

**Nevada Department of Employment, Training and Rehabilitation**  
**Employment Security Division**  
**Workforce Innovation Support Services**

**Workforce Innovation and Opportunity Act (WIOA)**  
**State Compliance Policy (SCP)**

**Policy Number: 5.5**

**Originating Office:** Department of Employment, Training and Rehabilitation (DETR); Workforce Innovation Support Services (WISS)

**Subject:** Reporting Requirements

**Approved:** Ratified Governor’s Workforce Development Board (GWDB) Executive Committee  
May 14, 2025; Revising WIA Section 5.5

**Purpose:** To provide guidance on the requirements and procedures for data entry in the Management Information System (MIS) to ensure compliance with data validation requirements for submission of mandatory reports. This policy supersedes the previous Workforce Investment Act of 1998 (WIA) guidance.

**State Imposed Requirements:** This directive contains some state-imposed requirements. These requirements are printed in *bold, italicized* type.

**Authorities/References:** Workforce Innovation and Opportunity Act (P.L. 113-128); WIOA Effectiveness in Serving Employers Performance Indicator, 89 FR 13814 (Feb. 23, 2024); [Effectiveness in Serving Employers Federal Register Notice \(Joint\)](#); OMB Control Number 1205-0526, WIOA Common Performance Reporting; OMB Control Number 1205-0521, DOL-Only Performance Accountability: <https://www.dol.gov/agencies/eta/performance/reporting>; 20 CFR §§ 676-677 and 679; TEGL10-16, Change 3; TEGL 21-16, Change 1; TEGL 26-16; TEGL 03-18; TEGL 11-19, Change 2; TEGL 05-18; TEGL 07-18; TEGL 16-22, Change 1; TEN 08-16; TEN 02-18; TEN 24-23; Nevada SCPs

**ACTION REQUIRED:** Upon issuance bring this guidance to the attention of all WIOA service providers, Local Workforce Development Board (LWDB) board members and any other concerned parties. Any local boards’ policies, procedures, and or contracts affected by this guidance are required to be updated accordingly.

**Background:** WIOA Section 116(b) establishes performance accountability indicators and reporting requirements for the WIOA core programs. Federal regulations require that the state submit accurate financial reports to DOL on a quarterly basis. Therefore, the state requires subrecipients to submit financial reports on a quarterly basis for Youth, Adult and Dislocated Worker formula expenditures, to the WISS office. Timely reporting is also required for the annual Employment and Training

Administration (ETA) performance reports.

**Policy and Procedure:**

**Data Entry Requirements:**

All transactions related to WIOA registrations, services, credentials/certificates/licenses, employment, measurable skills gains (MSG), table uploads, vouchers, follow-up data, case notes, etc., required in EmployNV, will be entered or updated within 15 business days of their respective action dates. Timely data entry will ensure compliance with data validation requirements for submission of quarterly and annual reports. WISS will submit performance report data using the Workforce Integrated Performance System (WIPS).

**Recipient Recordkeeping and Reports:** ([WIOA Sec. 185\(a\)](#))

- (1) Recipients of funds under this title shall keep records that are sufficient to permit the preparation of reports required by this title and to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have not been spent unlawfully.
- (2) RECORDS AND REPORTS REGARDING GENERAL PERFORMANCE.  
Every such recipient shall maintain such records and submit such reports, in such form and containing such information, as the Secretary may require regarding the performance of programs and activities carried out under this title. Such records and reports shall be submitted to the Secretary but shall not be required to be submitted more than once each quarter unless specifically requested by Congress or a committee of Congress, in which case an estimate regarding such information may be provided.
- (3) MAINTENANCE OF STANDARDIZED RECORDS.—In order to allow for the preparation of the reports required under subsection (c), such recipients shall maintain standardized records for all individual participants and provide to the Secretary adequate analysis of the records.
- (4) AVAILABILITY TO THE PUBLIC.—
  - (A) IN GENERAL.—Except as provided in subparagraph (B), records maintained by such recipients pursuant to this subsection shall be made available to the public upon request.
  - (B) EXCEPTION.—Subparagraph (A) shall not apply to—
    - (i) information, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy; and
    - (ii) trade secrets, or commercial or financial information, that is—
      - (I) obtained from a person; and
      - (II) privileged or confidential.

**Customer Satisfaction Surveys:**

Customer Satisfaction is no longer a required performance measure or indicator under WIOA, and ETA is not prescribing any specific customer satisfaction metric. Customer satisfaction assessment, however, is required for the one-stop certification process and is used in the Annual Performance Narrative.

