Supplement to Data Collection Handbook Unsubsidized Employment Form Guide for New Employment Outcome Measures in PY 2018 Beginning July 1, 2018

Revision 7.2 (April 26, 2019)

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments

Form Heading 1 (Revised)	Unsubsidized Employment Form	• Beginning July 1, 2018, an Unsubsidized Employment Form must be started when a participant enters unsubsidized employment, including self-employment, either at the time of exit or within the first four quarters after the quarter of exit. (You do not need to complete the form for anyone who first begins unsubsidized employment after the end of the fourth quarter after the quarter of exit because it will be too late for the participant to achieve any of the three new employment outcomes.) You must continue to fill out the form for up to 15 months after the participant exits.
		• The form is used to capture basic information about:
		  o the employer and the placement
		  o contact information to facilitate the customer satisfaction survey
		  o information about the survey instrument(s) provided to the employer
		  o the employment and earnings information required for the performance measures
		• A new Unsubsidized Employment Form must be started for each unsubsidized employment that the participant has during the 15-month follow-up period.
		A participant may have simultaneous part-time jobs after exit. Only one job is needed to establish Q2 employment and Q4 employment, but the income from all jobs will be counted for median earnings. As long as these are separate employer entities, you enter all into SPARQ and conduct all required follow-ups with each. (See Topics 30 and 31 for a discussion of which follow-ups are required with which employers.) You can check "yes" with regard to Q2 and Q4 employment for each job, but SPARQ will only give you credit once. You must enter into SPARQ separate wages for the second quarter after the exit quarter for each job so that SPARQ gives you complete credit for all wages earned in those quarters.

Topic 1 (New)	What are the three new employment outcome measures and how are they different from the old measures?	• Effective July 1, 2018, the three employment outcome measures that have been in effect since 7/1/2007 are replaced by three new employment outcome measures, the same measures used by WIOA: employment in the second quarter after the quarter of exit (Q2 employment); the median earnings of all participants employed in the second quarter after the quarter of exit (median earnings); and employment in the fourth quarter after the quarter of exit (Q4 employment). • Q2 employment (see discussion of Follow-up 1, element 32, below) is defined as any employment as the second quarter after the exit quarter. It applies to all exiters in the quarter

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		except those with the exclusions at exit listed in element 6.1 (v-ix) of the Exit Form. There are no longer any exclusions after exit. • Median earnings (see discussion of Follow-up 2, element 33, below) is calculated by determining the midpoint of all earnings in the second quarter after the exit quarter of all participants who were employed in the second quarter after the exit quarter. Q4 employment (see discussion of Follow-up 3, element 34, below) is defined as any employment in the fourth quarter after the exit quarter for all exiters in the quarter except those with an exclusion at exit. Unlike the pre-PY 2018 measure of retention and retention at one year, Q4 employment is not limited to those who also had employment in any prior quarters.
Form Headings 2, 3 and 4	Employer Information, Contact/ Supervisor Information, and Placement Information	• Most of the information for these sections will be obtained from the participant at the time of the exit interview (or subsequently) or from the sub-grantee's own records. If the participant is unable to provide certain information, it may be obtained from the employer before the date for the first follow-up. Information obtained from the participant may need to be verified once the sub-grantee has made contact with the employer. • In the WebDCS, elements 3-6 and 9b-13i are entered from the Add Employer button in the Organizations function on the main page. They may also be entered from the first two placement screens.
Topic 2	Work-study as employment	• DOL has stated that work study counts as unsubsidized employment. This is because work study is taxable and is considered employment for eligibility purposes (unless it is part of an employment and training program; see Topic 36 of the Participant Form Guide) and because it is treated as employment for programs that use UI wage matching.
Topic 3	Programs funded by Corporation for National and Community Service	• Participation in the Foster Grandparent Program (FGP), the Senior Companion Program (SCP), the Senior Demonstration Programs (SDP), and the Retired and Senior Volunteer Program (RSVP) is not considered employment. These programs are all funded by the Senior Corps of the Corporation for National and Community Services. The Domestic Volunteer Service Act establishes these programs and VISTA as volunteer service, not employment, and further provides that the stipend paid to participants in these programs should not be considered income from employment. Therefore, you do not consider participants in these programs to be employed, you do not include any stipend paid by these programs when determining income for purposes of SCSEP eligibility, and you do not treat them as unsubsidized employment.
3	Name of employer	• Enter the name of the parent organization at which the participant is placed. Do not enter the name of a satellite office or branch unless it is not feasible to treat the parent organization as

