

Acceptable Documentation List for Minnesota's Workforce Innovation and Opportunity Act (WIOA) Adult, WIOA Dislocated Worker (DW) and State DW Programs and DW Grants (DWGs)

Last Updated September 2026

Use the Acceptable Documentation List in Attachment One below to verify and document data elements within the following Minnesota Department of Employment and Economic Development (DEED) programs:

- WIOA Adult Program,
- WIOA Dislocated Worker (DW) Program,
- State DW Program,
- National DW Grants (DWGs), and,
- Certain special programs administer by Dislocated Worker and Federal Adult Programs (DWFAP) team.

Relevant Laws, Policies and References

[Training and Employment Guidance Letter \(TEGL\) 23-19, Change 3](#) (December 1, 2025)

[Training and Employment Guidance Letter \(TEGL\) 26-16, Change 1](#) (July 10, 2025)

List and Summary of Attachments

Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs (September 2026)

Non-Exclusive Acceptable Documentation List

The Acceptable Documentation List in Attachment One below does not include all data elements listed in TEGL 23-19, Change 3. See [TEGL 23-19, Change 3 Attachment II](#) for a complete list. The data elements listed in TEGL 23-19, Change 3 are effective as of July 1, 2026.

Different Federal and State Definitions of Certain Data Elements

Note that there are certain data elements that have different definitions based on if providers are using that data element for the Federal programs (WIOA Adult, WIOA DW, and DWGs) as opposed to the State DW Program (for example "Long-Term Unemployed at Program Entry"). Providers must ensure the source documentation is using/proving the correct definition. See [DWFAP's Terms and Definitions document](#) for more information. Questions about the correct definition(s) to use in a specific situation should be directed to the DWFAP email listed below.

Self-Attestation for Certain Data Elements Prior to July 1, 2026

For participants enrolled before July 1, 2026 Self-Attestation was acceptable for data elements 200 (Date of Birth) and 802 (Low Income Status at Program Entry). For participants enrolled on or after July 1, 2026 Self-Attestation is no longer acceptable for data validation purposes. Please refer to Attachment One for the source documentation for data elements 200 (Date of Birth) and 802 (Low Income Status at Program Entry) that must be used moving forward.

Acceptable Documentation Types

See below the different types of acceptable documentation.

Self-Attestation:

Self-Attestation includes both of the following:

- A written or electronic/digital declaration of information for a particular data element, and,
- The written or electronic/digital declaration is signed and dated by the participant. This includes an electronic/digital signature.

Acceptable Documentation List for Minnesota's Workforce Innovation and Opportunity Act (WIOA) Adult, WIOA Dislocated Worker (DW) and State DW Programs and DW Grants (DWGs)

Electronic signatures or a submission from the participant (email, text, or unique online survey response), are considered an electronic signature or verification. It must be participant-generated and traceable to the participant and dated (either in the record or via Case Notes). Providers must retain documentation of Self-Attestation provided by participants. Providers are strongly encouraged to use other forms of source documentation whenever possible.

Cross-Match:

A cross-match requires providers to identify detailed evidence that confirms the data element in a secondary database. Providers must also confirm supporting information, such as dates of participation and services rendered. Providers must have data sharing agreements in place as appropriate.

Case Notes:

Case Notes are to either paper or electronic statements by the case manager or program staff that identify, at a minimum, the following:

- A participant's situation status related to a specific data element, and,
- The date on which the information was obtained, and,
- The name of the case manager or program staff who obtained the information.

Electronic Records:

Electronic Records mean either of the following:

- Participant Source Documents: Participant source documents maintained in the grantee's Management Information System (MIS) or other official record keeping system.
- Grantee Participant Service Record: Grantee participant information generated and maintained by the grantee regarding the specific services received by a participant.

