



# POLICY

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COMMONWEALTH OF KENTUCKY  
DEPARTMENT OF WORKFORCE DEVELOPMENT  
AND  
KENTUCKY WORKFORCE INNOVATION BOARD

**POLICY NAME:** WIOA Data Entry  
**POLICY NUMBER:** 22-001  
**DATE OF ISSUE:** Reissued March 1, 2023  
**EFFECTIVE DATE:** February 15, 2022

**APPLIES/OF INTEREST TO:** Local Workforce Development Area (LWDA) staff and Kentucky Career Center (KCC) staff

**POINT OF CONTACT:** [Compliance.Unit@ky.gov](mailto:Compliance.Unit@ky.gov)

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**HISTORY:** Initial date of issue 2/15/2022 superseding all prior policy and/or correspondence previously issued; revised 3/1/2023 for minor cleanup, thus effective date remains.

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**BACKGROUND:** LWDA staff continuously enter data into the state system of record and, when needed, Department of Workforce Development staff will request data corrections. Such requests for corrections have historically occurred without reference to a timeframe within which those corrections should be made. The lack of finite timeframes has created numerous problems, including inaccuracies in performance measurement data.

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**PURPOSE:** This policy establishes timelines for data entry and data corrections for more timely and consistent submissions to better ensure accuracy of performance measurements.

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**POLICY:** Performance reporting is a federal requirement and a top priority at both the state and federal level. Effective February 15, 2022, all data as it relates to the participant and is needed for federal reporting (please reference the PIRL Layout) must be entered into the state system of record within ten (10) days of its occurrence for the data to be extracted, reviewed, and corrected if necessary. Performance measurement data not entered within the ten-day timeframe specified herein may result in a questioned cost.

Support and performance teams will review records on a case-by-case basis for corrections but will not correct records that do not affect current program year performance measures. Such corrections will be required at the local level within thirty (30) days of notification by the review team.