

## **Title IV-E Child Welfare Training Program**

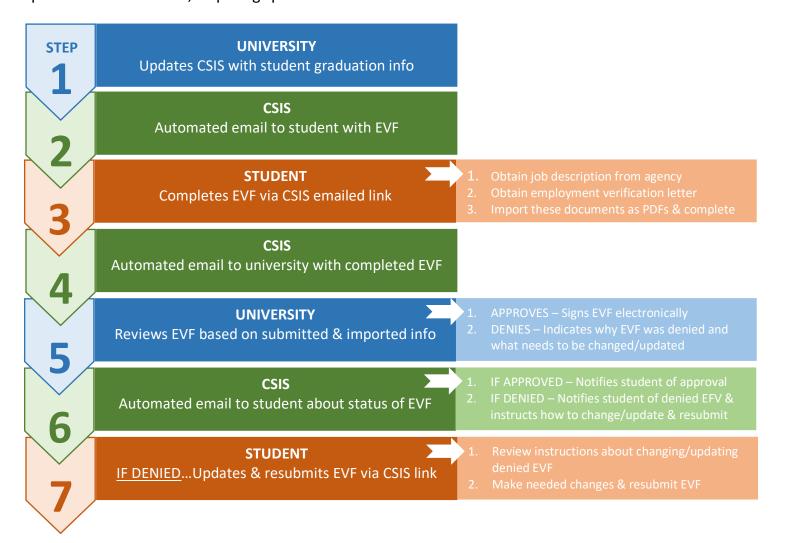
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530.898.6204 or http://www.csuchico.edu/swrk/ive/

## 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)