Acronyms Used in the Acceptable Documentation List

Below is a non-inclusive list of some of the acronyms used in this document:

ELL: English Language Learner

FLS: Financial Literacy Services

IEP: Individual Employment Plan

ITA: Individual Training Account

MFIP: Minnesota Family Investment Program

MSFW: Migrant and Seasonal Farmworker

NFJP: National Farmworkers Job Program

RESEA: Reemployment Services and Eligibility Assessment

RETAIN: Retaining Employment and Talent after Injury/Illness Network

SNAP: Supplemental Nutrition Assistance Program

SSDI: Social Security Disability Insurance

SSIL Supplemental Security Income

SSN: Social Security Number

TANF: Temporary Assistance to Needy Families

UI: Unemployment Insurance

VA: U.S. Department of Veterans Affairs

WF1: Workforce One

WPRS: Worker Profiling and Reemployment Services

Acceptable Documentation List for Minnesota's Workforce Innovation and Opportunity Act (WIOA) Adult, WIOA Dislocated Worker (DW) and State DW Programs and DW Grants (DWGs)

Questions

Questions about to this Acceptable Documentation List should be directed to the DWFAP email at Dwfaprograms.deed@state.mn.us

Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs (September 2026)

Table One below lists the data elements that are required for all WIOA Adult, WIOA DW and/or State DW Program participants.

Table One: Required Documentation for All WIOA Adult, WIOA DW and/or State DW Program Participants

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
Not Applicable (N/A)	Proof of Name	Required	• Driver's License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State or Local Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible
200 (Date of Birth)	Date of Birth and Proof of Age	Required	• Driver's License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, Local or Tribal Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible • Cross-Match with State Agency Records • Justice System Records

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
			• Selective Service Registration • Signed Letter from a parent or guardian • Medical Records
202 (Individual With a Disability)	Disability Status	Required	• School 504 Records Provided by Student • Assessment Test Results • School Individualized Education Program (IEP) record • Self-Attestation
2700	SSN	Required	• SSN Card • Other Federal or State ID with SSN
N/A	Minnesota Residency or Working in Minnesota at the Time Employment Ended	Required (State DW only)	• Driver's License • Public Assistance/Social Service Agency Verification, or Insurance Policy (Residence or Auto) • Landlord Statement and/or Lease(s) • Letter From Social Service Agency or School • Library Card • Medicare or Medicaid Card • Postmarked Mail Addressed To Applicant • Property Tax Record • Rent Receipt • School ID • Utility Bill • Voter's Registration Card Homeless individuals can meet State DW residency requirements by documenting: • Self-Attestation • Written Statement from Minnesota Resident Providing Temporary Residence • Written Statement from Minnesota Shelter
900	Date of Program Entry	Required	• Individual Plan for Employment • Electronic Records

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
			• Program intake documents, such as eligibility determination documentation or program enrollment forms
410	Date of Actual Dislocation (DW Status)	Required	• Verification from Employer • Rapid Response List • Notice of Layoff • Public Announcement with Follow-Up Cross-Match with UI Database • Self-Attestation
901	Date of Program Exit	Required	• A copy of the letter sent to the individual indicating that the case was closed • WIOA status/exit forms • Electronic Records • Attendance records • Review of service records identifying the last qualifying service (and lack of a planned gap)
1001	Date of First Basic Career Service (Staff-Assisted)	Required	• Case Notes • Cross-Match • Electronic Records
1002	Most Recent Date Received Basic Career Service (Self-Service Information-Only)	Required	• Case Notes • Cross-Match • Electronic Records
1003	Most Recent Date Received Basic Career Services (Staff-Assisted)	Required	• Case Notes • Cross-Match • Electronic Records
1004	Date of Most Recent Career Service	Required	• Case Notes • Cross-Match • Electronic Records

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
1200	Date of First Individualized Career Service	Required	• Case Notes • Cross-Match • Electronic Records
1201	Most Recent Date Received Individualized Career Service	Required	• Case Notes • Cross-Match • Electronic Records
1202	Date IEP Created	Required	• Cross-Match • Case Notes • IEP or Individual Service Strategy • Electronic Records
808	MSFW Status	Required	• Cross-Match with Public Assistance Records • NFJP Eligibility Documents used to determine low-income status • Employer Contract/Letter • Program application • Cross-Match with State MIS Database • Cross-Match with H-1B Records • Case Notes • Self-Attestation
908	Received Rapid Response Services	Required	• Cross-Match • Case Notes • Rapid Response List • Self-Attestation
409	School Status at Program Entry	Required	• Applicable records from education institution (secondary school equivalency, diploma, attendance record, transcripts, drop out letter, school documentation) • Intake Application or Enrollment Form

