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Supplemental Wage Records

Webinar Objectives

This webinar will provide guidance on:

- How and when to collect supplemental wage information from participants
- Where supplemental income information is stored in ABLELink
- Best practices to use for collection

Impacted Indicators of Program Performance:

- **Employment Rate – Second Quarter After Exit** - The percentage of participants who are in unsubsidized employment during the second quarter after exit.
- **Employment Rate – Fourth Quarter After Exit** - The percentage of participants who are in unsubsidized employment during the fourth quarter after exit.
- **Median Earnings – Second Quarter After Exit** - The median earnings of participants who are in unsubsidized employment during the second quarter after exit.

Who is counted in the employment measures?

- All **participants** regardless of labor force status are counted in the employment indicators (statutory requirement).
- This measure **does not exclude** individuals who do not have or provide a SSN.
- Incarcerated participants **are not** counted in the employment or credential attainment indicators.

NRS ANNUAL REPORTING:

<i>Report Due Date</i>	<i>October 2017</i>	<i>October 2018</i>	<i>October 2019</i>	<i>October 2020</i>
Number Served (Reportable Individual)	----	7/01/17 to 6/30/18	7/01/18 to 6/30/19	7/01/19 to 6/30/20
Number Exited (Reportable Individual)	----	4/01/17 to 3/31/18	4/01/18 to 3/31/19	4/01/19 to 3/31/20
Funds Expended	7/01/16 to 6/30/17	7/01/17 to 6/30/18	7/01/18 to 6/30/19	7/01/19 to 6/30/20
Number Served (Participant)	7/01/16 to 6/30/17	7/01/17 to 6/30/18	7/01/18 to 6/30/19	7/01/19 to 6/30/20
Number Exited (Participant)	7/01/16 to 3/31/17	4/01/17 to 3/31/18	4/1/18 to 3/31/19	4/1/19 to 3/31/20
Employment Rate Second Quarter After Exit	----	7/01/16 to 6/30/17	7/01/17 to 6/30/18	7/01/18 to 6/30/19
Employment Rate Fourth Quarter After Exit	----	7/01/16 to 12/31/16	1/01/17 to 12/31/17	1/01/18 to 12/31/18
Median Earnings Second Quarter After Exit	----	7/01/16 to 6/30/17	7/01/17 to 6/30/18	7/01/18 to 6/30/19
Credential Attainment Rate	----	7/01/16 to 12/31/16	1/01/17 to 12/31/17	1/01/18 to 12/31/18
Measurable Skill Gains	7/01/16 to 6/30/17	7/01/17 to 6/30/18	7/01/18 to 6/30/19	7/01/19 to 6/30/20
Effectiveness in Serving Employers	-----	7/01/16 to 6/30/17	7/01/17 to 6/30/18	4/01/18 to 3/31/19



Data Reported This Year

Individuals for whom the supplemental wage match is beneficial are those who(se):

- Will not report or do not have an SSN
- Employer is not covered by Unemployment Insurance (UI) Wage Records including:
 - Self-employed
 - Federal employees
 - Military/National Guard
 - Railroads
 - Some agriculture

Sources of Supplemental Wage Information

- Pay Stubs – minimum of two
- IRS Form 941 – employer’s quarterly tax return
- Employment verification on company letterhead
- **Follow-up survey**
- Detailed case notes verified by employer, signed by counselor, if allowed by program
- Commission worksheets
- Automated database match
- Self-employment worksheet
- State directory of new hires
- FEDES

Follow-up Survey: Supplemental Wage

Follow-up Survey

During orientation, you were informed that we would be calling or emailing students who have attended our adult education (Aspire) classes to find out what happens with them after leaving class. We would like to know if our Aspire classes helped you achieve your goal of entering postsecondary education/training or obtaining/retaining employment.

Student's Name
Date
Aspire Program

This survey will take only a few minutes and all information you give will be strictly confidential.

POSTSECONDARY EDUCATION AND TRAINING

1. Since the end of your class, have you enrolled in any postsecondary (beyond high school level) educational or training programs? Yes [Proceed to Next Question]
 No [Proceed to Employment Questions]
2. In what type of class or classes have you enrolled? (Check all that apply.)
 - Adult Workforce Education/Job Training/Career Center/Skilled Trades Program
 - College
 - Other (Specify)
 - Do not know or refuses to answer

EMPLOYMENT (SUPPLEMENTAL WAGE VERIFICATION)

1. Are you currently working or have you worked during this quarter? (A quarter is a 3 month period; January to March, April to June, July to September, or October to December)
 - Yes [Continue to Next Question]
 - No [Continue to Closing]
2. Where are you currently working?
Employer Type of Work
3. Is the job related to any training you received during your ASPIRE Classes? Yes No
4. Approximately how many hours do you work each week? hours
5. What is your hourly wage? \$

CLOSING

Do you have any questions or comments?

