

TEIN 48-93 Attachment

JTPA ANNUAL SUMMARY PROGRAM REPORT (JASPR)
FORMAT INSTRUCTIONS
"Title II-B" and "Title I, Section 123 (8%)"

1. Purpose. The annual JTPA Annual Summary Program Report (JASPR) (ETA 9047) displays cumulative data on the characteristics of individuals who participated in the Title II-B grant throughout the State. As in the past, this non-financial information will be used to determine levels of program services, to give the Department information on who is served by the program and to respond to Congressional oversight.

Also, a separate JASPR form is being used to capture such annual information for the JTPA Title I, Section 123, State Education Coordination (8%) grant on a Statewide basis for the program year ending each June 30.

Financial information for the JTPA Title II-B grant and for the Title I, Section 123, grant are submitted on the JTPA Quarterly Status Report (JQSR) (ETA 9040), OMB No. 1205-0323, expiration date June 1996.

These reporting requirements have been approved by the Office of Management and Budget (OMB) according to the Paperwork Reduction Act of 1980, as amended, under OMB Approval No. xxxx-xxxx.

2. General Instructions

a. A single JASPR will be submitted by the Governor on a Statewide basis, 45 days after the end of the Title II-B summer youth program report period on September 30; i.e., no later than November 15.

b. A separate single JASPR will be submitted by the Governor on a Statewide basis, 45 days after the end of the Title I, Section 123, program year report period on June 30, i.e., no later than August 15.

Two copies of each JASPR for these programs are to be provided to:

U.S. Department of Labor, ETA
ATTN: TSVR - Room S-5306
200 Constitution Avenue, N.W.
Washington, DC 20210

-2-

An additional copy of each JASPR for these grants is to be provided to the appropriate Regional Administrator for Employment and Training in the Region in which the JTPA recipient State is located.

3. Facsimile of Form. See the following page.

4. Instructions for Completing the JTPA Annual Summary Program Report (JASPR) for Title II-B and Title I, Section 123, Grants.

a. State's Name and Address

Enter the name and address of the recipient State.

b. Type of Grant

Designate the source of funding for the grant for which data is being provided on this JASPR, i.e., Title II-B or Title I, Section 123.

c. State's Grant Number

Enter the recipient State's grant number, as assigned by the Employment and Training Administration (ETA) in a separate issuance.

d. Report Period

Enter in "From" the beginning date of the designated JTPA Title II-B report year, i.e., October 1, or the beginning of the Title I, Section 123, program year, i.e., July 1. Enter in "To" the ending date of the report period, as specified

in Item 2, above.

e. Signature and Title (at bottom of the page)

The authorized official of the Governor signs here and enters his/her title.

f. Date Signed

Enter the date the report was signed by the authorized official.

g. Telephone Number

Enter the area code and telephone number of the authorized official.

-4-

SECTION I - STATEWIDE PARTICIPATION SUMMARY

Line 1. Total Participants (Cumulative)

Enter the total number of participants who were receiving employment, training or services (except post-termination services) funded under the grant, as appropriate, through the end of the report period.

"Participant", for reporting purposes, means any individual who has: (1) been determined eligible upon intake; and (2) started receiving subsidized employment, training or services (except post-termination services) funded under the Act, following intake. Individuals who receive ONLY outreach and/or intake and initial assessment services or post-termination services are excluded.

These report data are to be zero-based from the beginning of the report period, as specified above.

The Statewide entry on the JASPR Line 1, Total Participants, for the Title II-B grant should be equal to the entry on Line 31, Column (B), of the JQSR submitted for September 30.

The Statewide entry on the JASPR Line 1, Total Participants, for the Title I, Section 123, grant should be equal to the entry on Line 34, Column (D), of the JQSR submitted for June 30.

Line 2. Total Participants in Educational Activities (Title II-B ONLY)

Enter the total number of Title II-B participants in educational activities, as defined below. This entry may not exceed the entry for Line 1.

