

Checklist for Administration of Employer Survey

Pre-Survey Activity

1. Sub-grantee notifies qualified employer at time of placement that survey will be coming. See *Alerting Employers to Survey*. Employer is selected only if it is not also a host agency and if the sub-grantee has had substantial communication 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 receives surveys, pre-printed reply envelopes, and blank mailing envelopes from SCSEP national office. Each survey has a pre-printed number on the back of the last page.
3. Grantee sends sub-grantees a supply of surveys, pre-printed reply envelopes, and blank mailing envelopes.
4. Sub-grantee must provide live, first-class stamps (not through a postage meter) for reply envelopes.

Activity for First Survey

1. For each qualified employer, sub-grantee generates cover letter to employer contact person using standard text. See *Cover Letter for Unsubsidized Employers*. Letter is printed on sub-grantee's letterhead and signed in blue ink by the sub-grantee staff person who made the placement and will conduct the first follow-up.
2. Sub-grantee affixes employer contact person's address to blank mailing envelope and puts sub-grantee's return address in upper left corner.
3. Sub-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 at time of first follow-up (Follow-up 1); survey must be delivered within 100 days of 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. Sub-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. Sub-grantee also enters date of delivering survey packet into SPARQ (UE field 23).
5. Dataprep sends a weekly email notification to all sub-grantees and grantees listing the survey numbers and dates received for all completed surveys. Sub-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. 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 and sub-grantees may not use any prior versions of the employer survey and should destroy any old stock.

B. In cases where it is necessary for the grantee to prepare and mail the survey on behalf of the sub-grantee, the grantee must use sub-grantee letterhead and mailing envelopes and must sign the letter with the name of the sub-grantee staff person who was most involved in the placement. In addition, that sub-grantee staff person must call the employer shortly before the survey is mailed and inform the employer that the survey is on its way. The staff person should not indicate that the survey is being mailed by the grantee. All other requirements for administering the surveys must be adhered to.

Activity for Second Survey

1. If employer does not complete the first survey, i.e., survey number does not appear on a weekly Dataprep list, sub-grantee should call employer contact and says that it will send another copy of survey. See *Talking Points for Informing Employers of Second (or Third) Survey*.
2. Sub-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. Sub-grantee assembles another survey packet (follow-up cover letter, survey, stamped return reply envelope) and mails to employer contact.
4. Sub-grantee enters new unique survey number and date of mailing into SPARQ (UE field 24).
5. Dataprep notifies sub-grantee weekly of all surveys completed. Sub-grantee monitors Dataprep e-mail for 3 weeks after mailing of second survey and checks numbers of completed surveys against tracking form.
6. Sub-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, the employer drops off the report.
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. Sub-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 grantee. The form should be updated even if there is no new activity to report.