

**SAN DIEGO WORKFORCE PARTNERSHIP, INC.**  
**3910 University Avenue, Suite 400**  
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<b>INFORMATIONAL ISSUANCE</b>
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**INFORMATIONAL ISSUANCE NO. 173**

**DATE:** December 12, 2014

**TO:** America's Job Center of California Operators  
WIA Adult & Youth Program Service Providers

**FROM:** David Graham  
Vice President & Chief Information Officer (CIO)

**SUBJECT: DATA ELEMENT VALIDATION REVIEW**

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**PURPOSE**

The purpose of this informational issuance is to inform all America's Job Center of California Operators, and WIA Adult and Youth Service Providers (collectively "Operators and Providers") that the Employment Development Department (EDD) will be conducting an on-site Workforce Investment Act (WIA) file review for data element validation purposes. The review will take place on January 8<sup>th</sup> and 9<sup>th</sup>, 2015 at the San Diego Workforce Partnership (SDWP) office located at 3910 University Ave, Ste 400, San Diego, CA 92105. The EDD data element validation process will consist of validating the information in EDD's data systems against documentation that verifies the element to ensure compliance with federal requirements related to performance outcomes.

The Data Validation review will include Adult, Dislocated Worker and Youth Program files from all state grants. All files selected will be for the Program Year (PY) 2013-14 period of performance. Please be aware that some files selected may have been exited in the previous program year, however if their performance counted in PY 2013-14 they may be included in this review.

The EDD will provide SDWP with a list of application numbers to be validated, which will include Adult, DW, NEG, Older Youth and Younger Youth funding streams. SDWP will receive this information within 3-5 business days prior to the EDD visit. An SDWP program specialist will notify Operators and Providers if the list includes any participants enrolled in any programs delivered during PY 2013-14. **Upon notification, Operators and Providers are responsible for delivering complete record(s) of the selected participants to SDWP no later than 4:00 PM, Thursday, January 7, 2015.**

This is not a monitoring review of SDWP, but rather a review of the accuracy of the EDD's performance data by the U.S. Department of Labor (DOL). EDD will inform SDWP of any discrepancies (e.g., missing back-up documentation, incorrect or inconsistent data, etc.) discovered in the files. Individual findings of Operators and Providers will not be included in the summary

report to the DOL; however, any major irregularities will be reported to the EDD's Compliance Review Office for further review.

If you have any questions about this issuance, please contact your program specialist at (619) 228-2900.

**Attachment**

None

cc: SDWP Internal Distribution List  
Mayer Hoffman McCann, P.C.