Nevada’s customer survey system is known as SARA (Semi-Autonomous Research Assistant) which is designed to contact clients/consumers via text and/or email. Nevada’s American Job Center and affiliate sites (EmployNV Career Hubs) offer a variety of employment services to jobseekers through

their local offices virtually, over the phone, and in person. The jobseekers, who are case managed, are sent electronic customer feedback surveys using the SARA program. In efforts to collect surveys for all jobseekers who receive services, case managed or not, SARA is being upgraded to send out surveys to all registered jobseekers to capture customer feedback.

**Effectiveness in Serving Employers (ESE):**

The [Effectiveness in Serving Employers Final Rule Publication Notice \(TEN No. 24-23\)](#) was published on March 22, 2024. This notice alerts grantees to the implementation timelines of the recently finalized rule defining the Effectiveness in Serving Employers Primary Indicator of Performance. The WIOA ESE Final Rules are published in the Federal Register:

- [Joint ED/DOL WIOA ESE Performance Indicator Final Rule](#)
- [DOL’s WIOA Title I Non-core Program ESE Performance Indicator Final Rule](#)

The Business Solutions Offices across Nevada focus on providing the best possible services to the business community. All employers who receive service from Business Solutions staff are asked to provide feedback.

**Quarterly and Annual Reports:**

The ETA uses the following forms for performance reporting by the Department of Labor (DOL):

**Annual Statewide & Local Performance Report (ETA-9169):** ([20 CFR § 676.130](#), [20 CFR § 676.143](#), [20 CFR § 677.240](#), [TEGL 05-18](#))

For core programs, DOL requires each grantee to submit a WIOA Annual Report (WIOA Statewide and Local Performance Report Template, [ETA-9169](#)) every year by October 1 and a total of four quarterly reports (ETA-9173) every year within on the 15th day of the second month of the subsequent quarter. These reports include performance data primarily supplied by the PIRL file, which contains record-level data. Each PIRL file contains 2.5 years/10 quarters of reportable individual, participant, and exited data. The table below shows the expected due dates for each reporting quarter.

Report Quarter	Due Dates
January–March	May 15
April–June	August 15
July–September	November 15
October–December	February 15

The [Quarterly Periods of Reporting](#) document illustrates the quarterly time periods for each cohort aggregated by the WIOA Quarterly Report (Program Performance Report Template, ETA-9173), including those served (reportable individuals and participants), participating, or exiting. A [similar](#)

[document](#) exists for annual reporting on the WIOA Annual Report (WIOA Statewide and Local Performance Report Template, ETA-9169). The cohort time periods for the WIOA Annual Report are identical to the quarterly time periods for the fourth quarter of each program year. The annual report differs from the quarterly reports in two major ways:

- The Annual Report includes the Effectiveness in Serving Employers indicators; and
- The Annual Report submission deadline is October 1 while the fourth quarter report is due mid-August.

Each state that receives an allotment under WIOA Sec. 127 (Youth), or Sec. 132 (Adult and Dislocated Worker), or sections 301-308 (Title III Wagner Peyser Employment Service) must prepare and submit a WIOA Annual Statewide Performance Report Narrative of performance progress to the Secretary of Labor in accordance with the “WIOA Common Performance Reporting -OMB Control No. 1205-0526.” The WIOA Annual Statewide Performance Report Narrative serves as a complement to the WIOA Annual Statewide Performance Report (ETA 9169) requirements defined in OMB Control No. 1205-0526 and in [TEGL 10-16, Change 3](#).

LWDBs, WIOA core programs, and other state agencies will be required to contribute to the Annual Report as indicated by a request from DETR and as directed by the DOL. DETR will electronically submit the required report to DOL on or before December 1 of each year.

**Joint PIRL (ETA-9170):** [\(TEN 02-18\)](#)

The [ETA-9170](#) which provides a standardized set of data elements, definitions, and reporting instructions for use by States and local entities administering WIOA core programs. DOL and the Department of Education jointly issued a WIOA data collection, entitled “WIOA Common Performance Reporting” (OMB Control No. 1205-0526), including a “Joint PIRL.”

**ETP Definitions/Instructions (ETA-9171):**

The [ETA-9171](#) is the OMB-approved template for reporting the performance of Eligible Training Providers (ETPs) to the DOL, including data on training providers, outcomes of all individuals served, and WIOA participant demographics.

