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).

<table>
<thead>
<tr>
<th>COMMON MEASURES</th>
<th>PERCENTAGE GOAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement in Employment or Education</td>
<td>70%</td>
</tr>
<tr>
<td>Attainment of Degree</td>
<td>50%</td>
</tr>
<tr>
<td>Literacy and Numeracy</td>
<td>30%</td>
</tr>
</tbody>
</table>
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

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

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.