

**JTPA ANNUAL SERVICE DELIVERY AREA (JASDA) REPORT  
FORMAT INSTRUCTIONS  
Titles II-A/C**

1. Purpose. The JASDA report (ETA 9045) displays Program Year selected data separately for each JTPA Title II Service Delivery Area (SDA). This information will be used to determine local levels of participants and the availability and expenditures of available program funds during the program year. (Information captured on this report is conceptually related to PY data reported for participants/terminations in Section VI. of the JQSR.)

2. General Instructions. Annually, the Governor will submit for the State a Title II JASDA report listing participants and the availability and expenditures of Title II-A and Title II-C funds by SDA. States may determine whether the report is submitted on the JASDA report form or as a computer printout, with data, including signature and title, date signed and telephone number, arrayed as indicated on the sample format.

If revisions are made to these data, after the initial submittal, revised copies of the report should be submitted to DOL as soon as possible according to the required reporting procedures. (Submittal of a revised JQSR for a quarter ending 6/30 reflecting changes in participants, availability or expenditures usually will require submittal of a revised JASDA report(s) for the same program year.)

SPECIAL NOTE: For JASDA report purposes, Title II-A shall refer to SDA programs operated with funds authorized under Section 202(a)(2) (77%) of the Act or otherwise distributed by the Governor under Section 202(c)(1)(B) (5%) -- incentive grants. Title II-C shall refer to SDA programs operated with funds authorized under Section 262(a)(2) (82%) of the Act or otherwise distributed by the Governor under Section 262(c)(1)(B) (5%) -- incentive grants. (Concentrated Employment Programs (CEPs) also should include special supplemental CEP allocations.)

On the JASDA report, exclude availability/expenditure data for:

- State Administration - Sections 202(c)(1)(A) & 262(c)(1)(A)
- Education Coordination - Sections 202(c)(1)(C) & 262(c)(1)(C)
- Older Individuals (Sec. 204(d) - Section 202(c)(1)(D)
- Summer Youth Education and Training Program (Title II-B) - Section 252(b)
- Dislocated Worker Programs (Title III) - Section 302(a-e)

The reporting period begins on the starting date of each JTPA program year, as specified in Section 161 of the Act. Reports are due in the National and Regional Offices no later than 45



days after the end of each Program Year.

Two copies of the JASDA report are to be provided to:

U.S. Department of Labor, ETA  
ATTN: TSVR -- Room S-5306  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

At the same time, an additional copy of the JASDA report is to be provided to the appropriate Regional Administrator for Employment and Training in the DOL Regional Office that includes the State in which the JTPA recipient is located. Data submitted on this report will be entered into the DOL/ETA data system by Regional Office staff.

3. Facsimile of Form. See the following page.
4. Instructions for Completing the JASDA Report.

a. State Name and Address

Enter the name and address of the designated State recipient.

b. Report Period

Enter in "From" the beginning date of the designated JTPA Program Year and enter in "To" the ending date of that Program Year.

c. Signature and Title (at bottom of the page)

The authorized official signs here and enters his/her title.

d. Date Signed

Enter the date the report was signed by the authorized official.

e. Telephone Number

Enter the area code and telephone number of the authorized official.

COLUMN HEADINGS AND INSTRUCTIONS

Column (A) - ETA Code

Enter, by line, the 5-digit identification code for EACH

SDA, as assigned by the Employment and Training

Administration (ETA).

Column (B) - SDA Name

Enter the name, as provided to ETA, for EACH SDA (as space permits) for additional identification.

Column (C) - Title II-A Participants

Enter the total number of participants in the SDA who are, or were, receiving employment, training or services (except post-program services and follow-up services) funded under Title II-A through the end of the reporting period, including both those on board at the beginning of the designated program year and those who have entered during the program year. If individuals receive concurrent employment, training and/or services funded under more than one sub-title/program, they are to be considered participants in both sub-titles/programs.

"Participant" means an individual who has been determined to be eligible to participate in and who is receiving services (except postprogram services and follow-up services) under a program authorized by Title II of the JTPA. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the participant began receiving subsidized employment, training, or other services provided under this Act.

Participants who have transferred from one title to another, or between programs of the same title, should be recorded as terminations from the title of initial participation and included as participants in the title or program into which they have transferred, unless they are to be considered concurrent participants in both titles or programs.

Column (D) - Title II-A Availability

Enter the total amount of all Federal funds (77% + 5%) available in EACH SDA for Title II-A activities during this Program Year. Include (i) funds allocated for this Program Year; (ii) unexpended funds, at the end of the prior program year, carried-in from any prior program year; (iii) any reallocation/reallotment that increased or decreased the amount of Title II-A funds available for expenditure through the end of the Program Year; and (iv) transfers of funds across Titles II-A/B/C, as authorized in the JTPA at Sections 206, 256 and 266, as appropriate.

NOTE: For reporting purposes, Title II-A funds include monies allocated or otherwise directly provided to the SDA by the Governor. (Refer to definition in the

Special Note in the General Instructions, above.)

Column (E) - Title II-A Expenditures

Enter for EACH SDA the total accrued expenditures during the Program Year of all Title II-A funds available (see above), as entered in Column (D) for that SDA.

NOTE: Entries will be rounded to the nearest whole dollar. Negative entries are not acceptable. The entry in Column (E) must not exceed the entry in Column (D) for that SDA.

Column (F) - Title II-C Participants

Enter the total number of participants in the SDA who are or were receiving employment, training or services (except post-program services and follow-up services) funded under Title II-C through the end of the reporting period, including both those on board at the beginning of the designated program year and those who have entered during the program year. If individuals receive concurrent employment, training and/or services funded under more than one sub-title/program, they are to be considered participants in both sub-titles/programs. (Also refer to the expanded instruction for Column (C), above.)

Column (G) - Title II-C Availability

Enter the total amount of all Federal funds (82% + 5%) available in EACH SDA for Title II-C activities during this Program Year. Include (i) funds allocated for this Program Year; (ii) unexpended funds, at the end of the prior program year, carried-in from any prior program year; (iii) any reallocation/reallotment that increased or decreased the amount of Title II-C funds available for expenditure through the end of the program year; and (iv) transfers of funds across Titles II-A/B/C, as authorized in the JTPA at Sections 206, 256 and 266, as appropriate.

NOTE: For reporting purposes, Title II-C funds include monies allocated or otherwise directly provided to the SDA by the Governor. (Refer to definition in the Special Note in the General Instructions, above.)

Column (H) - Title II-C Expenditures

Enter for EACH SDA the total accrued expenditures during the Program Year of all Title II-C funds available (see above), as entered in Column (G) for that SDA.



NOTE: Entries will be rounded to the nearest whole dollar. Negative entries are not acceptable. The entry in Column (H) must not exceed the entry in Column (G) for that SDA.