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
			• Electronic Records • Case Notes • Self-Attestation
1600, 1602, 1604, and 1606	Employed in 1 st , 2 nd , 3 rd , and 4 th Quarters After Exit Quarter	Required	• UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as Internal Revenue Service (IRS) form 941, etc.) • Signed letter or other information from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed Case Notes verified by employer and program staff.
1601, 1603, 1605, and 1607	Type of Employment Match 1 st , 2 nd , 3 rd , and 4 th Quarters After Exit Quarter	Required	Consistent with TEGL 26-16: • Cross-Match with State and Out-of-State UI Quarterly Wage Records (intrastate and interstate) • Federal Government Employment Records (such as military employment, Department of Defense, Office of Personnel Management, and US Postal Service) • Cross-Match with Federal Administrative Wage Record Databases (such as the National Directory of New Hires) • State New Hires Registry • Signed Follow-up Survey Response from Program Participants

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
			• Copy of Pay Check Stubs, Payroll Slip, or Leave and Earnings Statements (minimum of two per TEGL 26-16) • Income Tax Records, W-2 Form, or Other Records from the State Department of Revenue or Taxation • Railroad Retirement System • Quarterly Tax Payment Forms (such as IRS Form 941) • A Signed Letter from an Employer on Company Letterhead (attesting to an individual's employment status and earnings) • Self-Employment or Sales Commission Worksheets Signed and Attested to by Program Participants • Cross-Match with Partner Program Administrative Databases (such as TANF, SNAP or other public assistance programs)
1608	Employment Related to Training (2nd Quarter After Exit)	Required	• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case Notes
1612 and 1613	Occupational Code in 2 nd and 4 th Quarters After Exit	Required	• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
			with other federal employment and administrative databases • Other out of state federal wage record systems • Case Notes
1611	Entered Non-Traditional Employment	Required	• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case Notes
1614, 1615, 1616, and 1617	Industry Code of Employment 1 st , 2 nd , 3 rd , and 4 th Quarters After Exit Quarter	Required	• UI Wage Records • Supplemental data sources defined by TEGL 26-16 follow up services • Surveys • Record sharing and/or automated record matching with other federal employment and administrative databases • Other out of state federal wage record systems • Case Notes
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter	Required	Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form,

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
			Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed Case Notes verified by employer and program staff.
1700, 1701, and 1702 (Earnings 3rd Quarter Prior to Participation Quarter)	Wages 1 st , 2 nd , and 3 rd Quarter Prior to Participation Quarter	Required	Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed Case Notes verified by employer and program staff.
1703, 1704, 1705, and 1706	Wages 1st, 2nd, 3 rd , and 4 th Quarters After Exit Quarter	Required	Consistent with TEGL 26-16, Change 1: • UI wage data match/administrative wage match, such as the National Directory of New Hires • Post-Exit survey (self-reported) from program

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
			participants • Paycheck stubs, and tax records (i.e., W2 form, Quarterly tax payment forms, such as an IRS form 941, etc.) • Signed letter or other information from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program participants • Detailed Case Notes verified by employer and program staff.

Note: End of Table One.

Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs (September 2026)

See Table Two below for the acceptable documents that can be used for the various data elements below.