**DOL-Only PIRL (ETA-9172):**

The [ETA-9172](#) includes a set of all of the data elements that DOL is approved to collect for these programs, many of which are used to aggregate the WIOA Quarterly Report (ETA-9173). This DOL-only data collection (OMB Control No. 1205-0521) includes all of the data elements in the Joint PIRL. This data collection also has additional data elements relevant to DOL-administered programs and authorized the application of the DOL-only PIRL to non-WIOA programs and WIOA non-core programs.

**Quarterly Performance Report (ETA-9173):**

The [ETA-9173](#) is used to collect and report on the performance of programs that are funded by the Department of Labor, specifically those that fall under the Workforce Innovation and Opportunity Act (WIOA) and other related programs. Grantees (organizations receiving funding) are required to submit the ETA-9173 to the ETA, providing data on their program's performance, including services provided and outcomes achieved. The form collects data on various aspects of program performance,

DETR/ESD/WISS\*

WIOA State Compliance Policies

SCP 5.5 Reporting Requirements

May 2025

Page 4 of 11

such as the number of participants served, their demographics, the types of services provided, and outcomes such as employment, earnings, and training completion. The form is used to collect data for WIOA programs, including Adult, Dislocated Worker, and Youth programs, as well as Wagner-Peyser Act programs and is submitted on a quarterly basis.

**Pay-For-Performance Report (ETA-9174):**

The [ETA-9174](#) is the OMB approved (OMB Control No. 1205-0521) narrative template for reporting on Pay-for-Performance contract performance to DOL. This report includes narrative responses that describe various aspects of Pay-for-Performance contracts including targets, time frames, and results as well as evaluations of those contracts' performance.

**Joint Quarterly Narrative Report (ETA-9179):**

The [ETA-9179](#) refers to the Joint Quarterly Narrative Performance Report Template used by the DOL's ETA to collect qualitative information on grantee efforts, challenges, and outcomes for various WIOA programs.

**Quarterly Financial Reports: (WIOA Sec. 185(e)-(g))**

- (1) IN GENERAL.—Each local board in a State shall submit quarterly financial reports to the Governor with respect to programs and activities carried out under this title. Such reports shall include information identifying all program and activity costs by cost category in accordance with generally accepted accounting principles and by year of the appropriation involved.
- (2) ADDITIONAL REQUIREMENT.—Each State shall submit to the Secretary, and the Secretary shall submit to the Committee on Health, Education, Labor, and Pensions of the Senate and the Committee on Education and the Workforce of the House of Representatives, on a quarterly basis, a summary of the reports submitted to the Governor pursuant to paragraph (1).
- (f) MAINTENANCE OF ADDITIONAL RECORDS.—Each State and local board shall maintain records with respect to programs and activities carried out under this title that identify—
  - (1) any income or profits earned, including such income or profits earned by subrecipients; and
  - (2) any costs incurred (such as stand-in costs) that are otherwise allowable except for funding limitations.
- (g) COST CATEGORIES.—In requiring entities to maintain records of costs by cost category under this title, the Secretary shall require only that the costs be categorized as administrative or programmatic costs.

**Financial Reporting (ETA 9130): ([TEGL 12-22](#); [TEGL 16-22](#), and [Change 1](#))**

Financial reports must be submitted quarterly, electronically through the ETA reporting system, on the [ETA-9130](#) Financial Report. The data submitted must be certified by the State. They are due 45 calendar days after the end of each quarter, unless otherwise specified in reporting instructions.

Quarter End Date	Quarterly ETA-9130 Due Date
March 31	May 16
June 30	August 15
September 30	November 15
December 31	February 15

A report must be submitted for each subaccount listed in the Notice of Award (NOA) document. All financial data must be reported based on the accrual basis of accounting and be cumulative by fiscal year of appropriation through the entire period of performance (POP). The deadlines for ETA-9130 submissions do not change, even in instances when the reporting due date falls on a weekend or holiday. The on-line reporting system is available 24 hours a day, 7 days a week, and reports can be submitted in advance of the due date. The quarter in which financial reporting begins is based on the effective date listed on the NOA and is independent of the date on which the NOA is signed by the Grant Officer.