Thank you very much for taking the time to answer these questions. The information you provided will be used to make our programs better. We wish you continued success.

Staff Use Only: (If completed by phone)

Survey administered by: on (Date) (Time)

Completed Survey Left Message Scheduled Time to Call Back No Answer Disconnected

Staff Notes

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Staff Use Only:
Gross Quarterly Wage Calculation
(Hrs. per week x Hourly Wage x 13)

Goals	Cohort Member	Goal Selected	Exit Goal Achieved
Improved basic skills			<input type="checkbox"/>
Improved English language skills (ESOL)			<input type="checkbox"/>
Obtained a job Date employed (data match): <input type="text"/> <input type="checkbox"/> Outcome collected through survey Date employed (survey): <input type="text"/> Quarterly wages (survey): <input type="text" value="0"/>			<input type="checkbox"/>
Retained current job	✓		<input type="checkbox"/>
Earned GED or other high school equivalency			<input type="checkbox"/>
Earned high school diploma			<input type="checkbox"/>
Entered post-secondary education or training Date: <input type="text"/> <input type="checkbox"/> Outcome collected through survey			<input type="checkbox"/>
Entered Adult Diploma Program or 22+ Adult High School Program			<input type="checkbox"/>
Decreased public assistance received			<input type="checkbox"/>
Obtained citizenship skills			<input type="checkbox"/>
Registered to vote or voted for the first time			<input type="checkbox"/>
Passed citizenship test			<input type="checkbox"/>
Increased involvement in community activities			<input type="checkbox"/>
Obtained PSET credential Credential date: <input type="text"/>			<input type="checkbox"/>
Other (student defined goal) <i>No goal was entered</i>			<input type="checkbox"/>
Obtained Stackable Certificate			<input type="checkbox"/>

 No certificates have been entered for this student.

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What is the time line?



Reporting Quarters:



For core indicator follow-up it is not about the DAY the participant exits, **IT IS ABOUT THE QUARTER.**

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Let's say the student exited:	And you would like to know their:	UI Wage Data will be available for the match:	The student should receive employment follow-up:	The student's status will be reported:
Quarter 1 (July 1-Sept 30)	Employment status the 2 nd quarter after exit	During 3 rd or 4 th quarter after exit	Beginning 3 rd quarter after exit	First quarter of the next program year
Quarter 1 (July 1-Sept 30)	Employment status the 4 th quarter after exit	During 5 th or 6 th quarter after exit	Beginning 5 th quarter after exit	Third quarter of the next program year
Quarter 1 (July 1-Sept 30)	Median Earnings the 2 nd quarter after exit	During 3 rd or 4 th quarter after exit	Beginning 3 rd quarter after exit	First quarter of the next program year

WHAT YOU TALKIN BOUT WILLIS



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FY 2017 (July 1, 2016 – June 30, 2017)				FY 2018 (July 1, 2017 – June 30, 2018)			
Q1 July - Sept	Q2 Oct – Dec	Q3 Jan – March	Q4 Apr - Jun	Q1 July - Sept	Q2 Oct – Dec	Q3 Jan – March	Q4 Apr - Jun
	1 st Q after	2 nd Q after	3 rd Q after	4 th Q after	5 th Q after	6 th Q after	7 th Q after
Student A exits			2 nd Q follow-up begins	2 nd Q status reported	4 th Q follow-up begins	4 th Q status reported	

New reporting will be available in ABLELink soon – allowing programs to see which students require employment follow-up.

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Best Practices with Participants:

1. Follow up with participants **beyond orientation** to obtain their SSN
2. Develop a method to **flag individuals** who will not appear on the wage record file for follow-up
3. Update contact information **regularly**
4. Remind individuals prior to exit that **you will be following up** on their employment status

Remember to:

- Train staff in techniques for following up with participants to elicit accurate information
- Collect the information as close to the end of the reference quarter as possible
- Use the same method to verify employment and wages in the same quarter



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Webinar – Data Lessons Learned! What we learned from the FY 2017 APR and how some **MINOR** changes to your data entry could have prevented some **MAJOR** issues.

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