

**WORKFORCE SYSTEM POLICY (WSP) No. 01 -2015, September 25, 2015**

**TO:** PENNSYLVANIA WORKFORCE DEVELOPMENT BOARD  
BUREAU OF WORKFORCE DEVELOPMENT ADMINISTRATION  
BUREAU OF WORKFORCE PARTNERSHIP AND OPERATIONS  
CENTER FOR WORKFORCE INFORMATION AND ANALYSIS  
BUREAU OF BUSINESS APPLICATION DEVELOPMENT  
LOCAL ELECTED OFFICIALS  
LOCAL WORKFORCE DEVELOPMENT BOARD CHAIRS AND EXECUTIVE DIRECTORS

**FROM:** Diane Bosak  
Deputy Secretary for Workforce Development

**SUBJECT:** Pennsylvania's Workforce System of Record

- I. **Vision.** The Workforce Innovation and Opportunity Act (WIOA) requires greater alignment of all core programs. The commonwealth's vision is to ensure core programs and their applicable data management systems align. This policy pertains to WIOA and Workforce Investment Act of 1998 (WIA) Title I-B and Title III workforce system programs, partners and grantees.
- II. **Purpose.** The purpose of this policy is to provide workforce system stakeholders with guidance regarding workforce system data entry and the tracking of participants, employers and providers within Pennsylvania's system of record, the Commonwealth Workforce Delivery System (CWDS)/JobGateway<sup>®</sup>, within the acceptable timeframe and in the correct manner.
- III. **References.**
  - Workforce Innovation and Opportunity Act (WIOA), Public Law (Pub. L.) 113-128, enacted July 22, 2014
  - Workforce Investment Act of 1998 (WIA), Pub. L. 105-220, *et seq.*, and its regulations
  - U.S. Department of Labor (USDOL) Training and Employment Guidance Letter (TEGL) No. 06-14, *Program Year (PY) 2013/Fiscal Year (FY) 2014 Data Validation and Performance Reporting Requirements and Associated Timelines*, September 10, 2014
  - U.S. Department of Labor TEGL No. 4-13, *Workforce Investment Act (WIA) Performance Reporting System*, August 28, 2013
  - U.S. Department of Labor TEGL No. 17-05, Change 2, *Common Measures Policy for the Employment and Training Administration's Performance Accountability System and Related Performance Issues*, May 20, 2009
  - U.S. Department of Labor TEGL No. 17-05, *Common Measures Policy for the Employment and Training Administration's Performance Accountability System and Related Performance Issues*, February 17, 2006
  - U.S. Department of Labor Training and Employment Notice (TEN) No. 13-13, *Accounting for and Reporting Co-Enrollment under the Workforce Investment Act (WIA) and Wagner-Peyser Programs*, November 29, 2013
  - U.S. Department of Labor TEN No. 09-13, *Labor Exchange Reporting System (LERS) Tutorial and ET Handbook No. 406 Updates*, October 18, 2013
  - Pennsylvania Department of Labor & Industry Financial Management Policy (*Draft*), 03-2104, July 1, 2014

#### IV. **Definitions.**

- A. *Commonwealth Workforce Delivery System (CWDS)* is the management system of record used for all data collection and reporting.
- B. *JobGateway*<sup>®</sup> is the commonwealth's online job matching system for jobseekers and employers.

- V. **Background.** The Pennsylvania Department of Labor & Industry, herein known as the "Department", is required by federal regulations to submit accurate participant reports and validate individual participant data, as well as financial reports, to the U.S. Department of Labor (USDOL) on a quarterly and annual basis. Under WIOA, and as part of these reporting requirements, USDOL requires coordination and co-enrollment between WIOA, WIA, Wagner-Peyser Act, and Trade Adjustment Act (TAA) programs to ensure a common record is maintained for each participant served with these funding streams.

This policy serves to affirm that CWDS/JobGateway<sup>®</sup> is the system of record for the participant tracking of WIOA, WIA, Wagner-Peyser Act, and TAA programs. All participants, employers, and providers served by these funding streams (for all levels of services, including career planning) must have their services and/or activities entered into CWDS/JobGateway<sup>®</sup> in a timely manner to ensure a common record, and when appropriate, assignment of a common exit date. Additionally, CWDS/JobGateway<sup>®</sup> is the system of record for all financial reporting by local workforce development board staff with regard to WIOA, WIA, Wagner-Peyser Act, and TAA funded programs.

The commonwealth's data management system, CWDS/JobGateway<sup>®</sup>, is the required entry point for all workforce investment activities in Pennsylvania. All workforce investment activity (to include participant and employer registrations, job postings, job matching, career planning, case progress notes, activities, and outcomes pertaining to workforce programs funded through the authorization of WIOA, WIA, the Wagner-Peyser Act, TAA, and related grants) must be entered into CWDS/JobGateway<sup>®</sup> to ensure compliance with federal and state statutes, regulations, and policies. The use of alternate systems is prohibited for all workforce investment activity data entry and tracking, with the exception of career planning activities.

**Note:** Career planning activities must first be entered into CWDS/JobGateway<sup>®</sup>. Within any alternate system, the Participant Identification Number (PID) (for participants), Federal Employer Identification Number (FEIN) (for employers and providers), and the job posting order number (for employers), must identically match the identifier utilized within the system of record, CWDS/JobGateway<sup>®</sup>. The Department will conduct data comparisons between the commonwealth's system of record and any alternate system in order to ensure adherence to this policy.

#### VI. **Local Requirements.**

- A. All WIOA, WIA, Wagner-Peyser Act and TAA grant recipients are required to report individual participant data and financial data via the commonwealth's system of record, CWDS/JobGateway<sup>®</sup>.
- B. All participant, employer, and provider data must be entered into CWDS not to exceed 30 calendar days of the actual date of occurrence (e.g. service start date, hold date, entered employment, certifications, assessments, program exit dates).
- C. Requests for funds by a local workforce development board will be made using CWDS/JobGateway<sup>®</sup>.

- D. PA CareerLink<sup>®</sup> sites will utilize CWDS/JobGateway<sup>®</sup> as the common information management system. CWDS/JobGateway<sup>®</sup> is the official system of record used for all data collection and reporting for all required partners located in comprehensive and affiliate PA CareerLink<sup>®</sup> sites. Shared information and data agreements will be utilized to support access to information and information sharing between partners as allowed by authorizing law and regulations.
- E. PA CareerLink<sup>®</sup> sites will utilize CWDS/JobGateway<sup>®</sup> as the job-match system when jobseekers are looking for employment and employers are searching for candidates.
- F. Local workforce development boards must reflect the commonwealth's system of record policy in their bylaws and policies.

**VII. Action Required.** This directive shall be shared throughout the commonwealth's workforce system to include local board staff, PA CareerLink<sup>®</sup> Operators, and other workforce system stakeholders.

**VIII. Contact Entity.** Technical assistance and/or inquiries regarding this guidance should be directed to the Pennsylvania Department of Labor & Industry, Director of the Bureau of Workforce Development Administration, 651 Boas Street, 12<sup>th</sup> Floor, Harrisburg, PA 17121.

**IX. Rescissions.** Bureau of Workforce Development Partnership Email Issuance, WIA Timeliness of Data Entry for Participants in System of Record – CWDS, May 6, 2011