



EMPLOYMENT AND EDUCATION VERIFICATIONS

Department: Office of Economic & Workforce
Development

Effective Date: June 1, 2013

Policy/Procedure #: WDD 106Y

Supersedes October 1, 2009

Overview

In order to ensure the integrity of information being reported to OEWD and the federal government, verification of employment/education, employment retention, attainment of degree and increases in math and reading skills will be reported by the Provider for every participant.

Participant Release of Information Form

Many employers and educational institutions require the permission of the participant in order to release any employment or educational information to a third party. In order to eliminate this barrier to obtaining information proactively, each participant in OEWD-funded services must sign a **Release of Information** form which will give such entities permission to release information. Release of Information forms will be kept in each participant's file.

Verification of Common Measure Outcomes

All youth participants in OEWD-funded programs are held to the following Common Measures of performance and corresponding percentage goals. The percentage goals are based upon the percentage of participants who need placement assistance, degree attainment or increases in basic math and reading skills at time of enrollment. Providers may be held accountable to assist youth to attain more than one common measure depending upon their needs at enrollment (see *Common Measure Guide*).

COMMON MEASURES	PERCENTAGE GOAL
Placement in Employment or Education	70%
Attainment of Degree	50%
Literacy and Numeracy	30%

Providers must verify all attainment of Common Measures for each participant and submit proof to OEWD at time of Exit and Follow Up, where applicable.

Placement in Education

As required, the provider must **verify** placement in post-secondary or advanced training/occupational skills training at time of Exit, if attained, or by the first quarter after Exit (approximately 90 days after Exit). Additionally, the provider must report retention for one year after exit; however, verification is only required at Exit or first quarter Follow Up. Acceptable documents include:

- OEWD Form 117 Written Employment & Verification Form, completed and signed by educational institution; or
- Institution generated class schedule (online schedule with date acceptable)
- Documents from the institution reflecting current enrollment or report card

Placement in Employment

As required, the provider must verify placement in permanent, unsubsidized employment, including apprenticeships, at time of Exit, if attained, and by the first quarter after Exit. The provider must also verify retention in Employment by the third quarter after Exit, and report retention for one year after Exit. Acceptable documents include:

- OEWD Form 117 Written Employment & Verification Form completed and signed by employer
- Copy of check stub; or
- Copy of official letter of employment from employer; or
- Email from Employer; or
- Third party documentation (see Third Party Employment Verification)

Attainment of Degree

As required, the provider must verify attainment of a degree, including High School Diploma, GED or completion of industry-accepted vocational skills training. The provider may verify at Exit or by third quarter after Exit. Acceptable documents include:

- Form 117 Written Employment & Verification Form, completed and signed by educational institution; or
- Copy of Diploma, Degree or *acceptable* Training Certificate; or
- Documents from the institution on reflecting completion of a degree/diploma or acceptable training

Increases in Literacy and Numeracy

Type	Exit	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Time Period	At Exit	3- 6 months	6 – 9 months	9 – 12 months	12 + months
Employment Placement	Verify, if attained	Verify	Report Retention	Verify	Report Retention
Education Placement	Verify, if attained	Verify if not verified at Exit	Report Retention	Report Retention	Report Retention
Degree Attainment	Verify, if attained	Verify if not verified previously	Verify if not verified previously	Verify if not verified previously	NA
Increase in Literacy and Numeracy	Verify at or PRIOR to Exit	NA	NA	NA	NA

As required, the provider must verify any increases in Literacy and Numeracy prior to or at time of Exit. Acceptable documents include:

- Pre- and Post-Assessment answer sheets showing increase in Math or Reading

Common Measure Verification and Follow Up

Employment & Education Verification Forms must be signed by the employer or educational institution. Always include a copy of the participant's **Release of Information Form** when sending a verification request to an employer or educator. An **EMAIL** from an employer is acceptable as written employment verification IF it contains the required information as specified on the verification form AND it contains the name and title of the person providing the information.

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.

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 , 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).

Reporting Outcomes

All verification of outcomes achieved must be reported to OEWD through the Workforce Central reporting system in accordance with the WIA Common Measures outcome reporting requirements. Outcomes may be submitted prior to verification via the Pre-Exit Placement form, but credit for obtaining outcomes will not be given until third-party written documentation is uploaded into Workforce Central.

INQUIRIES

Inquiries should be addressed to the OEWD Program Operations Director at 415-701-4848 or workforce.development@sfgov.org.

OEWD and its service providers shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.