

Attachment B
Sampling Guidelines for the Individual Record (WIASRD)

States may send DOL samples of records instead of all records. Samples must adhere to the following guidelines:

- The universe (or sampling frame) from which the samples are to be drawn consists of all exiters in the last three complete program years. Submissions should not include individuals who terminated from JTPA. Thus, for most States, the submission due December 1, 2001 will include only Program Year (PY) 2000 exiters. For early implementation States, it will include only PY 2000 and PY 1999 exiters.
- Samples are to be selected randomly using generally accepted statistical sampling methods.
- The minimum sampling rate is the *larger* of:
 - 33%.
 - The rate needed to achieve a sample of 2,500 in the funding stream (adult, dislocated worker and youth) with the *smallest* number of exiters during the program year. This sampling rate equals 2,500 divided by the number of exiters from that funding stream during the program year.
- The same sampling rate must be used to select the entire sample for each program year (i.e., the sampling rate must be applied to all funding streams).
- If any funding stream has fewer than 2,500 exiters in a program year, sampling is not allowed.
- A different sampling rate may be used for each program year included in the sample. However, States having the option of applying the largest of the minimum sampling rates calculated for the three program years in the submission to all three program years.
- The samples for each of the two earliest program years in a submission may be either a new sample selected for the submission or the same sample selected for the submission made the previous year.

NOTE: Although States may submit samples of records, the data items included in the record must be collected and maintained for all individuals.

For many States, the effort involved in programming the selection of the sample will outweigh the benefits of sampling. Therefore, States are encouraged to consider whether they will achieve a net benefit from sampling before deciding to sample. States are not required to sample and may decide to routinely submit all records to DOL.

The following worksheet may be used to determine the required sampling rate for each program year included in the submission:

	A Number of Exiters During Program Year	B Smallest Value in Column A	C 2,500 divided by Column B	D Minimum Sampling Rate (Largest Value in Column C)
Overall minimum			33%	
Adults				
Dislocated Workers				
Youth				

A sample of a completed worksheet follows for a State with 8,000 adult exiters, 7,000 dislocated worker exiters, and 4000 youth in a program year.

	A Number of Exiters During Program Year	B Smallest Value in Column A	C 2,500 divided by Column B	D Minimum Sampling Rate (Largest Value in Column C)
Overall minimum			33%	
Adults	8,000			
Dislocated Workers	7,000			
Youth	4,000			
		4,000	63%	63%

For this State and program year, the funding stream with the fewest number of exiters is youth, with 4,000 exiters. Thus, 4000 is entered in Column B. The value entered in Column C is 2,500 divided by 4,000, which is 63%. Because this value is greater than 33%, the minimum sampling rate is 63% for all funding streams. This value of 63% is entered in Column D.