

## Wage Documentation Requirements for Statewide Service Providers

The Rehabilitation Services Administration requires DVR to collect wage verification and start date documentation from consumers and/or employers. DVR asks as a part of the delivery of services, service providers assist in getting that documentation.

**Before** receiving a payment for retention or transition to long term support DVR Service Providers are **required** to provide the start date of employment and the hourly wage rate documentation to DVR as part of service delivery in the following services:

- Customized Employment
- Individual Placement and Support (IPS)
- Job Preparation and Development, Job Development Hire and Job Retention
- Student Work Based Learning
- Supported Employment

If a service provider is collecting documentation, they are expected to have the consumer's permission. The provider may use their own form if it contains all required information. DVR also created a Sample Wage Verification Form that can be used to record wage documentation.

Wage Documentation Sample Form:

<https://dwd.wisconsin.gov/dvr/service-providers/pdf/sample-wage-doc-form.pdf>

DVR service providers may get the wage documentation from consumers or employers. Documentation of the hourly wage and start date does not have to be on a single document (e.g., a pay stub showing hourly wage and a letter from the employer with start date is acceptable)

The following are acceptable forms of wage and start date verification: wage stubs, offer letter, or employer documentation containing:

- the employer/business name,
- signature of the employer, (including their job title)
- start date
- hourly wage

If the information is emailed, the message must contain information indicating the email is directly from the employer (e.g., signature line that includes employer name and title).

Questions about wage documentation should be directed to the DVR case facilitator.