ETA staff is responsible for reviewing the certified ETA-9130, communicating with recipients, as necessary, and accepting the report within 10 business days after report certification. If a modification is required, the certification and acceptance processes must be repeated. If there is a rejection of a report, a reason for the rejection must be entered in section 12, Remarks, by the ETA reviewer. The reviewer must notify the recipient regarding the 9130 rejections. The recipient revises 9130 based on the information provided by the reviewer in the Remarks section. The recipient re-certifies and re-submits the 9130 for acceptance. The recipient must inform the Regional Office or Federal Project Officer (FPO) after any re-certification and re-submission of a 9130. A recipient cannot revise a previously submitted ETA-9130 financial report once the subsequent quarter's report is generated in PMS. Adjustments on prior locked reports may occur only in limited circumstances and with approval from ETA. Requests for adjustments on prior locked reports should be submitted to the appropriate ETA regional office. ETA-9130 financial reports are cumulative, so recipients should make any minor adjustments to the next submitted report with an explanation of the change in Section 12, Remarks.

***LWDBs may request correction of PIRL records prior to DETR certifying the annual 9130 financial report.***

**Local Area Performance Indicators: (20 CFR § 677.205)**

- (a) Each local area in a State under WIOA Title I is subject to the same primary indicators of performance for the core programs for WIOA Title I under [§ 677.155\(a\)\(1\) and \(c\)](#) that apply to the State.
- (b) In addition to the indicators described in paragraph (a) of this section, under [§ 677.165](#), the Governor may apply additional indicators of performance to local areas in the State.
- (c) States must annually make local area performance reports available to the public using a template that the Departments of Labor and Education will disseminate in guidance, including by electronic means. The State must provide electronic access to the public local area performance report in its annual State performance report.



- (d) The local area performance report must include:
  - (1) The actual results achieved under [§ 677.155](#) and the information required under [§ 677.160\(a\)](#);
  - (2) The percentage of a local area's allotment under WIOA Secs. 128(b) and 133(b) that the local area spent on administrative costs; and
  - (3) Other information that facilitates comparisons of programs with programs in other local areas (or planning regions if the local area is part of a planning region).
- (e) The disaggregation of data for the local area performance report must be done in compliance with WIOA Sec. 116(d)(6)(C).
- (f) States must comply with any requirements from Sec. 116(d)(3) of WIOA as explained in guidance, including the use of the performance reporting template, issued by DOL.

**Establishing Local Performance Levels: (20 CFR § 677.210)**

- (a) The objective statistical adjustment model required under sec. 116(b)(3)(A)(viii) of WIOA and described in [§ 677.170\(c\)](#) must be:
  - (1) Applied to the core programs' primary indicators upon availability of data which are necessary to populate the model and apply the model to the local core programs;
  - (2) Used in order to reach agreement on local negotiated levels of performance for the upcoming program year; and
  - (3) Used to establish adjusted levels of performance at the end of a program year based on actual conditions, consistent with WIOA sec. 116(c)(3).
- (b) Until all indicators for the core program in a local area have at least 2 years of complete data, the comparison of the actual results achieved to the adjusted levels of performance for each of the primary indicators only will be applied where there are at least 2 years of complete data for that program.
- (c) The Governor, Local Workforce Development Board (WDB), and chief elected official must reach agreement on local negotiated levels of performance based on a negotiations process before the start of a program year with the use of the objective statistical model described in [paragraph \(a\)](#) of this section. The negotiations will include a discussion of circumstances not accounted for in the model and will take into account the extent to which the levels promote continuous improvement. The objective statistical model will be applied at the end of the program year based on actual economic conditions and characteristics of the participants served.
- (d) The negotiations process described in [paragraph \(c\)](#) of this section must be developed by the Governor and disseminated to all Local WDBs and chief elected officials.
- (e) The Local WDBs may apply performance measures to service providers that differ from the performance indicators that apply to the local area. These performance measures must be established after considering:
  - (1) The established local negotiated levels;
  - (2) The services provided by each provider; and
  - (3) The populations the service providers are intended to serve.

Incentive and Sanction for Local Performance can be found at [20 CFR §§ 677.215-225](#).

**Quarterly Wage Record Information: (20 § CFR 677.175)**

- (a)
  - (1) States must, consistent with State laws, use quarterly wage record information in measuring a State's performance on the primary indicators of performance outlined in [§ 677.155](#) and a local area's performance on the primary indicators of performance identified in [§ 677.205](#).
  - (2) The use of social security numbers from participants and such other information as is necessary to measure the progress of those participants through quarterly wage record information is authorized.
  - (3) To the extent that quarterly wage records are not available for a participant, States may use other information as is necessary to measure the progress of those participants through methods other than quarterly wage record information.
- (b) “Quarterly wage record information” means intrastate and interstate wages paid to an individual, the social security number (or numbers, if more than one) of the individual, and the name, address, State, and the Federal employer identification number of the employer paying the wages to the individual.
- (c) The Governor may designate a State agency ( *i.e., Title I DETR, Employment Security Division; Title II Department of Education; Title III DETR, Employment Security Division; Title IV DETR, Vocational Rehabilitation*) to assist in carrying out the performance reporting requirements for WIOA core programs and ETPs. The Governor or such agency is responsible for:
  - (1) Facilitating data matches;
  - (2) Data quality reliability; and
  - (3) Protection against disaggregation that would violate applicable privacy standards.

