

**Additional Considerations when Using Supplemental Wage
Information for the Core Programs**

When collecting supplemental wage information for the core programs, the Departments recommend that States consider the following:

1. The varying intervals of pay schedules mean that not every quarter reflects 13 weeks' wages, and the agency may need to make adjustments. The wage conversion chart in **Attachment 3** to OCTAE Program Memorandum 17-2; DOL TEGL No. 10-16, Change 3; and [RSA TAC 17-01](#) provides a conversion tool. It is important to note that when collecting supplemental wage information for the median earnings indicator, programs must only report those wages that are actually paid to the participant during the quarter, not projected amounts based on the wage conversion chart.
2. Core programs must ensure that information gathered is representative of the participant's regular hours and earnings. This information can be acquired in an interview by program staff with the individual or the employer if the information obtained addressed the following information:
 - Average hours scheduled per week;
 - Average hours actually worked per week;
 - Wage per hour;
 - Availability of paid leave; and
 - Start and end dates of employment (or start date and still employed).
3. Activities related to acquiring supplemental wage and earnings information must conform to an agency's policies and procedures. Supplemental information reported to the core program must be consistent with the core program's reporting requirements.