

**STUDENT SUPPORT SERVICES (SSS) PROGRAM
 2010-11 ANNUAL PERFORMANCE REPORT (APR)
 SECTION II -- RECORD STRUCTURE FOR PARTICIPANT LIST**

A grantee must submit student records in Excel or CSV format. For additional information regarding data submission, please see the instructions under **“HOW MAY THE REPORT BE SUBMITTED?”** **NEW REPORTING REQUIREMENT: Beginning with the 2010-11 APR, the Department requires grantees to submit participant records for all students served by the project in the past six years in the case of a 4-year institution and four years in the case of a 2-year institution.** For additional information on data submission requirements, please see the instructions.

Field #	Field Name	Database Column Name	Valid Field Content
II.A. Project Identifiers (pre-populated)			
1	PR/Award Number	PR	The eleven-digit PR/Award Number can be found in Block 5 of the project’s Grant Award Notification for the reporting year.
2	Batch Year	BatchAY	2010 for Project Year 2010-11
II.B. Participant Demographic Information, Eligibility and Cohort Status, and Project Entry Information The fields (#3 - #21) in this section do not require annual updates.			
3	Social Security Number	SSN	001010001 to 999999998 Unknown = 000000000 NOTE: Please format the SSN in nine digits greater than 0. If using EXCEL, you may use dashes (e.g., 123-45-5667 or 123456789). Do not use letters. The information in this field should not be changed in subsequent data submissions.
4	Student’s Last Name	LastNM	0 to 9 Uppercase A to Z . (period) _ (apostrophe) - (dash) First position will be justified with an uppercase A-Z. No blanks will be accepted. NOTE: The information in this field should not be changed in subsequent data submissions.

Field #	Field Name	Database Column Name	Valid Field Content
5	Student's First Name	FirstNM	0 to 9 Uppercase A to Z . (period) _ (apostrophe) - (dash) First position will be justified with an uppercase A-Z. No blanks will be accepted. NOTE: The information in this field should not be changed in subsequent data submissions.
6	Student's Middle Initial	MI	Uppercase A to Z Blank = No response
7	Student's Date of Birth	DOB	Participant's date of birth is: Format is MM/DD/CCYY MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 00/00/0000 = No response/Unknown NOTE: The information in this field should not be changed in subsequent data submissions.
8	Gender	GenderCD	Participant is a: 1 = Male 2 = Female 0 = No response/Unknown
9	Ethnicity—Hispanic	Hispanic	Participant is identified as Hispanic/Latino. 1 = Yes 2 = No Hispanic/Latino refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, <u>regardless of race.</u> As such, every Hispanic/Latino person has an associated race(s). Please see instructions for additional detail on this field.

Field #	Field Name	Database Column Name	Valid Field Content
<p>Please provide race information for <u>every</u> participant, ethnicity notwithstanding. Please see instructions for additional detail for fields #10 through #14.</p>			
10	Race—American Indian/Alaskan Native	AmIndAK	<p>Participant is identified as American Indian/Alaskan Native. 1 = Yes 2 = No</p> <p>American Indian/Alaskan Native refers to a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.</p>
11	Race—Asian	Asian	<p>Participant is identified as Asian. 1 = Yes 2 = No</p> <p>Asian refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p>
12	Race—Black or African American	BlackAfrAm	<p>Participant is identified as Black or African American. 1 = Yes 2 = No</p> <p>Black or African American refers to a person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."</p>
13	Race—White	White	<p>Participant is identified as White. 1 = Yes 2 = No</p> <p>White refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p>
14	Race—Native Hawaiian or Other Pacific Islander	HIPacIslndr	<p>Participant is identified as Native Hawaiian or Other Pacific Islander. 1 = Yes 2 = No</p> <p>Native Hawaiian or Other Pacific Islander refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p>

