

PREFACE

This Handbook is the official source for reporting requirements on the ETA 9002 form. It contains ETA 9002 report terms and definitions, and clarifications on some definitions in response to questions from the States. It is being distributed to all States to facilitate preparation and use of the ETA 9002 report.

Sections in this Handbook are:

- I - Introduction**
- II - Data Sources**
- III - Terms and Definitions**

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

CONTENTS

I. Introduction

A. Purpose	I-1
B. Background	I-2
C. Reporting	I-3
D. OMB Approval	I-3

II. Data Sources

A. Applicant Registration	II-1
B. Job Order	II-2
C. Registrant Service Transactions.. ..	II-3
D. Referral/Placement Record	II-4

III. Terms and Definitions

Entries for Form A1-A4

A. Total Applicants	III-1
B. Race	
C. Employment Status	
C.7. Employed	
C.8. Unemployed	III-2
D.9. Eligible Claimant	
E. Education	
E.10. In-School	
E.11. Less than High School Diploma	
E.12. High School Diploma/GED	
E.13. Post-Secondary Degree/Certificate	

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

F.14.	Persons With Disabilities	III-3
G.15.	Dislocated Workers	
H.16.	MSFW	
1.17	Interstate	III-4
J.	Veterans	
	Viet Nam Era	
	Disabled	
	Special Disabled	
	Eligible Persons	III-5
	Age Breakout	
1.	Total Active Applicants	
2.	Veterans	
314.	Male/Female	
5.	Youth	
6.	Adult	III-6
7.	22 - 44	
0.	45 - 54	
9.	55 and over	
10.	Economically Disadvantaged	
11.	Welfare	III-7
12.	Assessment Services	
13.	Interviewed	
14.	Counseled	
15.	Tested	III-8
16.	Assigned Case Manager	
17.	Provided Case Management Services	
18.	Vocational Guidance Service Provided	III-9
19.	Referred to Other Services	
20.	Referred to Skills Training	
21.	Referred to Federal Training	III-10
22.	Referred to JTPA	
23.	Referred to Other Training	
24.	Referred to Educational Services	
25.	Referred to Support Services	
26.	Training Placements	
27.	Federal Training Placements	
28.	Job Search Activities	III-11
29.	Referred to Employment	
30.	Referred to a Federal Job	
31.	Referred to FCJL Job	
32.	Referred to a Permanent Job (+150 days)	

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

33.	Entered Employment	III-12
34.	Job Placements	
35. - 38.	Placements by Age	
39.	Placed in Federal Jobs	
40.	Placed in a FCJL Job	
41.	Placed in Permanent Job (+150 days)	
42.	Obtained Employment	III-13
43.	Received Some Reportable Service	
44.	Assessment Service Total	111-14
45.	Interviewed	
46.	Counseled	
47.	Tested	
48.	Referred to Employment	
49.	Placed	
50.	Obtained Employment	

Entries for Form B III-15

1-15.A-L.	Job Openings Received by Occupational Category and Standard Industrial Classification (SIC)	
16-30.A-L.	Job Openings Filled by Occupational Category and Standard Industrial Classification (SIC)	
31.A	FCJL Openings Received	
32A	Number of Federal Contractors	

Entries for Form C

A	Job Orders Received	111-16
1-15A	Job Orders Received	
B - G.	Openings Received	
1-15.B	Total Non-Agricultural and Agricultural	
1-15.C	Non-Agricultural Temporary (150 days or less)	
1-15.D	Non-Agricultural Permanent (over 150 days)	
1-15.E	Average Wage on Job Orders	
1-15.F	Agricultural Temporary (150 days or less)	
1-15.G	Agricultural Permanent (over 150 days)	
H - M.	Job Openings Filled	111-17
1-15.H	Total Non-Agricultural and Agricultural	
1-15.I	Non-Agricultural Temporary	
1-15.J	Non-Agricultural Permanent	
1-15.K	Average Wage on Placement	

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

1-15.L **Agricultural Temporary**
1-15.M **Agricultural Permanent**

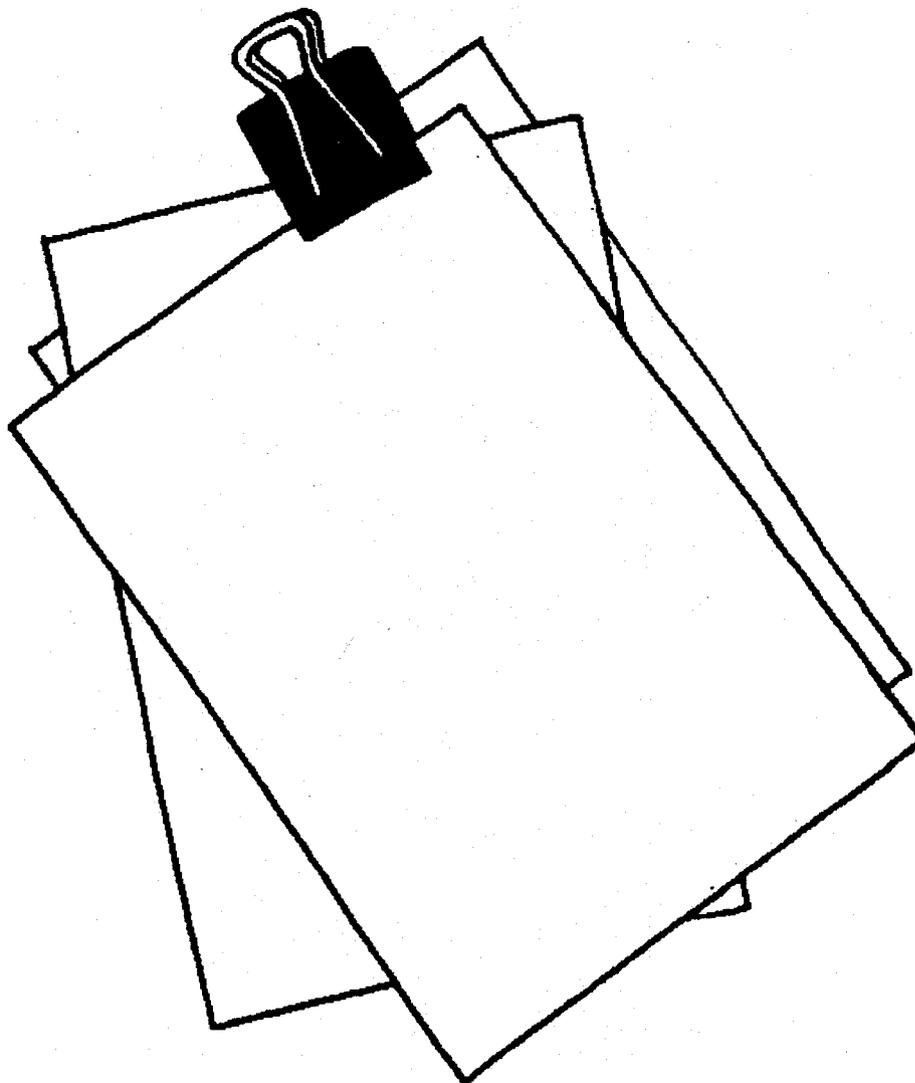
Reproducible Copies of the Forms

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

I. INTRODUCTION

A. PURPOSE

Reporting requirements for the State Administered Public Employment Service Program **are** contained in this Handbook. Data to be reported on the ETA 9002 report **are** derived from each state's **data** files which **are** comprised of information entered by each state **from** their records for registration, referral cards, **MSEW**, Veterans, **Food** Stamp, etc. **To** ensure that data reported on the ETA 9002 report **reflects** accurate information, the individual forms and the definitions for each item on that form are included in **this** Handbook. Clarifications of definitions **are** included in italics.



ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

B. BACKGROUND

As of July 1, 1992, SESAs are required to submit the revised form ETA 9002 which includes new data elements to the ETA Regional Office (RO). States may submit the report as a form or computer printout, and may also submit an optional report data file.

The image displays several overlapping forms from the ETA 9002 report preparation handbook. The most prominent form is the 'ETA 9002 Quarterly Report' from the U.S. Department of Labor, Employment Service Programs. This form includes a header with State, Year, Quarter, and OMB No. information. The main body is a table with columns for 'TOTAL APPLICANTS' (White, Black, Hisp, Am In/Al Nat, Asian Pac Ist) and 'EMPLOYMENT STATUS' (Employed, Unempl, Claimant). It lists various categories of applicants and their status, such as 'Total Active Applicants', 'Veterans', 'Male', 'Female', 'Youth', 'Adult (22 and over)', '22-44', '45-54', '55 and over', 'Econ Disadv Total', 'Welfare', 'Assessment Services', 'Interviewed', 'Counseled', 'Tested', 'Assigned Case Mgr.', 'Trng. Case Mgr. Ser.', 'Voc Guide Ser. Provided', 'Ref. to Other Serv.', 'Ref. to Skills Tr.', 'Ref. to Fed Tr.', 'Ref. to IFA', 'Ref. to Other Training', 'Ref. to Educ. Serv.', 'Ref. to Support Serv.', 'Training Placements', 'Fed Tr. Placements', 'Job Search Activities', 'Referred to Employment', 'Referred to Fed Job', 'Referred to Farm Job (< 150 days)', 'Placed Total', 'Placed (under 22)', 'Placed (22-44)', 'Placed (45-54)', 'Placed (55 & over)', 'Placed in Fed Job', 'Placed in F.C.A. Job', 'Placed in Farm Job (< 150 days)', 'Obtained Employment', 'Assessment Serv. Total', 'Interviewed', 'Counseled', 'Tested', 'Referred to Employment', 'Placed', and 'Obtained Employment'.

Other forms visible include 'ETA 9002 Quarterly Report (Cont'd)' forms, a 'U.S. Department of Labor Employment Service Programs' summary form with columns for 'Transp.', 'Wholesale Trade', 'Retail Trade', 'Finance Ins. & Real Est.', 'Services', 'Public Admin.', and 'Nonclass. Est.', and a 'U.S. Department of Labor Employment Service Programs' form with columns for 'Persons w/ Disabilities', 'Dislocated Workers', 'MSFW', and 'Interstate'. There are also several smaller forms with 'ETA 9002A' and 'ETA 9002C' labels, dated 'Rev. Oct. 1991'.

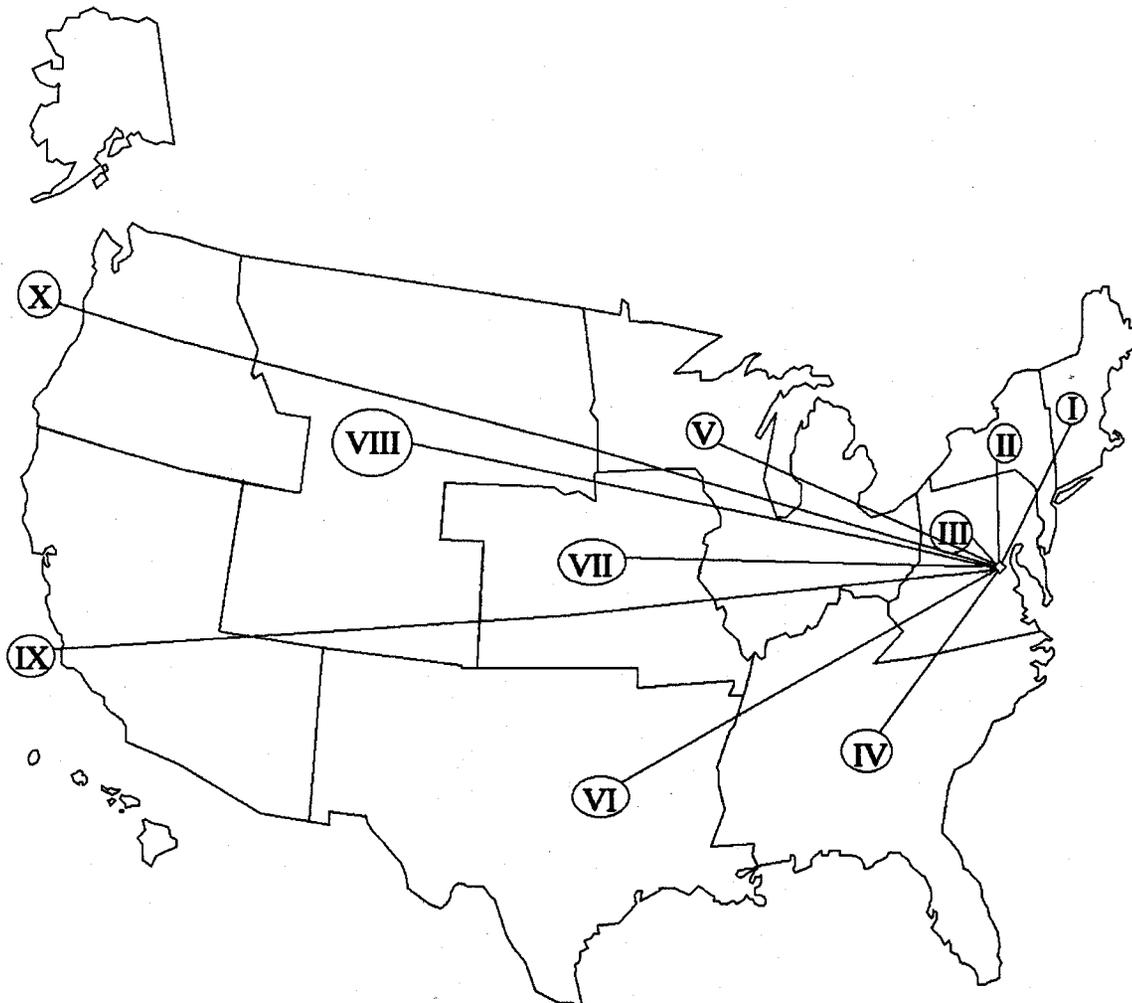
At the bottom of the main form, there is a public reporting burden statement: 'Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Information and Management, Department of Labor, Room N-1201, 200 Constitution Avenue, N.W., Washington, D.C. 20210; and to the Office of Management and Budget, Paperwork Reduction Project (1205-0240), Washington, D.C. 20503.'

