

## **Employment Verification**

### **AUTHORITY**

Wisconsin Administrative Code DOC 328.04(2)(3)

### **GENERAL STATEMENT**

Finding and maintaining employment is an important factor in increasing youth stability, reducing financial stress, gaining independent living skills, and providing a means to pay court-ordered obligations.

Meaningful supervision requires that the agent be aware of a youth's employment status and any change of employment. The Employment History section in COMPAS provides a comprehensive and individualized record of the youth's educational achievements to be used in the development of the case plan. Education information may be entered at any time during a youth's lifecycle. Any reported or verified information regarding a youth's education should be entered into the appropriate data field as part of the intake process. Any subsequent information, such as certificates, diplomas, degrees earned during the youth's period of supervision, should be entered by the agent as they are achieved. The agent should review this section at the time a Case Supervision Review is completed to insure accuracy of the information.

Supervision rules require that a youth notify the agent of any employment change prior to accepting/changing employment. In the case of an emergency, youth shall notify agent of employment change within 24 hours. Agents should discuss with the youth that it is good business practice to give their present employer a two-week notice of their intent to change jobs. Should the new job situation become problematic, the youth will then have a greater chance of returning to a prior employer.

Prior to contacting any employer, DOC staff shall ensure a DOC-1163 and/or DOC-1163A is completed for the employer.

### **OTHER MEANS OF VERIFICATION**

The agent should verify employment by means such as:

- Contacting the employer
- Visiting the youth on the job
- Requiring the youth to present check stubs
  - If the youth is self-employed, means of legal income verification include:
    - Copies of job contracts and payment receipts
    - Copies of quarterly tax statements
    - Copies of building/selling permits

### **EMPLOYER NOTIFICATION**

The agent must use discretion concerning employer contact. Youth at times do not tell employers of their past criminal adjudications and supervision status as they feel such information may jeopardize their job. In some cases, the agent may determine that contact with the employer is not necessary. However, when the youth's adjudication or prior record substantially relates to the conditions of employment, the agent must notify the employer of the youth's supervision status. The employer must be notified by the Department if any youth with an assaultive history is employed in a public or private school district, nursing home, child care center, or hospital.

If a youth is prohibited from possessing a firearm, and they are employed in a position that includes contact with firearms, the agent has an obligation to notify the employer of the restrictions. The agent cannot approve employment that places the youth in a situation where the youth would be in violation of the law or in violation of the rules of supervision.