Field #	Field Name	Database Column Name	Valid Field Content
15	Eligibility	EligibilityCD	<p>Participant is: 1 = Low-Income and First-Generation 2 = Low Income only 3 = First-Generation only 4 = Disabled 5 = Disabled & Low Income 0 = No response/Unknown</p>
16	Academic Need <i>(at initial selection)</i>	NeedCD	<p>Participant's academic need is based on: 1 = Low high school grades 2 = Low admission test scores 3 and 4 = No longer used 5 = Predictive indicator 6 = Academic proficient tests 7 = Low college grades 8 = High school equivalency 9 = Failing grades 10 = Out of the academic pipeline for 5 or more years 11 = Other 12 = Limited English proficiency 13 = Lack of educational and/or career goals 14 = Lack of academic preparedness for college level course work 15 = Need for academic support to raise grade(s) in required course(s)/academic major 0 = No response/Unknown</p> <p>NOTES: Select from the options provided the one that best describes the participant's academic need. Since many students may qualify for project services based on more than one criterion, please select from the list provided only the main category used to determine the individual's need for project services. Please use option #11, "Other" sparingly.</p> <p><u>Predictive indicator</u> is a composite variable for estimating the potential success of a student in college using a variety of factors that may include indicators such as high school GPA, SAT or ACT test scores, high school preparedness, etc.</p> <p><u>Academic proficient tests</u> include tests used for clinical purposes such as</p>

Field #	Field Name	Database Column Name	Valid Field Content
			to determine learning disabilities as well as placement tests and study skills inventories.
17	First Enrollment Date <i>(at grantee institution)</i>	FirstEnrollDT	Participant's first enrollment date at the grantee institution is: <u>Format is MM/DD/CCYY</u> MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 00/00/0000= No response/Unknown
18	Date of First Project Service	FirstServiceDT	Participant's date of first project service is: <u>Format is MM/DD/CCYY</u> MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 00/00/0000= No response/Unknown
19	College Grade Level <i>(entry into project)</i>	EnterGradeLV	Participant's college grade level at entry into the project is: 1 = 1st yr., never attended 2 = 1st yr., attended before 3 = 2nd yr./sophomore 4 = 3rd yr./junior 5 = 4th yr./senior 6 = 5th yr./other undergraduate 0 = No response/Unknown NOTE: Use options 3, 4, 5, and 6 only for students who have the required number of credits and GPA to be classified at the institution as sophomore, junior, senior, and other undergraduate, respectively.
20	Enrollment Status <i>(in academic year first served)</i>	FirstServEnrollCD	Participant enrollment status in the year first served is: 1 = Full-time (at least 24 credit hours or 36 clock hours in an academic year) 2 = 3/4 time (at least 18 credits hours or 27 clock hours in an academic year) 3 = 1/2 time (at least 12 credit hours or 18 clock hours in an academic year) 4 = Less than 1/2 time (fewer than 12 credit hours or less than 18 clock

Field #	Field Name	Database Column Name	Valid Field Content
			<p>hours in an academic year) 9 = Not applicable (prior year participants no longer enrolled) 10 = Not applicable (New participant—2011 summer session participants who did not earn college credits) 0 = No response/Unknown</p> <p>NOTE: If you select option 1, 8, or 9 in field #22, Participant Status, then the Enrollment Status in the academic year first served (field #20) and the Enrollment Status at the end of the reporting period (field #23) are the same. For example, if the participant is a new 2011 summer participant who did not earn college credits in this reporting period (PartCD = 9), please select option #10.</p>
21	Student Cohort Year	StuCohortYR	<p>Participant's Student Cohort Year is: 1 = Other (prior to 2005-06) <i>2 through 6 = No longer used</i> 7 = 2005-06 8 = 2006-07 9 = 2007-08 10 = 2008-09 11 = 2009-10 12 = 2010-11 13 = 2011-12 0 = Unknown</p> <p>NOTE: New participants served only during the 2011 summer session would be in the 2011-12 cohort year (option +3"). All other new participants served for the first time in the 2010-11 reporting period would be in the 2010-11 cohort year (option +2").</p>

II.C. Participant's Status and Academic Status

The following fields (#22 - #25) may require annual updates, dependent on a per-participant basis.