States must establish procedures, consistent with DOL guidelines, to ensure that they submit complete annual performance reports that contain information that is valid and reliable, as required in WIOA Sec. 116(d)(5). If the State fails to meet the levels of performance, technical assistance will be provided by DOL and may require the State to develop and implement corrective actions, which may require the State to provide training for its subrecipients. Reference [20 CFR § 677.240](#)

Sanctions for State Performance and the Provision of Technical Assistance can be found in [20 CFR §§ 677.180-200](#).

**Unified State Plan General Requirements:** ([20 CFR § 676](#), [20 CFR §§ 679.500-580](#))

- (a) The Unified State Plan must be submitted in accordance with [§ 676.130](#) and WIOA Sec. 102(c), as explained in joint planning guidelines issued by the Secretaries of Labor and Education.
- (b) The Governor of each State must submit, at a minimum, in accordance with [§ 676.130](#), a Unified State Plan to the Secretary of Labor to be eligible to receive funding for the workforce development system's six core programs:
  - (1) The adult, dislocated worker, and youth programs authorized under subtitle B of title I of WIOA and administered by the U.S. DOL;
  - (2) The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA and administered by the U.S. Department of Education (ED);
  - (3) The Employment Service program authorized under the Wagner-Peyser Act of 1933,



- as amended by WIOA title III and administered by DOL; and
- (4) The Vocational Rehabilitation program authorized under title I of the Rehabilitation Act of 1973, as amended by title IV of WIOA and administered by ED.
  - (c) The Unified State Plan must outline the State's 4-year strategy for the core programs described in [paragraph \(b\)](#) of this section and meet the requirements of sec. 102(b) of WIOA, as explained in the joint planning guidelines issued by the Secretaries of Labor and Education.
  - (d) The Unified State Plan must include strategic and operational planning elements to facilitate the development of an aligned, coordinated, and comprehensive workforce development system. The plan must also include:
    - (1) Strategic planning elements that describe the State's strategic vision and goals for preparing an educated and skilled workforce under Sec. 102(b)(1) of WIOA. The strategic planning elements must be informed by and include an analysis of the State's economic conditions and employer and workforce needs, including education and skill needs.
    - (2) Strategies for aligning the core programs and Combined State Plan partner programs as described in [§ 676.140\(d\)](#), as well as other resources available to the State, to achieve the strategic vision and goals in accordance with Sec. 102(b)(1)(E) of WIOA.
    - (3) Operational planning elements in accordance with Sec. 102(b)(2) of WIOA that support the strategies for aligning the core programs and other resources available to the State to achieve the State's vision and goals and a description of how the GWDB will implement its functions, in accordance with Sec. 101(d) of WIOA. Operational planning elements must include:
      - (i) A description of how the State strategy will be implemented by each core program's lead State agency;
      - (ii) State operating systems, including data systems, and policies that will support the implementation of the State's strategy identified in paragraph (d)(1) of this section;
      - (iii) Program-specific requirements for the core programs required by WIOA Sec. 102(b)(2)(D);
      - (iv) Assurances required by Sec. 102(b)(2)(E) of WIOA, including an assurance that the lead State agencies responsible for the administration of the core programs reviewed and commented on the appropriate operational planning of the Unified State Plan and approved the elements as serving the needs of the population served by such programs, and other assurances deemed necessary by the Secretaries of Labor and Education under Sec. 102(b)(2)(E)(x) of WIOA;
      - (v) A description of joint planning and coordination across core programs, required one-stop partner programs, and other programs and activities in the Unified State Plan; and
      - (vi) Any additional operational planning requirements imposed by the Secretary of Labor or the Secretary of Education under Sec. 102(b)(2)(C)(viii) of WIOA.
  - (e) All of the requirements in this part that apply to States also apply to outlying areas.

### **Unified State Plan Modification Requirements:**

- (a) In addition to the required modification review set forth in [paragraph \(b\)](#) of this section, a Governor may submit a modification of its Unified State Plan at any time during the 4-year

period of the plan.

