



Title IV-E Child Welfare Training Program
California State University, Chico - School of Social Work
400 W. First Street Chico, CA 95929-0550
530.898.6204 or <http://www.csuchico.edu/swrk/ive/>



Hello Agency Partners!

Thank you for your support in assisting students with verifying employment. Here is some background information that may be helpful, as well as overview and process information that provide greater specificity.

Background: Student employment, contact, demographic, and other information will routinely be reported to the university and CalSWEC for up to five years. This information will be stored in the CalSWEC Student Information System (CSIS) database.

Overview: Student information may also be disclosed to the California Department of Social Services (CDSS). Students will be asked to provide information at various times, primarily at two specific points during employment:

1. Students will receive an automated CSIS email prompting them to complete an Employment Verification Form (EVF) at the beginning of each new employment with each new qualifying agency. This will include:
 - Contact, demographic, and employment information (entered into CSIS)
 - PDF of current job description within the agency (uploaded into CSIS)
 - PDF of agency verification letter on agency letterhead (uploaded into CSIS)
2. Students will receive an automated CSIS email prompting them to complete an Employment Completion Form (ECF) at the completion of employment with each qualifying agency (or in the case of continuing employment, at the end of the student's employment obligation period). This will include:
 - Contact, demographic, and employment information (entered into CSIS)
 - PDF of agency completion letter on agency letterhead (uploaded into CSIS)

Process: While the students are required to complete the EVF and ECF in CSIS, students will need verification and completion letters crafted by the agency. The process goes as follows:

- CSIS – sends an automated message prompted students to complete the EVF or ECF
- Student – request employment verification or completion letters from the agency
- Agency – provide letter on agency letterhead to the student in hard copy or as a PDF
- Student – completes EVF and ECF by (1) entering employment, contact, demographic, and other information, (2) uploading agency letter, and (3) in the case of ECF, uploading a current job description

Please see a sample Employment Verification Letter on the next page, and a sample Employment Completion Letter on the third page. The samples can be copied and pasted onto agency letterhead, recreated altogether, or changed to meet your needs (but containing all of the information listed within the sample).

Thank you for all you do!

CSU, Chico Title IV-E Child Welfare Training Program



Agency Name
Address, City, State, Zip Code
Telephone

Date: June 28, 2018

To: Title IV-E Child Welfare Training Program

Re: Employment Verification Letter

This document has been completed and then provided to the employee listed below as either a (1) **PDF via email** or (2) **hardcopy format**.

The employee can now upload this document, along with a current job description, into the CalSWEC database (CSIS) to complete their Employment Verification Form. This will then be submitted and approved by the university, to confirm employment information, as required.

Employee Name:	_____
Current Position Title:	_____
Employment Start Date:	_____
Hours Worked per Week:	_____
Any Unpaid Leave Since Start Date?	
<input type="checkbox"/> No	
<input type="checkbox"/> Yes, during this date range: _____	
**Number of hours of earned vacation and/or sick time used during this period:	_____

Thank you,

Name of Agency Signatory

Title of Agency Signatory

Phone Number of Agency Signatory

Email of Agency Signatory

Signature of Agency Signatory

Date of Signature



Agency Name
Address, City, State, Zip Code
Telephone

Date: June 28, 2018

To: Title IV-E Child Welfare Training Program

Re: Employment COMPLETION Letter

This document has been completed and then provided to the employee listed below as either a (1) **PDF via email** or (2) **hardcopy format**.

The employee can now upload this document, along with a current job description, into the CalSWEC database (CSIS) to complete their Employment Completion Form. This will then be submitted and approved by the university, to confirm employment information, as required.

Employee Name:	_____
Current Position Title:	_____
Employment Start Date:	_____
Hours Worked per Week:	_____
Any Unpaid Leave Since Start Date?	
<input type="checkbox"/> No	
<input type="checkbox"/> Yes, during this date range: _____	
**Number of hours of earned vacation and/or sick time used during this period:	_____
Is Employee Continuing Employment With Agency?	
<input type="checkbox"/> No, Employment End (enter end date): _____	
<input type="checkbox"/> Yes, Employment Continues (enter today's date): _____	
**Employment Ended Due To:	<input type="checkbox"/> Termination <input type="checkbox"/> Layoff <input type="checkbox"/> Quit <input type="checkbox"/> Decline to State

Thank you,

Name of Agency Signatory

Title of Agency Signatory

Phone Number of Agency Signatory

Email of Agency Signatory

Signature of Agency Signatory

Date of Signature