Upgrade Wage Record Database to Record and Maintain Full Name Project Description

Available Funds: Up to $100,000 per state.

Purpose: To revise the database structure for the State Workforce Agency (SWA) wage record file to accommodate the full name for each wage record item. The Office of Child Support Enforcement (OCS) within the Department of Health and Human Services (HHS) began to require that SWAs report quarterly wage (QW) data in 1997. An important component of the QW data is the name for each record. Full names provided on wage records allow for the Social Security Administration (SSA) to validate the UI QW data. Information about HHS' QW data requirements is available on the HHS web site at http://www.acf.hhs.gov/programs/cse/newhire/library/ndnh/guide/3.htm#18.2. Examples of activities for which funds may be requested include:

1. Modify SWA wage record database to retain a full last name, a full first name and a full middle name (and/or middle initial) for each quarterly wage record item.

2. Develop or modify paper forms to accommodate new or expanded name fields.

3. Implement a recognized wage-reporting standard, such as the Federal Magnetic Media Reporting and Electronic Filing (MMREF) format to accommodate the transmission of the revised name structure.

4. Develop or modify the SWA Internet wage-reporting application to accommodate the revised name structure.

5. Develop or modify existing OCR/ICR data capture systems to recognize and capture the expanded name structure.

6. Develop or modify existing data entry screens to enable the entry of the expanded name structure.

7. Modify existing wage record file to eliminate any special characters, such as suffixes like Jr., Sr., etc.

8. Develop training materials and pamphlets to educate employers on how to prepare revised forms or data files in the new format.

Questions about this project may be directed to Thomas Crowley at Crowley.Thomas@dol.gov.

SBR Outline for Upgrade Wage Record Database to Record and Maintain Full Name

This outline must be used by the state to request funds to implement the ICON UCFE Application.

Project Title: The project title should be Upgrade Wage Record Database to Record and Maintain Full Name.

Proposal Activities: List all activities from the list above that will be included in this SBR. If additional activities will be included provide a brief description of these activities.

Project Contact: Please provide the name, telephone number and e-mail address of person who can provide additional information about this specific project.

Total Funds Requested: Provide the total dollar amount requested for this project which cannot exceed $100,000.

Project Timeline – Provide estimated dates below. If a timeline has been developed for the project it can be substituted for this information.

Begin system development   _____
Complete system development   _____
Change training and employer documentation materials _____
SWA wage record file in compliance   _____
SWA transmits compliant file to NDNH   _____

Costs: Cost expenditures must match those on the SF 424A. Provide cost estimates for all proposed project expenditures.

<u>Hardware, Software, Telecommunications Equipment</u> - List all items that are to be purchased with this SBR.

Item	Number Requested	Cost Per Item	Total Cost

<u>Staff</u> - The proposal should identify both one-time SWA staff needs (in excess of base staff) and contract staff needs. Staff needs should include the type of position (e.g., program analyst), the expected number of staff hours, and the projected hourly cost. SWAs should include information in the following table for all staff requests.

Position Title	# Hours	Cost Per Hour	Total

<u>Other</u> - Identify other expenditures and include cost estimates.