



EMPLOYMENT/EDUCATION VERIFICATIONS

Department: Office of Economic & Workforce
Development

Effective Date: June 1, 2013

Policy/Procedure #: WDD 106-A

Supersedes: August 1 2008

Overview

In order to ensure the integrity of the placement information being reported to OEWD, City and County of San Francisco, State of California 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 or student in order to release any employment/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.

Placement in Employment

As required, the provider must verify placement in 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 and Education Verification Form, completed and signed by employer; or
- 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)

For 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 and Education 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

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:

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

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 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 , 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).

Required Reporting

All employment/education and employment retention information must be entered into OEWD's data system and upload all required employment verification documents.

Records Maintenance

Employment/Education Verification Forms are to be kept in each participant's file. Verifications will be reviewed as part of OEWD's Program Compliance Review.

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.