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		a single employer. See Topic 4 below and Topics 6 and 7 of the Community Service Assignment Form Guide. The location at which the participant is placed will be listed in field 9. The contact person's name and address will be entered in fields 10 and 11. • You should standardize the names of employers so that an employer is not entered multiple times under different names. • If a participant is self-employed and working for a client, you enter the participant's name into field 3, not the name of the client for which the participant is working. By definition, this client is not the participant's employer. • For WebDCS users, there is a drop-down menu from which you can select a previously entered employer. There is a similar function on the SPARQ home page. If the employer you want is listed, select it. If it is not listed, you may add a new one from this field. • You cannot save a placement in SPARQ without at least an employer name, a state, and a start employment date.
Topic 4	Rule against entering duplicate organizations into SPARQ database	• SPARQ will not permit users to enter an organization into the database if that identical organization already exists. Organizations are considered identical if they have the same name and their mailing addresses are in the same state. WebDCS users will be blocked from entering a duplicate organization into the database. • There are circumstances where using the name of the parent organization will not be feasible. See Topics 6 and 7 of the Community Service Assignment Form Guide. In those cases, you may enter multiple organizations with similar but not identical names in the same state. For example, Goodwill LA North, Goodwill LA Central, and Goodwill LA East are considered unique organizations even though they are all in the state of California. • If you attempt to enter an organization that already exists in the database, you will be asked whether you want to use the existing organization. If you do not wish to use an existing organization, you will be required to change the name of the organization to one that is unique. • The sub-grantee which has the oldest active placement, or if there are no active placement, the entity which has the most recent closed placement is considered the "owner" of that employer and is the only user allowed to change the basic organization information in fields 4-6. A non-owner that wishes to change any of this information must contact the owner to do so. The name of the owner is displayed as part of the organization search function in SPARQ. • Field 9b is not unique to the employer and can differ for each grantee using that employer. Fields 7, 8, and 9 belong to a particular placement and thus can be different for each placement.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
Topic 5	Using stored host agency information in the WebDCS when a host agency becomes an employer	• WebDCS users can designate an existing host agency as an employer without having to re-enter basic organization information. By selecting the edit button after selecting an existing organization from the Organizations function on the main page, the user can designate the existing organization in any additional capacity. For example, an existing host agency can also be designated as a training provider and an employer. • When you give an existing organization a new capacity, you will only have to add the fields that are specific to the new capacity. For an employer, the only additional field is 9b.
4	Employer mailing address	• The mailing address fields will be used to generate letters and mailing labels for the customer satisfaction survey. Be sure to enter the information as you want it to appear on the envelope.
4a (Revised)	Number, street, suite number; and/or PO Box	• If the address has a Post Office box rather than a street, use field 4a to record that information. If there are both a street address and a Post Office box, try to find out which the employer prefers you to use. If you cannot determine which, record both in field 4a.
5	FEIN	• Reasonable effort should be made to obtain the employer's Federal Employer Identification Number (FEIN). If an employer refuses to provide the FEIN, it should be informed that its refusal will not affect the decision to provide services to the employer. If you cannot obtain the FEIN, leave it blank. Do not enter N/A or dummy data. • For self-employed participants, leave this field blank.
Topic 6	Obtaining employer FEINs	• There are numerous online search services for FEINs, but they all appear to charge a fee. (Try a Google search for FEIN.) Since many companies consider their FEIN to be proprietary, you may not be able to obtain the FEIN. This is more likely to be true of employers. Host agencies, on the other hand, should give you their FEIN as a matter of course because of your ongoing relationship with them. For more information, see http://www.irs.gov/businesses/small/article/0,,id=98350,00.html. • There is no good answer to the problem of obtaining employer FEINs except to be actively involved in as many placements as possible and to develop a relationship with the employer as soon as possible after a participant does a self-placement. Employers are usually more willing to give you an FEIN and to provide the follow-up information if they have a relationship with you and recognize the benefits they receive or can receive from SCSEP.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
6	Employer type	• Check the appropriate box to indicate whether the employer is a not-for-profit, for-profit, or government entity. Check 6d if the participant is engaged in self-employment.
6d (Revised)	Self-employment	• Self-employment may be verified by any proof that the individual has started a business, such as tax registration, business cards or invoices, or a state license. For the new median earnings measure, the individual does have to prove net income from the business. If the participant is working completely under the table and does not want to provide you with any documentation of self-employment income, you will not be able to claim the placement for the performance measures. You must document self-employment just like you must document employment. You cannot merely take the participant's word for it. • A self-employed participant will not receive the employer survey (although the individual may be selected for the participant survey) but will be included in all three of the new employment outcome measures (Q2 employment, Q4 employment and median earnings). Follow-ups 1, 2 and 3 are required.
Topic 7	Determining whether the participant is self-employed or an employee	• There is no simple way to determine whether a former participant is truly self-employed or is being forced to work as an independent contractor by an entity that should be considered the participant's employer. It is a question of state law whether former participants are employees or independent contractors (self-employed). In most states, participants are considered employees unless they hold themselves out to the public as being engaged in their occupation and are free from direction and control in the performance of their duties. For unskilled, unlicensed work, this is a very hard standard to meet. • If you believe that the participant is being forced to work under the table and is being deprived of rights under state or federal law – e.g., to Social Security, unemployment compensation, workers' compensation – you should inform the participant that the arrangement may be illegal, that the participant is entitled to all of the protections of state and federal employment laws, and that you can assist the participant in filing a complaint with the appropriate authorities. You should also inform the participant that you are required to contact the employer to confirm the employment and to obtain wage information. Your involvement may be sufficient to persuade the employer to comply with the law. Any retaliation against the participant by the employer would expose the employer to serious liability. On the other hand, if the participant is fully aware of his or her rights and is comfortable with being paid as an independent contractor, you may not wish to interfere.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		• For SCSEP purposes, there is not a significant difference in the way you treat an individual who is self-employed versus an individual working as an employee for an employer. For self-employed participants, you will do all three follow-ups, but you will not be delivering the employer survey. See Topic 20 below for follow-up on self-employed participants. • Self-employment should not be confused with temporary or on-call employment, such as substitute teaching or working for a temporary employment agency. The distinction can be especially difficult when dealing with home aides, who may be either self-employed when they are caring for private clients directly or employed by an agency when placed in a client's home. Again, state labor law officials are your best resource for making this determination.
7	Is employer a host agency?	• Unsubsidized employers that have served as a host agency for this participant or any other participant (under any state or national grant) in the last 12 months will **not** be included in the customer satisfaction survey of employers. They will be in the pool for the host agency survey.
8	Did employer provide an OJE training site for this participant?	• Check "yes" if the employer provided an on-the-job experience (OJE) for **this** participant. • OJE placements are a subset of regular program placements in field 10b of the QPR. • Data validation is required for this element.
9	Employer site name and location	• Enter here the site at which the participant is placed. This field is not required by SPARQ and is solely for case management purposes. • You need not enter a full address. Merely provide enough information so that you can locate the participant at the employer's facility.
9a	Date for Next Customer Satisfaction Survey for this Employer	• This field is not currently being populated because the new management report for Pending Employer Surveys lists each employer that should receive the employer survey. Instead, the field displays this message: "See Pending Employer Surveys Report for employers that should receive a survey."
9b	Employer continued availability	• This optional field is for administrative use by the sub-grantee only to indicate that the employer no longer wishes to participate in SCSEP or that the sub-grantee no longer wishes to continue working with this employer. There are similar fields for host agencies and training providers.
Form Heading 5	Contact/Supervisor Information	• This section is used to record information about the employer contact person. This is the individual who will receive the customer satisfaction survey.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		• The contact information is also designed to facilitate your contacting this person by phone, by mail, by fax, by e-mail, or in person if necessary. • Additional fields have been added to permit the entry of information about the supervisor if that person is different from the contact person. • For WebDCS users, elements 10-13i are entered from the Organizations utility on the main page. They may also be entered from the second screen in the placement section.
10	Name of contact person	• The contact person is the individual who will receive the customer satisfaction survey for the employer. There are separate fields for the supervisor if that person is different from the contact person. • The contact person is the individual with whom the sub-grantee has had the most contact regarding the placement of the participant. It is not necessarily the participant's supervisor. This is the individual who will receive the customer satisfaction survey. • Enter the contact person's name exactly as you want it to appear on the cover letter and mailing label for the customer satisfaction survey. Be sure to enter a first name unless the individual only uses one name. Do not enter any extraneous information. • Although the first survey should be hand-delivered to the employer contact, the second survey may be mailed.
11	Contact person's mailing address if different from number 4	• Enter a business address for the contact person only if it is different from the employer's main mailing address (field 4). If the contact person's address is the same as the mailing address for the employer in field 4, you do not need to enter anything into field 11. • This field will be used for letters and mailing labels for the customer satisfaction surveys. If you use this field, you must enter a complete mailing address.
11a (Revised)	Organization	• If the contact person has a separate address, enter here the name of the organization at which the contact person will receive mail. Some surveys addressed to employer contact persons without the name of the organization in the address have been returned as undeliverable. • Enter this information for all contact persons with a separate address in your database.
11b (New)	Number and Street, Suite Number; or PO Box	• If the contact person has a separate address, enter here the street address of the organization at which the contact person will receive mail. • You should enter this information for all employer contact persons with a separate address in your database.

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
12	Contact person's title	• Enter the title by which the contact person is known at the employer's facility. This may facilitate your contacting the individual.
12a	Contact person's salutation	• Select Mr., Ms., or Dr. as the salutation for the contact person. The salutation will be used for the customer satisfaction survey cover letters. • You should enter this information for <u>all</u> employer contact persons in your database.
13	Contact person's phone number	• This field may be used to help you reach the contact person.
13a	Contact person's fax number	• This field may be used to help you reach the contact person.
13a1 (New)	Contact person's cell phone number	• This field may be used to help you reach the contact person.
13b	Contact person's e-mail address	• This field may be used to help you reach the contact person.
Form Heading 6	Complete fields 13c-13i if supervisor is different from contact person (number 10). If supervisor is the same as contact person, skip to field 14.	• Fields 13c-13i are optional. You may record the name and contact information for the participant's unsubsidized employment supervisor if the supervisor is different from the contact person. The fields for the contact person are not optional since they are used to deliver the employer survey. • In SPARQ, there are two different drop-down menus and displays, one for the contact person/supervisor and a second for the supervisor if that person is different from the contact/person supervisor. If the contact person and supervisor are the same person (or if there is no supervisor), you only select a name from the first drop-down. If you wish to indicate a different person as the supervisor, you can also select a name from the second drop-down.
13c	Name of supervisor	• This optional information may be entered through the Organizations Contacts on the main page of the WebDCS or directly on the second placement screen.
13d	Supervisor's mailing address if different from number 4	• This optional information may be entered through the Organizations Contacts on the main page of the WebDCS or directly on the second placement screen.
13e	Supervisor's title	• This optional information may be entered through the Organizations Contacts on the main page of the WebDCS or directly on the second placement screen.
13f	Supervisor's salutation	• This optional information may be entered through the Organizations Contacts on the main page of the WebDCS or directly on the second placement screen.

