



# Technical Assistance Guide (T.A.G.) Workforce Innovation and Opportunity Act

Number: 20-3

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Date: September 17, 2020

**Subject:** Proper Documentation of Supplemental Wages

**Purpose:** Federal reporting of such earnings and system documentation support the earnings amount recorded in states Management Information System MIS.

**Scope:** Case note or comments in quarterly follow-up should support how the supplemental wages were determined.

**Effective Date:** September 18, 2020

**REFERENCES:** [State Compliance Policy \(SCP\) 1.6](#)

**“Employment after 2nd, and 4th exit quarter:** Supplemental data, wage record system.

**Employment match at exit, at 2nd, and 4th quarter:** Supplemental through case management, survey, verification with employer, wage record systems, case notes, follow-up.”

The federal Wage Conversion Chart ([TEGL 10-16 Change 1, Attachment 3](#)) provides guidance to states on how to convert various wage and earnings inputs to a quarterly wage as required in PIRL data elements 1703, 1704, 1705, and 1706. Specifically, “Convert Hourly Rate to Quarterly Wages Hourly Rate (dollars per hour) times Hours worked on average times 13 weeks per quarter = Quarterly Wages.”

**POLICY AND PROCEDURES:** [TEGL 10-16 Change 1](#) published on August 23, 2017 in correspondence to [TEGL 10-16](#) (December 19, 2016) to provide sub-regulatory guidance to the states on the requirements set forth in WIOA related to the implementation and operation of the performance accountability system under section 116 of WIOA and the implementing joint regulations in 20 CFR part 677 and 34 CFR parts 361 and 463. This guidance provides clarifying language and corrections to the operating parameters and to the calculations of the numerators and denominators for the WIOA primary indicators of performance.

Specifically, Nevada is to collect the hourly wage and provide the wage conversion information in Nevada’s management information system (MIS) system follow-up entry and case note that includes, but is not limited to the following:

- the collection date of the supplemental earnings;
- the method of contact with the client and/or a follow-up comment describing how the information was received;
- employer verification including the method by which the verification was received;

- check stubs or information received from the client case management survey of employment; and
- a notation of how the amounts were determined and how they support the wages reported.

**STATE-IMPOSED REQUIREMENTS:** Case note or comment in quarterly follow-up that supports the amount of supplemental earnings posted in the states MIS system.

**ACTION:** Include this technical assistance information LWDB’s training curriculum for WIOA case managers.

**INQUIRIES:** Include validation of appropriate supplemental wage recording in ongoing monitoring.

**CONCLUSION:** Ongoing training and validation will improve the recording of supplemental wage earnings for federal reporting.