



Education and Employment Performance Outcomes

Department: Office of Economic and Workforce Development

Effective Date: October 1, 2020

Policy/Procedure #: WDD 19-106

Supersedes: Oct. 1, 2019

Overview

In order to ensure the integrity of information being reported to OEWD and the federal government, verification of employment/education, employment/education retention, attainment of degrees/certificates and increases in math and reading skills will be reported by the provider.

Participant Release of Information Form

Many employers and educational institutions require the permission of the participant in order to release any employment or educational information to a third party. In order to eliminate this barrier to obtaining information, each participant in OEWD-funded services must sign a Release of Information form which will give such entities permission to release information.

Placement in Education

As required, the provider must verify placement in post-secondary or advanced training/occupational skills training at time of Exit, if attained, or by the first quarter after Exit. Additionally, the provider must report retention for one year after exit. Acceptable documents include:

- OEWD Form 117 Written Employment & Education Verification Form, completed and signed by educational institution
- Institution-generated class schedule (online schedule with date acceptable)
- Documents from the institution reflecting current enrollment or report card
- Education and Employment Verification Waiver Form (EEVWF) for Education Placements

Placement in Employment

As required, the provider must verify placement in unsubsidized employment, including apprenticeships, at time of Exit, if attained, and by the first quarter after Exit. The provider must also verify retention in Employment by the third quarter after Exit, and report retention for one year after Exit. Acceptable documents include:

- OEWD Form 117 Written Employment & Education Verification Form completed and signed by employer
- Copy of check stub
- Copy of official letter of employment from employer

- Email from Employer
- Third-party documentation (see Third-Party Employment Verification)
- Education and Employment Verification Waiver Form (EEVWF) for Employment Placements

Common Measure Verification and Follow Up

Employment & Education Verification Forms must be signed by the employer or educational institution. Always include a copy of the participant's Release of Information Form when sending a verification request to an employer or educator. An email from an employer is acceptable as written employment verification if it contains the required information as specified on the verification form and it contains the name and title of the person providing the information.

Third Party Employment Verification

Some companies contract with third parties to provide employment verification services. This is common with larger companies. One of the most frequently used services is The Worknumber.Com. You may access a participant's employment verification for through this service provided you have the company name, the participant's social security number. One representative must set up the initial account and then you will be provided with an employer code that will allow any employee to use the service.

When Wage Information Is Not Provided

Some employers refuse, or simply do not, include wage information on a verification form. It is a rare occurrence but, when this happens, visit www.salary.com, obtain an average wage for the job title in the geographical area where the participant is working, and document this information on the verification form (be sure to indicate it came from salary.com and initial the wage).

Education and Employment Verification Waiver Form (EEVWF) for Employment Placements

OEWD requires that a participant's placement must be verified according to the *Placement in Education or Placement in Employment* section above. However, OEWD understands there are sometimes challenges in receiving placement verification information from participants. To ensure that workforce organizations have the ability to receive credit for valid placement outcomes when traditional means of verification are unavailable, OEWD has created and implemented the Education and Employment Verification Waiver Form (EEVWF).

Effective October 1, 2020, OEWD Workforce funded programs are able to use the EEVWF as a last resort when facing challenges securing placement verifications. This program is extended for PY 2021-2022. The EEVWF is applicable across all OEWD provided funding streams, however, at the discretion of your assigned Program Staff member. OEWD cannot guarantee the EEVWF will be used in the future program years.

What is the Education and Employment Verification Waiver?

An EEVWF is a final means of claiming participant placements, when other means of verification have been exhausted. It shall only be used when a program has received verbal confirmation regarding placement information from a participant or employer/educator with the required placement details but is unable to secure this information in written form. Before submitting an EEVWF for placements, providers must have attempted to obtain verification through normal means and have determined that there is no alternative to using an EEVWF. EEVWF must be used as a last resort.

How to Use the Education and Employment Verification Waiver

All of the required information on the EEVWF must be completed, and it should be signed by the Program Director and designated program staff. Providers must list three unique dates, over the span of at least 2 weeks, in which they have made attempts to obtain verifying documents. In addition, case notes should reflect these attempts. By signing the document, the Program Director and Program Staff are attesting that all efforts to obtain acceptable placement verification documents have been exhausted. Each program will be allotted a number of allowable waivers, provided to you by OEWD Program Staff. Once the provider depletes the number of allowable waivers there will not be additional placement waivers granted.

Once the EEVWF is completed and signed, email the waiver to your respective Program Staff including a copy of the participants' case notes. Program Staff will notify providers if the waiver is approved via email. Providers may then upload the waiver to Workforce Central and add the hard copy to the participant case file.

A form may not be approved based on the following:

1. Form is incomplete
2. The provider has used all of their allotted waiver forms
3. Program Staff has concerns over the usage of the waiver form

Approval will be granted by OEWD Program Staff on a case by case basis. OEWD may disallow the use of EEVWF for placements if this procedure is not followed as intended.

INQUIRIES

Inquiries should be addressed to your assigned OEWD Program Staff member or the OEWD Workforce and Sector Program Director.

OEWD and its service providers shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.