

Standard Operating Procedures 3030.4
Workforce Development Board
Definitions April 12, 2018

I. PURPOSE

This operating procedure specifies the standard layout of the Workforce Development Board (WIB) definitions file that the Local Employment Dynamics (LED) state partners will supply for use in processing and producing the Quarterly Workforce Indicators (QWI).

II. NOTES

1. Failure to follow the standard file layout may reduce data quality in the final QWI.
2. Geographic updates including WIB area definitions are scheduled once a year at the beginning of the July 1 cycle.
3. Join an active listserv by visiting <http://lists.census.gov/mailman/listinfo/led-qwi>.

III. FILENAME CONVENTION

Use STWI.txt for WIB definitions where ST is the 2-character postal code for your state and WI refers to WIB definitions. For example, MTWI.txt is the file name for Montana's WIB definitions.

IV. CONTACT

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LEHD WIB Definitions File Format

<u>Variable</u>	<u>Start</u>	<u>End</u>	<u>Length</u>	<u>Variable Name</u>
State FIPS	1	2	2	FIPSST
WIB ID	3	8	6	WIBID
WIB Type	9	9	1	WIBTYPE
Record Type	10	10	1	RECTYPE
County FIPS code	11	13	3	FIPSCTY
FIPS MCD code	14	18	5	FIPSMCD
FIPS Place code	19	23	5	FIPSPL
Area Name	24	63	40	AREANAME
Notes	64	160	97	NOTE

WIB Types:

1. County-Based Assignment
2. Minor Civil Division-Based Assignment that adheres to county boundaries
3. Place-Based Assignment that adheres to county boundaries
4. Minor Civil Division-Based Assignment that does not adhere to county boundaries

Record Types:

1. WIB Area
2. 2 Component of a WIB

Fictional Examples of WIB Definition File

<u>FIPSST</u>	<u>WIBID</u>	<u>WIBTYPE</u>	<u>RECTYPE</u>	<u>FIPSCTY</u>	<u>FIPSMCD</u>	<u>FIPSPL</u>	<u>AREANAME</u>	<u>NOTE</u>
State 03								
03	030001	1	1				Name of WIB1	
03	030001	1	2	001			County A	
03	030001	1	2	089			County B	
State 04								
04	040001	2	1				Name of WIB1	
04	040001	2	2	035	11040		Township X	
04	040001	2	2	035	12262		Township Y	
04	040002	2	1				Name of WIB2	
04	040002	2	2	035	00350		Township J	
04	040002	2	2	035	24782		Township M	
04	040003	2	1				Name of WIB3	
04	040003	2	2	035	99999			balance of county
State 05								
05	050001	3	1				Name of WIB1	
05	050001	3	2	071		12345	City M	
05	050001	3	2	071		46792	Village of N	
05	050001	3	2	071		99999		balance of county
State 06								
06	070001	4	1				Name of WIB1	
06	070001	4	2	063	26123		Township R	
06	070001	4	2	171	24785		Township Q	