

# Policy: CM-12 Supplemental Earnings

Revised [7.1.18]

## Updates

7/1/18: Updated per DWD [11.21](#) Supplemental Data Collection Policy

7/1/2017: Updated per TEGL [26-16](#)

01/10/2017: Updated adding wage info per TEGL [10-16](#)

07/2015: Updated for WIOA, add “O” and 4<sup>th</sup> quarter references

05/2008: FEDES Policy added

08/01/2006: Updates based on new State policy [06-05](#)

12/2005: First posted

**Background:** Performance indicators measure placement in employment in the 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit and measure median earnings in the 2<sup>nd</sup> quarter after exit. Normally, post-exit employment and wages are verified from the Unemployment Insurance (UI) wage reports. There are instances, however, where a participant is employed but data is unavailable from UI wage reports. In some circumstances, other sources can be used to verify employment and wages and the Joint WIOA Final Rule permits States to use “other information as is necessary to measure the progress of those participants through methods other than quarterly wage record information” if quarterly wage records are not available for a participant.

Circumstances requiring supplemental employment data include:

- Individuals who did not supply a social security number (eligibility to participant in WIOA programs is not contingent upon the individual providing an SSN).
- Individuals who are self-employed or have earnings primarily based on commission (i.e. cosmetologist, consultant, realtor)
- Non-covered employees (federal employees, military, postal service, railroad)
- Employed out-of-state

**NOTE:** A participant is considered “employed” if there are earnings greater than zero for a particular quarter, meaning, wages **MUST** be reported along with other supplemental information in order for the placement to count

**Procedure:** If earnings/employment through typical methods are not found, Wisconsin’s Title I programs **must** attempt a minimum of one time per quarter to collect supplemental data for the first four full quarters after exit.

## When to Ask for Supplemental Data

Performance Indicator	Wage Data Becomes Available	Recommended begin to supplemental data collection	Recommended end to Supplemental data collection
Q2 Employment Rate	Q3 after exit	Middle Q3 after exit	End of Q4 after exit
Q2 Median Earning	Q3 after exit	Middle Q3 after exit	End of Q4 after exit
Q4 Employment Rate	Q5 after exit	Middle Q5 after exit	End of Q6 after exit
*Credential Attainment Rate	Q5 after exit	Middle Q5 after exit	End of Q6 after exit

Exceptions:

- Due to data sharing agreement restrictions, the existence of out-of-state wage records are not known until the WIOA performance report periods. Report periods occur after the timeframes in Table 1.

## Supplemental Earnings

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- For participants who are known to enter excluded employment, the recommended collection of supplemental data is the beginning of the quarter after the result happens (the quarter that counts for performance, see Table 2 and Table 3), because the UI wage record will not have the result at any point of the quarter.

\*Credential Attainment Rate timeframes address the employment aspect of the additional requirement that secondary school diploma recipients must be employed at a point during the first four full quarters after exit or enrolled in post-secondary education for a day within 365 days after exit.

**Acceptable documentation may include:**

Tax documents, payroll records, and employer records such as:

- Income tax records (Schedule C or other);
- Copies of pay stubs (minimum of two pay stubs); or
- Signed letter or other information from employer on company letterhead attesting to an individual’s employment status and earnings

**Other supplemental wage records:**

- Follow-up survey (self-reported) from program participants (follow-up letter or email in file or phone verification documented on data verification form);
- Income earned from commission in sales or other similar positions;
- Detailed documentation supplied by the employer and signed by the career planner or appropriate program staff entered into case notes;
- Automated database systems or data matching with other partners with whom data sharing agreements exist;
- One-Stop operating systems’ administrative records, such as current records of eligibility for programs with income-based eligibility (e.g., Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP)); or
- Self-employment worksheets signed and attested to by program participants.

If local staff have a question about a particular document, contact the Program Manager.

**FEDES:** FEDES is no longer available. Wage information must be collected following the methods above.

**Out of State Records:** due to data sharing restrictions, the existence of out-of-state wage records are not known until the WIOA performance report periods.

**Website to Verify Military Personnel on Active Duty:** <https://scra.dmdc.osd.mil/scra/#/single-record>

**ASSET Reporting:**

Supplemental Employment and Wage Data must be documented in ASSET as follows:

On the Follow-Up Status screens, in the section labeled "For Supplemental Federal Reporting" on the Quarter tabs, report employment types (out of state, self-employment, other non-UI covered) and select the appropriate verification status from the Supplemental Data Verification Status dropdown menu. Enter the quarterly wages, for the quarters using the formulas on the Wage Conversion Chart (see below). If you are unable to obtain required documentation, **Supplemental Data Verification Status** should indicate a response of "Not Verified" which will result in the supplemental data not being used in performance (inclusion in the denominator, not included in the numerator). *Supplemental Data Verification Status* field triggers inclusion in performance measures. **DO NOT COMPLETE** this field if UI wage record will be used to verify employment.

## Wage Conversion Chart

### Chart

This is a guide to convert various wage and earnings inputs to a quarterly wage as required in PIRL data elements 1703, 1704, 1705, and 1706.

**Directions:** Collect the hourly/weekly/bi-weekly/monthly/annual wages from the participant and enter that value in the appropriate cell\*. The example input values in red must be replaced with the appropriate information collected from the participant to calculate the reportable quarterly wage.

Convert Hourly Rate to Quarterly Wages						
Hourly Rate (\$xxx.xx/hour)		hours worked per week on average (xx.x)		13 weeks per quarter		Quarterly Wages
\$7.25	X	32.0	X	13	=	\$3,016.00

Convert Weekly Wages to Quarterly Wages				
Weekly Wages (\$xxxxx.xx)		13 weeks per quarter		Quarterly Wages
\$290.00	X	13	=	\$3,770.00

Convert Biweekly Wages to Quarterly Wages				
Biweekly Wages (\$xxxxx.xx)		6.5 biweekly pay periods per quarter		Quarterly Wages
\$580.00	X	6.5	=	\$3,770.00

Convert Monthly Wages to Quarterly Wages				
Monthly Wages (\$xxxxx.xx)		3 months per quarter		Quarterly Wages
\$1,256.67	X	3	=	\$3,770.01

Convert Annual Wages to Quarterly Wages				
Annual Wages (\$xxxxxx.xx)		4 quarters per year		Quarterly Wages
\$15,080.00	/	4	=	\$3,770.00