



JAMES K. HAHN
MAYOR

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To: Full Service WorkSource Centers; Satellite WorkSource Centers; WIA Youth Contractors, Leads and Joints; Youth Opportunities Movement

From: Ann Giagni, Director
Workforce Development Division

SUBJECT: WIA DIRECTIVE # 03-31
SUPPLEMENTAL DATA REPORTING/DOCUMENTATION

The purpose of this directive is to communicate the importance of documenting a WIA client's employment when using a supplemental verification process. This is critical because the information provided in the Post Program Follow-Up form affects the performance outcomes for Entered Employment Rate, Employment Retention, and Credential Rate Measures.

In order to report "Employed" on the Supplemental Data Verified Employment field on the WIA Follow-Up Information form, the City will only accept the following documentation:

1. A copy of the client's payroll stub
2. A copy of the client's W-2 forms
3. Employment Verification Letter (EVL) on company letterhead
4. EVL with business card attached

Please note that telephone verifications are not acceptable.

Because supplemental data is subject to audit and review, the city requires that each agency gather and document supplemental data for **all** participants that each agency has indicated that employment has been verified in the 1st and 3rd quarter after exit (Fields 7 & 8 of the WIA Follow-Up Forms). It will be the agency's sole responsibility to ensure that acceptable documentation is maintained in affected participants files. Therefore, any deficiencies identified in a subsequent review, such as an audit, will remain your sole responsibility.

We advise that you review all of your files for which you report that employment verification has been verified in field seven and/or eight of the follow-up form. **In the event that you are unable to secure documentation, even if the participant is employed, you need to update the follow-up form and data in ISIS to reflect the "Not-Applicable" status.**

If you have any questions regarding this Directive, please call, or E-mail your assigned MIS Analyst.

AG:RL:MC:VV:SL:VA