

CITY OF LOS ANGELES

CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014

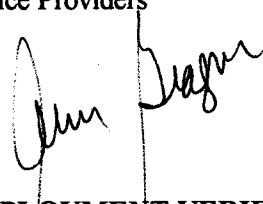
LILLIAN KAWASAKI
INTERIM GENERAL MANAGER



RICHARD J. RIORDAN
MAYOR

Date: **NOV 22 2000**

To: All City of Los Angeles WIA Service Providers

From: Ann Giagni, Director
Workforce Development Division 

Subject: **WIA DIRECTIVE NO. 01-29**
SUPPLEMENTAL DATA - EMPLOYMENT VERIFICATION

The purpose of this directive is to provide all contractors with an opportunity to increase entered employment rate and employment and credential rate performance credit. As you are aware, under WIA, the Base Wage File credits employment even if your agency reported the exit as a non-positive.

We are attaching a roster of participants who terminated from your agency between January and March 2000. Please take the time to review it and verify whether the participant was employed between April and June 2000. **The attached Supplemental Data Verification Form must be used to report verified employment.** For detailed procedures regarding supplemental data collection, please refer to the attached WIA Directive 01-20, dated September 15, 2000.

Employment Verification Guidelines

1. Make contact with the participant to determine if they were working between April and June 2000; identify employer and contact person.
2. Call the employer and have them verify employment information, i.e., Was the participant employed between April and June 2000? What was the hire date? When did the participant terminate employment? What was the Job Title, Employer Name, Employer Contact/Title, Employer Address/Phone and Verification date.
3. Obtain written documentation that verifies employment, i.e., W-2, Pay stubs, 1040 forms, Employment Verification letters on company letterhead.
4. Maintain Supplemental Data Verification Form and required documentation in the participant file.
5. Submit Supplemental Data Verification Forms to the City when requested.

We would like all agencies to take some time now to begin verifying employment in anticipation of the receipt of another supplemental data list from the State. It is to your benefit to maximize the possibility of additional performance credit.

If you have any questions, please contact your MIS Analyst at (213) 485-5723.

AG:DN:VV:MB