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
13g	Supervisor's phone number	• This optional information may be entered through the Organizations Contacts on the main page of the WebDCS or directly on the second placement screen.
13h	Supervisor's fax number	• This optional information may be entered through the Organizations Contacts on the main page of the WebDCS or directly on the second placement screen.
13h1 (New)	Supervisor's cell phone number	• This optional information may be entered through the Organizations Contacts on the main page of the WebDCS or directly on the second placement screen.
13i	Supervisor's e-mail address	• This optional information may be entered through the Organizations Contacts on the main page of the WebDCS or directly on the second placement screen.
14 (Revised)	Start date	• Enter the date on which the participant began work with this employer. This will be the date of placement for measurement purposes. • The exit date on the Exit Form (field 7) must also be filled out. The exit date may be the day before the placement start date.
15	End date	• Enter the date on which the unsubsidized employment with **this** employer ended. If there is additional unsubsidized employment within four quarters after the quarter of exit from SCSEP, all unsubsidized employment may be included in the performance measures. • The end date will determine when follow-up activity for each employer may be terminated. • No end date is normally required for a placement that continues for more than four quarters after the quarter of exit. You will not have to obtain follow-up information after the fourth quarter after exit. However, if the original grantee or another grantee wishes to re-enroll a former participant who has an open placement end date, the original grantee will need to enter an end date for the placement. For that reason, whenever you know that a placement has ended (for example, you learn at follow-up that the participant is no longer working at this employer), it is advisable to enter the end date into this field.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
16 (Revised)	Starting wage per hour	• Enter the wage rate that the participant received at the beginning of employment with this employer. <u>Do not update this field.</u> This information is for management and analysis purposes only. It is not used for the performance measures. However, starting wage is important information about the quality of the jobs into which SCSEP participants are placed. The average starting wage in employment for all participants is reported in Section B of the QPR. If you update this field, valuable information will be jeopardized. • Do not populate the field if the participant is self-employed. It is usually impossible to calculate an accurate hourly rate for self-employment.
17	Benefits	• Check all benefits that the participant received (or was promised) at the time of employment. If "other," specify the additional benefit or benefits that the participant received. If the participant did not receive any benefits, check "none." • This information is for management and analysis purposes only. It is not used for the performance measures.
18 (Revised)	At time of placement, is employment expected to be full- or part-time	• Check the appropriate box to indicate whether the employment was expected to be full-time or part-time at the time of hire. • If part-time, specify the number of hours per week that the participant was expected to work. Full-time work means work of at least 40 hours per week, or such lesser amount as determined by the employer to constitute full-time work. • Under the new employment outcome measures, **all** part-time placements may be counted. If the participant received any income greater than zero from unsubsidized employment (or self-employment) in the second quarter after the exit quarter, the placement will count as Q2 employment; any earnings greater than zero in the fourth quarter after the exit quarter will establish Q4 employment. • The average number of hours per week in employment for all participants is reported in Section B of the QPR. This information, along with average starting wage, will help you monitor likely performance on the median earnings measure.
19	Job title	• Enter the participant's job title as determined by the employer. This should be a descriptive title, such as receptionist, nutrition aide, or bus driver. No occupational code is required.
19a	Participant's job code	• You may enter one pre-defined code that reflects the particular job that the participant is performing.

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
19b	High growth placement	• Use this field to indicate whether the placement is in one of the 12 high growth industries listed. You must select one of the 12 listed industries or "none."
20	Training-related placement?	• Check "yes" if the participant is performing work related to the assignment that the participant had with the host agency or to any additional training provided by the sub-grantee. • Information about the current job will usually be obtained from the participant, but it may be necessary to obtain additional information from the employer. Information about the host agency assignment and other training should be available from the sub-grantee's records.
21	Was placement the result of a substantial service provided to the employer by the sub-grantee?	• All placements are, to some extent, the result of the SCSEP program. Without the training provided by the community service assignment, participants would not have the skills and self-confidence needed to obtain employment. However, this field is designed solely to determine whether the employer perceives the sub-grantee as having actively facilitated the placement. • Check "yes" only if the sub-grantee provided a substantial service to the employer as part of the placement process **and** the employer was aware of the efforts of the sub-grantee; e.g., the sub-grantee referred the applicant to the employer and the employer was aware of the referral. • If the participant found his or her own job or if the sub-grantee only provided assistance directly to the participant without the employer's knowledge, check "no." • This information will be used to determine which employers will receive the customer satisfaction survey. This field is not relevant to employers that are host agencies because they are excluded from the employer survey.
21a (Revised)	Type of supportive service provided:	• This new field is effective in SPARQ as of 1/18/2018. Grantees must document each instance of supportive service provided to a participant during a placement. The same information is collected for supportive services provided during the community service assignment in fields A20a.1-A20a.3. • You may select only one type of supportive service for each instance of supportive services provided. You may create as many instances of this element as needed to record all instances of supportive services provided at a placement. • If the type of supportive service provided is not listed in values (i)-(vii), select (viii) (Other) and enter the type of supportive service provided. • If this element is valued, you must also value elements 21b and 21c.
21b	Date supportive service provided	• Enter the date on which this instance of supportive service was provided. Use the standard SPARQ date format.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments

21c	Supportive service provided by:	• Indicate the entity or entities that provided this instance of supportive service:
		   o Enter (i) if the supportive service was provided by the grantee or a sub-recipient/local project of the grantee.
		   o Enter (ii) if the supportive service was provided by a workforce partner, such as an American Job Center.
		   o Enter (iii) if the supportive service was provided by both (i) and (ii).
		   o If the supportive service was provided by an entity other than (i), (ii), or (iii), select (iv) and enter the identity (not the name) of the provider; e.g., social service agency, religious organization, rather than St Joseph's Church.

Topic 8	Supportive services during unsubsidized employment	• The regulation states that grantees may provide necessary supportive services during the first 12 months following placement. This authorizes grantees to arrange for or pay for supportive services after exit for employed participants, including those in self-employment. • Paid training is not part of the follow-up services that may be provided to exited participants who are in unsubsidized employment. Permissible supportive services during the 12-month follow-up period include help with transportation, uniforms or other work-related expenses, eyeglasses, and medical care. See elements 21a-21c above. • The regulation gives examples of what may constitute supportive services, but it does not specifically address the kinds of supportive services that someone in self-employment might need. The intent and spirit of the regulation would cover many types of incidental expenses but would not reasonably extend to the purchase of significant equipment or supplies needed to start a business. • Because SCSEP funds are so limited, the regulation states that, "to the extent practicable," grantees should arrange for the payment of supportive service from sources other than SCSEP.
22	Unsubsidized employment comments	• Use this field to record any additional information about the unsubsidized employment. You may enter up to 1000 characters (about 160 words).
Form Heading 7 (Revised)	Customer Service Survey Information	• This section is used to record the pre-printed number on the survey instrument delivered to the employer and the date on which the survey instrument was delivered. To obtain a satisfactory response rate, sub-grantees will have to deliver a second survey to those employers that do not complete the first survey.

