



February 4, 2005

EASTERN CAROLINA LOCAL AREA ISSUANCE NO. 2003-04 change 1

SUBJECT: 1st and 3rd Quarter Supplemental Data

PURPOSE: To transmit policy regarding the entering of supplemental data for 1st and 3rd quarters after exit from WIA.

BACKGROUND: Supplemental data is used when no wages can be found in the UI system. This supplemental data is only valid if verified with a pay stub or verification from the employer.

ACTION: All WIA service providers will enter 1st and/or 3rd quarter supplemental data on WorkforcePlus for exited participants that are employed in those quarters only when employment has been verified by with a pay stub or verification from the employer. If the service provider verifies employment using the wage history (W-6) from ESC, supplemental data does not need to be entered on WorkforcePlus and the wage history (W-6) screen should not be placed in the participant's record.

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

CONTACT: Executive Director

DISTRIBUTION: All WIA Service Providers

Tammy Childers

Tammy L. Childers, Executive Director