22	Participant Status <i>(during academic year)</i>	PartCD	<p>Participant is a: 1 = New participant (part of 2010-11 cohort for this reporting period) 2 = Continuing participant 3 = Prior-year participant (enrolled but not receiving SSS services) 4 = Prior-year participant (no longer enrolled at grantee institution) <i>5 through 7 = No longer used</i></p>
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Field #	Field Name	Database Column Name	Valid Field Content
			<p>8 = New Summer participant—Earned College Credits (2011 summer session only; part of 2011-12 cohort)</p> <p>9 = New Summer participant— Did not Earn College Credits (2011 summer session only; part of 2011-12 cohort)</p> <p>0 = No response/Unknown</p> <p>A new participant is an individual who was served by the SSS project for the first time in this reporting period (PY 2010-11) and meets the definition of participant in 34 CFR 646.7(c) of the SSS program regulations.</p> <p>A continuing participant is an individual who was served by the SSS project for the first time in any prior reporting period and also received services in the 2010-11 reporting period. For APR reporting purposes, a participant who left the grantee institution in a previous reporting period but reentered the institution and was served by the project in 2010-11, is considered a “continuing” participant.</p> <p>A prior-year participant enrolled at grantee institution is an individual served by the SSS project in any prior reporting period that was enrolled at the grantee institution during the current reporting period but did not receive project services on a continual basis during the reporting period. This definition includes a prior-year participant who received a certificate/diploma from a program that is less than two years in duration and is pursuing an associate’s degree at the grantee institution. A participant who left the grantee institution in a previous reporting period but reentered the institution and was not served by the project in 2010-11, is considered a “prior-year participant enrolled at grantee institution”.</p> <p>A prior-year participant not enrolled at the grantee institution is an individual who was not enrolled at the grantee institution during the current reporting period (2010-11).</p> <p>A new participant--summer session only who earned college credits is an individual served by the SSS project for the first time during the summer session preceding the participant’s first academic year at the grantee institution (i.e., served during summer 2011 prior to the 2011-12 academic year) and earned college credits. This student is thus part of the next year’s cohort (i.e.,</p>

Field #	Field Name	Database Column Name	Valid Field Content
			<p>2011-12, option –43”, field #21). This definition does not include a student enrolled at the grantee institution prior to the summer session but who received services from the SSS project for the first time during the summer 2011. This individual would meet the definition of –new participant” (option –4”, field #22 and would be in the 2010-11 cohort (option –42”, field #21).</p> <p>A new participant--summer session only who did not earn college credits is an individual served by the SSS project for the first time during the summer session preceding the participant’s first academic year at the grantee institution (i.e., served during summer 2011 prior to the 2011-12 academic year) and did not earn any college credits. This student is thus part of the next year’s cohort (i.e., 2011-12, option –43”, field #21). This definition does not include a student enrolled at the grantee institution prior to the summer session but who received services from the SSS project for the first time during the summer 2011. This individual would meet the definition of –new participant” (option –4”, field #22 and would be in the 2010-11 cohort (option –42”, field #21).</p> <p>Note: The sum of the number of new (option #1); continuing (option #2); and new summer session only (options #8 and #9) should equal the total number of participants the project served during the 2010-11 academic year.</p>
23	Enrollment Status <i>(at the end of the academic year)</i>	EnrollCD	<p>Participant’s enrollment status at the end of the academic year is:</p> <ul style="list-style-type: none"> 1 = Full-time (at least 24 credit hours or 36 clock hours in an academic year) 2 = 3/4 time (at least 18 credits hours or 27 clock hours in an academic year) 3 = 1/2 time (at least 12 credit hours or 18 clock hours in an academic year) 4 = Less than 1/2 time (fewer than 12 credit hours or less than 18 clock hours in an academic year) 9 = Not applicable (prior year participants no longer enrolled) 10 = Not applicable (New participant—2011 summer session participants who did not earn college credits) 0 = No response/Unknown
24	Academic Standing	AcamStandCD	<p>Participant’s academic standing is:</p> <ul style="list-style-type: none"> 1 = Good standing 2 = Not in good standing 9 = Not applicable (prior-year participant no longer enrolled)