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		• The information for this section must be provided by the sub-grantee when the customer satisfaction survey is administered to an employer. The information is only provided for those employers selected for the survey as listed on the Pending Employer Surveys management report. • An employer is only selected for the survey once each year for a new placement that meets the selection criteria. Employers that are host agencies will not receive the employer survey. Employers that did not have substantial contact with the sub-grantee at the time of placement will not receive a survey. Self-employed individuals will not receive the employer survey. Employers will be surveyed even if the participant did not achieve Q2 employment with that employer. • The Pending Employer Surveys management report lists each employer that should receive a survey. If an employer is listed on the report, the survey should be delivered between 20 and 100 days after the placement start date. Only employers that are listed on the report should be surveyed.
Topic 9	Employer survey when sub-grantee works for two grantees	• If an employer hires two participants, one from each grantee for which the sub-grantee works, the employer should only be surveyed for the first placement. The Pending Employer Surveys report indicates which grantee must survey the employer. • If the sub-grantee works for two different grantees, it will have to indicate which grantee owns the enrollment when the record is first entered into SPARQ. The ownership of the enrollment and the entry of the survey number into field 23 will determine which grantee receives credit for the survey.
Topic 10 (Revised)	Which employers receive surveys and when should they receive them?	• The employer survey is designed to be delivered between 20 and 100 days after the participant started work with the employer. Before 20 days, the employer has not had time to assess the placement. After 100 days, the employer's recollection of the circumstances of the placement may be unreliable. • You should deliver the employer survey in person to the employer contact person during the first quarter after the exit quarter. You should no longer wait until you do Follow-up 1. For the Q2 measure, the earliest you can do Follow-up 1 is the first day of the second quarter after the quarter of exit; on average, this will be 135 days after the exit occurred and the placement began. This is too late to deliver the survey.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		• The Pending Employer Surveys management report only lists an employer that qualifies for the survey while there are still days available to deliver the survey. The employer will be removed from the report when either: 1) a survey number and date of delivery are entered onto field 23; or 2) 100 days have elapsed from the placement start date. • You will receive a warning in SPARQ for 80 days after the placement start date if an employer is still listed on the Pending Employer Surveys management report. After 80 days, the warning becomes a reject. The reject will go away when field 23 is populated or 120 days have elapsed since the placement start date. • You must deliver a survey to a qualified employer even if the placement fails. In such cases, you should deliver the survey as soon as you learn that the participant has left the employer. • Do not forget to enter the survey number and date of delivery into field 23 of the Unsubsidized Employment Form (and field 24 if you deliver a second survey to the same employer) whenever you survey an employer. If you do not enter this information, you will not be able to receive credit for the survey.
Topic 11	Can grantees administer their own surveys in addition to the official surveys?	• The rules require that an employer not be surveyed more than once in a year. To avoid jeopardizing the official employer survey, grantees may not administer their own surveys. As an alternative, grantees may arrange to increase the sample size of their customers selected for the official survey. Such changes will be at the expense of the grantee.
23 (Revised)	CS Survey #1; date	• Enter in this field the survey number and date for the first survey delivered to a qualified employer that is listed on the Pending Employer Surveys management report. Each survey number is unique and can only be entered once and only for the employer and the placement listed on the report. If a qualified employer has subsequent placements in the same program year, the employer is **not** re-surveyed, and this field is left blank for the subsequent placements. • The survey number and date are essential for computing the response rate and for assigning credit for the survey to the correct grantee. New edits prohibit the entry of a survey number without a date or a date without a survey number; these edits also require you to enter just the five digits of the survey number without the leading letter "E." • The survey number is unique to the placement of a single participant and must not be entered in the placement record of any other participant or employer. • If no survey is delivered, leave this field blank.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
24	CS Survey #2; date	• A second survey should be delivered to the employer if the first survey is not returned within three weeks. You use a new survey with a new survey number. • Enter the second survey number and date in this field. If a second survey is not delivered, leave this field blank.
25	CS Survey #3; date	• This field is for the number and date of the third survey delivered to a qualified employer for the same placement. At this time, sub-grantees are not required to deliver a third survey so grantees should leave this field blank.
Form Heading 8 (Revised)	Follow-up Information	• Follow-ups are required in order to obtain information needed for the performance measures, to provide case management to a newly placed participant, to establish or maintain contact with the employer, and to deliver the customer service survey to the employer. The system has been designed to require the minimum possible number of follow-ups. • <u>If efforts to obtain the information from the employer are unsuccessful, the sub-grantee may obtain the information from the participant.</u> • Missing or incomplete follow-up information, regardless of the reason for the incompleteness, will have a negative effect on the performance measures. • Failure to conduct required follow-ups may be considered a violation of the administrative requirements of the grant.
Topic 12	Documenting follow-up information	• When you conduct the three required follow-ups, it is important that you document the information you receive regarding employment and wage information. This documentation is required for data validation. • If you rely on documents, you should copy the documents for the file. If you use the phone or an in-person interview, you should use the comment field on the Unsubsidized Employment Form to record the individual spoken to, the date, the information conveyed, and the case worker who obtained the information. For example, "Follow-up 2: Spoke to bookkeeper Roger Johnson by phone on 1/25/19. He reported that participant was still employed and received wages in the quarter October 1 - December 31. BP" • For self-employment, you should also copy and file any documents that you used to determine that the participant was engaged in a legitimate business and the evidence that supports your calculation of net earnings.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
Topic 13	Follow-up information, how to obtain from employer	• The follow-up information is best obtained from the employer. Participants may not work consistent hours and may not keep accurate records of their pay for the quarter. You <u>must</u> make reasonable efforts to obtain the information from the employer before you seek it from the participant. The participant is not required to sign the waiver of confidentiality on the Exit Form. However, even if the participant does not sign the waiver or does not want you to contact the employer, you are still required to try to obtain the information from the employer. • Although some participants may be reluctant to have their employers know about their participation in SCSEP, it is important that employers become aware of the program. Doing the follow-up activity with the employer is an opportunity for you to establish a relationship with the employer that may lead to additional placements. You should attempt to assure participants that their involvement with SCSEP will be seen as a positive factor by employers and will not in any way jeopardize their employment. You should discuss this issue at orientation so participants understand how important employer contact is to the program and are not surprised at exit to discover that you will be contacting their employers.
Topic 14 (Revised)	Follow-up information, inability to obtain	• All exiters (with a few limited exceptions) are included in the performance measures. If the sub-grantee does not record the required employment or wage information into the SCSEP data collection system by the specified deadlines, the absence of data is treated as though the exiter had no employment or wages. Q2 employment, median earnings, or Q4 employment could be affected, depending on which information is missing. • DOL recognizes that some employers may be reluctant to provide the required information. For that reason, it has recommended that the sub-grantee obtain a waiver of confidentiality from the participant at the time of exit and that the sub-grantee conduct the first follow-up in person. This first follow-up will provide an opportunity for the sub-grantee to establish a relationship with the employer and to explain the importance of the follow-up information before the sub-grantee has to ask the employer for wage information. Furthermore, if the employer is unwilling to provide the information, the sub-grantee may obtain it from the participant. There may be cases where the participant can no longer be located, but these should be fairly uncommon. • Missing or incomplete follow-up information, regardless of the reason for the incompleteness, will have a negative effect on the performance measures. • This issue will be eliminated once DOL obtains access to the UI wage records for all grantees.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
Topic 15 (Revised)	Follow-ups for participants working under the table and unwilling to reveal their employers	• If the participant refuses to provide any information about the employer, you will not receive any credit at all in the performance measures. • If the participant is working under the table, you should inform the participant that the arrangement is illegal, that the participant is entitled to all of the protections of state and federal wage and hours laws, and that you can assist the participant in filing a complaint with the appropriate authorities. You should also inform the participant that you are required to contact the employer to confirm the employment and to obtain wage information. Your involvement should be sufficient to persuade the employer to comply with the law. Any retaliation against the participant by the employer would expose the employer to serious liability. • If the participant identifies the employer and is employed during the second quarter after the exit quarter, the placement will count toward Q2 employment regardless of how the employer pays the participant. Workers are sometimes compelled to accept illegal working conditions. Neither you nor the participant should be penalized for the employer's actions.
Topic 16	UI wage records	• DOL has said that all grantees must use case management follow-up for the three employment outcome measures until UI wage records are made available for SCSEP nationwide. Wage records yield different results from case management follow-up. In addition, because of the lag in reporting UI wage records, the timing rule for wage records is very different from that used for case management follow-up. SCSEP cannot have different data sources and methodologies for a statutory measure that is common to all grantees. DOL is working to make wage records available for all grantees.
Topic 17 (Revised)	Quarter, definition of	• For purposes of the data collection system and the performance measures, a quarter always means a calendar quarter: July 1-September 30; October 1-December 31; January 1-March 31; and April 1-June 30. The three employment outcome measures refer to the number of quarters after the quarter in which the participant exited. • For example, Q2 employment requires that the participant have wages in the second quarter after the quarter of exit. Therefore, if the participant exited and started unsubsidized employment on July 5, you would need to determine whether there were any wages for the period January 1-March 31, the second quarter **after** the quarter in which the exit occurred. You would not be concerned with whether there were wages from July 5-December 31, which fall in the quarter **of** exit and the first quarter after the quarter of exit.

