



**COUNTY OF SAN BERNARDINO  
Workforce Investment Board  
POLICY MANUAL**

No. WIB 3

ISSUE 1

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By

EFFECTIVE 9/12/05

SUBJECT

**Title I, Supplemental Data**

APPROVED

*Terry Klenske, Chairman*

**POLICY STATEMENT:**

One of the performance measurement tools identified in Section 136 of the Workforce Investment Act is the quarterly Unemployment Insurance Base Wage Files. It is used to calculate employment, wage gain/replacement and retention measures for WIA Adult, Dislocated Worker and Older Youth program performance. In the event a program exiter's wages are not found in the Base Wage Files, the exit will be viewed as negative and this may have a negative impact on the Local Workforce Investment Area's ability to meet performance standards. Training and Employment Guidance Letter (TEGL) No. 7-99 allows the use of supplemental data for employment verification. The Act and TEGL No. 7-99 allow Local Workforce Investment Boards the flexibility to establish local policy on acceptable supplemental data. Providing supplemental data to the State allows the program exit to be removed from the performance calculation formulas, thus having a neutral effect on the area's final employment, wage gain/replacement and retention performance measures.

It is the policy of the San Bernardino County Local Workforce Investment Board to accept supplemental data that is necessary to corroborate all employments not covered by the Employment Development Department's Unemployment Insurance Wage Base Files. Supplemental data is to be submitted to verify employment status prior to program exit, and to verify employment status on each program exiter from the first through the third quarter after exit.

**Process:**

When a program participant's wages are not found in the Employment Development Department's Base Wage Files, the following types of supplemental data may be used to verify employment prior to program exit:

1. Supplemental Data Sources as identified in Training and Employment Guidance Letter (TEGL) No.7-99
2. A copy of the participant's payroll check
3. An EDD printout indicating recent earnings
4. Employment Verification form
5. Social Security records showing employment earnings
6. State records showing self employment or "On Commission"
7. Invoices; bank statements; copy of payment check (if self employed)
8. Copy of employment agreement or contract
9. Copy of business license
10. Employer Telephone Verification form

When a program exiter's wages do not appear in the Employment Development Department's Base Wage Files, the following types of supplemental data may be used to verify employment through the third quarter after exit:

1. Supplemental Data Sources as identified in Training and Employment Guidance Letter (TEGL) No.7-99
2. A copy of the participant's payroll check
3. An EDD printout indicating recent earnings
4. Employment Verification form
5. Social Security records showing employment earnings
6. State records showing self employment or "On Commission"
7. Invoices; bank statements; copy of payment check (if self employed)
8. Copy of employment agreement or contract
9. Copy of the participant's 1099 or W-2 form
10. Employer Telephone Verification form