Field #	Field Name	Database Column Name	Valid Field Content
			10 = Not applicable (new summer participants did not earn college credits) 0 = No response/Unknown NOTE: Use your institution's definition of good academic standing. Please complete for all new, continuing participants, prior-year participants still enrolled, and new summer participants who earned college credits. Use option -9" (Not applicable) for prior-year participants no longer enrolled. Use option -10" for new summer only participants who did not earn any college credits.
25	Cumulative GPA	CumGPA	Participant's cumulative GPA is: 0.000 to 5.000 9.999 = Not applicable (prior-year participant no longer enrolled and new summer participants who did not earn college credits) Blank = No response/Unknown NOTE: Complete for all new, continuing, prior-year participants still enrolled, and new summer participants who earned college credits. Use -9.999" for prior-year participants no longer enrolled and new summer participants who did not earn any college credits.

II.D. Academic Progress/Persistence

The following fields (#26 - #34) may require annual updates, dependent on a per-participant basis.

26	College Grade Level <i>(at the beginning of the academic year)</i>	BegCurrentGradeLV	Participant's college grade level at the beginning of the academic year was: 1 = 1st yr., never attended 2 = 1st yr., attended before 3 = 2nd yr./sophomore 4 = 3rd yr./junior 5 = 4th yr./senior 6 = 5th yr./other undergraduate 7 = Dual degree program 8 = Graduate/Professional Student 15 = Not applicable (New summer participant—2011 summer session) 99 = Not applicable (prior-year participant no longer enrolled and bachelor's degree recipients) 0 = No response/Unknown Use grade level options 3, 4, 5, and 6 only for students who have the required number of credits and GPA to be classified by the participant's
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Field #	Field Name	Database Column Name	Valid Field Content
			<p>grantee institution as a sophomore, junior, senior, and other undergraduate respectively. Use option -7” for an individual enrolled in a program that awards both the bachelor’s and a graduate degree upon successful completion of the program of study. Use option -8” for a student who graduated with a bachelor’s degree and then entered graduate/professional school during the academic year. Use option -15” for an individual who is a new summer participant (i.e., field #22, options 8 or 9). Use option -99” for an individual who is a prior-year participant no longer enrolled at the grantee institution and for bachelor’s degree recipients.</p>
27	College Grade Level <i>(at the end of the academic year)</i>	CurrentGradeLV	<p>Participant’s college grade level at the end of the academic year is:</p> <ul style="list-style-type: none"> 1 = No longer used 2 = 1st yr. 3 = 2nd yr./sophomore 4 = 3rd yr./junior 5 = 4th yr./senior 6 = 5th yr./other undergraduate 7 = Dual degree program 8 = Graduate/Professional Student 10 = Not applicable (New summer participant—2011 summer session only not earning college credits) 99 = Not applicable (prior-year participant no longer enrolled and bachelor’s degree recipients) 0 = No response/Unknown <p>Use grade level options 3, 4, 5, and 6 only for students who have the required number of credits and GPA to be classified by the participant’s postsecondary institution as a sophomore, junior, senior, and other undergraduate respectively. Use option -7” for an individual enrolled in a program that awards both the bachelor’s and a graduate degree upon successful completion of the program of study. Use option -8” for a student who graduated with a bachelor’s degree and then entered graduate/professional school during the academic year. Use option -10” for participants who were served by the SSS project for the first time during the summer session preceding the participant’s first academic year at the grantee institution and did not earn any college credits. Use option -99” for an individual who is a prior-year participant no longer enrolled at the grantee institution and bachelor’s degree recipients.</p>