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		• Similarly, the median earnings measure requires the total amount of the participant's earnings in only the second quarter after the quarter of exit. In the example above, the second quarter after the exit quarter would be January 1 - March 31.
Topic 18 (Revised)	Follow-ups, scheduled dates for completing	• The timing rules for the employment outcome measures follow-ups are simplified in SPARQ. Each measure has an activity period (the quarter or quarters in which the outcome being measured occurs) and a reporting period (the quarter in which the measure will be reflected in the QPR). The QPR will not reflect either successes or failures for a measure until the first day after the reporting period closes. The scheduled date (the earliest date on which the follow-up can be conducted) varies for each measure. • Follow-up 1 captures Q2 employment. Both the activity period and the reporting period are the second quarter after the exit quarter. The scheduled date is the first day of the second quarter after the exit quarter. Although you can complete the follow-up during this quarter and enter the data into SPARQ, the measure will not be reported for the first quarter after the exit quarter until the end of the activity period, in this case, the first day of the third quarter after the quarter of exit. • Follow-up 2 captures median earnings. Because you need complete earnings in the second quarter after the exit quarter, you must wait until the second quarter ends in order to collect the complete earnings. As a result, the activity period is the second quarter after the exit quarter, and the reporting period is the third quarter after the exit quarter. Thus, you may complete Follow-up 2 at any time during the third quarter after the exit quarter, but the results will not be reported until the first day of the fourth quarter after the exit quarter. You must record median earnings for all participants for whom you reported Q2 employment. Failure to record at least $1 of earnings in Follow-up 2 will ultimately result in loss of credit for Q2 employment. • Follow-up 3 captures the measure for Q4 employment. Like Q2 employment, both the activity period and the reporting period are the same, the fourth quarter after the exit quarter. Although you can complete the follow-up during this quarter and enter the data into SPARQ, the measure will not be reported in the QPR for the fourth quarter after the exit quarter until the end of the activity period, in this case, the first day of the fifth quarter after the quarter of exit. • The following tables illustrate when follow-ups may be conducted and when the measures will be reported.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments

Follow-up 1 completed dates and QPR credit "as of" dates for PY2017and PY 2018 Exiters

Exit in this quarter	When follow-up can be conducted	Credit reported for Q2 Employment in
1/1/2018 — 3/31/2018	7/1/2018-9/30/2019	Q1 PY2018 QPR (first calculated on 10/1/2018)
4/1/2018 — 6/30/2018	10/1/2018 — 12/31/2018	Q2 PY2018 QPR (first calculated on 1/1/2019)
7/1/2018 — 9/30/2018	1/1/2019 — 3/31/2019	Q3 PY2018 QPR (first calculated on 4/1/2019)
10/1/2018 — 12/31/2018	4/1/2019 — 6/30/2019	Q4 PY2018 QPR (first calculated on 7/1/2019)
1/1/2019-3/31/2019	7/1/2019-9/30/2019	Q1 PY2019 QPR (first calculated on 10/1/2019)
4/1/2019 — 6/30/2019	10/1/2018 — 12/31/2018	Q2 PY2018 QPR (first calculated on 1/1/2020)

Follow-up 2 completed dates and QPR credit "as of" dates for PY2017and PY 2018 Exiters

Exit in this quarter	When follow-up can be conducted	Credit reported for Median Earnings in
1/1/2018 — 3/31/2018	10/1/2018 — 12/31/2018	Q2 PY2018 QPR (first calculated on 1/1/2019)
4/1/2018 — 6/30/2018	1/1/2019 — 3/31/2019	Q3 PY2018 QPR (first calculated on 4/1/2019)
7/1/2018 — 9/30/2018	4/1/2019 — 6/30/2019	Q4 PY2018 QPR (first calculated on 7/1/2019)
10/1/2018 — 12/31/2018	7/1/2019 — 9/30/2019	Q1 PY2019 QPR (first calculated on 10/1/2019)
1/1/2019 — 3/31/2019	10/1/2019 — 12/31/2019	Q2 PY2018 QPR (first calculated on 1/1/2020)
4/1/2019 — 6/30/2019	1/1/2020 — 3/31/2020	Q3 PY2018 QPR (first calculated on 4/1/2020)

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		  Follow-up 3 completed dates and QPR credit "as of" dates for PY2017and PY 2018 Exiters | Exit in this quarter	When follow-up can be conducted	Credit reported for Q4 Earnings | |---|---|---| | 7/1/2017 — 9/30/2017 | 7/1/2018 — 9/30/2018 | Q1 PY2018 QPR (first calculated on 10/1/2018) | | 10/1/2017 — 12/31/2017 | 10/1/2018 — 12/31/2018 | Q2 PY2018 QPR (first calculated on 1/1/2019) | | 1/1/2018 — 3/31/2018 | 1/1/2019 — 3/31/2019 | Q3 PY2018 QPR (first calculated on 4/1/2019) | | 4/1/2018 — 6/30/2018 | 4/1/2019 — 6/30/2019 | Q4 PY2018 QPR (first calculated on 7/1/2019) | | 7/1/2018 — 9/30/2018 | 7/1/2019 — 9/30/2019 | Q1 PY2019 QPR (first calculated on 10/1/2019) | | 10/1/2018 — 12/31/2018 | 10/1/2019 — 12/31/2019 | Q2 PY2018 QPR (first calculated on 1/1/2020) | • Each follow-up must be completed in the program year in which the reporting quarter falls. Thus, for Follow-up 1, follow-ups for all exits in the first two quarters of the program year must be completed by September 30 following the close of the program year. For exits occurring during the third and fourth quarter of the program year, the reporting period is the subsequent program year, so you have until the following September 30 to complete Follow-up 1. • For Follow-up 2, all exits in the first quarter of the program year must be completed by September 30 following the close of the program year; all exits in the second-fourth quarters of the program year have their reporting period in the following program year, so you have until September 30 after the following program year closes. • For Follow-up 3, all exits occurring in any quarter of the program year have their reporting period in the following program year, so you have until September 30 after the close of that following program year to complete this follow-up.

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		• The following table illustrates the last date for completing each of the follow-ups.

Last Follow-up dates for QPR performance credit in PY2018		
Follow-up(s)	Exit on or between these dates	Last date for completing the Follow-up
1	1/1/2018 — 12/31/2018	9/30/2019
2	1/1/2018 — 9/30/2018	9/30/2019
3	7/1/2017 — 6/30/2018	9/30/2019

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
Topic 19 (Revised)	SPARQ follow-up reports and scheduled dates	• SPARQ contains management reports for pending follow-ups and overdue follow-ups (those pending more than 20 days after the scheduled date). The scheduled dates in the management reports are the same as those used in the WebDCS for the new fields 32a, 33a, and 34a. • Follow-up 1, the scheduled date is the first day of the second quarter after the exit quarter. • Follow-up 2, the scheduled date is the first day of the third quarter after the exit quarter. • Follow-up 3, the scheduled date is the first day of the fourth quarter after the exit quarter.

Follow-up scheduled dates based on exit quarter in PY 2017-2019				
Exit Date Between	Exit Quarter	Follow-up 1 Scheduled Date	Follow-up 2 Scheduled Date	Follow-up 3 Scheduled Date
7/1/2017 — 9/30/2017	Q1 PY 2017	N/A	N/A	7/1/2018
10/1/2017 — 12/31/2017	Q2 PY 2017	N/A	N/A	10/1/2018
1/1/2018 — 3/31/2018	Q3 PY 2017	7/1/2018	10/1/2018	1/1/2019
4/1/2018 — 6/30/2018	Q4 PY 2017	10/1/2018	1/1/2019	4/1/2019
7/1/2018 — 9/30/2018	Q1 PY 2018	1/1/2019	4/1/2019	7/1/2019
10/1/2018 — 12/31/2018	Q2 PY 2018	4/1/2019	7/1/2019	10/1/2019
1/1/2019 — 3/31/2019	Q3 PY 2018	7/1/2019	10/1/2019	1/1/2020
4/1/2019 — 6/30/2019	Q4 PY 2018	10/1/2019	1/1/2020	4/1/2020
7/1/2019 — 9/30/2019	Q1 PY 2019	1/1/2020	4/1/2020	7/1/2020
10/1/2019 — 12/31/2019	Q2 PY 2019	4/1/2020	7/1/2020	10/1/2020
1/1/2020 — 3/31/2020	Q3 PY 2019	7/1/2020	10/1/2020	1/1/2021
4/1/2020 — 6/30/2020	Q4 PY 2019	10/1/2020	1/1/2021	4/1/2021