Page 1 of 4
 ETA-9002A
 Rev. Oct. 1991

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

C. REPORTING

These reports shall be submitted to ROs within **45** calendar days after the end of the quarterly report **period**. The ETA **9002** reports for Employment Service Programs will be submitted for the program year quarters (**9/30**; **12/31**; **3/31**; and **6/30**) and will be cumulative to date from July for each program year.



D. OMB APPROVAL

Reporting requirements in this Handbook have been approved by OMB according to the Paperwork Reduction Act of 1980, under OMB Approval No. 1205-0240, expiration date **7/31/94**. Burden disclosure appears on the initial page of the form.

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

II. DATA SOURCES

A. Applicant Registration

This is to capture the following applicant characteristics as well as **initial** registrations and renewals:

ETA-9002A
 Column Row

- | | | |
|--|-----------|------------|
| ▪ New/Renewal Applications | A | 1-50 |
| ▪ Race | B | 1-50 |
| ▪ Employment Status | C | 1-50 |
| ▪ Employed | C7 | 1-50 |
| ▪ Unemployed | C8 | 1-50 |
| ▪ Eligible Claimant | D9 | 1-50 |
| ▪ In-School Status | E | 1-50 |
| ▪ In School | E10 | 1-50 |
| ▪ Education Level | E | 1-50 |
| ▪ Less than High School Diploma | E11 | 1-50 |
| ▪ High School Diploma/GED | E12 | 1-50 |
| ▪ Postsecondary Degree/Certificate | E13 | 1-50 |
| ▪ Persons with Disabilities | F14 | 1-50 |
| ▪ Dislocated Workers | G15 | 1-50 |
| ▪ MSFW | H16 | 1,29,34,49 |
| ▪ Veteran | J18 - 21 | 1-50 |
| ▪ Viet Nam-Era | J22 - 25 | 1-50 |
| ▪ Disabled | J26 - 29 | 1-50 |
| ▪ Special Disabled | J30 - 33 | 1-50 |
| ▪ Eligible Persons | J34 - 37 | 1-50 |
| ▪ Age of veterans | J 18 - 37 | 1-50 |
| ▪ Sex | A - J | 3-4 |
| ▪ Age of all applicants | A - G | 6-9 |
| ▪ Economically Disadvantaged | A - J | 10 |
| ▪ Welfare | A - J | 11 |

ET HANDBOOK NO. 406

ETA 9002 DATA PREPARATION HANDBOOK

B. Job Order

This is to record job order information:

		ETA-9002A
		Column Row
■	Federal Job	J 30
■	FCJL Job	J 31
■	Permanent Job	A - J 32
		ETA-9002B
		Column Row
■	Job Openings Received by Occupational Category and SIC	A - L 1-15
■	Job Openings Filled by Occupational Category and SIC	A - L 16-32
■	FCJL Openings Received	A 31
■	Number of Federal Contractors	A 32
		ETA-9002C
		Column Row
■	Job Orders Received	A 1-15
■	Openings Received	B - G
■	Total Non-Agricultural and Agricultural	B 1-15
■	Non-Agricultural Temporary	C 1-15
■	Non-Agricultural Permanent	D 1-15
■	Average Wage on Order	H - 15
■	Agricultural Temporary	F 1-15
■	Agricultural Permanent	G 1-15
■	Openings Filled	H - M
■	Total Non-Agricultural and Agricultural	H 1-15
■	Non-Agricultural Temporary	I 1-15
■	Non-Agricultural Permanent	J 1-15
■	Average Wage on Placement	K 1-15
■	Agricultural Temporary	L 1-15
■	Agricultural Permanent	M 1-15

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

**C. Registrant/
 Service
 Transactions**

This is to record the following services provided to applicants:

ETA-9002A
 Column Row

- | | | |
|---|-------|---------|
| ■ Renewals | A | 1 - 50 |
| ■ Assessment Services. | A - J | 12 & 44 |
| ● interviewed | A - J | 13 & 45 |
| ■ Counseled | A - J | 14 & 46 |
| ■ Tested | A - J | 15 & 47 |
| ■ Assigned Case Manager | J | 16 |
| ■ Provided Case Management Services | J | 17 |
| ■ Vocational Guidance Service Provided | J | 18 |
| ■ Referred to Other Services | A - J | 19 |
| ■ Referred to Skills Trainiig
(or Referral/Placement Record) | A - J | 20 |
| ■ Referred to Federal Training
(or Referral/Placement Record) | J | 21 |
| ■ Referred to JTPA
(or Referral/Placement Record) | A - J | 22 |
| ■ Referred to Other Training
(or Referral/Placement Record) | A - J | 23 |
| ■ Referred to Educational Services
(or Referral/Placement Record) | A - J | 24 |
| ■ Referred to Support Services | A - J | 25 |
| ■ Training Placements
(or Referral/Placement Record) | A - J | 26 |
| ■ Federal Training Placements
(or Referral/Placement Record) | J | 27 |
| ■ Job Search Activities | A - J | 28 |
| ■ Entered Employment
(also Referral/Placement Record) | A - J | 33 |
| ■ Obtained Employment | A - J | 42 & 50 |
| ■ Received Some Reportable Service | A - J | 43 |

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

**D. Referral/
 Placement
 Record**

This is to record the following job order related services provided to applicants:

		ETA-9002A
		Column Row
a	Interstate Referral/Placement Activity	I 29, 34, 49
a	Referred to Skills Training	A - J 20
a	Referred to Federal Training	J 21
a	Referred to JTPA	A - J 22
a	Referred to Other Training	A - J 23
a	Referred to Educational Services	A - J 24
a	Training Placements	A - J 26
■	Federal Training Placements	J 27
a	Referred to Employment	A - J 29
a	Referred to Federal Job	J 30
■	Referred to FCJL Job	J 31
a	Referred to Permanent Job	A - J 32
■	Entered Employment	A - J 33
■	Job Placements	A - J 34-41
a	Placements by Age	A - J 35-38
■	Placed in Federal Jobs	J 39
a	Placed in FCJL Job	J 40
a	Placed in Permanent Job	A - J 41

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ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

III. TERMS AND DEFINITIONS

Entries for Form A1-A4

(Columns A through J are applicant characteristics)

A. Total Applicants



All applicants active as of July 1 plus all applicants who received a New, New partial or Renewal during the current program year. Each applicant is counted only once. All applicants active at any time during the program year are counted. This definition is applied to each of the applicant categories listed.

Characteristics, i.e., education, employment and economically disadvantaged, should be updated for applicants from inactive file at the time of first renewal on or after July 1.

Active applicants should be carried over with their current characteristics, i.e., employment status, and education status at the end of the program year. Inactive applicants should have these characteristics 'blanked out' at the end of the program year. These characteristics should be captured/changed only once per program year.