(b) Modifications are required, at a minimum:

- (1) At the end of the first 2-year period of any 4-year State Plan, wherein the State WDB must review the Unified State Plan, and the Governor must submit modifications to the plan to reflect changes in labor market and economic conditions or other factors affecting the implementation of the Unified State Plan;
- (2) When changes in Federal or State law or policy substantially affect the strategies, goals, and priorities upon which the Unified State Plan is based;
- (3) When there are changes in the statewide vision, strategies, policies, State negotiated levels of performance as described in [§ 677.170\(b\) of this chapter](#), the methodology used to determine local allocation of funds, reorganizations that change the working relationship with system employees, changes in organizational responsibilities, changes to the membership structure of the State WDB or alternative entity, and similar substantial changes to the State's workforce development system.

(c) Modifications to the Unified State Plan are subject to the same public review and comment requirements in [§ 676.130\(d\)](#) that apply to the development of the original Unified State Plan.

(d) Unified State Plan modifications must be approved by the Secretaries of Labor and Education, based on the approval standards applicable to the original Unified State Plan under [§ 676.130](#). This approval must come after the approval of the Commissioner of the Rehabilitation Services Administration for modification of any portion of the plan described in Sec. 102(b)(2)(D)(iii) of WIOA.

**The Local Plan:** ([20 CFR § 679.540-550](#))

The regional plan must address the requirements at WIOA Secs. 106(c)(1)(A)-(H) and incorporate the local planning requirements identified for local plans at WIOA Secs. 108(b)(1)-(22).

The Governor may issue regional planning guidance that allows LWDBs and chief elected officials in a planning region to address any local plan requirements through the regional plan where there is a shared regional responsibility. Under WIOA Sec. 108, each LWDB must, in partnership with the appropriate chief elected officials, develop and submit a comprehensive 4-year plan to the Governor. Reference [SCP 1.2](#)

**Joint Data Element Validation (DEV):** ([TEGL 7-18](#))

Section 116 of WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of States and local areas in achieving positive outcomes for individuals served by the workforce development system. Data validation helps ensure the accuracy of the annual statewide performance reports, safeguards data integrity, and promotes the timely resolution of data anomalies and inaccuracies. Each State must develop data validation procedures that include:

- Written procedures for data validation that contain a description of the process for identifying and correcting errors or missing data, which may include electronic data checks;
- Regular data validation training for appropriate program staff (e.g., at least annually);
- Monitoring protocols, consistent with [2 CFR § 200.328](#), to ensure that program staff are following the written data validation procedures and take appropriate corrective action if those procedures are not being followed;

- A regular review of program data (e.g., quarterly) for errors, missing data, out-of-range values, and anomalies;
- Documentation that missing and erroneous data identified during the review process have been corrected; and
- Regular assessment of the effectiveness of the data validation process (e.g., at least annually) and revisions to that process as needed.

Procedures developed by the States must include regular data element validation through core program monitoring on 24 common data elements. The Departments selected these elements based on their importance to reporting accurate performance outcomes and to ensure data consistency across core programs.

**WISS/LWDB Timeline Requirements:**

***Performance***

- ***Any allowable changes to data in EmployNV must be submitted to WISS no later than 30 calendar days after the end of the quarter, for prior quarters not yet certified on the annual report.***
- ***On or before 35 days after the quarter, the WISS Auto Team will provide interim WIOA Quarterly Summary Report to the LWDBs.***
  - ***LWDBs will provide notification on or before the 40 days after the end of the quarter, of any errors the LWDB does not accept on the interim WIOA Quarterly Summary Report.***
  - ***The WISS Auto Team will electronically submit WIOA Quarterly Summary Report (ETA-9091) 45 calendar days after the end of the quarter.***
- ***The WISS Auto Team must electronically submit the certified PIRL report to DOL 45 calendar days after the quarter.***

***Fiscal***

- ***On or before 23 calendar days after the end of each quarter, LWDBs must prepare a quarterly Financial Status Report for each funding stream (adult, dislocated worker, youth and other special grants). Reports are to be submitted for each program year allocation (25 percent and 75 percent Adult and Dislocated Worker) to DETR/Financial Management (FM) and WISS. In addition, the Local Area Quarterly Expenditure Report (Form S-1), as required by Executive Order 2012-18, must be provided to DETR.***
- ***DETR/FM will electronically submit Financial Status Reports (ETA 9130) 45 calendar days after the end of each quarter.***