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		• The follow-up report will continue to list undone follow-ups until September 30 following the program year in which you can last receive credit for a given follow-up. Once it is no longer possible to receive credit, the follow-up will no longer appear on the report. • For managing credit, the report for all PY 2018 Pending Follow-ups may be the most useful; it enables grantees and sub-grantees to quickly see how many undone follow-ups of each kind it has for each quarter in the program year. Since you have until September 30 following the close of the program year to complete undone follow-ups, there is ample time to claim all earned credit. • The report for All Pending PY 2018 Follow-ups will also enable you to determine how many placements are truly failing because the participant does not last in the job long enough to achieve Q2 employment or Q4 employment. Field B10f of the QPR tells you the total number of placements that did not result in Q2 employment. By subtracting from B10f the number of undone Follow-up 1s in the relevant reporting period, you will know the count of placements that truly failed.
Topic 20 (Revised)	Follow-ups for self-employed participants	• Self-employment is counted for Q2 employment and Q4 employment. That requires you to do Follow-ups 1 and 3. With the new employment outcome measures, self-employed individuals are now also included in the median earnings measure, which requires you to do Follow-up 2. • You must document that the participant is engaged in a legitimate business, and you must also information about income or earnings. Self-employment may be verified by any proof that the individual is engaged in a business, such as tax registration, business cards or invoices, or a state license. You can use the new self-attestation form on the Data Validation Handbook to collect gross income and business expenses in order to calculate net income for field U33c. • If you reported in Follow-up 1 that a self-employed participant had Q2 employment, you must do Follow-up 2 in order to obtain net income from self-employment. If you fail to do so, you will ultimately lose the credit that you received for Q2 Employment and the record will be counted as a negative outcome.
Topic 21 (Revised)	Follow-ups only for exited participants who have employment and no exclusion	• You need to fill out an Unsubsidized Employment Form for each employer that a participant has during the follow-up period, generally the first 15 months after exit. If you know that the participant has failed to achieve a measure with an employer, you can indicate "no" in the appropriate field along with the date of the follow-up. If you do not complete the fields for a follow-up, the measure will be treated as a failure.

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		• If a participant is excluded at the time of exit, you do not need to do any follow-up with that participant even if the participant subsequently becomes employed. • Fields 27 and 27a of the Unsubsidized Employment Form (accessed from the PY 2017 Follow-up Info screen until 10/1/2018) are used to record whether there is a countable exit for the employment outcome measures. If the participant exercises the right of return or re-enrolls within 90 days of the date of exit, the outcome measures do not apply. Therefore, you would not need to do any follow-ups.
Topic 22	"Orphan exiters": follow-up for participants who exited before a sub-grantee has gone out of business	• Whenever a total change of sub-grantee occurs, there may be exited participants who are still in the follow-up period, typically 15 months after the date of exit. Since these "orphan exiters" are not active participants, the question arises as to which entity will handle their follow-up once the old sub-grantee goes out of business. • You cannot transfer participants who exited from a closing sub-grantee. Once an exit has occurred for any reason, you can no longer enter a transfer into the database. • You can, however, use the batch change of entity function in SPARQ to have the new sub-grantee that is receiving all the active participants from the closing sub-grantee take responsibility for the orphan exiters as well. The easiest way for this to occur is for the receiving sub-grantee to receive the entire database of the closing sub-grantee. At that time, the database of the closing sub-grantee would be marked as "retired" in SPARQ. • If more than one sub-grantee is receiving the active participants from the sub-grantee that is closing, you can still use the change of entity function to assign the orphan exiters to one or more of these recipient sub-grantees. • Alternatively, the grantee itself may perform the follow-up activities for the orphan exiters. The grantee has read/write access to the databases of all of its sub-grantees. It could perform the follow-up and update the records of only the orphan exiters while assigning the active participants to one or more sub-grantees. The entire database for the old sub-grantee would be marked as "retired" in SPARQ when the outcomes for the orphan exiters were final. • If the grantee lets the sub-grantee go out of business and does not make arrangements for some other entity to do the follow-up for the orphan exiters, the grantee will lose any remaining outcome credit for exited participants. The national office strongly discourages this option because it will negatively affect performance at the grantee and nationwide levels.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
26	90-day date	• In order for the participant to exit for purposes of the employment outcome measures, the participant must not have received any program services (other than the specifically defined follow-up activities or services listed in element 27a below) for 90 days. (See Form Heading 1 of the Exit Form Guide.) For SCSEP, additional program services would require returning to the program or re-enrolling in the program. • The WebDCS will automatically provide the 90-day date. You should enter this date into the hard copy form when you first fill it out so you will know when to check to see if the participant has received additional services.
27 (Revised)	Has the participant returned to program within the first 90 days of exit	• This field is used to indicate whether the participant has exercised the right of return. If so, there is no exit for purposes of the employment outcome measures, and the participant is not included in the performance outcome measures. • If the participant exits for unsubsidized employment and the employment does not last for 30 days within the first 90 days after exit, the participant is entitled to return to the program (within 90 days of exit) without having to re-enroll. Although the participant has this right, you should make every effort to place the participant in a new unsubsidized job before re-assigning the participant to community service if the participant is truly job-ready. If the participant accepts a new job, you fill out a new Unsubsidized Employment Form and conduct the follow-ups with the new employer. The new employment will be combined with the original employment for determining the employment outcome measures. • Use field 27 to record that a participant whose employment lasted for less than 30 days is electing to return to the program. You then delete the exit reason (field 5, 6, or 6a) and the exit date (field 7) from the Exit Form. You also fill out a new Community Service Assignment Form to document the host agency assignment. You will need to create an approved break in participation (field 15a of the Community Service Assignment Form) that is at least as long as the gap between assignments. Use the comment field on the Exit Form to explain what you have done. The participant will not be included in the outcome measures until the participant again exits the program. See Topic 1 of the Exit Form Guide.
27a	Has the participant re-enrolled in SCSEP within the first 90 days after exit?	• If "yes," an exit has not occurred for purposes of the employment outcome measures, and the participant is excluded from these measures. Follow-ups are not required. • Additional services for purposes of the employment outcome measures do **not** include specifically defined follow-up activities or services. If the participant has received any of the following within 90 days after exit but has not re-enrolled, check "no":

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments

		o payment of reasonable costs of transportation
		    o health care and medical services
		    o special job-related or personal counseling
		    o incidentals (such as work shoes, badges, uniforms, eyeglasses, and tools)
		    o child and adult care
		    o temporary shelter
		• These follow-up activities are specifically authorized in the regulations in order to help a participant in unsubsidized employment achieve Q2 and Q4 employment.

Topic 23	Performance measures credit: transfer vs. re-enrollment	• In the case of a transfer, there is no true exit from the donor grantee so there is no effect on the performance measures. The recipient grantee will be credited with the employment outcomes when there is a true exit from the recipient grantee. Those outcomes can be either positive or negative. In the case of an exit from one grantee and subsequent re-enrollment with another grantee, each grantee gets its own credit. If the participant exited from one grantee for personal reasons and did not start a placement, the original grantee would have a negative outcome on the employment outcome measures. If the participant subsequently re-enrolled with a different grantee, only the new grantee would receive credit for the employment outcomes when the participant left the second program.
28-31 (New)	Follow-ups 1-3	• These fields are reserved for participants who are subject to the prior Common Measures employment outcomes and are accessed through the SPARQ PY 2017 Follow-up Info menu item. They are not to be used for participants who are subject to the new employment outcome measures that are effective July 1, 2018. The follow-up fields for those participants, elements 32-34, are described immediately below.
32 (New)	PY 18 Follow-up 1: Employment in the second quarter after exit	• Follow-up 1 is designed for case management purposes as well as for establishing Q2 employment. Therefore, it should be completed as close to the beginning of the second quarter after the exit quarter as is feasible. The follow-up will not be reported as a success or failure until the second quarter after the exit quarter has ended. On the first day of the third quarter after the exit quarter, the QPR for the prior quarter will reflect everyone who could have achieved Q2 employment. See Topics 18 and 19 above. • Follow-up 1 is no longer used for delivering the employer survey because the survey must be delivered prior to the second quarter after the exit quarter. The Pending Employer Surveys management report will tell you when to deliver the employer survey. See Form Heading 7 and Topic 10 above.

