

**U.S. Department of Labor  
Employment and Training Administration**

**SCSEP Quarterly Progress Report**

**A. GRANTEE INFORMATION**

1a. Grantee:	2. Grant Number:	OMB Approval No.: 1205-0040
1b. Sub-grantee:		Expiration Date: 06/30/07
3a. Report Period Ending: _____ (MM/DD/YYYY)	3b. Program Year(s): _____	4. Number of Authorized Positions:

**B. PARTICIPATION LEVELS**

1. Carried Over from the Previous Program Year:	2. New Participants: Q _____ YTD _____	3. Total Exits: Q _____ YTD _____	4. Current Participants:	5a. Vacancies:
				5b. Rejected records:
6. Number of Persons on Waiting List:	7. Co-Enrollments: a. Total co-enrollments: Q _____ YTD _____ b. Section 502(e) co-enrollments: Q _____ YTD _____			
8a. Exits Due to Unsubsidized Employment: Q _____ YTD _____ 8a1. Average starting wage: Q _____ L4Q _____ 8a2. Percent of placements with benefits: Q _____ L4Q _____	8b. Other Reasons for Exit: Q _____ YTD _____ 8c. Exclusions: Q _____ YTD _____	9a. Participants Transferred Into Program: Q _____ YTD _____ 9b. Participants Transferred Out of Program: Q _____ YTD _____	10a. Regular Placements: Q _____ YTD _____ 10b. OJE Placements: Q _____ YTD _____ 10c. 502(e) Placements: Q _____ YTD _____	
11a. Non-SCSEP-Eligible Placements: Q _____ YTD _____	11b. Non-Qualifying Placements: Q _____ YTD _____	12. Number of Hours of Training: Q _____ YTD _____		

**C. COMMUNITY SERVICE ASSIGNMENTS**

	<b>Q</b>	<b>YTD</b>
1. Number of participants providing service to the general community		
2. Total number of hours worked in service to the general community		
3. Number of participants providing service to the elderly community		
4. Total number of hours worked in service to the elderly community		
5. Total number of participants providing community service		
6. Total number of hours worked in community service		

Authorized for Local Reproduction

ETA-5140  
(Revised June 2004)

This reporting requirement is approved under the Paperwork Reduction Act of 1995, OMB Control No. 1205-0040, expiring 06/30/2007. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Public reporting burden for this collection of information is estimated to average fourteen (14) minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden; send them to the U.S. Department of Labor, Office of National Programs, Room C-4312, Washington, DC 20210 (Paperwork Reduction Project 1205-0040).

D. PARTICIPANT CHARACTERISTICS							
		Q No.	Q %	YTD No.	YTD %	L4Q No.	L4Q %
Gender	1. Male						
	2. Female						
Age	3. 55-59						
	4. 60-64						
	5. 65-69						
	6. 70-74						
	7. 75 & over						
Ethnicity	8. Hispanic , Latino, or Spanish origin						
Race	9. American Indian or Alaska Native						
	10. Asian						
	11. Black or African American						
	12. Native Hawaiian or Pacific Islander						
	13. White						
Education	14. 8 <sup>th</sup> grade & under						
	15. 9 <sup>th</sup> grade – 11 <sup>th</sup> grade						
	16. High School diploma or equivalent						
	17. 1 – 3 years college						
	18. Post-secondary certificate						
	19. Associate's degree						
	20. Bachelor's degree or equivalent						
	21. Some graduate school						
	22. Master's degree						
	23. Doctoral degree						
Additional Measures	24. Family income at or below the poverty level						
	25. Individuals with disabilities						
	26. Individuals with limited English proficiency						
	27. Individuals with literacy deficiency						
	28. Individuals with cultural, social, or geographic isolation						
	29. Individuals with poor employment history or prospects						
	30. Individuals with other social barriers						
	31. Individuals over the age of 60						
	32. Homeless individuals						
	33. Displaced homemakers						
	34. Veterans (or spouses)						
	35. Individuals receiving public assistance						