Table 2: Acceptable Documentation for WIOA DW, State DW and DWGs

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
807	Displaced Homemaker at Program Entry	Required if used for eligibility (WIOA DW and State DW)	• Intake Application or Enrollment Form • Cross-Match with Public Assistance Records • Copy of Spouse's Layoff Notice • Copy of Spouse's Death Record • Copy of Spouse's Permanent Change of Station (PCS) Orders (for a military move or assignment) • Copy of Divorce Records • Copy of Applicable Court Records • Copy of Bank Records (showing financial dependence on spouse, no separate individual income support, or no employment income earned) • Needs Assessment • IEP • Self-Attestation
N/A	Non-Work-Related Injury or Illness	Required if used for eligibility (State DW Category Eight only)	Both of the following: • Documentation of injury/illness conditions (i.e., Referral document from RETAIN to the State DW program, written note/form documentation in electronic medical record prior to enrollment) including referrals to healthcare, <u>and</u>, • Documentation or record of non-work relatedness (Self-Attestation)
N/A	Military Spouse	Required if used for eligibility (State DW Category Seven only)	• Self-Attestation • Signed Intake Application or Enrollment Form • Cross-Match with Public Assistance Records • Copy of Spouse's PCS Orders (for a military move or assignment) • Copy of Bank Records (showing financial underemployment, no separate individual income support, or no employment income earned)

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
			• Evidence showing barriers to obtaining or upgrading employment
401	UI Status	Required if used as the basis for program eligibility	• Cross-Match with State UI Database • Cross-Match with State MIS Database • Referral Transmittal by RESEA or WPRS • Self-Attestation for Code Values 3 and 4 only
301	Veteran Status	Required to claim veteran status	Source documentation beyond Self-Attestation for this element is only required at the point in which a decision is made to enroll a covered person over a non-covered person and commit financial resources, which does not include staff time (Per TEGL 10-09, Section 9) • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Service Database • A Letter from the Veterans' Administration • NGB- 22 documenting Title 10 federal active duty service • Self-Attestation
600	TANF/MFIP	Required only if participant has received Individualized Career Services or Training	• TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records
601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry	Required if entered into WF1 as a Public Assistance Recipient	• TANF Eligibility Verification • TANF Period of Benefit Receipt Verification • Referral Transmittal from TANF • Cross-Match with TANF Public Assistance Records
602	SSI/SSDI	Required if an SSI/SSDI Recipient	• SSI/SSDI Receipt of Benefits Verification • Referral Transmittal from Social Security Administration (SSA) • SSI/SSDI Eligibility Verification • Cross-Match with SSA Database
603	SNAP	Required if a SNAP Recipient	• SNAP Eligibility Verification

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
			• Documentation of SNAP Benefit Receipt • Referral Transmittal from SNAP • Cross-Match
604	Other Public Assistance Recipient	Record 1 if the participant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (State/local government), or Refugee Cash Assistance. Do not include foster child payments. Record 0 if the participant does not meet the above criteria. Leave blank if this data element does not apply to the participant.	• Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Medical Card Showing Cash Grant Status • Public Assistance Eligibility Verification • Cross-Match
704	Foster Care Youth Status at Program Entry	Required if currently a foster care youth at program enrollment	• Written Confirmation from Social Services Agency • Case Notes • Foster Care Agency Referral Transmittal • Intake Application or Enrollment Form • Needs Assessment • Individual Service Strategy • Self-Attestation
800	Homeless participant, Homeless Children	Required if entered as homeless at program enrollment	• Self-Attestation • Signed Intake Application or Enrollment Form • Written Statement or Referral Transmittal from a Shelter or Social

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
	and Youths, or Runaway Youth at Program Entry		Service Agency • Needs Assessment • Case Notes • Signed Individual Service Strategy • A letter from caseworker or support provider
801	Ex-Offender Status at Program Entry	Required if entered as an ex-offender at program enrollment	• Documentation from the Juvenile or Adult Criminal Justice System • Written Statement or Referral Document from a Court or Probation Officer • Referral Transmittal from a Reintegration Agency • Intake Application or Enrollment Form • Case Notes • Needs Assessment • Individual Service Strategy • Federal Bonding Program Application • Self-Attestation
802	Low Income Status at Program Entry	Required if entered as a low income at program enrollment	• Award Letter From Veteran's Administration • Bank Statements • Pay Stubs • Compensation Award Letter • Court Award Letter • Pension Statement • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
			• Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with UI Wage Records
803	ELL at Program Entry	Required if entered as an ELL at program enrollment	• Assessment Test Results • Applicable Records from Education Institution (transcripts, or other school documentation) • Intake Application or Enrollment Form • Individual Service Strategy • Case Notes • Self-Attestation
804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	Required if entered as Basic Skill Deficient or not at program enrollment	• Assessment Test Results • Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) • Case Notes
806	Single Parent at Program Entry	Required if entered as a single parent at program enrollment	• Needs Assessment • TANF Single Parent Eligibility Verification • Intake Application or Enrollment Form • Individual Service Strategy or Employment Plan • Case Notes • Self-Attestation
N/A	Unlikely to Return to Occupation or Industry	Required if used as the basis for program eligibility	• Labor Market Information projections for occupation/industry • Analysis of lacking job openings • Comparison of individual qualifications required for similar positions • Evidence of large numbers of layoffs in occupations or industries which create competition for few job openings • Unable to perform tasks, duties in current occupation or industry
N/A	Self-Employment	Required if used as the basis for program eligibility	• Tax documents evidence significant decline in earnings from self-employment • Other documentation evidencing decline in earnings •

