**Program administrators will need to provide the following information by June 30, 2020 for the 2019-2020 project year in the final DOE 499 Form.**

All grantee will be required to provide end of year expenditure cost summary information related Career Services and Training Services.  This fiscal reporting information will be submitted in the final DOE 499 form, which is submitted to the comptroller’s office and the end of the fiscal year.

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

Project # for 2019-2020:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form prepared by (name and title):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**NRS Summary Information: Provide the amount of funds expended for Career Services and Training Services.**

|  |  |
| --- | --- |
| **NRS Summary Information** | |
| **Service** | **Funds Expended** |
| **Career Services** |  |
| **Training Services** |  |

**Definitions and Criteria**

**Career Services**

* **Reporting Career Services**
* Funds Expended (Career Services): Funds expended divided by count of participants served during the period of the report who received Career Services only
* **Career Services 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 Services**

* **Reporting Training Services**
* Funds Expended (Training Services): Funds expended divided by count of participants served during the period of the report who received Training Services only
* **Training Services 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).