NOTE: Line 2 should be left blank on the JASPR submitted for the Title I, Section 123, grant.

EDUCATIONAL ACTIVITIES: A participant is considered to have been enrolled in an educational activity if:

a. she/he participated in a structured learning experience off the job where the Secretary's Commission on Achieving Necessary Skills (SCANS) foundation skills and competencies (or reasonable variations thereof) and/or other academic disciplines are taught and progress can be measured and documented; or,

-5-

b. she/he participated in a structured learning experience on the job (e.g., "contextual learning") where SCANS foundation skills and competencies (or reasonable variations thereof) and/or other academic disciplines are taught and progress can be measured and documented; or,

c. she/he participated in structured learning experience, as described above, which combined learning off the job and on the job.

SPECIAL NOTE: Enrollment in personal development courses, seminars, etc. (often referred to as "Life Skills" instruction), while allowable JTPA activities, are NOT to be considered "Educational Activities", UNLESS the development of such personal skills are an integral part of "Educational Activities", as defined above.

Line 3. Total Participants in Private Sector Entry Employment Experience Activities

Enter the total number of participants in private sector entry employment experience activities, as defined below. This entry may not exceed the entry for Line 1.

NOTE: Exclude participants in work experience activities in the public or not-for-profit sectors.

PRIVATE SECTOR ENTRY EMPLOYMENT EXPERIENCE ACTIVITIES: Entry employment experience or private internships are a formal experience opportunity to examine or investigate employment typically at private, for-profit worksites.

SECTION II - CHARACTERISTICS SUMMARY

Gender

Line 4. Male

Line 5. Female

Distribute the participants by line according to gender. The sum of Lines 4. and 5. should equal Total Participants (Line 1.).

Age

- Line 6. 14 - 15 Years
- Line 7. 16 - 17 Years
- Line 8. 18 - 21 Years
- Line 9. 22 Years and Above (Title I, Section 123, ONLY)

Distribute the participants by line according to age (based on date of birth) at the time of entry into the program. The sum of Lines 6. thru 9. should equal Total Participants (Line 1.).

NOTE: The entry for Line 9 must be ZERO on the JASPR for the Title II-B grant.

Line 10. Currently Enrolled In and Attending School Full-Time

Enter the total number of participants who are currently enrolled in and are attending any school full-time or are between school terms and intend to return to school. This entry may not exceed the entry for Line 1.

Highest School Grade Completed

- Line 11. Grades 0 - 8
- Line 12. Grades 9 - 11
- Line 13. Grades 12 and Above

Distribute the participants by line according to highest school grade completed. The sum of Lines 11. thru 13. should equal Total Participants (Line 1.).

Family Status

- Line 14. Parent in a One-parent Family with Dependent(s)
Under Age 18

Enter the number of participants for whom the above family status classification applies. This entry may not exceed the entry for Line 1.

Race/Ethnic Group

- Line 15. White (Not Hispanic)
- Line 16. Black (Not Hispanic)
- Line 17. Hispanic
- Line 18. American Indian or Alaskan Native
- Line 19. Asian or Pacific Islander

Distribute the participants by line according to the Race/
Ethnic Groups listed above. For purposes of this report,
Hawaiian Natives are to be recorded as "Asian or Pacific
Islander". The sum of Lines 15. thru 19. should equal Total
Participants (Line 1.).

Other Barriers to Employment

Line 20. Limited English Language Proficiency

Line 21. Individual with a Disability

Line 22. Offender: Misdemeanors ONLY

Line 23. Offender: Including Felonies

Enter the total number of participants in each line for whom
the above-listed Barriers to Employment apply. The entry for
EACH of Lines 20. thru 23. may not exceed the entry for Line
1.

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Definitions for most common terms, not specifically defined in
the JASPR instructions, above, may be found in the
instructions for the Standardized Program Information Report
(SPIR). Refer
to TEIN 5-93.