

Before You Start the Survey

Understand the goals of the survey:

- Find out which of your participants are working, so we can begin to monitor their SEMP dollars accordingly
- Get required data ISS must submit to state monthly
- Get documentation about participant's job so we can meet state requirements

Gather info about the jobs your participants held in the month of October, 2016. You'll want to have the following ready:

- Name of employer
- Hire data (exact or approximate, if exact not known)
- Hourly wage
- Average weekly hours worked
- Termination date, if applicable, even if in a previous month
- Termination reason, if applicable, even if in a previous month
- Documentation proving employment that shows the wage
 - Paystub, proof of employment, or letter from the Dept. Of Labor

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