

 **Employment Offer**

 **Attestation Form**

In circumstances where you are unable to attain from the client proof of employment documents, a written attestation that confirms the client’s employment will be considered by the SSM. An attestation of the client’s employment checkpoint may only be used when all options to obtain proof of employment have been exhausted.

At the one-month checkpoint, you must provide proof of the client obtaining employment,, and upload the documentation into the one-month outcome checkpoint. This attestation form can be used in lieu of an official offer of employment letter (or email) or the client's first pay stub. If the client changes jobs, you may also include an attestation for the new position at subsequent checkpoints.

**Prior to submitting this form to the SSM, you must contact your Coordinator, Quality Assurance and Program Support to receive pre-approval for consideration of this attestation.**

# Attestation Instructions:

1. Contact your Coordinator, Quality Assurance and Program Support for pre-approval.
2. Complete the form and upload into CaMS at the one-month checkpoint for SSM approval.
3. Upload all supporting documents available into CaMS at the same checkpoint under Attestation.

# Case Information:

|  |  |
| --- | --- |
| Service Provider: Choose an item.  | Lead Case Manager:       |
| Client Initials:        | EAP Case Reference Number:       |
| Outcome Checkpoint: Choose an item.  | Outcome Checkpoint date:       |

# Employment Offer Information:

|  |  |
| --- | --- |
| Date of Employment Offer: Click or tap to enter a date. | Employee Start Date: Click or tap to enter a date.  |
| Employer:        | Position/Job Title:       |
| Employment Status: Choose an item.  |  Wage per Hour:        |  Hours Per Week:       |

# Documentation Attempts Summary:

Please include all information about your attempts to retrieve this information from the employer/client.

|  |  |  |
| --- | --- | --- |
| **Date** | **Contact Type** | **Notes** |
| Click or tap to enter a date. | Choose an item. |       |
| Click or tap to enter a date. | Choose an item. |       |
| Click or tap to enter a date. | Choose an item. |       |

# Additional Documentation

Please attach any documents that show client was offered employment. For example:

* Screenshots of texts
* Emails with incomplete information

# Rationale for Attestation

Please include a rationale that includes additional documentation and supporting information that have been successfully collected. The supporting information should be enough that a reasonable person would conclude that the client has received an offer of employment.

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**Acknowledgement:** The case manager has reviewed the information in this form and certifies, to the best of their knowledge, that the information they have provided is true and accurate.

**Case Manager First and Last name:**

**Date of Submission:** Click or tap to enter a date.