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
			Documentation of a failing farm or business due to general relevant economic conditions • Documentation of one or more businesses to which the self-employed individual supplied a substantial proportion of products or services • Documentation of one or more businesses to which the self-employed obtained a substantial proportion of products or services • Documentation of substantial layoff(s) from, or permanent closure(s) of, one or more plants or facilities that support a significant portion of the relevant state or local economy
402	Long Term Unemployed at Program Entry	Required if used as a basis for eligibility	• Public Assistance Records • Refugee Assistance Records • Cross-Match with Public Assistance Database • Cross-Match with UI Database • Self-Attestation
1409	Most Recent Date Received Supportive Services	Must be captured within the Support Service tab of the participant's WF1 case record	• Cross-Match • Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Electronic Records, Case Notes • WIOA status forms noting receipt of service and type of service received
1205	Type of Work Experience	Required if One of the Following: Internship, Pre-apprenticeship, Job Shadowing, and/or a Transitional Job	• Case Notes • Signed Work Experience Agreement • Electronic Records

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
1206	Date Received FLS	Required if participating in FLS	• Activity sheets • Sign-in sheets • Attendance record • Vendor contract • Case Notes • Electronic Records
1302	Date Entered Training	Required if participating in Training Services	• Individual Training Account • Vendor Training Records • Electronic Records • Attendance Sheets or Records • Case Notes
1303	Type of Training Service	Required if participating in Training Services	• Copy of enrollment record • Case Notes • Cross-Match between dates of service and vendor training information • Vendor training documentation • Electronic Records • Individual Training Account • Attendance records
1306	Occupational Skills Training Code	Required if participating in Training Services	• Cross-Match • Case Notes • Signed IEP Plan or Training Plan • Signed Training Contract • Individual Training Account
1308	Date Training Completed or Withdrew	Required if participating in Training Services	• Cross-Match • Vendor Training Records • Attendance Sheets or Records • Case Notes • Electronic Record

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
1319	Established ITA	Required if participating in Training Services	• Cross-Match • Case Notes • Individual Training Account Approval, Allocation or Activation Records
1401	Enrolled in Secondary Education Program	Required if the participant was enrolled in a Secondary Education Program at or above the 9th Grade level	• Copy of enrollment record • Case Notes • School records or verification of enrollment • Transcript or report card • Data match to State K-12 data system
907	Recipient of Incumbent Worker Training (IWT)	Required for all IWT participants	• Signed IWT Agreement • Cross-Match • Case Notes
1006	Date Referred to VA Vocational Rehabilitation and Employment Program	Required if referred VA Vocational Rehabilitation and Employment Program	• Cross-Match • Electronic Records • Case Notes
923	Other Reasons for Exit	Required if exited due to being institutionalized, medical treatment, death, National Guard or other reserve military unit of the U.S. Armed Forces and is called to active duty for at least 90 days	• Information from partner services • WIOA or program status/exit forms • Electronic Records • Withdrawal form with explanation • Information from institution or facility • Case Notes
1406	Date Enrolled in Post Exit Education or Training Program Leading to	Required if participant enrolled in post-secondary education after exiting the program	• Case Notes • School records or verification of enrollment • Transcript or report card

