

Instructions for Completing WIA Older Youth Matrix

- I. WIA Cumulative Enrollments and Exits** – This section reflects CUMULATIVE numbers of participants for your agency.
 - Ia.** WIA In-School Enrollments – Enter the planned number of WIA In-School Enrollments. These numbers are CUMULATIVE by quarter. For instance, the total number of enrollments in the second quarter is the number of enrollments in the first quarter plus the number of new enrollments in the second quarter.
 - Ib.** WIA Out-of-School Enrollments – Enter the planned number of WIA Out-of-School Enrollments. These numbers are CUMULATIVE by quarter.
 - Ic.** JTPA Transfers into WIA – Enter the total number of transfers from JTPA into WIA. This number will remain the same in each quarter after the second.
 - Id.** Total Enrollments – Enter the total number of enrollments. This number is calculated by adding the numbers entered for a, b, and c. This number will also be cumulative by quarter.
 - Ie.** Total Exits – Enter the cumulative number of participants that exited per quarter.

- II. Quarterly Exit Performance Indicators** - This section reflects the agency's performance by quarter. The numbers entered in each section are NOT CUMULATIVE.
 - Ila.** Participant Exits – Enter the number of participants that will exit in the appropriate quarter. This number is NOT cumulative. If twelve participants exited the program in the second quarter and nine exited in the third quarter, you would enter twelve in the second quarter and nine in the third quarter.
 - Ilb.** Entry Into Unsubsidized Employment – Enter the number of participants who will be placed into unsubsidized employment by the **first quarter after exit**. This number is NOT cumulative. It is now possible to calculate the entered employment rate by dividing the number placed in unsubsidized employment by the total number of participant exits for the quarter.
 - Ilc.** Attainment of recognized credential relating to achievement of educational or occupational skills – Enter the number of participants who have attained a credential by the **first quarter after exit**. This number is NOT cumulative. The Credential rate can now be calculated by dividing the number of participants who received a credential by the number who have exited during the quarter.

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- IId.** Retention in unsubsidized employment six months after entry into employment – Enter the number of participants who were placed who are still employed in the **third quarter after exit**. This number is NOT cumulative. The retention rate can now be calculated by dividing the number who were placed and still employed in the third quarter after exit by the number who exited and were placed during the exit quarter.
- Ile.** Earnings received in unsubsidized employment six months after entry into employment – Participants who were placed must average \$2,594 in earnings gain sixth months after employment. The earnings gain is calculated by taking post-program earnings for six months after exit minus pre-program earnings six months prior to enrollment for all participants who were placed in the exit quarter divided by the number of placements.