

**Training and Employment Information Notice (TEIN) 11-98
Attachment C - Proposed addition to the SPIR reporting instructions.**

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PROPOSED SECTION S. SUPPLEMENTAL SUBMISSION BY WAGE RECORD FOLLOW-UP STATES

Option for Wage Record Follow-up. Beginning with PY 98, States have the option of piloting the use of wage records to obtain follow-up data instead of the current telephone follow-up survey. States choosing to use wage records for follow-up are required to submit:

1. Initial submission of the usual SPIR data. Participation and termination data for all participants who terminated during the program year and the last quarter of the previous program year should be submitted by August 15. For example, data for participants who terminated in program year 1998 must be reported by August 15, 1999. These data must be complete in all respects. As discussed below, they must include a 5% sample of follow-up survey data for the fourth quarter of the prior program year and the first three quarters of the report program year.
2. Supplemental Wage Record Submission. Wage record data for all terminatees in the initial submission is due by the August 15 of the subsequent program year. Sampling is not allowed. Wage Record data should be obtained from adjacent States when possible. For the first year of wage record data collection, wage record data should be submitted for terminatees in the last quarter of the previous program year in addition to terminatees from all quarters of the program year being reported.

Required 5% Follow-up Survey. States must provide survey-based follow-up data for a 5% sample of all terminatees in the State during every year the State is participating in the wage record pilot. This 5% follow-up survey should be conducted for terminatees in the first three quarters of the program year and the last quarter of the previous program year on the normal SPIR schedule. These data should be included in the initial SPIR submission.

States may also provide wage record data for 4 quarters of terminatees for a period for which survey-based follow-up has already been conducted (e.g. terminatees in the first 3 quarters of PY 97 and the last quarter of PY 96 for States starting to use wage records for PY 98 follow-up). These optional data should be submitted within one year after the end of the program year being submitted. For example, if these optional wage record data are submitted for PY 97 terminatees, the data should be submitted by August 15, 1999. *Note: States that received waivers to use wage record data may submit this wage record data for a recent period instead of the 5% sample follow-up survey data.*

Section S specifies the items that States choosing to pilot wage record use must include in the supplemental wage record submission.

States may submit either a single record for each participant that aggregates earnings from all employers or, separate records for each employer.

Items S1 to S5 are identifying fields that should be identical to those for the individual in the regular SPIR submission.

S1. ETA-Assigned SDA/SSA/Statewide Code (Item 2)

S2. Social Security Number (Item 3)

S3. Date of Participation (Item 11) (MMDDYYYY)

S4. Program of Participation (Item 12)

S5. Date of termination (Item 33) (MMDDYYYY)

S6. Wage Record Earnings Quarter 1. Record the earnings (000000.00) derived from wage records for the first full calendar quarter after termination. If greater than 999,999, record 999,999.00

S7. Wage Record Earnings, Quarter 2. Record the earnings (000000.00) derived from wage records for the second full calendar quarter after termination. If greater than 999,999, record 999,999.00

S8. State of Initial Placement. Record the State where the job recorded in Item 34, Entered Unsubsidized Employment, is located. This item is the same as Item 35e. It is recorded here to facilitate adjustments for out of State employment.

S9. Initial Placement Job Covered by Unemployment Insurance. Record 1 for Yes or 2 for No indicating whether or not the job recorded in Item 34 is covered by the Unemployment Insurance system (either in or out of State). This item is the same as Item 35f. It is recorded here to facilitate adjustments for noncovered employment.

S10. Wage Records Obtained from State of Initial Placement. Record 1 for Yes or 2 for No indicating whether or not wage records were obtained from the State recorded in Item S8.

S11. Employer Code. Enter an identifying code for the employer if the State submits a record for each employer. Leave blank if the record includes earnings aggregated over all of an individual's employers.

This code must be unique to the employer. It should not be an official employer identifier used by the State, but a special identifier developed solely for this SPIR submission.

The following preprogram earnings variables are required only for Title III:

- S12. Wage Record Earnings, Third Preprogram Quarter (Title III only). Record the earnings (000000.00) derived from wage records for the third full calendar quarter before application. If greater than 999,999, record 999,999.00
- S13. Wage Record Earnings, Second Preprogram Quarter (Title III only). Record the earnings (000000.00) derived from wage records for the second full calendar quarter before application. If greater than 999,999, record 999,999.00
- S14. Wage Record Earnings, First Preprogram Quarter (Title III only). Record the earnings (000000.00) derived from wage records for the first full calendar quarter before application. If greater than 999,999, record 999,999.00

For PY 98 only, Items S12 to S14 may be left blank if preprogram wage record data are not accessible.

Note: If a wage match is conducted and no wage records for an individual are found, 0.00 should be recorded for quarterly earnings in Items S6, S7, S12, S13, and S14.