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		• You have until 90 days after the end of the program year in which the reporting quarter falls to complete Follow-up 1 and get credit for Q2 employment. • Follow-up 1 should be conducted in person if at all possible. If it is not feasible to conduct the follow-up in person, it may be conducted by phone, and the customer satisfaction survey may be mailed to the contact person. • The follow-up with the participant is part of case management. It is an opportunity to see if the placement is going well and to determine whether the participant needs supportive service, counseling, or other assistance to be successful in the placement. If the placement is not working out, the follow-up may be the time to suggest another placement for the participant. • The follow-up is also an opportunity to establish a relationship with the employer if one has not already been established. This may be especially important if the participant obtained the job without assistance from the sub-grantee and the employer is not aware of the connection with the program. This contact allows the sub-grantee to explain SCSEP to the employer, learn about the employer's needs, and begin a relationship that may yield additional placements. • Sub-grantees should use this first follow-up to prepare the employer for Follow-up 2, at which time the employer will need to provide wage information. Explaining the program during an in-person conversation may make the employer more willing to cooperate later. • You will conduct this follow-up with self-employed individuals solely to determine whether they have been self-employed during the second quarter after the exit quarter. You will not give them the employer customer satisfaction survey. • If the participant has multiple employers, you conduct Follow-up 1 with the current employer to determine whether there was employment in the second quarter after the exit quarter and work backwards until you find a success. If the participant achieves Q2 employment with one employer and then has subsequent employment with another employer, you do not conduct Follow-up 1 with the subsequent employer. You might have to do Follow-up 2 with both the first and second employers depending upon when the first employment ended. See Topic 31 below. Note: A follow-up does not itself constitute a substantial service that would render the employer subject to the customer satisfaction survey. All employers will receive the first follow-up. Only those employers that have received a substantial service in connection with the placement of the participant will receive the customer satisfaction survey during the first follow-up.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
32a (New)	Scheduled date	• This date is the first day of the second quarter after the exit quarter. • The WebDCS will automatically provide the scheduled date. You should enter this date into the hard copy form when you first fill it out so you will know when to conduct the first follow-up.
32b (New)	Completed date	• Enter the date on which the follow-up is conducted by the sub-grantee. • This date is critical for the performance measures. SPARQ will not let you submit a follow-up record without this date or with an improper date in this field. • SPARQ contains case management reports that will help you keep track of follow-ups that are pending or overdue. • You may record the completed follow-up as early as the first day of the second quarter after the exit quarter, but the results will not be reflected in the QPR for that quarter until the first day of the third quarter.
32c (New)	Any wages for second quarter after exit quarter?	• This field indicates if the participant achieved Q2 employment. • Indicate whether the participant received *any* wages in the second quarter after the quarter of exit. Do not consider the quarter in which the participant first exited or the first quarter after the exit quarter. • If the participant had wages, you will check box ii. • Check box i to indicate if you were unable to obtain information about employment or wages from either the employer or the participant. The exit will not be counted as Q2 employment, and the median earnings measures will not apply. You will not need to conduct Follow-up 2. However, you will have to do Follow-up 3. • Exclusions discovered after exit are no longer recordable. • Complete this field for self-employed individuals. • Data validation is required for this element.
Topic 24 (Revised)	Temporary/on-call employment and Q2 employment	• Q2 employment does not consider the type or duration of employment. Any employment whatsoever, including temporary or on-call employment for as little as an hour during the second quarter after the exit quarter, suffices to establish Q2 employment.
Topic 25 (Revised)	OJE's and Q2 employment	• OJE is a type of training. Because it is subsidized in part by the program, it does not qualify as unsubsidized employment even if the employer directly pays the participant's wages during the OJE. Furthermore, a participant must remain enrolled in the program during an OJE; the participant does not exit and is not included in the employment outcome measures until the OJE

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		ends and the employer has hired the participant. The start work date on the Unsubsidized Employment Form should be the first day on the employer's payroll after the OJE ended and the participant was exited from the program.
Topic 26 (Revised)	Placement credit for participants who do not start community service	• You can create an Unsubsidized Employment Form for an exited participant who never started work at his or her host agency assignment and receive credit. However, since you are only supposed to enroll those who need and can benefit from community service, the number of cases where someone obtains a job before starting a community service assignment should be extremely limited. An applicant who got a job so quickly after enrolling was probably job-ready. Although you will receive credit for Q2 employment, a monitor could find that the enrollment was improper. • Job-ready applicants should be referred to the Ameriw1 Job Center. If your MOU so provides, you may conduct job search and placement activity for job-ready applicants. You should determine them ineligible and indicate in field 36 of the Participant Form the action you took to assist them.
Topic 27	Right of return	• If the participant exits for unsubsidized employment and works for a total of less than 30 days within the first 90 days after exit, the participant is entitled to return to the program (within 90 days of exit) without having to re-enroll. See Topic 1 of the Exit Form Guide. Although the participant has this right, you should make every effort to place the participant in a new unsubsidized job before re-assigning the participant to community service. If the participant accepts a new job, you fill out a new Unsubsidized Employment Form and conduct the follow-ups with the new employer. • If the participant exercises the right of return, you must check "yes" in field 27.
Topic 28 (Revised)	Credit for Q2 employment where exit was for reason other than unsubsidized employment	• The reason for exit on the Exit Form does not determine whether you receive credit for a placement. The Exit Form records the reason for exit at the time of exit. If the participant exited for some other reason but subsequently started unsubsidized employment, you leave the Exit Form as it was. You create an unsubsidized employment form and fill it out as you would for any other placement. A "yes" in field 32c will provide you credit for Q2 employment.
Topic 29	Re-enrolling participants who quit their jobs	• If the participant quit a job, you should consider that in deciding whether to take the participant back into the program. If the participant quit with good cause, e.g., was unsuited for the work or had a health problem and asked to come back within 90 days of exit, the right of return would apply. You would also be justified in exercising your discretion to re-enroll an

