

December 22, 2008

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 08-18
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Use of *The Work Number*[®] for Employment and Income Verifications

1. **Purpose.** To inform the Job Corps community of the appropriate use of *The Work Number*[®].
2. **Background.** During program year (PY) 2007, shortly after personally identifiable information (PII) mandates were issued, questions arose about whether *The Work Number*[®] should be used by the Job Corps community for both employment and income verification for initial employment placements and as a means to verify the 6- and 12-month follow-up survey appeals of graduated students. To comply with the newly issued PII mandates, both the National Office of Job Corps and the National Office support contractors discontinued using *The Work Number*[®] and placed in a pending status the 6- and 12-month follow-up survey appeals that provided verification documentation from *The Work Number*[®]. These actions, however, were not communicated to the field, and career transition services (CTS) providers continued to use *The Work Number*[®] as a resource by which to verify employment and income of placed students. Therefore, the National Office is issuing this Program Instruction to inform the Job Corps community of the appropriate use of *The Work Number*[®].
3. **Guidelines.** *The Work Number*[®] is a permissible resource. The Job Corps community may continue to use this service as a means to verify employment and income. **Note:** The decision to continue using *The Work Number*[®] for both employment and income verification for the 6- and 12-month follow-up survey appeals is not retroactive; therefore, only 6- and 12-month

follow-up survey appeals submitted with *The Work Number*[®] verification in PY 2008 that were placed in a pending status have been processed. The Job Corps Data Center has been notified of all approved appeals, and proper credit has been issued for November 2008. In addition, an electronic memorandum has been sent to notify the respective CTS providers of the outcome of their appeals.

4. Action. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Nancy Michelle Chevalier at chevalier.nancy@dol.gov.