B. Race

Race would be identified by the following groups:

(B2) White (non-Hispanic)

(B3) Black (non- Hispanic)

(B4) Hispanic

(B5) American Indian and Alaskan Native

(B6) Asian and Pacific Islander

C. Employment Status



The status of applicants, including students, at the time they initially seek the assistance of a local office to find work or skill training.

Active applicants should be carried over with their current characteristic at the end of the program year. Inactive applicants should have this characteristic 'blanked out' at the end of the program year. This characteristic should be captured/changed only once per program year.

C.7. Employed



Applicants are

(a) those who are currently working as paid employees, or who work in their own businesses, professions; or on their own farms; and

(b) all those who are not working but who have jobs or businesses from which they are temporarily absent because of temporary lay-off, illness, bad weather, vacation, labor management disputes, or personal reasons, whether they are paid for the time off or are seeking other jobs. Members of the Armed Forces stationed in the U.S. are included.

ET HANDBOOK NO. 406

ETA 9002 DATA PREPARATION HANDBOOK

C.8. Unemployed



Applicants who **are** not employed, or who, although employed, have received notice of termination of employment.

D.9. Eligible Claimant



Individuals who, during the program year, **are** or have been determined monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs and whose benefit year or compensation, by reason of an extended duration period, have not ended and who have not exhausted their benefit rights.

Active applicants should be carried over with their current characteristic at the end of the program year. Inactive applicants may have this characteristic 'blanked out' at the end of the program year.

E. Education



A program or course designed to develop competency in basic educational skills such as reading, comprehension, mathematics, Writing, speaking and reasoning and/or programs leading to educational credentials such as a GED or high school diploma or college degree.

An applicant counted as "In-school" may also be counted in the highest education achievements in item E.12. or E.13., as appropriate. (Example: A high school graduate attending school full time would be counted in both items E.10. and E.12.)

The highest level of education an applicant has completed.

E.10. In-school



Applicants who are currently attending secondary, vocational, technical, or academic school **full** time (**this** may be defined by requirements of agency administering the program) or who **are** between terms and intend to **return** to school.

*Active applicants should be carried over with their current characteristic at the end of the program year. Inactive applicants should have this characteristic 'blanked out' at the end of the program year. This characteristic should be captured/changed **only once per program year**.*

E.11. Less than High School Diploma

Applicants who have never received a high school diploma, or its equivalent and do not plan to **return** to school.

E.12. High School Diploma/GED

Applicants who have received a high school diploma or GED and have not achieved a post secondary degree or certificate.



E.13. Post Secondary Degree/ Certificate

Applicants who have received a post secondary vocational, technical, academic degree or certificate of successful completion.



ET HANDBOOK NO. 406

ETA 9002 DATA PREPARATION HANDBOOK

F.14. Persons with Disabilities



Individuals with disabilities who have active registration as of July 1, plus all applicants with disabilities who register for services during the program year.

Any applicant who has a physical or mental disability which for such individual constitutes or results in a substantial barrier to employment.

G.15. Dislocated Workers



Dislocated workers are individuals who

(a) have been terminated or laid off or who have received a notice of termination for layoff from employment, are eligible for or have exhausted their entitlement to unemployment compensation, and are unlikely to return to their previous industry or occupation;

(b) have been terminated, or who have received a notice of termination of employment, as a result of any permanent closure of a plant or facility;

(c) are long-term unemployed and have limited opportunities for employment or reemployment in the same or a similar occupation in the area in which such individuals reside, including any older individuals who may have substantial barriers to employment by reason of age; or

(d) were self-employed (including farmers) and are unemployed as a result of general economic conditions in the community in which they reside or because of natural disasters.

Long-term unemployed means unemployed at the time of eligibility determination and unemployed 15 or more of the 26 weeks immediately prior to such determination, and has made specific efforts to find a job throughout the period of unemployment.

H.16. MSFW



Seasonal Farm Workers--Persons who during the preceding 12 months worked at least an aggregate of 25 or more days or parts of days in which some work was performed in farm work, earned at least half of their earned income from farm work, and were not employed in farm work year round by the same employer. For purposes of this definition only, a farm labor contractor is not considered an employer. Non-migrant individuals who are full-time students are excluded.

Migrant Farm Workers--Seasonal farm workers who have to travel to do the farm work so that they were unable to return to their permanent residence within the same day. Full-time student traveling in organized groups, rather than with their families, are excluded.

Migrant Food Processing Workers--Persons who during the preceding 12 months worked at least an aggregate of 25 or more days or parts of days in which some work was performed in food processing, earned at least half of their earned income from processing work and were not employed in food processing year round by the same employer. Migrant food processing workers who are full-time students, but who travel in organized groups rather than with their families, are excluded.

ET HANDBOOK NO. 406

ETA 9002 DATA PREPARATION HANDBOOK

1.17. Interstate



Interstate applicants are the result of ES activities in the placement process involving joint action of local **offices** in different states in distributing job order information and referring and placing of qualified applicants.

This includes agricultural placement activity.

This should be reported by the applicant holding state.

J. Veterans



A veteran is an individual who served on active duty for a period of more than **180** days and was discharged or released with other than a dishonorable discharge or was discharged or released from active duty because of a service **connected** disability; or **as** a member of a reserve component under an **order** to active duty pursuant to section **672** (a), (d), or, (**g**), **673**, or **673** (a) of Title **10, U.S.C.**, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.

VietNam Era



Veterans who served on active duty over **180** days - any part of which was during the period beginning August **5, 1964**, and ending May **7, 1975**.

Disabled

A disabled veteran is a veteran who is entitled to compensation regardless of rating (including those rated at 0%); or who but for the receipt of military retirement pay would be entitled to compensation, under laws **administered** by the Department of Veterans Affairs; or was discharged or released from active duty because of a service-connected disability.

A veteran rated at 0% for disability is a service-connected disabled veteran who is entitled to compensation (the law does not require receipt of compensation) whether or not he/she receives monetary benefits or compensation. 0% rated disabled veterans may be reevaluated at a later date to 10% or more.

Special Disabled

A special disabled veteran is a veteran who

(a) is entitled to compensation (**or** who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs (DVA) for a disability,

(i) rated **at 30** percent or more or,

(ii) rated at **10** or **20** percent in the case of a veteran who **has** been determined by DVA to have a serious employment handicap; or

(b) a person who **was** discharged or **released** from active duty because of a service-connected disability.

"Special Disabled is also included in the count of "Disabled."

ET HANDBOOK NO. 406

ETA 9002 DATA PREPARATION HANDBOOK

Eligible Persons



An eligible person is *one* who is

- (a) the **spouse** of any person who died on active duty or of a service-connected disability; or
- (b) the spouse of any member of the **Armed** Forces serving on active duty who at **the** time of application for assistance under **this part**, is listed, pursuant to 38 **U.S.C. 101** and the regulations issued thereunder, by the Secretary concerned, in **one** or more of the following categories and has been **so** listed for more **than** 90 days:
 - (i) missing in action,
 - (ii) captured in the line of duty by a hostile force, or
 - (iii) forcibly detained or interned in the line of duty by a foreign government or power; or
- (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability **so** evaluated was in existence.

