

PA Department of Labor & Industry
Workforce Investment Center
Bureau of Employer and Career Services
WORKFORCE INVESTMENT INFORMATION NOTICE 11-02
January 22, 2003

- TO : Team PA CareerLink Site Managers
BECS Managers
BECS Regional Directors
- FROM : William Moulfair, Director
Bureau of Employer and Career Services
- SUBJECT : Transmittal of US Department of Labor (USDOL) Employment and Training Administration (ETA) 9002 and Veterans Employment and Training Service (VETS) 200 reporting requirements, Employment Training (ET) Handbook No. 406, Questions and answers on the ET Handbook No. 406, and clarification and guidance on transition issues for the ETA 9002 and Vets 200 reports.
- INQUIRIES : If you have questions concerning this issuance, please direct inquiries to one of the following:
- Beverly Evans (717) 783-5857, beevans@state.pa.us
Rocky Smith (717) 787-4769, rocsmith@state.pa.us
1. Purpose. To provide Team PA Careerlink Managers and Site Administrators the tools to read and interpret the information recorded on reports that are generated from their respective Team PA Careerlink Sites for the Labor Exchange (LX) and VETS Performance Measures and to provide transition guidance.
 2. Reference. (a) USDOL Training and Employment Guidance Letter (TEGL) No. 1-02 (Transmittal of ET Handbook No 406).
(b) TEGL 9-02 (Questions and answers on the ET Handbook No. 406)
(c) TEGL 15-02 (Clarification and Guidance on PY 2002 Labor Exchange Transition Issues for the ETA 9002 and VETS 200 Reports)
 3. Discussion. The USDOL publishes TEGLs, to provide state workforce agencies with information on aspects of the Labor Exchange Performance Measures, the

Veterans Employment and Training Services and the revised ETA 9002 and VETS 200 data collection and reporting system.

Beginning July 1, 2002, states began using the ET Handbook No. 406 (ETA 9002 and the VETS 200 instructions and forms) to report quarterly information on services and outcomes to registered job seekers and employers receiving services through the public labor exchange as a part of the One-Stop delivery system of states. Information derived from the ETA 9002 and the VETS 200 reports and specifications will enable the USDOL and the states to more effectively assess the value of labor exchange services provided to our customers.

To assist states in their reporting obligations and to clarify aspects of the revised reporting instructions, USDOL has developed a set of questions and answers. They are intended to communicate supplemental information on the revised Handbook and its application in collecting and reporting services and outcome data.

To provide state workforce agencies with clarification and guidance on transition issues affecting the revised ETA 9002 and VETS 200 reports contained in the ET Handbook 406 and reporting for the first quarter; the continued reporting of Migrant and Seasonal Farm Worker (MSFW) program activity via the ETA Standard Form 5148; and the projected timeframe to establish labor exchange performance levels for states.

4. Action Required. Team PA CareerLink Site Administrators, BECS Managers, and BECS Regional Directors are requested to distribute copies of the issuance to Team PA CareerLink Staff supervising the personnel that perform labor exchange services and enter data on the records of Job seekers and Employer records.

Workforce Investment information Notice No. 11-02 has been posted on the PA workforce Website and can be accessed at www.paworkforce.state.pa.us.
5. Attachments.
 - (1) TEGL 1-02 with ET Handbook No. 406
 - (2) TEGL 9-02 with questions and answers on the ET Handbook No. 406 (ETA9002 and VETS 200 reports and specifications)
 - (3) TEGL 15-02 with clarification and guidance on transition issues
6. Expiration Date. On-going