



Andrew M. Cuomo, Governor

Peter M. Rivera, Commissioner

**NEW YORK STATE
WORKFORCE DEVELOPMENT SYSTEM
TECHNICAL ADVISORY**

Workforce Development System Technical Advisory #12-13

TO: Workforce Development Community

DATE: September 14, 2012

SUBJECT: WIA Quarterly Reporting Due Dates

Purpose:

To provide guidelines on Workforce Investment Act (WIA) quarterly reporting periods and data entry due dates.

Policy:

Local Workforce Investment Boards must ensure that all necessary data entry is completed according to the due dates outlined herein.

Additional Information:
Reporting Due Dates

- A. OSOS Users** must have complete data on participants entered into the system by the fifth (5th) business day following the end of the calendar quarter. This must include data for all participants (both exiters and non-exiters) who were active at any time up to the end of the reporting period. **Any data not entered by the deadline will not be included in the report for that quarter.** Data entered after the deadline will be included in the subsequent reports. The New York State Department of Labor (NYSDOL) will extract a file from OSOS each quarter, which will be used for quarterly reports. **The file extracted in July (for the period ending June 30) will be used in the fourth quarterly report and the annual report that is submitted to the United States Department of Labor (USDOL).**

Deadlines for the next four (4) quarters for OSOS users to have complete data in OSOS in order to meet reporting requirements are:

Reporting Period Ending	Deadline for Data Entry into OSOS is Close of Business:
September 30, 2012	October 5, 2012
December 31, 2012	January 8, 2013
March 31, 2013	April 5, 2013
June 30, 2013	July 8, 2013

B. Non-OSOS users must submit a quarterly participant file in the WIASRD format, specifically in Section B, WIASRD Format, for all participants who were active at any time during the period shown in the following chart. The file must be submitted by the sixth (6TH) business day following the end of each calendar quarter. **The quarterly or annual report will be generated from the previous quarterly WIASRD file for an area that does not submit a file by the deadline shown on the chart.** Please note that the file submitted in July (for the period ending June 30) will be used for the fourth quarterly report and the annual report that is submitted to USDOL.

Reporting Period Ending	Due Date to NSYDOL is Close of Business:
September 30, 2012	October 9, 2012
December 31, 2012	January 9, 2013
March 31, 2013	April 8, 2013
June 30, 2013	July 9, 2013

The full WIASRD file must be submitted via email to WIAReporting.RS@labor.ny.gov.

Inquiries:

Questions regarding this Technical Advisory should be directed to DEWS.Performance@labor.ny.gov.