

PLACEMENT VERIFICATION AND DOCUMENTATION REQUIREMENTS

	JOB PLACEMENT	EDUCATIONAL PLACEMENT	COMBINATION JOB/COLLEGE
Verification Requirements	<p>100% 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 job placement, employment must be:</p> <ul style="list-style-type: none"> i. paid; ii. unsubsidized; and iii. within compliance of wage requirements of Fair Labor Standards Act. 	<p>100% of educational placements must be verified and documented directly with the university/college (including online university/college) or other educational training program.</p> <p>Participation in a university/college (including online university/college) or other educational training program is considered a placement only after actual, verified attendance of 1 week. If attendance cannot be verified, then verification of 1 week's continued enrollment is acceptable.</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: <ul 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. Acceptable verification documentation includes: <ul style="list-style-type: none"> i. a copy of an official pay stub or employer wage record indicating both hours per week worked and wages paid to the student; or ii. direct written employer confirmation of placement on letterhead, indicating both hours per week worked and wages paid to the student; or iii. an employer verification form indicating both hours per week worked and wages paid to the student with a business card or official stamp affixed. 3. 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 must be made for the same 7 consecutive days. Both verification dates will be reported. 4. Verification for a student who is self-employed must include at least one of the following source documents: <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; or vi. newspaper or other advertising for business. 	<p>Verification of a university/college (including online university/college) or other educational training program placement must include confirmation of 1 week's attendance or enrollment as well as the following information:</p> <ul 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; and vi. date of verification. 	<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 educational placement.</p>

1. Unverifiable placement identified through the "post-placement follow-up survey" will be determined as "questionable placements" until re-verification by the placement contractor 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.