



APPRENTICESHIP CONNECTIONS

A Resource for SAE & ASE Grantees

2nd ASE Special Edition

PLEASE NOTE THIS GUIDANCE IS IN ADDITION TO THE GUIDANCE DISSEMINATED ON JULY 8, 2020

Dear Apprenticeship State Expansion (ASE) Grantee Authorized Representatives:

At the Department of Labor, we strive to improve outcomes for all of those we serve. As we look at the grants we award, we must hold all grantees accountable for not just serving customers, but ensuring those customers receive the positive, sustained outcome we desire most, suitable employment. To that end, this letter serves to address concerns raised by states over the definition of a participant for the ASE grant program. Our intent is to provide clarification of the term “participant” (as defined in Training and Employment Guidance Letter (TEGL) 17-18) and “grant-funded service,” as well as what constitutes a participant for purposes of performance reporting and meeting performance goals of ASE grants. A formal change (change 3) to TEGL 17-18 is forthcoming, but in the interim, this letter serves as formal notification of updated policy and is effective immediately. This guidance applies to the ASE grants only.

Background:

The term “participant” varies across programs, but is generally understood within the Department of Labor’s (DOL) Employment and Training Administration (ETA) programs to be an individual who is the direct recipient of a grant-funded service. TEGL 17-18 incorporated terms aligning with definitions of other ETA grant programs to support consistent performance reporting across the DOL.

ASE grants are required to report in ETA’s Workforce Integrated Performance System (WIPS), and report participant level data in alignment with the approved Participant Individual Record Layout (PIRL), of which ETA has received OMB-approval (OMB No. 1205-0521) for those data elements that comprise the Office of Apprenticeship’s subset of the PIRL.

ETA will update existing performance reporting guidance, as necessary, to align with this letter and forthcoming TEGL change.

[Included at this link](#) is the updated guidance distributed by the Grant Officer to grant Authorized Representatives and Points of Contact as identified as the persons legal attached to the grant.

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