Date: revised October 12, 2016, review December 2017, revised May 2019

To: All CareerSource Program Staff Members

Title: Obtained Employments and Direct Placements

Obtained Employments

Purpose: To properly record obtained employment when a reportable service has been provided to a job seeker in Employ Florida in the past 180 days, ensure employment meets obtained employment guidelines and no previous employment credit has been taken for employment for entry.

Definitions: Obtained Employment (OE) is defined as those job seekers who secure employment within 180 calendar days of receipt of one or more reportable service(s), which are wholly or partially funded through the CareerSource system, but the resulting placement or employment does not meet the definition of a direct placement or JD direct placement.

Definitions:
- 880 Manual entry of an open participant
- 881 Automated entry of an open participant
- 882 Manual entry of an exited participant
- 883 Automated entry of an exited participant

Rule:
- The WP reportable service (***) occurs within a 180 days of the hire date.
- The hire date occurs within 180 days of the EFM entry of the Obtained Employment
- TIME STANDARD: Staff must ensure that the reportable service and the hire date occur within 180 days of the EF entry or recording of the OE
- Start date and countable reportable svc must be in the same WP Program event period
- Self-Employed jobs cannot be captured as they are not recognized by DEO as Obtained Employment

Process:
I. **Determine if employment credit for entry is already present in Employ Florida**

Verify and ensure that the job seeker has not been previously referred to the employer, **Job Development (JD)** referral given to the employer, or that a DP or OE hasn't already been captured for that employer and start date.
- o Check **"Case Note"** for any **"JDs" related to the employer in the past 6 months**
- o Check the "**Internal Job Referral**" in the past 6 months
- o Check **"Activity History/Service Plan"** employment credit for entry already present

II.   Determine if employment meets obtained guideline for entry

- Use for 180 day calculation: https://www.timeanddate.com
- Determine:
  - 180 day window
  - If start date of employment falls within that 180 day window
  - If countable, reportable service falls between the employment start date and max 180 day window
  - Both the start date and countable, reportable service date fall within the same WP Program period
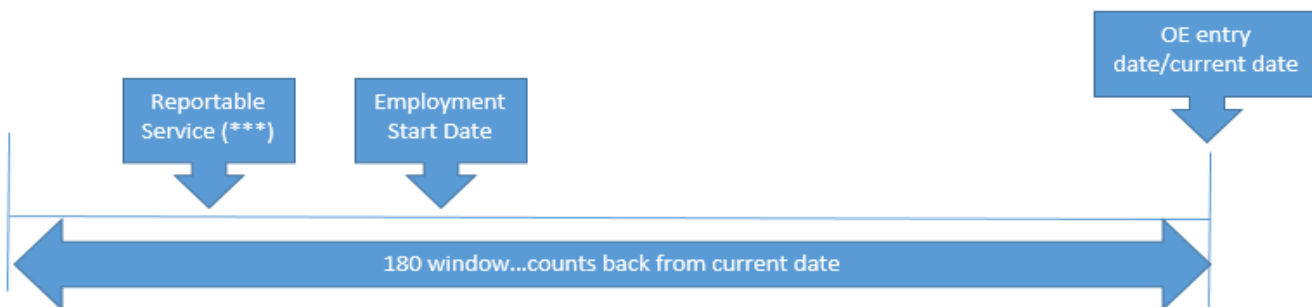
III.   Submit Qualified Obtained Employment for Entry:

- Use approved Obtained Employment (OE) template:

    Subject Line: OE – Candidate Name - Last 4 of SS#

    Hello,
    Confirmed Candidate is working, please create OE service:
    Candidate First and Last name:
    Employer Name:
    Job /Position Title:
    Start Date:
    Salary:
    Verified by: *Insert (1) one, of two options below:*
    - ❑   *Candidate Name & Title (John Doe, Job Seeker)*
    - ❑   *Employer Contact Name & Title (Jane Williams, HR Manager)*

- Email request to (use email address for region to get employment credit) :
  - **LWDB 14 –** returntowork@careersourcepinellas.com

- ***CC your lead***

IV.   Rules to follow for email submission or it will be returned for correction:

- Verbiage is important for audit purposes. The first day of paid work is the "START DATE". "Hire date" is not allowed, per audit standard.
- Submit start date in MM/DD/YYYY format. If it is a single digit number for the month or year, you MUST put a "0" in front of that number. i.e., February 7, 2017 would be 02/07/2017. This allows the entry to be pasted into the obtained service screen without alteration. Any other format will not be accepted by Employ Florida.

- Template MUST be used and not altered in title descriptions. It is approved for auditing purposes and copied and pasted directly into the Employ Florida obtained case note. If there is an item in which information is not present, such as pay rate, you may delete the line before submission.
- Salary must be submitted as hourly and include the $ symbol. ($10/hr). If you have another pay rate, you must calculate it to an hourly rate. Example: If yearly, use the calculation to divide by 2080 for full time. Example: 50K/2080 = $24.04/hr.
- EF does not permit three character names for an employer i.e. UPS, CAT, DEO, DCF. Write out the name, and company names that have Corp, Inc. LLC, etc., must be included in the formal name.

Direct Placements

Purpose: To properly record job placements as a result of job referrals that have been automatically identified using EF service codes, in which staff have verified and documented customer began working prior to recording the appropriate placement code.

Definitions: A direct placement results from the hiring by a public or private employer of an individual referred by the LWDB to a job or an interview, and where the LWDB staff completed each of the following steps:

a. Prepared a job order form or entry prior to referral of a job seeker;

b. Made a Job Development contact on behalf of a specific job seeker;

c. Made prior arrangements with an employer for the referral of a job seeker(s);

d. Referred a job seeker who was not specifically designated by the employer, prior to referral by the employer;

e. Verified through a reliable source (preferably the employer) that the job seeker has started to work;

f. Recorded the placement appropriately.

g. Use for 180 day calculation between entry and verified start date for the direct:

https://www.timeanddate.com

a. Determine 180-day window

b. If state date of employment falls within the required 180-day window, then the direct placement can be taken.

Process:

I. **EF ENTRY OF A DIRECT PLACEMENT**

Staff will post the direct placement by completing the EF Referral Results screen within the EF Job Order's Candidate screen or the Individual's EF Internal Referrals screen. The entry screen below will be completed fully by including the following:

a. the Employer name (auto-populates from referral);

    b.   Referral results status of "HIRED" is selected and will post an EF transaction or placement code of 750-850;

    c.   Wage rate at which the job seeker was hired;

    d.   The start date once verified through an allowable reliable source;

    e.   Optional: any comment needed to appropriately document the hire.

II.   EF CASE NOTE REQUIRED TO SUPPORT A DIRECT PLACEMENT

Once LWDB staff have verified the direct placement through a reliable source (preferably the employer), then a supporting EF case note must be entered which includes the following information:

    a.   Job Seeker's name,

    b.   Employer's name,

    c.   Source of Verification,

    d.   The actual employment start date confirming hire information or reporting,

    e.   Wage at hire, if available

    f.   Job Title of hire, and

    g.   EF Case note entry with the following required subject line

            Subject Line: **DP – XX Employer Name XX**

NOTE: **If during the process of verifying a job placement staff determines the individual was placed in a job other than the one to which they were referred, placement credit may NOT be taken against the job order to which they were originally referred (unless both openings match the description in the job order or O*NET code). If the job description or O*NET code for the position in which the individual was placed is different than the job description or O*NET code for the position to which they were referred, staff must take an Obtained Employment – Manual Credit and NOT a direct placement.**

INQUIRIES: Any questions related to this process should be directed to April Torregiante, Director of Workforce Strategic Initiatives.