Age Breakout

22-44	self-explanatory
45-54	self-explanatory
55 & over	self-explanatory
Total	This is total of all veterans including those under 22 yrs.

(Rows **1** through **43** are applicant counts only; rows **44** through **50** are transaction counts.)

1. Total Active Applicants



All applicants active **as** of July **1** plus all applicants who received a New, New Partial, or Renewal during the current program year. Each applicant is counted only once. All applicants active **at** any time during the program year **are** counted. This definition is applied to each of the applicant categories listed.

2. Veterans



Same **as** column J, above

3/4. Male/Female



Self-explanatory; usually **recorded** by applicants themselves. (**The** male/female applicant groups must be compiled for each sex separately.) **The** sum of items **3** and **4**, in each **column** must be the same **as** the entry reported for Item **1**, **Total** Applicants, in that **column** for the same report quarter of the same **program** year.

5. Youth

Under 22 years of age.

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

6. Adult



22 years old and over.

This item is the sum of 7, 8, and 9.

7. 22 - 44

self-explanatory.

8. 45 - 54

self-explanatory.

9. 55 and over

self-explanatory.

10. Economically
Disadvantaged



An individual who:

(a) receives, or is a member of a family which receives cash welfare payments under a Federal, **State**, or local welfare program; or

(b) is a member of a family which **has** received a total family income for the six-month period preceding the month of application for the program involved (exclusive of unemployment compensation, child support payments, and welfare payments) which on an annualized basis in relation to family size, was not in excess of the higher of:

(i) the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget, or

(ii) 70 percent of the lower living standard income level; or

(c) is receiving food stamps pursuant to the Food Stamp **Act** of 1977; or

(d) is a foster child on behalf of whom State or local government payments are made; or

(e) in cases permitted by regulations of the Secretary, is an adult handicapped individual whose **own** income meets the requirements of clause (a) or (b), but who is a member of a family whose income does not meet such requirements; or

(f) an individual who qualifies **as** homeless under section **103** of the Stewart B. McKinney Homeless Assistance Act.

NOTE No veteran's military **salaries earned and/or income derived through service-connected disability compensation, by law (Section 4213, Title 38, U.S.C.), will be included in making eligibility determinations based on income.**

Active applicants should be carried over with their current characteristic at the end of the program year. Inactive applicants should have this characteristic 'blanked out' at the end of the program year.

An individual who qualifies under the Stewart B. McKinney Homeless Assistance Act is a homeless person aged 14 and older. Homeless persons are defined as any persons who lack a fixed, regular, and adequate nighttime residence.

ET HANDBOOK NO. 406

ETA 9002 DATA PREPARATION HANDBOOK

11. Welfare



A **welfare** recipient **is** an applicant who, during **the course** of **the program** year, receives or is a **member** of a family **who** receives **cash** welfare payments under a Federal, **State**, or local welfare **program**.

12. Assessment services



Individuals who receive an assessment interview, employment counseling, or **testing**.

13. Interviewed



Applicants who receive an initial analysis of the **strengths** and weaknesses of their educational level, work **history**, vocational skills, or identification of employment barriers and development of a plan (not necessarily a **written** employability plan) to utilize their **strengths** and **reduce** weaknesses. Outcome of an interview may include referral to another supportive service for implementation of the plan. **This** interview collects more **information** than the initial registration interview or reactivation interview **and** may take place **on the same date** as the registration renewal interview **so long as** it is subsequent to those interviews.

A written Employability Development Plan does not have to be prepared for the plan, however an EDP may be written, if desired.

This is not "Vocational Guidance Service" for a veteran.

*This may be **done** at the application interview.*

This must be an individual, not group interview.

"Assessment Interview" and "Counseling" may not be reported for the same service.

This is not the same as "Guidance" as defined by ESARS.

This does not have to be documented.

*This interview is **subsequent** to the initial registration interview or reactivation interview that collects demographic data and work history.*

14. Counseled



Applicants who receive ongoing or onetime assistance from a qualified counselor or counselor **trainee** to aid them in gaining a better **u** **—** **g** of themselves **so that they** can more realistically choose or change an occupation, or make a suitable job adjustment. Counseling **can be** provided **directly** to an individual or through group counseling services and may **result** in a **written** employability plan.

*"Employability Planning" --The development **of** a plan that includes the steps **and** timetables necessary to achieve a **specific** occupational goal.*

ET HANDBOOK NO. 406

ETA 9002 DATA PREPARATION HANDBOOK

15. Tested



Individuals who **are** administered a standardized test. Tests will measure the individual's possession of, interest in, or ability to acquire job skills and knowledge.

This means any standardized test. Specific DOL approved tests are not mandated.

16. Assigned Case Manager



(Not to be completed on **Form A1**)

All veterans for whom a local office **staff** member, such as Disabled Veterans' Outreach **Program** (DVOP) specialist or a Local Veterans' Employment Representative (LVER), has been assigned to provide on-going one-on-one personal assistance including, but not limited to, providing advice pertaining to vocational choice, assistance in obtaining training to reach employability, and follow-up services over a period of time required to obtain employment. **This** includes all veterans for whom a case manager was assigned and carried over to the current program year. (Veterans only.)

Case management is not required for all veterans, but it is reported for those veterans who are selected for case management.

A case manager is assigned when required by law or if it makes good sense. It was Congress' intent that a veteran, in need of training to become job ready, be assigned a case manager to help insure successful completion of Federally-funded training and retention in employment. (To permanently remove from public assistance and added to a revenue-producing labor force participant.)

Case manager may be changed if the applicant moves to another area, but it's not necessary, it's a local office decision.

The case manager is assigned by the appropriate supervisor, i.e., one with level of accountability such as the local manager, or whoever has the authority to make assignments.

*The case manager must be a DVOP specialist, LVER, or other ES **staff** trained to provide services to veterans.*

17. Provided Case Management Services



(Not to be completed on **Form A1**)

All veterans included in "Assigned **Case** Manager" who received counseling, referral to supportive services, job development contacts, referral to jobs, placed in jobs, referral to **training**, placed in training, vocational guidance service, or any combination of those services coordinated by assigned **case** manager. (Not a **transactions** count.) (Veterans only.)

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

18. Vocational
Guidance Service
Provided



(Not to be completed on Form A1)

All veterans who receive services provided by trained ES staff, which involve providing a wide range of information, materials, suggestions and advice to veterans which are intended to assist in a vocational decision by the veteran regarding employment and training opportunities. (Veterans only.)

This should not be used if the service provided is covered under another service item such as counseling or testing.

"Trained ES staff" includes DVOP specialists and LVERs; as well as any other staff trained to provide such services to veterans.

NOTE In the following items "referred to" means the act of bringing to the attention of an employer, or local office, a training sponsor, or a supportive service agency, an individual (or group of individuals) who need jobs, training, or related supportive services.

19. Referred to Other
Services



Individuals referred to skills training, educational and/or supportive services provided by other service delivery organizations.

