

5% Window Monthly Report Directions

Overview

The Excel spreadsheet has 14 worksheets that are located at the bottom of the screen. There are a total of 14 tabs. The first tab, colored RED, contains the directions. The next twelve tabs are labeled by month. The last tab, colored BLUE, is labeled Totals. The Totals worksheet captures the percentages for the entire Program Year.

Directions

1. Choose the tab that corresponds to the month you are reporting.
2. Place the Provider's Name in the space labeled Youth Provider.
3. List all youth participants enrolled in the WIA Program.
4. In the Economically Disadvantaged column, place an "X" in the cell that corresponds to yes or no.
4. If you need additional rows, go to the INSERT tab at the top of the screen and select row. Repeat if needed.
5. The totals and percentages are calculated at the bottom of the worksheets. The totals are highlighted in RED.
6. By the end of the Program Year, the entire spreadsheet will be completed and the percentages will be calculated for the agency.

DO NOT CHANGE THE FORMULAS. (If you change the formulas by accident, continue to send the reports by the due date. The formulas will be corrected.)

The Reports are due via email by the 5th business day of the month.

Things to Remember

- List every youth participant enrolled in WIA.
- Include all youth (both Economically Disadvantaged and Non-Economically Disadvantaged) who are carried over from one program year to the next year.
- No equals Non-Economically Disadvantaged Youth (5%). Youth are determined eligible using the 5% window plus one of the identified 5% barriers.
- Yes equals Income Eligible Economically Disadvantaged Youth.
- Non-Economically Disadvantaged Youth enrollments cannot exceed 5% of total youth enrollments monthly.
- Exited youth participants will count in the ratio for the month of exit.

Percentage is calculated by the following formula:

$$\frac{\text{Number of Non-Economically Disadvantage (5\%) Youth Enrolled}}{\text{Total Number of Youth Enrolled}}$$

For example: $\frac{5}{120} = .041$ or 4%