<input type="checkbox"/>
Narratives explain why recruitment, WEX, enrollment, spending, data, or service delivery was limited if applicable.	<input type="checkbox"/>
AlaskaJobs data concerns are described clearly and TA is requested if needed.	<input type="checkbox"/>
Quarterly reports summarize trends and do not simply copy monthly text.	<input type="checkbox"/>
Success stories are accurate, documented, and do not include unauthorized identifying or sensitive information.	<input type="checkbox"/>
Attachments are relevant, named clearly, and referenced in the narrative if needed.	<input type="checkbox"/>
Project Director reviewed the report before submission.	<input type="checkbox"/>
Report was submitted by the due date or AWIB was notified before the deadline.	<input type="checkbox"/>

Common issue	How to fix before submitting
Blank narrative after a No response	Add issue, affected cases, action, and timeline.
NA selected without context	Use NA only when the item truly does not apply; explain when it could be unclear.

Common issue	How to fix before submitting
Copy/paste narrative from prior month	Update the narrative so it reflects the current reporting period.
No explanation for low enrollment or no WEX	Briefly explain reason and next step.
Success story includes too much personal detail	Remove identifying/sensitive details and focus on goal, services, effort, outcome, and next step.
Attachments uploaded but not explained	Reference the attachment in the relevant narrative field.

8. Quick Glossary

Term	Meaning in this guide
AWIB	Alaska Workforce Investment Board.
EGrAMS	The electronic grants management system used for submitting required grant reports and attachments.
AlaskaJobs	The participant and program data system used to document WIOA Youth eligibility, services, case notes, outcomes, and follow-up.
OA	Objective Assessment. A required assessment process used to understand the youth's skills, needs, interests, barriers, and service strategy.
ISS	Individual Service Strategy. The youth's service plan that should align goals, barriers, services, activities, and next steps.
WEX	Work Experience. A planned and documented work-based learning activity such as paid or unpaid work experience or job shadowing when applicable.
MSG	Measurable Skill Gain. Documented progress in education or training during a program year.
Credential	A recognized credential or diploma documented according to WIOA reporting requirements.
PIRL	Participant Individual Record Layout. Data used for federal performance reporting and validation.
Soft exit	A participant exits due to no qualifying service for the required period, rather than through an intentional closeout plan.
Follow-Up	Post-exit services and documentation required or provided after participant exit, as applicable.
TA	Technical Assistance.

Appendix A: Sample Narrative Bank

Use these examples as starting points. Replace bracketed text with actual program information. Do not copy examples if they do not match the reporting period.

Recruitment active and producing:

Recruitment is active and producing prospective youth. During [month/quarter], staff contacted [#] referral partners, held [#] orientation sessions, received [#] referrals, started [#] intakes, and enrolled [#] youth. The strongest referral source was [source].

Recruitment limited:

Recruitment activity was limited due to [reason]. Staff completed [activity] but no new youth were enrolled this period. The program will [action] by [date] to increase referrals and intake activity.

OA/ISS delay:

Internal review found [#] newly enrolled youth with OA or ISS documentation still in progress. Staff have scheduled completion meetings for [dates]. The Project Director will verify completion by [date].

Engagement gap:

The program identified [#] youth with limited recent contact or possible engagement gaps. Case managers attempted contact by [methods] and documented outreach. Next steps include [service/meeting/referral] by [date].

Barrier/support need:

Staff identified [barrier] affecting [#] youth. The program responded through [case management/referral/supportive service/ISS update]. Additional AWIB support is [requested/not requested] at this time.

WEX development:

Staff conducted employer outreach with [#] employers in [industries]. [#] potential WEX opportunities were identified and [#] youth are being assessed for readiness and ISS alignment.

No WEX activity:

No WEX activity occurred this period because [reason]. Staff will focus on [work readiness/career exploration/employer outreach] next period so participants can move toward appropriate WEX opportunities.

Data quality concern:

A data quality concern was identified involving [issue]. Approximately [#] cases are affected. Staff will correct records by [date] and the Project Director will complete follow-up QA review.

Budget/spending concern:

Spending is [below/above] planned levels due to [reason]. The program expects [increase/correction] next quarter through [planned action]. Fiscal or budget TA is [requested/not requested] at this time.

Quarterly next steps:

Next quarter, the program will prioritize [priority 1], [priority 2], and [priority 3]. Planned actions include [action], [action], and [action]. AWIB support is requested for [topic] by [timeframe].

Appendix B: Pre-Submission Checklist

Step	Monthly report	Quarterly report	Success story
Review AlaskaJobs and internal tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm reporting period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update counts and status selections	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Write clear narrative responses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain No responses or concerns	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Confirm support request, if any	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Check privacy/consent	N/A	N/A	<input type="checkbox"/>
Attach relevant documents only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Director review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit in EGrAMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

End of guide