

Fact Sheet:

Supplemental Data

Supplemental Data refers to information collected in lieu of Unemployment Insurance (UI) wage records in order to demonstrate an employment-related outcome.

State UI wage records are the preferred data source for any performance measure pertaining to employment, including ETA's Adult Common Measures. These records are owned by individual State Workforce Agencies and are governed by confidentiality and privacy statutes; most entities, including community colleges and private organizations, do not have access to wage records, which contain personally identifiable information including Social Security Numbers (SSNs). This is the reason that ETA has assumed the burden of tracking Common Measures for grantees who provide the four (4) data elements as detailed in the High Growth and Community-Based Job Training Grants: General Quarterly Reporting Forms and Instructions.

There are several allowable sources of Supplemental Data. In the absence of UI wage records, there are several sources of supplemental data that can be used to demonstrate employment-related outcomes. These include copies of pay stubs covering the period called for by the performance measure, employer documentation (including written affidavit or telephone conversation) indicating the individual was employed some time during the period called for by the performance measure, documentation from the former participant, case management notes and proprietary websites that offer employer fee-based information.

Information from Employers: In general, this pertains to a written affidavit or documented telephone conversation with an employer indicating the individual was employed at some time during the period called for by the performance measure. At a minimum, grantees should obtain a signed release from participants prior to exit allowing such contact. The employer verification, whether written affidavit, letter on official letterhead or telephone conversation, should contain the employer's name, dates of employment for the individual in question and earnings for the period, in addition to the name, title, address, and telephone number of the employer representative providing the information.

Information from Former Participant: In general, this pertains to a written attestation form or documented telephone contact with the former participant that they were employed during the period called for by the performance measure. At a minimum, this should include updated contact information for the former participant, dates of employment and total earnings for the period, the employer's name, address and telephone number and, in the case of a written attestation, the signature and date signed by the former participant. (If a documented telephone conversation is utilized, then the information should include the name/signature and date signed by the grantee's staff member.)

Information from Proprietary Websites: A number of websites offer fee-based employment verification and wage-related information, although not all employers provide information to all sources. These include www.theworknumber.com, www.verifyjob.com, and www.usverify.com/incomeverify.html. These websites are not endorsed by DOLETA.

All Supplemental Data sources must be documented and are subject to audit.