

## Instructions for Completing NFJP, WIA Program Planning Summary (PPS)

**General Instructions.** The PPS is required to be submitted as part of the annual grant plan. The specific instructions below explain the items on the PPS.

**a. Grantee Name and Address** - Enter the name and mailing address.

**b. Grant Number - FOR GRANT OFFICE'S USE ONLY**

**c. Period of Grant** - Enter the month, day, and year of the program year's starting and ending dates.

**d. FOR GRANT OFFICER'S USE ONLY.**

### Participation and Termination Summary

**Section I.** describes the planned flow of participants through the program: the number entering, those leaving and those remaining in the program. The plan is cumulative on a quarterly basis, and includes carry over participants.

**Line A. Total Participants** - Enter for each quarter the cumulative number of participants planned for the program year.

**Participant** is an individual who has received at a minimum the core service of being determined eligible for the program, and enrolled in the program.

**Line A.1. New Participants** - Enter, for each quarter, the cumulative number of new participants projected to be enrolled in this program year.

**Line A.2. Participants Carried Over** - Enter for each quarter, the number of participants projected to be in the grantee's program on the last day of the previous program year whose participation will continue in the current program year.

**Line B. Total Number of Participants Exiting the Program** - Enter, for each quarter, the cumulative number of participants expected to exit the program during the program year.

Participants exit the program after the 6 month follow-up period or when you have determined they should no longer receive Employment and Training services funded under the NFJP.

### **Section II. Participant Outcomes.**

**Line II.A. Entered Unsubsidized Employment** - Enter, for each quarter, the cumulative number of participants you expect to place in unsubsidized employment by the end of the program year.

**Line II.B. Completed Training Services** - Enter, for each quarter, the cumulative number of participants you expect will complete at least one training service by the end of the program year.

**Line C. Total Current Participants (End of Period)** - Enter, for each quarter, the projected number of participants you expect to be enrolled in the program as of the end of that quarter.