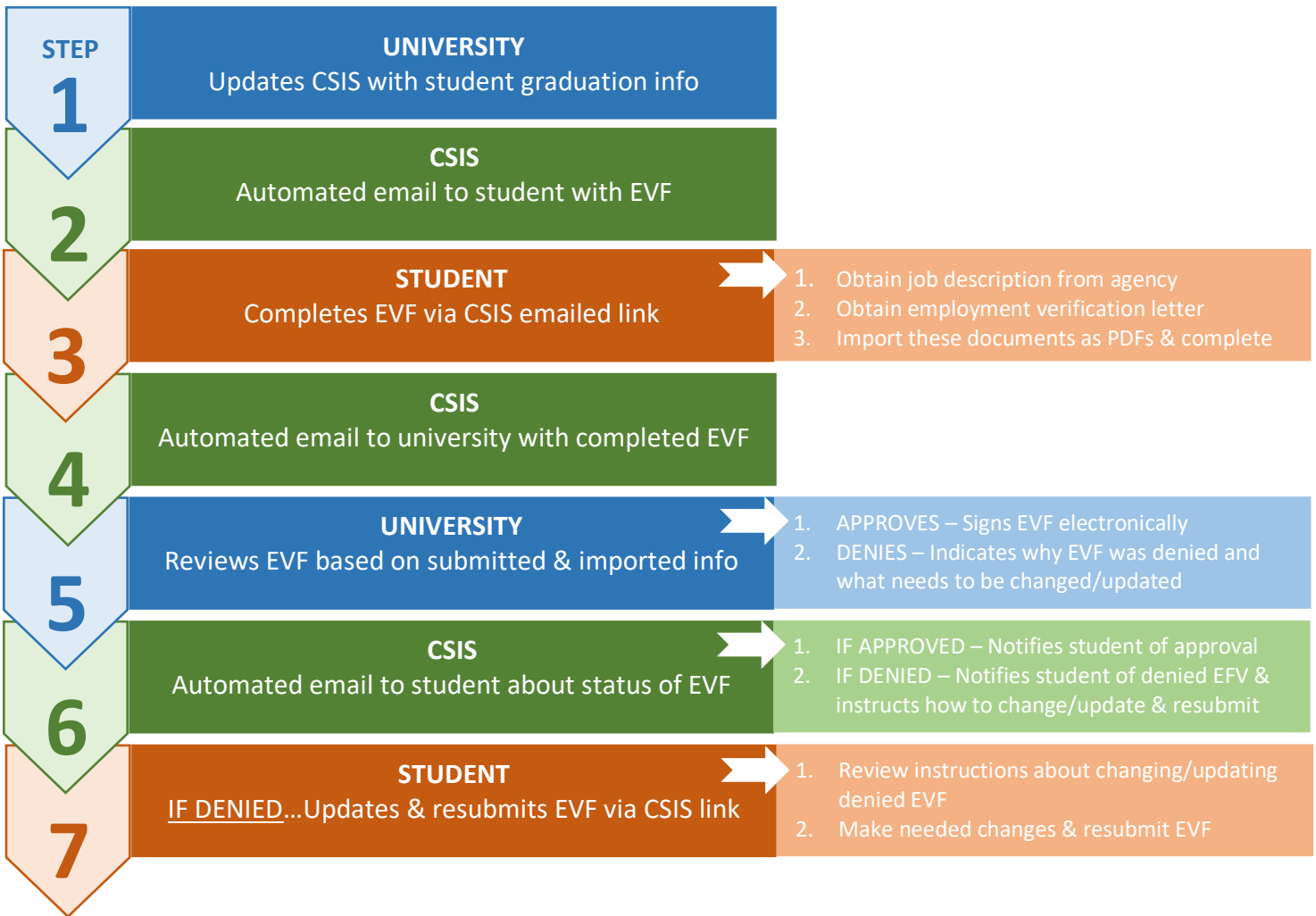




## EMPLOYMENT VERIFICATION PROCESS

**Purpose:** This required process is used to update a student record with information about each new qualifying employment through use of the Employment Verification Form (EVF). It is an automated process of notification, requiring specific student actions.



### TERMS DEFINED

**University** – the school where the student participated in the Title IV-E program

**CSIS** – the CalSWEC Student Information System (CSIS) database

**Student** – the BSW and/or MSW student completing a Title IV-E employment obligation

**EVF** – the Employment Verification Form (EVF) that asks for contact, demographic, and employment information (including an agency job description and agency verification letter on letterhead regarding employment)