Field #	Field Name	Database Column Name	Valid Field Content
28	Date of Last Project Service	LastSerDT	<p>Participant's date of last project service is: Format is MM/DD/CCYY MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 88/88/8888 = Not applicable, still enrolled in project 00/00/0000= No response/Unknown</p>
29	Reason for Withdrawal or Not Returning	ReaforWith	<p>Reason participant withdrew/did not return is: 1 = Academic dismissal 2 = Dismissal for non-academic reasons 3 = Withdrew/Did not return for financial reasons 4 = Withdrew/Did not return for health reasons 5 = Withdrew/Did not return for academic reasons 6 = Withdrew/Did not return for personal reasons 7 = Not applicable (called for military service or deceased) 8 = Not applicable (student still enrolled, completed certificate program, graduated or transferred) 0 = No response/Unknown</p>
30	Transfers	Transfers	<p>Participant's transfer status is: 1 = Transferred from a 2-year institution to another 2-year institution 2 = Transferred from a 2-year institution to a 4-year institution 3 = Transferred from a 4-year institution to another 4-year institution 4 = Transferred from a 4-year institution to a 2-year institution 8 = Did not transfer, still enrolled or graduated (participant is still enrolled at the grantee-institution, graduated with a bachelor's degree, received an associate's degree or certificate and did not transfer to a 4-year institution) 9 = Did not transfer, not enrolled at grantee institution (participant withdrew, did not return, was called for military service or is deceased) 0 = No response/Unknown</p>
31	Undergraduate Degree/Certificate Completed at Grantee Institution	DegreeCD	<p>Participant's degree/certificate status is: 1 = Certificate/diploma for occupational, educational program (less than two-year program)—Did not transfer from a 2- to a 4-year institution 2 = Certificate/diploma for occupational, educational program (at least</p>

Field #	Field Name	Database Column Name	Valid Field Content
			<p>two-year program)—Did not transfer from a 2 to a 4 year institution</p> <p>3 = <i>No longer used</i></p> <p>4 = 1st Bachelor's degree</p> <p>5 = 2nd Bachelor's degree</p> <p>6 = Equivalent of Bachelor's Degree</p> <p>7 = <i>No longer used</i></p> <p>8 = No degree/certificate, still enrolled at grantee</p> <p>9 = No degree, not enrolled (withdrew from grantee institution prior to obtaining degree/certificate, did not return to grantee institution including those students who transferred without getting a degree/certificate)</p> <p>10 = Associate's degree only—Did not transfer from a 2 to a 4 year institution</p> <p>11 = Associate's degree or certificate AND transferred from a 2 to a 4 year institution within the academic year or by the beginning of the next academic year.</p> <p>0 = No response/Unknown</p> <p>NOTES: Options #1 and #2 are for participants who received a certificate <u>and did not transfer from a 2 to a 4 year institution.</u></p> <p>If the participant received a certificate and transferred to a 4-year institution within the academic year or by the beginning of the next academic year, select option #11.</p> <p>For a student enrolled in a dual degree program who has completed four years of instruction, use option –6” to indicate the student has obtained the equivalent of a bachelor's degree, even though a bachelor's degree was not awarded.</p> <p>For students still enrolled at grantee institution but who have not yet completed their undergraduate program of study, use option –8”.</p> <p>For a student who received an associate's degree only (did not transfer from a 2 to a 4 year institution), please select option #10.</p>

Field #	Field Name	Database Column Name	Valid Field Content
			<p>If the participant received an associate's degree/certificate AND transferred to a four-year institution by the beginning of the next academic year, that is, after attaining an associate's degree or certificate, please select option #11. Otherwise, if the participant did not transfer by the beginning of the next academic year after receiving a degree or certificate, please select options 1, 2, or 10, accordingly.</p>
32	Date of Undergraduate Degree/Certificate	DOUD	<p>Date the participant attained the degree or certificate: Format is MM/DD/CCYY, e.g., 05/23/2002 MM = 01- 12 DD = 01 - 31 CC = 20 YY = 00 - 99 (e.g., 00 = 2000) 88/88/8888 = No degree earned yet 00/00/0000 = No response/Unknown</p> <p>NOTE: This date must be the date of the degree/certificate noted in field #31. If you do not know the exact date, use 15 for the day and use your best estimate for the month.</p>
33	Field of Study Degree/Certificate Earned	DegCertFieldErnd	<p>Participant earned degree in:</p> <ul style="list-style-type: none"> 1 = Humanities 2 = Social/Behavioral Sciences 3 = Life Sciences 4 = Physical Sciences 5 = Mathematics 6 = Computer/Information Science 7 = Engineering 8 = Teacher Education (Teacher Prep) 9 = Education-Research & Administration 10 = Business/Management 11 = Health Professions & Related Sciences 12 = Vocational/Technical 13 = Communication/Journalism/Technologies 14 = General Studies/Transfer Degree 15 = Other technical/professional 16 = Has not earned a degree/certificate

