

<b>INITIAL PLACEMENT VERIFICATION AND DOCUMENTATION REQUIREMENTS</b>			
	<b>JOB PLACEMENT</b>	<b>EDUCATION PLACEMENT</b>	<b>COMBINATION JOB/COLLEGE</b>
<b>Verification Requirements</b>	<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> <ul style="list-style-type: none"> <li>(i) Paid</li> <li>(ii) Unsubsidized, and</li> <li>(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.</li> </ul>	<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>
<b>Documentation Requirements</b>	<ol style="list-style-type: none"> <li>1. Placement verification must include the following information:                             <ul style="list-style-type: none"> <li>(i) Employer’s name;</li> <li>(ii) Date the student actually reported for employment;</li> <li>(iii) Number of hours per week student actually worked;</li> <li>(iv) Hourly wage;</li> <li>(v) Name, title, and phone number of person at the place of employment who provided information; and</li> <li>(vi) Date of verification.</li> </ul> </li> <li>2. Placement verification documentation must be submitted via:                             <ul style="list-style-type: none"> <li>(i) U.S. mail</li> <li>(ii) Fax, or</li> <li>(iii) Electronic scan and e-mail</li> </ul> </li> <li>3. Acceptable verification</li> </ol>	<ol style="list-style-type: none"> <li>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:                             <ul style="list-style-type: none"> <li>(i) Name of university/college or training institution;</li> <li>(ii) Date the student actually enrolled or reported for class;</li> <li>(iii) Credit hours for which enrolled, or hours attended class</li> </ul> </li> </ol>	<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>

	<p>documentation includes:</p> <ul style="list-style-type: none"> <li>(i) A copy of an official 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</li> <li>(ii) Direct written or electronic employer confirmation of placement on letterhead, indicating both hours per week worked and wages paid to the student; or</li> <li>(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</li> <li>(iv) An electronic employer verification form or electronic third-party verification as approved by the Office of Job Corps (e.g., The Work Number).</li> </ul> <p>4. Verification of placements, which are combinations of two jobs, will include, for each job, the information as defined above. Where a placement consists of a combination of two jobs, verification of both jobs must be for the same 7 consecutive-day period. Both</p>	<p>or hours worked at on-the-job training/subsidized employment for the week being verified;</p> <ul style="list-style-type: none"> <li>(iv) Specific duration requirements, if applicable;</li> <li>(v) Name, title, and phone number of person at institution who provided information; and</li> <li>(vi) Date of verification.</li> </ul> <p>2. Placement verification documentation must be submitted via:</p> <ul style="list-style-type: none"> <li>(i) U.S. mail</li> <li>(ii) Fax, or</li> <li>(iii) Electronic scan and e-mail</li> </ul> <p>3. Acceptable verification documentation includes:</p> <ul style="list-style-type: none"> <li>(i) A copy of an official school transcript indicating the date and number of hours enrolled;</li> <li>(ii) Direct written or electronic school confirmation of enrollment on letterhead indicating the date and number of hours enrolled;</li> <li>(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</li> </ul>	
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	<p>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"> <li>(i) Business license;</li> <li>(ii) Employer ID number;</li> <li>(iii) Copies of income checks;</li> <li>(iv) Job materials and/or equipment;</li> <li>(v) Wage records;</li> <li>(vi) Newspaper and/or other advertising for business; or</li> <li>(vii) 1099 MISC Form.</li> </ul>	<p>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>	
<ol style="list-style-type: none"> <li>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.</li> <li>2. All re-verification information must be returned directly to the Regional Office within 30 days of notification.</li> <li>3. Readmission to Job Corps is not considered a placement.</li> <li>4. Verification forms may have an electronic signature.</li> </ol>			