20. Referred to Skills
Training



Skills training is defined as any State or Federal training program such as JTPA institutional, Trade Act, Job Corps, etc. This is an unduplicated count of all applicants referred to training, both successful and unsuccessful.

Entrepreneurial training may be "Skills Training" provided it is State or Federally approved.

Private, local government, or non-profit programs may be included if the training program is State or Federally funded.

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

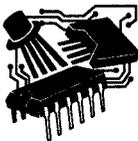
"Referred to Federal Training", "Referred to JTPA", and "Referred to Other Training" are sub-categories of "Referred to Skills Training", but they do not have to add up to the total.

21. Referred to Federal Training



This is a subgroup of "Referred to Skills Training" for veterans who are referred to any job training program supported by the Federal Government, such as JTPA funded projects, TAA, JOBS, and Job Corps. This does not include referrals to DVA-OJT.

22. Referred to JTPA



Individuals referred to a service delivery component funded with monies from the Job Training Partnership Act.

23. Referred to Other Training



Individuals referred to any employment and/or training service funded with Federal or State dollars other than from JTPA.

24. Referred to Educational Services



Individuals referred to a program or course designed to develop competency in basic educational skills such as reading, comprehension, mathematics, writing, speaking and reasoning and/or programs leading to educational credentials such as a GED or high school diploma or college degree.

This can include 'English as a second language' training.

25. Referred to Support Services



Individuals referred to services designed to assist an individual to achieve physical, mental, social or economic well being and reduce or eliminate barriers to employment. These include health and medical services, child care, emergency financial services, relocation assistance, residential support, nutritional and legal services.

26. Training Placements



Applicants verified to have entered in any State or Federal training program (JTPA Institutional, Job Corps, etc.) to which they were referred by the ES agency. Verification may be by contact (telephone or visit) with the training facility or written notification from the applicant.

27. Federal Training Placements



All veterans verified to have entered any job training program supported by the Federal government such as JTPA institutional, Job Corps, etc. This does not include placements in DVA-OJT..

ET HANDBOOK NO. 406

ETA 9002 DATA PREPARATION HANDBOOK

28. Job Search Activities



All applicants provided services which **are** designed to help the jobseeker plan and carry out a **successful** job hunting **strategy**. **The services** include resume **preparation** assistance, job **search** workshops, job **finding** clubs, provision of specific labor market **information** and development of a job search plan.

"Resume Assistance" --Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same.

"Job Search Workshops" --An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development.

"Job Finding Clubs" have all the elements of the ES Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs.

"Provision of Specific Labor Market Information" --Information concerning occupational staffing patterns, hiring patterns, working conditions, and pay of firms or industries.

"Job Search Planning" -- Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.

29. Referred to Employment



A referral to employment is

(a) the act of bringing to the attention of an employer **an** applicant or group of applicants who **are** available for a job and

(b) **the** record of such a referral. It means the same **as** "referral to a job."

30. Referred to a Federal Job



All veterans **who are** referred to a job **opening** filed with **a** placement office by a department or agency of the Federal Government or other entity under the jurisdiction of the **U. S.** Office of Personnel Management.

31. Referred to FCJL Job



All veterans referred to a job opening listed by an employer identified **as a** Federal contractor..

NOTE This item is not required for "Disabled Veterans."

32. Referred to a Permanent Job (+150 days)



All applicants in each category who meet the definition for Referred to Employment who **are** referred to a job expected to last over **150 days**.

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

33. Entered Employment



This is the sum of job placements and obtained employments.

This is the sum of unduplicated counts of applicants who entered employment by placement or obtained employment.

34. Job Placements



The hiring of an applicant by a public or private employer after referral to a job by the ES or by other co-located or outstationed staff in cooperation with the ES agency provided that all of the following steps were completed:

- (a) prepared a job order prior to referral except in the case of a job development contact on behalf of a specific applicant,
- (b) made prior referral arrangements with the employer,
- (c) referred an individual who was not designated by the employer except for referrals to agricultural job orders for a specific crew leader or worker;
- (d) verified **from** a reliable **source**, preferably the employer, that the applicant had entered work, and
- (e) recorded the placement in the agency **data** base.

35-38. Placements by Age

Self-explanatory.

This item also includes placements in OJT, work experience and PSE.

39. Placed in Federal Jobs



All veterans placed in a job opening filed with a placement office by a department or agency or other entity under the jurisdiction of the **U.S.** Office of Personnel Management.

40. Placed in a FCJL Job



All veterans placed in FCJL Job. **Use** the same definition as "34. Job Placements" in jobs listed by **Federal** contractors.

NOTE: This item is not required for "Disabled Veterans."

41. Placed in Permanent Job (+150 days)



All applicants placed in a job expected to be over **150** days duration.

ET HANDBOOK NO. 406

ETA 9002 DATA PREPARATION HANDBOOK

42. Obtained
Employment



Individuals who secure employment within 90 calendar days of receiving one or more of the following services that was wholly or partially funded by the Employment Service:

- (a) participation in Job Search activities,
- (b) accepting a position resulting from the use of a Job Service Sponsored automated labor exchange,
- (c) after receiving employment counseling or testing or development of an employability plan,
- (d) after receiving bonding assistance,
- (e) after termination from a skills training program to which an ES applicant was referred by the ES agency. (The ES applicant subsequently either may have found own job or been placed in an unsubsidized job by the training program),
- (f) or before expiration of a tax credit voucher,

and verification has been received from a reliable source, preferably the employer, that the applicant has obtained employment and such employment does not meet the definition of a job placement.

43. Received Some
Reportable Service



All applicants that have received some reportable service during the current program year. Services include:

- (a) referral to job,
- (b) job placement,
- (c) placement in training,
- (d) obtaining employment,
- (e) assessment services, including an assessment interview, testing, counseling and employability planning,
- (f) case management services,
- (g) vocational guidance services
- (h) job search activities, including resume assistance, job search workshops, job finding clubs, specific labor market information and job search planning,
- (i) federal bonding program,
- (j) job development contacts,
- (k) Tax credit eligibility determination.

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

(l) referral to other services, including skills training, educational services, and supportive services.

(m) any other service requiring expenditure of **staff** time although not required to be reported.

Application taking and/or registration **are** not included **as** reportable services in this item.

TRANSACTIONS

44. Assessment Service Total The total cumulative number of times that individuals are assessed (meeting the definition for "assessment") from the beginning of the program year (July 1.)
45. Interviewed The total cumulative number of times that individuals **are** interviewed from the beginning of the program year (July 1.)
46. Counseled The total cumulative number of times that individuals **are** counseled from the beginning of the program year (July 1.)
47. Tested The total cumulative number of times that individuals **are** tested from the beginning of the program **year** (July 1.)
48. Referred to Employment The total cumulative number of times that individuals **are** referred to an employer job opening listed with the State Agency.
49. Placed The total cumulative number of placements of individuals into job openings from the beginning of the program year (July 1.) Include multiple placements of the same individual, provided that the job placements meet the conditions prescribed in the definition of an ES placement, including **Interstate**. (Also, include placements in **OJT**, work experience and **PSE**.)
50. Obtained Employment The total Cumulative number of times individuals obtained employment from the beginning of the program year (July 1.) Use the same criteria **as** found in item 42.