<b>E. PERFORMANCE MEASURES AND RELATED REPORTING REQUIREMENTS</b>					
<b>PERFORMANCE MEASURE</b>	<b>DESCRIPTION</b>	<b>GOAL</b>	<b>Q RATE</b>	<b>YTD RATE</b>	<b>L4Q RATE</b>
1. SCSEP Placement Rate	The number of participants whose placement into unsubsidized employment became final during the reporting period divided by the total number of authorized community service positions				
2. Service Level	The number of participants who are active on the last day of the reporting period or who exited during the reporting period divided by the number of authorized community service positions				
3. Community Service	The total number of hours of community service performed during the reporting period divided by the community service goal				
4. SCSEP Retention Rate	The number of participants placed into unsubsidized employment whose retention outcome became final within the reporting period, i.e., who are still employed six months after the date of placement, divided by the number of participants placed into unsubsidized employment				
5. Service to Most-in-Need	The number of participants who are active on the last day of the reporting period or who exited during the reporting period, and who are over the age of 60 and have one or more of the following: an income at or below the poverty level; physical or mental disabilities, language barriers (LEP or literacy), cultural social or geographical isolation; poor employment history or prospects; or other social barriers divided by the total number of participants				
6. Customer Satisfaction	Average quarterly ACSI for employers				
	Average annual ACSI for participants				
	Annual average ACSI for host agencies				
7. Common Measures Earnings Gain 1 (pre-program/post-program)	Of those participants who are employed in the first quarter after program exit, earnings in the first quarter after exit minus earnings in the quarter prior to participation divided by earnings in the quarter prior to participation				

<b>E. PERFORMANCE MEASURES AND RELATED REPORTING REQUIREMENTS</b>					
<b>PERFORMANCE MEASURE</b>	<b>DESCRIPTION</b>	<b>GOAL</b>	<b>Q RATE</b>	<b>YTD RATE</b>	<b>L4Q RATE</b>
8. Common Measures Earnings Gain 2 (post-program 1 <sup>st</sup> quarter to 3 <sup>rd</sup> quarter)	Of those participants who are employed in the first quarter after program exit, earnings in the third quarter after exit minus earnings in the first quarter after exit divided by earnings in the first quarter after exit				
9. Common Measures Entered Employment Rate	Of those not employed at the time of participation, the number of participants employed in the first quarter after exit divided by the number of participants who exit during the quarter				
10. Common Measures Retention Rate	Of those participants who are employed in the first quarter after exit, the number employed in both second and third quarters after exit divided by the number of participants employed in the first quarter after the quarter of exit				

<b>F. SECTION 502(e) PERFORMANCE MEASURES</b>					
<b>PERFORMANCE MEASURE</b>	<b>DESCRIPTION</b>	<b>GOAL</b>	<b>Q RATE</b>	<b>YTD RATE</b>	<b>L4Q RATE</b>
1. Common Measures Earnings Gain 1 (pre-program/post-program)	Of those participants who are employed in the first quarter after program exit, earnings in the first quarter after exit minus earnings in the quarter prior to participation divided by earnings in the quarter prior to participation				
2. Common Measures Earnings Gain 2 (post-program 1 <sup>st</sup> quarter to 3 <sup>rd</sup> quarter)	Of those participants who are employed in the first quarter after program exit, earnings in the third quarter after exit minus earnings in the first quarter after exit divided by earnings in the first quarter after exit				
3. Common Measures Entered Employment Rate	Of those not employed at the time of participation, the number of participants employed in the first quarter after exit divided by the number of participants who exit during the quarter				
4. Common Measures Retention Rate	Of those participants who are employed in the first quarter after exit, the number employed in both second and third quarters after exit divided by the number of participants employed in the first quarter after the quarter of exit				

**GOAL** means the stated negotiated target rate for that performance measure.

**Q** means the count or rate for the current reporting quarter.

**YTD** means the count or rate for the program year to date, from July 1st through the current reporting quarter.

**L4Q** means the count or rate for the most recent four quarters, including the current reporting quarter.