

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> <ul style="list-style-type: none"> • paid; • unsubsidized; and • 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 1 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>Placement verification must include the following information:</p> <ul style="list-style-type: none"> • employer’s name; • date the student actually reported for employment; • number of hours per week student actually worked; • hourly wage; • name, title, and phone number of person at the place of employment who provided information; and • date of verification. <p>Acceptable verification documentation includes:</p> <ul style="list-style-type: none"> • a copy of an official pay stub or employer wage record indicating hours per week worked and wages paid to the student (Note: For part-time placements where a biweekly pay stub indicates that the student 	<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"> • name of university/college or training institution; • date the student actually enrolled or reported for class; • credit hours for which enrolled, or hours attended class or hours worked at on-the-job training/ 	<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>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 7-day period, it is acceptable to record half the hours reported on the pay stubs as the hours worked per week); or</p> <ul style="list-style-type: none"> • direct written or electronic employer confirmation of placement on letterhead, indicating hours per week worked and wages paid to the student; or • an employer verification form indicating hours per week worked and wages paid to the student with a business card or official stamp affixed; or • an electronic third-party verification as approved by the Office of Job Corps (e.g., The WorkNumber) or electronic employer verification form. <p>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 verification dates will be reported.</p> <p>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"> • business license; • employer ID number; 	<p>subsidized employment for the week being verified;</p> <ul style="list-style-type: none"> • specific duration requirements, if applicable; • name, title, and phone number of person at institution who provided information; and • date of verification. 	
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<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. 			