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

Entries for Form B

JOB OPENINGS RECEIVED AND FILLED BY OCCUPATIONAL CATEGORY AND STANDARD INDUSTRIAL CLASSIFICATION (SIC)

Include openings still in open status.

1-15.A-L Job Openings Received by Occupational Category and Standard Industrial Classification (SIC)

Enter **for** each occupational category the cumulative number of job openings received for **totals** and each SIC division from **the** beginning of the program year (July 1.)

16-30.A-L Job Openings Filled by Occupational Category and Standard Industrial Classification (SIC)

Enter for each Occupational category the cumulative number of job openings filled from the beginning of the program year (July 1.)

31.A FCJL Openings Received

Enter in **column** A the **total** cumulative number of **job** openings received from employers identified as Federal contractors from the beginning of the program year (July 1.)

32.A Number of Federal Contractors

Enter in Column A the total cumulative number of Federal contractors from which one or more job openings have **been** received. **This** entry is a cumulative, unduplicated count **from the beginning** of the program year (July 1) through the end of the reporting period.

NOTE A federal contractor is any party entering into an agreement or modification thereof in the amount of \$10,000.00 or more for the procurement of supplies or personal property and non-personal services (including construction) with any department or agency of the United States [38 USC 2012 (a) and 41 CFR 60-250.2]

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

Entries for Form C

AVERAGE WAGE ON ORDERS AND PLACEMENTS FOR JOB ORDERS RECEIVED AND JOB OPENINGS RECEIVED AND FILLED BY OCCUPATIONAL CATEGORY AND AGRICULTURAL STATUS

A. Job Orders Received

1-15.A Job Orders Received

Enter by occupational category the cumulative number of job orders received from the beginning of the program year (July 1.)

B. - G. Openings Received

1-15.B Total Non-Agricultural and Agricultural

Enter by occupational category the cumulative number of Non-Agricultural and Agricultural job openings received from the beginning of the program year (July 1.)

1-15.C Non-Agricultural Temporary (150 days or less)

Enter by occupational category the cumulative number of Non-Agricultural Temporary job openings received from the beginning of the program year (July 1.)

1-15.D Non-Agricultural Permanent (over 150 days)

Enter by occupational category the cumulative Non-Agricultural Permanent job openings received from the beginning of the program year (July 1.)

1-15.E Average Wage on Job Orders

Enter by occupational category the average wage on job orders received, for which the wage is paid on a time basis, from the beginning of the program year (July 1.)

1-15.F Agricultural Temporary (150 days or less)

Enter by column the cumulative number of Agricultural Temporary job openings received from the beginning of the program year (July 1.)

1-15.G Agricultural Permanent (over 150 days)

Enter by occupational category the cumulative number of Agricultural Permanent job openings received from the beginning of the program year (July 1.)

ET HANDBOOK NO. 406
ETA 9002 DATA PREPARATION HANDBOOK

H. - M. Job Openings Filled

1-15.H Total Non-Agricultural and Agricultural

Enter by occupational category the total cumulative number of Non-Agricultural **and** Agricultural job openings filled from the beginning of the program year (July 1.)

1-15.1 Non-Agricultural Temporary

Enter by occupational category the cumulative number of Non-Agricultural Temporary job openings filled from the beginning of the year (July **1**)

1-15.J Non-Agricultural Permanent

Enter by column the cumulative number of Non-Agricultural Permanent job openings filled from the beginning of the program year (July **1**)

1-15.K Average Wage on Placement

Enter by occupational category the average wage, for which wages **are** paid on a time basis, that the worker will **earn** after beginning work, or completion of a training or probationary period. If the wage at placement is not available, then a default rate for the occupational grouping can be used. Each State would need to provide a prevailing wage rate **for** each occupational grouping that **can** be used in the absence of hard wage **data**. If no actual wage or default is available, it will revert to the original wage on the job order.

The average wage on placement is the total of the wages, computed to an hourly basis, of all placements in the occupational category divided by the total number of placements in the occupational category.

1-15.L Agricultural Temporary

Enter by occupational category the cumulative number of Agricultural Temporary job openings filled from the beginning of the program year (July **1**)

1-15.M Agricultural Permanent

Enter by column the cumulative number of Agricultural Permanent job openings filled from the beginning of the program year (July 1.)



State	Program Year	Quarter	OMB No. 1205-0240 Expires: 07/31/94
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Cumulative year-to-date	A	B					C		D
	TOTAL APPLICANTS	RACE					EMPLOYMENT STATUS		ELIGIBLE CLAIMANT
		White	Black	Hisp.	Am In/ Al Nat	Asian Pac Isl	Employed	Unempl	
	1	2	3	4	5	6	7	8	9
1	Total Active Applicants								
2	Veterans								
3	Male								
4	Female								
5	Youth								
6	Adult (22 and over)								
7	22 - 44								
8	45 - 54								
9	55 and over								
10	Econ Disadv Total								
11	Welfare								
12	Assessment Services								
13	Interviewed								
14	Counseled								
15	Tested								
16	Assigned Case Mgr.								
17	Prov. Case Mgt. Ser.								
18	Voc Guide Ser Provided								
19	Referred to Other Serv								
20	Referred to Skills Tr								
21	Referred to Fed. Tr								
22	Referred to JTPA								
23	Referred to Other Training								
24	Referred to Educ Serv								
25	Referred to Support Serv								
26	Training Placements								
27	Fed. Tr. Placements								
28	Job Search Activities								
29	Referred to Employment								
30	Referred to Fed. Job								
31	Referred to FCJL Job								
32	Referred to Perm Job (+ 150 days)								
33	Entered Employment								
34	Placed Total								
35	Placed (under 22)								
36	Placed (22-44)								
37	Placed (45-54)								
38	Placed (55 & over)								
39	Placed in Fed Job								
40	Placed in FCJL Job								
41	Placed in Perm Job (+ 150 days)								
42	Obtained Employment								
43	Rec Some Report Serv Transactions								
44	Assessment Serv Total								
45	Interviewed								
46	Counseled								
47	Tested								
48	Referred to Employment								
49	Placed								
50	Obtained Employment								

Public reporting burden for this collection of information is estimated to average 14 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden, including estimates or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of IRM Policy, Department of Labor, Room N-1301, 200 Constitution Avenue, NW, Washington, D.C. 20210; and to the Office of Management and Budget, Paperwork Reduction Project (1205-0240), Washington, DC. 20503.