Field #	Field Name	Database Column Name	Valid Field Content
			<p>0 = Unknown</p> <p>If the participant (i.e., all current and prior-year participants) received a certificate or degree, please select the field of study (options 1 - 15) in which the degree or certificate was earned. If the participant has not earned a degree/certificate, select option -16". If you do not know the field of study in which the degree or certificate was earned, select option -0— Unknown/No Response.”</p> <p>If your institution (e.g., some 2-year institutions) offers a degree or certificate in general education studies or a transfer degree to indicate that the student has met all of the institution’s academic requirements, please select option -14”; otherwise, select the field of study in which the degree or certificate was earned.</p>
34	Persistence Status <i>(at the beginning of the 2011-12 academic year)</i>	CurPerstStatus	<p>Participant’s enrollment status at the beginning of the 2011-12 academic year was:</p> <p>1 = Enrolled at grantee institution</p> <p>2 = Has graduated from the grantee institution with an associate's degree or received a certificate and transferred from a 2 to a 4-year institution</p> <p>3 = Has transferred from the grantee institution (i.e., 2-year) to a 4-year institution without receiving an associate's degree or certificate</p> <p>4 = Has graduated from the grantee institution with an associate’s degree or received a certificate but did not transfer to a 4-year institution.</p> <p>5 = Has graduated from the grantee institution with a bachelor’s degree or equivalent</p> <p>6 = Not enrolled at grantee institution</p> <p>0 = No response/Unknown</p> <p>NOTE: Use option -1” if the student is still enrolled at the grantee institution at the beginning of the 2011-12 academic year. Use option -2” only if the student graduated from the grantee institution with an associate’s degree or received a certificate and transferred from a 2 to a 4-year institution. Use option -3” for students who transferred from a 2 to a 4 year institution but did not receive an associate's degree or certificate from the grantee institution. Use option "4" for students who received an associate's degree or certificate from the grantee institution but did not</p>

Field #	Field Name	Database Column Name	Valid Field Content
			transfer to a 4-year institution. Use option –5” for students who graduated with a bachelor's degree or equivalent at the grantee institution. Use option –6” for students who are no longer enrolled at the grantee institution.
II.E. Student Financial Assistance			
Fields #35 and #36 require annual updates and should be completed for current year participants and prior-year participants still enrolled.			
35	Amount of Financial Aid Received	FinAidRecvd	<p>Amount of financial aid received by the participant is: 00000 to 99999 (e.g., 05000 for \$5,000) Leave this field blank for prior-year participants no longer enrolled.</p> <p>NOTE: Provide the dollar amount (whole dollars only) of the financial aid received of each participant as determined by the financial aid office. Do not include the amount of SSS Grant Aid awarded.</p>
36	Amount of SSS Grant Aid Awarded	SSSGrantAid	<p>Amount of grant aid awarded to the participant is: 00000 to 99999 (e.g., 05000 for \$5,000) Leave this field blank for prior-year participants.</p> <p>NOTES: Provide the amount of SSS grant aid awarded (whole dollars only) for the academic year.</p> <p>For this reporting period, individual grant aid awards should not be less than the minimum Pell Grant award of \$555 nor exceed the maximum Pell grant award of \$5,550.</p>

(Note to Data Collector: Please ensure that when you are collecting this information from students that they are informed of why they are being asked to provide their Social Security numbers.)

PRIVACY ACT

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the Department of Education is authorized to collect information to implement the Student Support Services Program under Title IV of the Higher Education Act of 1965, as amended (Pub. Law 102-325, Sec. 402D). In accordance with this authority, the Department receives and maintains personal information on participants in the Student Support Services program. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing the information on this form, including a social security number (SSN) is voluntary; failure to disclose a SSN will not result in the denial of any right, benefit or privilege to which the participant is entitled. The information that is collected on this form will be retained in the program files and may be released to other Department officials in the performance of their official duties.