

COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM

WORKFORCE INVESTMENT ACT

VIRGINIA WORKFORCE LETTER (VWL) #03-04

TO: LOCAL WORKFORCE INVESTMENT BOARDS
FROM: WORKFORCE DEVELOPMENT SERVICES
SUBJECT: SUPPLEMENTAL DATA
DATE: APRIL 1, 2003

The purpose of this memo is to provide guidance to the Workforce Investment Act (WIA) system on the use of supplemental data in conjunction with Unemployment Insurance Wage Records to provide additional information in the calculation of *common measures for WIA title IB Adult, Dislocated Workers, and Youth*.

Wage files will be the primary data source for tracking *employment and employment retention measures for adults, dislocated workers and youth*. *Unemployment insurance records (to include Virginia unemployment wages, Wage Record Interchange System earnings and Federal Employment Data Exchange System) are the only source for the adult and dislocated worker average earnings*. However, when wage detail records are unavailable for specific individuals, other accepted sources of data can be used to calculate the performance measures. The following are data sources for the adult, dislocated workers and youth performance measures when wage detail files are unavailable.

Performance Measure Type

Entered Employment Rate and Employment Retention:

Unemployment insurance wage records are the primary sources of information in the calculation of the entered employment rate and the retention rate for the adult, dislocated worker, and youth programs. However, other sources of information will be acceptable for calculating these measures when wage detail files are unavailable (e.g. uncovered employment, employment outside Virginia, incorrect or missing social security number, *or self-employment*, etc.). These sources include:

1. A copy of pay stub(s) covering the period(s) called for by the pertinent measure(s);
2. An employer written affidavit or telephone conversation indicating that the individual was employed during the period(s) called for by the pertinent measure(s);

3. In the event that neither of the aforementioned sources can be obtained, an attestation from the former participant can be accepted that denotes that (he/she) has been employed during the period(s) called for by the pertinent measure(s). This attestation preferably should be in writing, indicate the dates of employment and the employer's name and telephone number and must be signed by the participant. However, information obtained from telephone conversations is acceptable.

Regardless of the type of supplemental data obtained, the information is subject to *auditing, monitoring, and data validation.*

Average Earnings Wage Changes/Wage Replacement

Pursuant to U.S. Department of Labor requirements, supplemental data **cannot** be used to obtain information of wage related measures. Only information obtained from wage detail files will be used to calculate these measures. Data on individuals whose employment/retention are verified through the use of supplemental data **will not** be used to determine goal attainment on these measures.

Credentials/Certificates:

Local Workforce Investment Areas (LWIAs) have a number of sources that can be used to collect data needed to calculate the credential attainment standards. For purposes of the Youth Common Measures, specifically, Youth Attainment of Diploma or Certificate: the following definition is used: (Training and Employment Guidance Letter No. 17-05)

Certificate – A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in student financial assistance program authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute of Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certificated Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an

occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).

- A program that has approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible person.
- Job Corps centers that issue certificates.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Documentation sources that can be used to support this attainment, could be:

1. Actual evidence of the credential;
2. The databases of the community college system or four-year state institutions (e.g. a computer printout documenting the award of the certification);
3. The database of private training providers (e.g. a computer printout documenting the awarding of the certification).
4. The databases of State licensing boards (e.g. a computer printout documenting the awarding of the certificate);
5. School districts (e.g. a computer printout documenting the awarding of the certificate);
6. In the event that neither of the aforementioned sources can be obtained, an attestation from the former participant can be accepted that denotes that he/she has obtained a certification during the period(s) called for by the measure. This attestation preferably should be in writing, indicate the certification, the date it was received, the awarding authority's name and address and phone number and must be signed by the participant. However, information obtained from telephone conversations is acceptable.

Regardless of the source used to collect the data, the information must be documented and subject to auditing, monitoring and data validation.