

14(c) Employer Name & Logo

**WIOA Subminimum Wage Employee Documentation Guide
Adult (25 Years of Age or Older)**

Employee Name: _____ Date of Hire: _____ Employee Age & DOB: _____

Subminimum Wage Restrictions for Adults

WIOA prohibits employers who are section 14(c) certificate-holders from continuing to pay a subminimum wage to any individual with a disability, regardless of age, unless the employee receives career counseling, information and referral services every six months during the first year of employment and annually thereafter. In addition, the employer must provide information about self-advocacy, self-determination, and peer mentoring training opportunities available in the local area to each employee every six months during the first year of employment and annually thereafter. The training opportunities may be provided under applicable federal or state programs or other sources, but must not be provided by an entity that has any financial interest in the individual’s employment outcome, including any entity that holds a section 14(c) certificate. The employer must review, verify, and maintain copies of documentation that these services have been provided as a condition of paying a subminimum wage to that employee. **{Small Business Exception:** Employers with fewer than 15 employees may refer each of their employees to the appropriate VR agency for both of the below on-going requirements.}

Career Counseling and Information & Referral: Individuals with disabilities hired at subminimum wage on or after July 22, 2016, must be provided these services every 6 months for the first year and annually thereafter for as long as the individual is employed at subminimum wage. For individuals, including youth, employed at subminimum wage prior to July 22, 2016, the required information must be provided once before July 22, 2017, and annually thereafter. The employee will provide documentation of the service to the employer.

Interval & Date Due	Date & Method Form was Transmitted to Individual	Service Provided By	✓ Documentation Received	Signature of Staff Completing Form
6 Month Requirement				
1 Year Requirement				
2 Year Requirement				

Self-Advocacy, Self-Determination, & Peer Mentoring Services: Individuals with disabilities hired at subminimum wage on or after July 22, 2016, must receive information about self-advocacy, self-determination, and peer mentoring training opportunities every six months during the first year of employment and annually thereafter. For individuals, including youth, employed at subminimum wage prior to July 22, 2016, the required information must be provided once before July 22, 2017, and annually thereafter. For documentation purposes, employers must show what and when information on these services was provided to the employee.

Interval & Date Due	Date & Method Information was Transmitted to Individual	Specific Information Provided	Signature of Staff Completing Form
6 Month Requirement			
1 Year Requirement			
2 Year Requirement			