DO NOT SEND THE COMPLETED FORM TO EITHER OF THESE OFFICES

ETA 9002 Quarterly Report (Cont'd)

State		Program Year				Quarter			
Cumulative year-to-date	E				F	G	H	I	
	EDUCATION				Persons w/ Disabilities	Dislocated Workers	MSFW	Interstate	
	In School	Less HS	HS/GED	Postsec. Deg/Certif.					
	10	11	12	13	14	15	16	17	
1	Total Active Applicants								
2	Veterans								
3	Male								
4	Female								
5	Youth								
6	Adult (22 and over)								
7	22 - 44								
8	45 - 54								
9	55 and over								
10	Econ Disadv Total								
11	Welfare								
12	Assessment Services								
13	Interviewed								
14	Counseled								
15	Tested								
16	Assigned Case Mgr.								
17	Prov. Case Mgt. Ser.								
18	Voc Guide Ser Provided								
19	Referred to Other Serv								
20	Referred to Skills Tr								
21	Referred to Fed. Tr								
22	Referred to JTPA								
23	Referred to Other Training								
24	Referred to Educ Serv								
25	Referred to Support Serv								
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37	Placed (45-54)								
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39	Placed in Fed Job								
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43	Rec Some Report Serv								
44	Transactions								
44	Assessment Serv Total								
45	Interviewed								
46	Counseled								
47	Tested								
48	Referred to Employment								
49	Placed								
50	Obtained Employment								

ETA 9002 Quarterly Report (Cont'd)

State		Program Year				Quarter				
J										
VETERANS										
Cumulative year-to-date	TOTAL				VIETNAM ERA				DISABLED	
	22-44	45-54	55+	Total	22-44	45-54	55+	Total	22-44	45-54
	18	19	20	21	22	23	24	25	26	27
1	Total Active Applicants									
2	Veterans									
3	Male									
4	Female									
5	Youth									
6	Adult (22 and over)									
7	22 - 44									
8	45 - 54									
9	55 and over									
10	Econ Disadv Total									
11	Welfare									
12	Assessment Services									
13	Interviewed									
14	Counseled									
15	Tested									
16	Assigned Case Mgr.									
17	Prov. Case Mgt. Ser.									
18	Voc Guide Ser Provided									
19	Referred to Other Serv									
20	Referred to Skills Tr									
21	Referred to Fed. Tr									
22	Referred to JTPA									
23	Referred to Other Training									
24	Referred to Educ Serv									
25	Referred to Support Serv									
26	Training Placements									
27	Fed. Tr. Placements									
28	Job Search Activities									
29	Referred to Employment									
30	Referred to Fed. Job									
31	Referred to FCJL Job									
32	Referred to Perm Job (+ 150 days)									
33	Entered Employment									
34	Placed Total									
35	Placed (under 22)									
36	Placed (22-44)									
37	Placed (45-54)									
38	Placed (55 & over)									
39	Placed in Fed Job									
40	Placed in FCJL Job									
41	Placed in Perm Job (+ 150 days)									
42	Obtained Employment									
43	Rec Some Report Serv									
44	Transactions									
45	Assessment Serv Total									
46	Interviewed									
47	Counseled									
48	Tested									
49	Referred to Employment									
50	Placed									
	Obtained Employment									

ETA 9002 Quarterly Report (Cont'd)

State		Program Year				Quarter				
J										
VETERANS										
Cumulative year-to-date	DISABLED		SPECIAL DISABLED				ELIGIBLE PERSONS			
	55+	Total	22-44	45-54	55+	Total	22-44	45-54	55+	Total
	28	29	30	31	32	33	34	35	36	37
1	Total Active Applicants									
2	Veterans									
3	Male									
4	Female									
5	Youth									
6	Adult (22 and over)									
7	22 - 44									
8	45 - 54									
9	55 and over									
10	Econ Disadv Total									
11	Welfare									
12	Assessment Services									
13	Interviewed									
14	Counseled									
15	Tested									
16	Assigned Case Mgr.									
17	Prov. Case Mgt. Ser.									
18	Voc Guide Ser Provided									
19	Referred to Other Serv									
20	Referred to Skills Tr									
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22	Referred to JTPA									
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24	Referred to Educ Serv									
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35	Placed (under 22)									
36	Placed (22-44)									
37	Placed (45-54)									
38	Placed (55 & over)									
39	Placed in Fed Job									
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41	Placed in Perm Job (+ 150 days)									
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44	Assessment Serv Total									
45	Interviewed									
46	Counseled									
47	Tested									
48	Referred to Employment									
49	Placed									
50	Obtained Employment									

**Job Openings Received and Filled
by Occupational Category and
Standard Industrial Classification (SIC)**

US. Department of Labor
Employment Service Programs



State

Program Year

Quarter

		TOTAL	F & F	Mining	Const.	Mfg.	Transp. & Util.	Wholesale Trade	Retail Trade	Finance Ins. & Real Est.	Services	Public Admin.	Nonclass. Est.
DOT	Title	A	B	C	D	E	F	G	H	I	J	K	L
1.	JOB OPENINGS REC												
2.	0-1	Prof., Tech. & Mgr.											
3.	20-24	Clerical											
4.	25-29	Sales											
5.	30	Domestic Services											
6.	31-39	Other Services											
7.	4	Farm, F & F											
8.	5	Processing											
9.	6	Machine Trades											
10.	7	Bench Work											
11.	8	Structural											
12.	90	Motor Freight											
13.	91	Transportation											
14.	92	Pkg. Mat. Hand.											
15.	93-97	Other											
16.	JOB OPENINGS FILLED												
17.	0-1	Prof., Tech. & Mgr.											
18.	20-24	Clerical											
19.	25-29	Sales											
20.	30	Domestic Services											
21.	31-39	Other Services											
22.	4	Farm, F & F											
23.	5	Processing											
24.	6	Machine Trades											
25.	7	Bench Work											
26.	8	Structural											
27.	90	Motor Freight											
28.	91	Transportation											
29.	92	Pkg. Mat. Hand.											
30.	93-97	Other											
31.	FCJL Openings												
32.	No. of Fed. & tractors												

Average Wage on Orders and Placements
for Job Orders Received and Job Openings
Received and Filled by Occupational
Category and Agricultural Status

U.S. Department of Labor
Employment Service Programs



State _____

Program Year _____

Quarter _____

Occupational Categories		JOB ORDERS REC'D	OPENINGS RECEIVED						OPENINGS FILLED					
			Total Non-AG and AG	Non-Ag		AVERAGE WAGE ON ORDER	Agricultural		Total Non-AG and AG	Non-Ag		AVERAGE WAGE ON PLCMT	Agricultural	
				Temp	Perm		Temp	Perm		Temp	Perm		Temp	Perm
DOT	Title	A	B	C	D	E	F	G	H	I	J	K	L	M
1.	TOTAL													
2.	0 - 1 Prof., Tech. & Mgr.													
3.	20-24 Clerical													
4.	25-29 Sales													
5.	30 Domestic Services													
6.	31-39 Other Services													
7.	4 Farm, F & F													
8.	5 Processing													
9.	6 Machine Trades													
10.	7 Bench Work													
11.	8 Structural													
12.	90 Motor Freight													
13.	91 Transportation													
14.	92 Pkg. Mat. Hand.													
15.	93-97 Other													

CERTIFICATION I certify to the best of my knowledge and belief that this report is correct and complete.	Signature of Authorized certifying official	Date report submitted
	Type or print name and title	Telephone (area code: number: extension)