WIOA Youth Performance Reporting Timeline

Subrecipient Performance Submit follow up forms and enter CalJOBS performance data by last day of the reporting quarter New enrollments must have their third activity entered by the 7th calendar day to count in the reporting period as "enrolled"

Submit invoices by the 6th business day of each calendar month

Submit the Quarterly Narrative Report and Faces of Workforce (if applicable) by the calendar day Submit the "Effectiveness Serving Employers" report (Ref: Chapter 11) by the 15th calendar day

SDWP Reporting SDWP will run Enrolled Individuals CalJOBS report on the 6th business day of the month following the quarter end SDWP Grant Analyst will conduct quarterly spending analysis on the ^{7th} business day of the month following the quarter end

CalJOBS performance will be pulled by SDWP on the 4th Monday of the month following the quarter end

SDWP will send performance report to subrecipients on the same Monday by EOD

Performance Review Any inquiries by subrecipients need to be submitted in writing to SDWP by Noon on the 3rd business day after the report is sent

SDWP will respond by EOD on the 2nd business day (Friday). Any changes to performance will be resent the by following day (Monday)

SDWP will send a Corrective Action Notification by the 1st day of the following month, if applicable Subrecipients must submit Corrective Action Plans by the 7th business day after the notification, if applicable

Subrecipients must submit Corrective Action Plan follow up by the date indicated below, if applicable

	Program Year 2023-2024 Reporting												
	Subrecipient Performance				SDWP Reporting				Performance Review				
	Last Day CalJOBS Performance Data	New Enrollments First Activity	Submit Invoices	Submit Reports (QNR, Faces, Employers)	Run CalJOBS Enrolled Individual Reports	Contract Spending Analysis	Run CalJOBS Performance Reports	Send Performance Reports	Performance Inquiries Due	Inquiry Response & Revised Performance	Corrective Action Notification	Corrective Action Plan Due	Corrective Action Plan Follow Up Due
Quarter 4		Friday	Tuesday	Monday	Tuesday	Wednesday	Monday	Monday	Thursday	Friday 7/28/23	Monday	Thursday	Wednesday
	6/30/23	7/7/23	7/11/23	7/10/23	7/11/23	7/12/23	7/24/23	7/24/23	7/27/23	EOD Monday	8/1/23	8/10/23	9/13/23
	EOD	EOD	EOD	EOD	EOD	EOD	Noon	EOD	Noon	7/31/23 Noon	EOD	EOD	EOD
Quarter 1	Saturday	Saturday	Monday	Tuesday	Tuesday	Wednesday	Monday	Monday	Thursday	Friday 10/27/23	Wednesday	Friday	Friday
	9/30/23	10/7/23	10/9/23	10/10/23	10/10/23	10/11/23	10/23/23	10/23/23	10/26/23	EOD Monday	11/1/23	11/10/23	12/15/23
C	EOD	EOD	EOD	EOD	EOD	EOD	Noon	EOD	Noon	10/30/23 Noon	EOD	EOD	EOD
Quarter 2	Sunday	Sunday	Tuesday	Wednesday 1/10/24	Tuesday	Wednesday	Monday	Monday	Thursday	Friday 1/26/24	Wednesday	Friday	Thursday
	12/31/23	1/7/24	1/9/24	EOD Tuesday	1/9/24	1/10/24	1/22/24	1/22/24	1/25/24	EOD Monday	1/31/24	2/9/24	3/14/24
On	EOD	EOD	EOD	1/16/24 EOD	EOD	EOD	Noon	EOD	Noon	1/29/24 Noon	EOD	EOD	EOD
3	Sunday	Sunday	Monday	Wednesday 4/10/24	Monday	Tuesday	Monday	Monday	Thursday	Friday 4/26/24	Wednesday	Friday	Wednesday
Quarter	3/31/23	3/7/24	4/8/24	EOD Monday	4/8/24	4/9/24	4/22/24	4/22/24	4/25/24	EOD Monday	5/1/24	5/10/24	6/12/24
Oue	EOD	EOD	EOD	4/15/24 EOD	EOD	EOD	Noon	EOD	Noon	4/29/24 Noon	EOD	EOD	EOD