

EXHIBIT 4-2 INITIAL PLACEMENT VERIFICATION AND DOCUMENTATION REQUIREMENTS

	Job Placement	Education Placement	Combination Job/College
Verification Requirements	<p>100 percent of initial placements must be verified and documented with the employer (or with student, if self-employed) or armed forces branch.</p> <p>To be considered a valid job placement, employment must be:</p> <ol style="list-style-type: none"> i. Paid ii. Unsubsidized, and iii. Within compliance of wage requirements of Fair Labor Standards Act, unless employment is in Puerto Rico, U.S. Virgin Islands, or the U.S. Trust Territories. 	<p>100 percent of education placements must be verified and documented directly with the university/college (including online university/college) or other education training program.</p> <p>Participation in a university/college (including online university/college) or other education training program is considered a placement only after actual continued enrollment of one week.</p>	<p>Verification of combination job and university/college (including online university/college) must comply with the requirements of each category.</p>
Documentation Requirements	<ol style="list-style-type: none"> 1. Placement verification must include the following information: <ol style="list-style-type: none"> i. Employer's name; ii. Date the student actually reported for employment; iii. Number of hours per week student actually worked; iv. Hourly wage; v. Name, title, and phone number of person at the place of employment who provided information; and vi. Date of verification. 2. Placement verification documentation must be submitted via: <ol style="list-style-type: none"> i. U.S. mail ii. Fax, or iii. Electronic scan and e-mail 3. Acceptable verification documentation includes: <ol style="list-style-type: none"> i. A copy of an official 	<ol style="list-style-type: none"> 1. Verification of a university/college (including online university/college) or other education training program placement must include confirmation of 1 week's continued enrollment as well as the following information: <ol style="list-style-type: none"> i. Name of university/college or training institution; ii. Date the student actually enrolled or reported for class; iii. Credit hours for which enrolled, or hours attended class or hours worked at on-the-job training/subsidized employment for the week being verified; iv. Specific duration requirements, if applicable; v. Name, title, and phone number of person at institution who provided information; 	<p>Verification of combination job and university/college (including online university/college) will include the information obtained for the job placement, as well as for the education placement.</p>

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	<p>pay stub or employer wage record indicating both hours per week worked and wages paid to the student (Note: For part-time placements where a biweekly pay stub indicates that the student worked <i>between 40 and 63 hours</i> during the two weeks, and the pay stub does not specify the actual number of hours worked for each seven-day period, it is acceptable to record half the hours reported on the pay stub as the hours worked per week); or</p> <p>ii. Direct written or electronic employer confirmation of placement on letterhead, indicating both hours per week worked and wages paid to the student; or</p> <p>iii. An employer verification form indicating both hours per week worked and wages paid to the student with a business card, fax band stating the employer's name, or official stamp affixed; or</p> <p>iv. An electronic employer verification form or electronic third-party verification as approved by the Office of Job Corps (e.g., The Work Number).</p> <p>4. Verification of placements, which are combinations of two jobs, will include, for each job, the information as defined above. Where a placement</p>	<p>and</p> <p>vi. Date of verification.</p> <p>2. Placement verification documentation must be submitted via:</p> <p>i. U.S. mail</p> <p>ii. Fax, or</p> <p>iii. Electronic scan and e-mail</p> <p>3. Acceptable verification documentation includes:</p> <p>i. A copy of an official school transcript indicating the date and number of hours enrolled;</p> <p>ii. Direct written or electronic school confirmation of enrollment on letterhead indicating the date and number of hours enrolled;</p> <p>iii. A school verification form indicating the date and number of hours enrolled with a fax band stating the school's name or official stamp affixed; or</p> <p>iv. An electronic third party verification as approved by the Office of Job Corps (e.g., National Student Clearing House).</p>	

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	<p>consists of a combination of two jobs, verification of both jobs must be for the same 7 consecutive-day period. Both verification dates will be reported.</p> <p>5. Verification for a student who is self-employed must include at least one of the following source documents:</p> <ul style="list-style-type: none"> i. Business license; ii. Employer ID number; iii. Copies of income checks; iv. Job materials and/or equipment; v. Wage records; vi. Newspaper and/or other advertising for business; or vii. 1099 MISC Form. 		
<ol style="list-style-type: none"> 1. Unverifiable placements identified through the “post-placement follow-up survey” will be determined as “questionable placements” until re-verification by the Career Transition Services provider is completed and placements are determined to be valid, invalid, or unverifiable. 2. All re-verification information must be returned directly to the Regional Office within 30 days of notification. 3. Readmission to Job Corps is not considered a placement. 4. Verification forms may have an electronic signature. 			