

Memo

To: Career Center Managers
From: Juan Hernandez,
Adult Programs Manager
Date: November 7, 2007
Re: Employment Verification Form

The purpose of this memo is to advise Career Centers of the revised Employment Verification form. This form will be used for the employment verification required for the Career Advancement Program (CAP), the Workforce Investment Act (WIA) program, as well as the Wagner Peyser (WP) program.

For companies that utilizes the Work Order Number system, attach the employer's printout to the Employment Verification form. Section III of the Employment Verification form must be completed by the staff verifying the employment information.

Attachment