



## EMPLOYMENT/EDUCATION VERIFICATIONS

Department: Office of Economic & Workforce  
Development

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Supersedes: N/A

### **Overview**

In order to ensure the integrity of the placement information being reported to OEWD and the federal government, verification of employment/education and employment retention will be required for every participant reported as placed by an agency.

### **Participant Release of Information Form**

Many employers and educational institutions (for youth) require the permission of the employee in order to release any employment information to a third party. In order to eliminate this barrier to obtaining information proactively, each WIA participant entered into Core B services must sign a ***Release of Information*** form which will give their employer(S) permission to release information including start date, job title, wage and termination date (if applicable) once they have obtained employment. Release of Information forms will be kept in each participant's file so that Business Services staff may provide a copy to employers at the time of initial Employment Verification, after six months and at the 1 year employment retention mark.

### **Signed Employment/Education Verifications**

Employment Verification Forms must be **signed by the employer or educational institution** at the time of initial placement, after six (6) months of employment and at the one (1) year employment retention mark. The prescribed ***Employment Verification Form*** is included with this policy/procedure and will be used for all verifications requiring an employer's signature. Always include a copy of the participant's ***Release of Information Form*** when sending a verification request to an employer. **Emails** from an employer are acceptable forms of written employment verification as long as the body of the email indicates the required employment information and the name and title of the person providing the information.

### **Verbal Employment/Education Verifications**

Business Services Representatives may complete verbal verifications with employers (not participants) at the 60 and 90 day employment retention marks. The prescribed

**Verbal Employment Verification Form** is included with this policy/procedure and will be completed when doing all verifications.

### **Third Party Employment Verification**

Some companies contract with third parties to provide employment verification services. This is common with larger companies. One of the most frequently used services is The Worknumber.Com. You may access a participant's employment verification for through this service provided you have the company name, the participant's social security number. No fee is charged to Social Service Agencies. One representative must set up the initial account and then you will be provided with an employer code that will allow any employee to use the service. Once a verification is obtained, print it out, complete the regular **Employment Verification Form** with the information obtained from the service and staple the printed verification to the back of the form. On the employer signature line write "see attached".

### **When Wage Information Is Not Provided**

Some employers refuse, or simply do not, include wage information on a verification form. It is a rare occurrence but, when this happens, visit [www.salary.com](http://www.salary.com) , obtain an average wage for the job title in the geographical area where the participant is working and document this information on the verification form (be sure to indicate it came from salary.com and initial the wage).

### **When A Participant Has Left Their Job**

Through the process of verifying employment and employment retention, Business Services staff may come to learn that a participant is no longer working with that employer. Staff is expected to offer to assist the employer with backfilling the vacant position and is expected to contact the participant to see if additional placement assistance is required.

### **Required Reporting**

All employment and employment retention information must be entered into the JTA system. No other formal reporting is required for employment verification.

### **Records Maintenance**

Employment Verification Forms (both employer signed and verbal verifications) are to be kept in each participant's file. Verifications will be reviewed as part of OEWD's regular auditing process (see *Program Auditing*). At the end of each quarter, the OEWD Contract Compliance Specialist will also randomly contact 20% of the employers that

completed verifications in the prior quarter to verify the information documented in the participant files.