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
	a Recognized Postsecondary Credential		• Cross-Match • Post-Exit survey from program participants
1800	Type of Recognized Credential	Required if attended training	• Cross-Match • Copy of credential • Copy of school record • Follow-up (Post-exit) survey from program participants • Case Notes documenting information obtained from education or training provider
1801	Date Attained Recognized Credential	Required if attended training	• Cross-Match • Copy of credential • Copy of school record • Follow-up survey from program participants • Case Notes documenting information obtained from education or training provider
1806	Date of Most Recent Measurable Skill Gains (MSG): Educational Functioning Level (EFL)	At least one MSG required every year participant attended training Note: This data element is related to secondary (High School) vs. postsecondary credits	• Pre- and post-test results measuring EFL gain • Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units • Postsecondary education or training enrollment determined through data match, survey documentation, or program notes • Pre- and post-test results measuring EFL gain • Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units • Postsecondary education or training enrollment determined through data match, survey documentation, or program notes • Test results of a passing subtest on a State-recognized high school equivalency examination.

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
1807	Date of Most Recent MSG: Postsecondary Transcript/Report Card	At least one MSG required every year participant attended training	• Transcript • Report Card
1808	Date of Most Recent MSG: Secondary Transcript/Report Card	At least one MSG required every year participant attended training	• Transcript • Report Card
1809	Date of Most Recent MSG: Training Milestone	At least one MSG required every year participant attended training	• Documentation of a skill gained through OJT or Registered Apprenticeship • Contract and/or evaluation from employer or training provider documenting a skill gain • Progress report from employer documenting a skill gain
1810	Date of Most Recent MSG: Skills Progression	At least one MSG required every year participant attended training	• Results of knowledge-based exam or certification of completion • Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment • Documentation from training provider or employer • Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam
1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	Required if attended training	• Case Notes • School records or verification of enrollment • Transcript or report card • Cross-Match

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
1813	Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment	Required if attended training	• Cross-Match • Copy of Diploma, Credential or Degree Awarded by Education Institution • Applicable Records from Education Institution (recognized equivalency certificate, transcripts, report card, enrollment record or other school documentation) • Signed File Documentation with Information Obtained from Education or Training Provider • Case Notes • Self-Attestation
N/A	Category of Assessment	Required prior to attending training if education level is currently less than an Associate's Degree and/or if using increased EFL score as an MSG	• Copy of Assessment Test Results • Vendor Receipt for Testing
2001	Date of Completion of DWG Services	DWG only	• Cross-Match between State MIS Database and Attendance Sheets or Records • Vendor Training Records with Follow-up Cross-Match to State MIS Database • Case Notes with Follow-up Cross-Match to State MIS Database
2002	Employed at Completion of DWG Services	DWG only	• UI wage data match/administrative wage match, such as the National Directory of New Hires • Follow-up survey from program participants • Paycheck stubs, tax records, W2 form • Quarterly tax payment forms, such as a IRS form 941 • Signed document from employer on company letterhead attesting to an individual's employment status and earnings • Self-employment worksheets signed and attested to by program

**Attachment One: Acceptable Documentation List for Minnesota's WIOA Adult, DW and State DW Programs and DWGs
(September 2026)**

Data Element Number(s) (See TEGL 23-19, Change 3 Attachment II)	Data Element Name	Requirement	At Least One of the Following Source Documents
			participants Detailed Case Notes verified by employer and signed by the counselor
2004	Received Services through a Disaster Recovery Dislocated Worker Grant	DWG only	- UI wage data match/administrative wage match, such as the National Directory of New Hires - Follow-up survey from program participants - Pay check stubs, tax records, W2 form - Quarterly tax payment forms, such as a IRS form 941 - Signed document from employer on company letterhead attesting to an individual's employment status and earnings - Self-employment worksheets signed and attested to by program participants - Detailed Case Notes verified by employer and signed by the counselor - State MIS - Grantee Electronic MIS Records
1332	Participated in Postsecondary Education During Program Participation (WIOA)	Recommended to have at least one of the Source Documents if attended training	- Cross-Match (Data match) with postsecondary data system - Copy of enrollment record - Case notes - School records or verification of enrollment - Transcript or report card

Note: End of Table Two.