

**COMMONWEALTH OF VIRGINIA
WORKFORCE INVESTMENT ACT**

VIRGINIA EMPLOYMENT COMMISSION

FIELD GUIDANCE MEMORANDUM #03-04

TO: LOCAL WORKFORCE INVESTMENT BOARDS

FROM: WIA DIVISION

SUBJECT: SUPPLEMENTAL DATA

DATE: APRIL 1, 2003

The purpose of this memo is to provide guidance to the Workforce Investment Act (WIA) system on the use of supplemental data in conjunction with Unemployment Insurance Wage Records to provide additional information in the calculation of WIA title IB Adult, Dislocated Workers, and Older Youth performance measures.

Wage files will be the primary data source for tracking fifteen of the performance measures. However, when wage detail records are unavailable for specific individuals, other accepted sources of data can be used to calculate the performance measures. The following are data sources for the adult, dislocated workers, and older youth performance measures when wage detail files are unavailable.

Performance Measure Type

Entered Employment Rate and Employment Retention:

Wage detail files are the primary sources of information in the calculation of the entered employment rate and the retention rate for the adult, dislocated worker, and older youth programs. However, other sources of information will be acceptable for calculating these measures when wage detail files are unavailable (e.g. uncovered employment, employment outside Virginia, incorrect or missing social security number, etc.). These sources include:

1. A copy of pay stub(s) covering the period(s) called for by the pertinent measure(s);
2. An employer written affidavit or telephone conversation indicating that the individual was employed during the period(s) called for by the pertinent measure(s);
3. In the event that neither of the aforementioned sources can be obtained, an attestation from the former participant can be accepted that denotes that (he/she) has been employed during the period(s) called for by the pertinent measure(s). This attestation preferably should be in writing, indicate the dates of employment and the employer's

name and telephone number and must be signed by the participant. However, information obtained from telephone conversations is acceptable.

Regardless of the type of supplemental data obtained, the information is subject to monitoring.

Wage Changes/Wage Replacement

Pursuant to U.S. Department of Labor requirements, supplemental data *cannot* be used to obtain information of wage related measures. Only information obtained from wage detail files will be used to calculate these measures. Data on individuals whose employment/retention are verified through the use of supplemental data *will not* be used to determine goal attainment on these measures.

Credentials:

Local Workforce Investment Areas (LWIAs) have a number of sources that can be used to collect data needed to calculate the credential attainment standards. Credentials may include degrees, diploma, certificates, licenses, and other forms of certification for certain skilled and professional occupations. These sources include:

1. Actual evidence of the credential;
2. The databases of the community college system or four-year state institutions (e.g. a computer printout documenting the award of the certification);
3. The database of private training providers (e.g. a computer printout documenting the awarding of the certification).
4. The databases of State licensing boards (e.g. a computer printout documenting the awarding of the certificate);
5. School districts (e.g. a computer printout documenting the awarding of the certificate);
6. In the event that neither of the aforementioned sources can be obtained, an attestation from the former participant can be accepted that denotes that he/she has obtained a certification during the period(s) called for by the measure. This attestation preferably should be in writing, indicate the certification, the date it was received, the awarding authority's name and address and phone number and must be signed by the participant. However, information obtained from telephone conversations is acceptable.

Regardless of the source used to collect the data, the information must be documented and subject to monitoring.

Method

Thirty (30) days after the end of the quarter, the State will run a match between the participant data and the State's wage detail file. The State will publish a report indicating "non-hits" by LWIAs and distribute the report to each LWIA. After the receipt of the "non-hits" report, LWIAs will have a week to report back to the State concerning any social security number mistakes in the participant data. At the conclusion of this one-week period, the State will rerun the match adding to its performance measure database any additional information found.

Data Collection

The WIA Division will provide the LWIAs with Microsoft Excel spreadsheets that will assist in capturing supplemental data. In addition, timelines for capturing supplemental data will also be provided. LWIAs are responsible for the collection of the supplemental data and submission to the State to meet the Federal reporting deadlines.