

Idaho Adult Education Policy and Guidance

Collection of Supplemental Employment and Earnings Data

Purpose: Under the Workforce Innovation and Opportunity Act (WIOA), performance measures require states to track employment and earnings after a participant exits adult education. Idaho Adult Education uses data matching with the Idaho Department of Labor as the primary method for collecting these employment and earnings outcomes required

Since not all employment and earnings outcomes can be obtained through data matching, local programs are responsible for conducting participant follow-up surveys through LACES and documenting the results.

Local programs shall prioritize follow-up efforts for participants who do not have a Social Security Number (SSN) recorded in LACES. Participants with valid SSNs are generally included in Idaho's wage-record matching process and typically do not require supplemental employment follow-up.

This guidance applies to the following WIOA performance indicators:

- Employment Rate, Second Quarter After Exit
- Employment Rate, Fourth Quarter After Exit
- Median Earnings, Second Quarter After Exit

Students Requiring Follow-Up

Local programs shall use the LACES Follow-Up Survey module to collect employment and earnings information for participants identified in the Student PoPs Eligible for Survey widget. The LACES Follow-Up Survey serves as Idaho Adult Education's approved survey instrument for supplemental employment and earnings follow-up. Programs shall follow the prompts and data-entry fields provided within LACES. For FY 2026-2027, local programs shall conduct follow-up surveys for participants appearing in the following categories:

- Student PoPs requiring survey for 2nd quarter employment - No SSN
- Student PoPs requiring survey for 2nd quarter employment with median earnings - No SSN
- Student PoPs requiring survey for 4th quarter employment - No SSN

Follow-Up Survey Process

Local programs shall review the **Student PoPs Eligible for Survey** widget at least once each calendar quarter. Recommended review periods are:

- October
- January
- April
- July

For each participant identified, local programs shall use LACES and

1. Open the participant record from the Student PoPs Eligible for Survey widget.
2. Contact the participant by phone, email, or text message.
3. Complete the Follow-Up Survey in LACES.
4. Record employment information in LACES.
5. Record earnings information, when applicable.
6. Update LACES Contact History with:
 - Date
 - Method of contact
 - Result of contact attempt

Programs are encouraged to conduct follow-up as soon as possible after participants become eligible. Delays in follow-up may reduce response rates and data quality. Employment and earnings information reported through the LACES Follow-Up Survey may be used as supplemental wage information for federal performance reporting purposes. Obtaining pay stubs, employer verification, tax documents, or other supporting documentation is optional but not required under this guidance.

Record Retention

Programs shall maintain records supporting supplemental employment and earnings follow-up activities in accordance with applicable federal and state record-retention requirements. Records must be available upon request during monitoring, data validation reviews, audits, or federal program reviews.

Monitoring and Data Validation

The Idaho Adult Education Office may review supplemental employment records during monitoring and data-validation activities.

Programs shall be prepared to demonstrate:

- The process used to identify participants requiring follow-up.
- Contact attempts documented in LACES.
- Survey responses entered into LACES.
- Employment and earnings outcomes recorded in LACES.
- Records maintained according to state requirements.

When employment or earnings information cannot be obtained through either data matching or supplemental follow-up, programs shall document follow-up attempts in LACES and follow Idaho Adult Education reporting procedures.

Additional training

1. LACES [July 2026 webinar](#) and posted on User News in LACES (contact the state office for password)
2. [LACES FY26-27 Table 5 Standard](#)

Questions? Please contact Christine Hagedorn Reilly, State Director, by email at christine.hagedornreilly@cte.idaho.gov or by phone at 208-605-4542.

Attachment A

Local Program Follow-Up Checklist

	Steps	Complete
1	Open the LACES Dashboard.	☐
2	Open the Student PoPs Eligible for Survey widget.	☐
3	Review participants in the following categories: • 2nd Quarter Employment - No SSN • 2nd Quarter Employment with Median Earnings - No SSN • 4th Quarter Employment - No SSN	☐
4	Contact the participant by phone, email, or text message.	☐
5	Complete the Follow-Up Survey in LACES.	☐
6	Enter employment information in LACES.	☐
7	Enter participant-reported earnings, if applicable.	☐
8	Update Contact History and case notes, if needed.	☐
9	Retain records for monitoring and data validation purposes.	☐

References and Authorities

National Reporting System for Adult Education. (2026). *Technical Assistance Guide for Performance Accountability under the Workforce Innovation and Opportunity Act*. U.S. Department of Education, Office of Career, Technical, and Adult Education. <https://nrsweb.org/sites/default/files/2026-05/NRS-TA-Guide-May-2026-508.pdf>

Office of Career, Technical, and Adult Education. (2025, July 10). *OCTAE PM 17-6: Guidance on supplemental wage information*. U.S. Department of Education. <https://www.ed.gov/media/document/guidance-use-of-supplemental-wage-information-implement-performance-accountability-requirements-under-wioa-36962.pdf> [ed.gov]

Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, § 116. <https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

34 C.F.R. § 463.155. Primary indicators of performance. <https://www.ecfr.gov/current/title-34/subtitle-B/chapter-IV/part-463/subpart-I/section-463.155>

34 C.F.R. § 463.175. Use of quarterly wage records and other information. <https://www.ecfr.gov/current/title-34/subtitle-B/chapter-IV/part-463/subpart-I/section-463.175>

2 C.F.R. §§ 200.334-200.337. Record retention and access requirements. <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D>