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		applicant who sought to return after 90 days. Before taking the participant back into the program, you should determine whether another placement would be appropriate. If the participant quit a job because he or she lacked sufficient skill but was otherwise job-ready, you should try to find a more suitable job. • On the other hand, if the participant quit under conditions that would have amounted to a failure to comply with the IEP, e.g., the job was suitable but the participant really did not want to work in any job, you might not let him or her exercise the right of return, or you could take the participant back only if he or she agreed to cooperate in the future and you could treat the quit as a failure to accept a job referral under the IEP. You do not have to permit the participant to re-enroll. Re-enrollment is discretionary, and a participant who has been terminated for cause or has demonstrated an unwillingness to abide by the program's rules may not be entitled to a second enrollment. • Furthermore, if the participant has worked a sufficient time to demonstrate that he or she is job-ready, the participant would no longer be eligible for re-enrollment. Job-ready applicants, including former participants, should be referred to the American Job Center.
Topic 30 (Revised)	Follow-up for participants who re-enroll after having had a placement	• How re-enrollment affects follow-up and grantee credit for employment outcomes depends on when the re-enrollment occurs. Re-enrollment (or right of return) that occurs within 90 days of exit means that there is no true exit for the employment outcome measures. Therefore, there is no possibility of outcome credit in SPARQ and no need to do any follow-up. See Elements 26-27a. On the other hand, if the individual re-enrolls more than 90 days after exit (there can be no right of return after 90 days), the exit counts and the first grantee will be credited for all relevant outcome measures. The original grantee should continue doing follow-up until the participant re-enrolls and it is clear that further employment credit is no longer possible. (An edit in SPARQ will alert you if the participant has re-enrolled with another grantee.) • How much follow-up the original grantee does will be determined by when the re-enrollment occurs. If the re-enrollment does not occur until more than 6 months after exit, the grantee should have already done Follow-up 1 and gotten credit for Q2 employment. In that case, the participant will also be in the pool for median earnings, which requires employment in the second quarter after the exit quarter. Re-enrollment before 6 months of employment means that the original grantee will not be able to complete Follow-up 1, and that Q2 employment will not be achieved.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
Topic 31 (Revised)	Follow-ups for participants with multiple employers	• You must create a new Unsubsidized Employment Form for each job that a participant has during the follow-up period, generally the first 15 months after exit. No matter how many jobs the participant has, either concurrently or consecutively, you will only get credit for one Q2 employment and one Q4 employment per enrollment. In SPARQ, you can enter "no" many times for these measures, but you should only enter one "yes," even if the participant has multiple employers. • When there are multiple employers, start the follow-up with the current employer. If that employer can provide definitive information about all the measures that you are trying to capture in that follow-up, you do not have to contact previous employers. If the current employer cannot give you a definitive answer, then you contact the next most recent employer and keep moving back in time until you have gotten a definitive answer or have run out of employers. Do not delete a placement just because it was unsuccessful and the participant started a new job. • A separation from an employer followed by a return to work with the same employer can be a layoff and recall. If so, you do not enter a second placement into SPARQ. All of the follow-up occurs on the original placement and all employment outcome measures credit is tied to that placement. • If the circumstances of the separation from and subsequent return to employment with the employer are such that categorizing them as a layoff and recall is not feasible, you can enter a second placement with the same employer into SPARQ after entering an end date for the first placement. Since you can only get credit for one Q2 employment and one Q4 employment following a single exit from SCSEP, which placement you do the follow-up with will be determined by the timing of the two placements. Assuming that the participant achieved Q2 employment in the first placement but left the employment in the second quarter after the exit quarter, you would record Q2 employment with the UE record for the first placement but might have to median earnings for the second quarter after the exit quarter in the UE record for both the first and the second placement. If, after achieving Q2 employment, the participant left employment in the third quarter after the exit quarter and resumed employment in by the fourth quarter after the exit quarter, you would have to record the fourth quarter's employment in the UE record for the second placement. The fact that the two placements are with the same employer would be irrelevant.

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		• In the WebDCS, you only need to fill in the follow-up information that is required for each employer. You can leave the other fields blank and ignore the missing data messages you get, or you can enter "no" and avoid the missing data messages. The QPR treats blank fields as "no" once the time for doing the follow-up has passed.
33 (New)	PY 18 Follow-up 2: Earnings in second quarter after exit	• Follow-up 2, which captures median earnings, is scheduled for the first day of the third quarter after the exit quarter. Because you must wait for the second quarter to end to have complete wages for that quarter, you should do the second follow-up at least a week or two after the close of the second quarter – i.e., sometime in the third quarter after the quarter of exit – and you should complete it any time during that quarter. • This follow-up may be conducted in person, by mail, or by telephone. • Because you need complete wages for the second quarter after the exit quarter, it is essential that you conduct this follow-up with all employers with which the participant was employed at any time during that quarter. • You are now required to do Follow-up 2 for self-employed individuals to determine the amount of net income from self-employment during the second quarter after the exit quarter. Failure to enter some amount greater than $0 in field U33c will ultimately result in the loss of credit for Q2 employment. • This follow-up is not required for any participant who returned to program or re-enrolled within 90 days of starting employment. Nor is it required if you were unable to obtain employment information from this employer during the first follow-up.
33a (New)	Scheduled date	• This date is the first day of the third quarter after the exit quarter. • The WebDCS will automatically provide the scheduled date. You should enter this date into the hard copy form when you first fill it out so you will know when to conduct the second follow-up.
33b (New)	Completed date	• Enter the date on which the follow-up is conducted by the grantee. This information is required for all employment outcome measures. SPARQ will reject any follow-up record that is missing the completed date or has an improper completed date. • You will usually need to wait until a week or so after the close of the second quarter after the quarter of exit in order to obtain full wages for the second quarter after the exit quarter. • SPARQ contains case management reports that will help you keep track of follow-ups that are pending and that are overdue.

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
		• You may record the completed follow-up as early as the first day of the third quarter after the exit quarter, but the results will not be reflected in the QPR for that quarter until the first day of the fourth quarter.
33c (New)	Earnings for second quarter after exit quarter	• Enter the actual amount of wages (or net income form self-employment) for the second quarter after the exit quarter at this placement. Although some of the wages are available earlier than the third quarter, you obtain them during the third quarter after the quarter of exit, so you can obtain the complete wages from the employer in a single follow-up. • You must include earnings of at least $1 for any participants for whom you have recorded Q2 employment, including self-employed participants; otherwise, you will ultimately lose credit for the Q2 employment you recorded. • Data validation is required for this element.
Topic 32	Wages when working on commission	• For Follow-up 2 purposes, you will need to determine the actual earnings, including commission, from the employer. That should not be a problem since the employer is required to keep a record of all earnings, including commissions. However, for average starting wage (UE Form #16), there is no way to tell what commissions the participant may eventually earn. All you can safely do for this field is leave it blank.
Topic 33 (Revised)	Using pay stubs for earnings information	• DOL requires grantees to attempt to obtain earnings information for median earnings from the employer because that is the only way to ensure the accuracy of the data. See Topic 13 above. If repeated efforts to obtain the information from the employer are unsuccessful, the grantee may obtain the information from the participant. However, if it does so, the grantee must use paystubs for all wages it enters for median earnings; it cannot multiple one pay stub by 13 or let the participant estimate the total amount of the wages. • When using paystubs, the first and last payments may be for payroll periods that span the quarter. Grantees should count the checks when they were paid, as opposed to the pay periods they are for. This ensures consistency among the grantees and prevents a situation where each grantee makes up its own method of calculating what portion of the pay check should be allocated to Q2.
Topic 34 (Revised)	Temporary or on-call employment, effect on performance measures	• The employment outcome measures do not consider the type or duration of a particular placement. Any employment whatsoever, including temporary or on-call employment for as little as an hour during the second and fourth quarters after the exit quarter, suffices to establish Q2 or Q4 employment.

Unsubsidized Employment Form Guide

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
34 (New)	PY 18 Follow-up 3: Employment in fourth quarter after exit	• This follow-up captures employment in the fourth quarter after the quarter of exit for all participants regardless of whether they had wages in the second quarter after the quarter of exit. This follow-up effectively extends the follow-up period to 15 months from the time of exit. • You record only the fact of employment, not the amount of wages earned in this quarter. • Both the activity and reporting periods are the fourth quarter after the exit quarter.
34a (New)	Scheduled date	• This date is the first day of the fourth quarter after the exit quarter. • The WebDCS will automatically provide the scheduled date. You should enter this date into the hard copy form when you first fill it out so you will know when to conduct Follow-up 3.
34b (New)	Completed date	• Enter the date on which the follow-up is conducted by the sub-grantee. • This date is critical for the performance measures. SPARQ will not let you submit a follow-up record without this date or with an improper date in this field. • SPARQ management reports will help you keep track of pending or overdue follow-ups. • You may record the completed follow-up as early as the first day of the fourth quarter after the exit quarter, but the results will not be reflected in the QPR for that quarter until the first day of the fifth quarter.
34c (New)	Any wages for fourth quarter after exit quarter?	• This field determines if the participant achieved Q4 employment. • Indicate if the participant received any wages in the fourth quarter after the quarter of exit. • For these purposes, do not consider the quarter in which the participant first exited or the first, second, and third quarters after the exit quarter. For example, if the participant exited and began employment on July 24, 2018, the fourth quarter after the quarter of exit would be July 1-September 30, 2019. • If the participant had wages, you will check box ii. • Check box i to indicate if you were unable to obtain information about employment or wages from either the employer or the participant. • Exclusions discovered after exit are no longer recordable. • Complete this field for self-employed individuals. • Data validation is required for this element.
35 (New)	Customer satisfaction and follow-up comments.	• Enter any comments regarding the customer satisfaction surveys or follow-ups. You may enter up to 1000 characters (about 160 words).