**Program administrators will need to provide the following information by July 31, 2019 for the 2018-2019 project year.**

Agency name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project # for 2018-2019:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form prepared by (name and title):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency project coordinator (name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FL Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NRS Summery Information includes:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary Information** | | | | |
| Service | Participants Served | Participants Exited | Funds Expended | Cost Per Participant Served |
| Career Services |  |  |  |  |
| Training Services |  |  |  |  |

**Definitions and Criteria**

**Career Service**

* **Reporting Career Service**
* Participants Served (Career Services): Count of participants served during the period of the report who received Career Services only
* Participants Exited (Career Services): Count of participants who only received Career Services that exited from all services during the reporting period
* Funds Expended (Career Services): Funds expended divided by count of participants served during the period of the report who received Career Services only
* Cost per Participant Served (Career Services): Funds expended divided by count of participants swerved during the period of the report who received Career Services only
* **Career Service may include:**
* Outreach, intake and orientation information
* Initial assessment of skill levels including literacy, numeracy and English language proficiency, as well as aptitudes, abilities and supportive service needs
* Referrals to and coordination of activities with other programs and services
* Provision of performance information and program cost information on eligible providers of education, training and workforce services by program and type of provider
* Provision of information on availability of supportive services or assistance and appropriate referrals (including child care; child support; medical or child health assistance available through the State’s Medicaid program and CHIP; SNAP benefits; EITC; assistance under TANF and other supportive services and transportation)

**Training Service**

* **Reporting Training Service**
* Participants Served (Training Services): Count of participants served during the period of the report who received Training Services only
* Participants Exited (Training Services): Count of participants who only received Training Services that exited from all services during the reporting period
* Funds Expended (Training Services): Funds expended divided by count of participants served during the period of the report who received Training Services only
* Cost per Participant Served (Training Services): Funds expended divided by count of participants swerved during the period of the report who received Training Services only
* **Training Service may include:**
* Occupational skills training, including training for nontraditional employment
* On-the-job training
* Incumbent worker training
* Programs that combine workplace training with related instruction, which may include cooperative education programs
* Training programs operated by the private sector
* Skill upgrading and retraining
* Entrepreneurial training
* Job readiness training provided in combination with the training services
* Adult education and literacy activities, including activities of English Language acquisition and integrated education and training programs, provided concurrently or in combination with other training services
* Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

Under the Workforce Innovation and Opportunity Act (WIOA), adult education programs must collect data on program participants. WIOA section 116(d)(2) specifies the data elements and outcomes to be included in the Statewide Annual Performance report for WIOA core programs. One of those elements is: “the average cost per participant of those participants who received career and training services, respectively, during the most recent program year and the three preceding program years” (sec. 116(d)(2)(F) of WIOA). WIOA provides specific definitions for career services, sec. 134(c)(2), training services, sec. 134(c)(3) and administrative costs, sec. 3(1).