

SUPPORTING DOCUMENTATION

Data Element Name	Definition	Examples of Supporting Documentation
Weekly Earnings at Employment	<p>§361.47(a)(9) and §361.5(c)(9)(i) Weekly Earnings at Employment is the amount of money (to the nearest dollar) the individual earned in a typical week after achieving an employment outcome consistent with the employment goal on an individual's IPE at the time the service record was closed and includes all income from wages, salaries, tips, and commissions received as income before payroll deductions of Federal, State, and local income taxes and Social Security payroll tax. Earnings also include profits derived from self-employed individuals. Earnings for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income.</p> <p>The documentation must include the individual's hourly wage rate, or average hourly rate if compensated through commission, along with the minimum wage rate for the location where the individual is employed at (Federal, State, or local, whichever is higher).</p>	<ul style="list-style-type: none"> ▪ Unemployment Insurance (UI) wage match, Federal employment records, or military employment records that verify the hourly wage rate (not aggregated for the quarter). ▪ Pay stub identifying the individual's hourly wage rate or annual salary. ▪ Income earned from commission in sales or other similar positions. ▪ Detailed case notes signed by the counselor in the case service record, including the date verification was received and justification for individual not providing formal documentation. ▪ Automated database systems; ▪ One-stop operating systems' administrative records, such as current records of eligibility for programs with income-based eligibility (e.g., TANF or SNAP). ▪ Self-employment worksheets; ▪ Verification received from employer (as appropriate) documented in case service record, including date of verification or copy of email, fax, or letter.
Type of Closure	<p>§361.47(a)(14) and §361.47(a)(15) The Type of Closure is a description of the individual's status in the program at the time of case closure</p>	<ul style="list-style-type: none"> ▪ Copy of the letter sent to the individual indicating that the case was closed. ▪ Employment and wage documentation. Case notes.
Date of Closure	<p>§361.47(a)(14) and §361.47(a)(15) The Date of Closure is the date that the individual exited from the VR or Supported Employment program consistent with the requirements in the regulations.</p>	<ul style="list-style-type: none"> ▪ Copy of the letter sent to the individual indicating that the case was closed.