

Checklist for Administration of Employer Survey

Pre-Survey Activity

1. The sub-grantee records in SPARQ whether the employer has received a substantial service in connection with the placement and whether the employer is also a host agency. Sub-grantee notifies a qualified employer at time of placement that the survey will be coming. See *Alerting Employers to Survey*. Employer is qualified for the survey only if it is not also a host agency and if the sub-grantee has had substantial interaction with the employer in connection with the placement. Employer is surveyed only once each year. Self-employed participants do not receive the employer survey. The *Pending Employer Survey* management report lists each employer that should receive a survey.
2. Grantee obtains surveys, pre-printed reply envelopes, and blank mailing envelopes from its sub-grantees. (May obtain additional stock if needed from SCSEP national office.) Each survey has a pre-printed number on the back of the last page.
3. Grantee must provide live, first-class stamps (not through a postage meter) for reply envelopes (and for mailing envelopes if surveys are mailed rather than hand-delivered).

Activity for First Survey

1. For each qualified employer, grantee generates cover letter to employer contact person using standard text. See *Cover Letter for Employers*. Letter is printed on grantee's letterhead and signed in blue ink by the grantee administrator.
2. Grantee affixes employer contact person's address to blank mailing envelope and puts grantee's return address in upper left corner.
3. Grantee assembles survey packet -- cover letter, survey, return envelope (with live, first-class postage stamp affixed (not by a postage meter) – and delivers it to employer contact in person between 20 and 100 days after the date of placement. Delivery by mail (with first-class postage affixed, again, not by postage meter) is permitted but strongly discouraged.
4. Each survey has a unique code at the bottom of the last page, e.g., E20000. Grantee enters only the five survey numbers of this code without the leading letter "E" into survey number field (UE field 23) of Unsubsidized Employment Form in SPARQ. Grantee also enters date of delivering survey packet into SPARQ (UE field 23). Enter a given survey number only once for the placement of a particular participant with a single employer. See Note B below.
5. Dataprep sends a weekly email notification to all sub-grantees and grantees listing the survey numbers and dates received for all completed surveys. Grantee should monitor Dataprep e-mails for three weeks after delivery of first survey and should check numbers of completed surveys against tracking form.
6. If survey received, sub-grantee is done.

NOTES:

A. The current version of the employer survey has an OMB expiration date of 8/31/2018 in the upper left-hand corner of the first page. (While the request for extension of the expiration date is pending with OMB, the surveys remain approved for use after the current

expiration date.) The survey numbers for this version appear at the bottom of the last page of the survey. The survey numbers begin with the letter E, followed by five numbers. All approved surveys will be in the range of E20000 to E39999. Grantees may not use any prior versions of the employer survey and should destroy any old stock.

B. A survey number is assigned to the placement of a participant with a unique employer. A survey number may only be entered once for the placement of a single participant with a single employer. Only grantees may enter the survey number and date of deliver into SPARQ.

C. Although the grantee is now required to prepare and deliver the survey, the grantee may arrange for the sub-grantee staff person who was involved in the placement to deliver the in person under the direction of the grantee.

Activity for Second Survey

1. If employer does not complete the first survey, i.e., survey number does not appear on the weekly Dataprep list, the grantee should call employer contact (or ensure that the sub-grantee staff person makes the call) and say that it will send another copy of survey. See *Talking Points for Informing Employers of Second (or Third) Survey*.

2. Grantee generates follow-up letter using same procedures as for first cover letter. See *Follow-up Letter to Unsubsidized Employers for Second (or Third) Survey*.

3. Grantee assembles another survey packet (follow-up cover letter, survey, stamped return reply envelope) and mails to employer contact.

4. Grantee enters new unique survey number and date of mailing into SPARQ (UE field 24). Again, this survey number may only be entered once and only for the employer that hired the particular participant who is the subject of the survey. Only the grantee can enter the survey number and date.

5. Dataprep notifies sub-grantee and grantees weekly of all surveys completed. Grantee monitors Dataprep e-mail for 3 weeks after mailing of second survey and checks numbers of completed surveys against tracking form.

6. Grantee is done.

NOTE: Third surveys are not required at this time.

Tracking Delivery of Employer Surveys

1. The *Pending Employer Survey* management report lists each employer that should receive a first survey. When a survey number is entered into field UE 23 of SPARQ or 100 days have elapsed since the date of placement (whichever occurs first), the employer is removed from the report. A warning in SPARQ triggers during the first 80 days of placement if an employer on the report has not been surveyed; this warning becomes a reject at day 80. The reject disappears at 120 days, after which time the employer is no longer qualified to be surveyed.

2. The *Employer Survey Tracking Form* is designed to help sub-grantees and grantees keep track of which employers have received a first survey and whether these employers need a second survey.

3. Grantees should update the tracking form each Tuesday (the Dataprep e-mails with the list of completed surveys arrives each Monday) and send it to their sub-grantee. The form should be updated even if there is no new activity to report