

INITIAL PLACEMENT VERIFICATION AND DOCUMENTATION REQUIREMENTS			
	JOB PLACEMENT	EDUCATION 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 valid 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, unless employment is in Puerto Rico, U.S. Virgin Islands, or the U.S. Trust Territories. 	<p>100% 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	<p>1. Placement verification must include the following information:</p> <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. <p>2. Acceptable verification documentation includes:</p> <ul style="list-style-type: none"> (i) a copy of an official paystub or employer wage record indicating both hours per week worked and wages paid to the student (note: for part-time placements where a biweekly 	<p>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:</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 	<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>paystub indicates that the student worked <i>between 40 and 63 hours</i> during the two weeks, and the paystub 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 paystubs as the hours worked per week); or</p> <p>(ii) direct written 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 or official stamp affixed; or</p> <p>(iv) an electronic third-party verification as approved by the National Office (e.g., The WorkNumber).</p> <p>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 of both jobs must be for the same seven-consecutive-day period. Both verification dates will be reported.</p> <p>4. Verification for a student who is self-employed must include at least one of the following source documents:</p> <p>(i) business license;</p> <p>(ii) employer ID number;</p> <p>(iii) copies of income checks;</p> <p>(iv) job materials and/or equipment;</p> <p>(v) wage records; or</p>	<p>employment for the week being verified;</p> <p>(iv) specific duration requirements, if applicable;</p> <p>(v) name, title, and phone number of person at institution who provided information; and</p> <p>(vi) date of verification.</p>	
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	(vi) newspaper 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. 			