

BCEP

BULLETS . . .

Bullet # 5

February 05, 2007

Guidelines for Confirming BCEP Employment

To: BCEP Contractors

Purpose: To provide BCEP contractors guidelines to confirm that a client has achieved BCEP employment.

Background:

Contractors are required to maintain contact and provide support to clients while employed during the DWS follow-up period. Part of this requirement includes maintaining documentation confirming BCEP employment.

Issue:

Employment information must be documented and, upon request, be made available to the ministry for audit and control purposes. Contractors are expected to have in place procedures for collecting and documenting BCEP client employment information. Ministry guidelines have been developed to assist contractors in developing appropriate and consistent operating procedures.

Guidelines for Confirming BCEP Employment:

The guidelines have been developed in consultation with BCEP contractors and have been approved by the ministry's internal program auditor. They represent a combination of *Minimum* and *Desirable* employment information requirements. Collection of this information must comply with FOIPPA.

1. Minimum Requirements

At the point a contractor is made aware that a client has achieved 'BCEP Employment', the contractor is required to document the terms and conditions of employment and the source of that information in the client's case management file (BCEP Participant Report). On the date employment begins or is expected to begin, contractors are then required to report this event to the ministry (see BCEP Bullet #4 for reporting BCEP employment).

During the DWS or ISS follow-up period, contractors are expected to provide documented evidence that at least one attempt has been made to confirm the terms and conditions of BCEP employment. Confirmation of employment should only be provided by a BCEP client and the client must be made aware that the information requested is not a program requirement.

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Note: These requirements are specific to the employment confirmation process and are not intended to replace contractual service level expectations.

2. Desirable Requirements

In addition to the minimum requirements, contractors have the option of providing additional written documentation confirming BCEP employment. This information should only be provided by a BCEP client and the client must be made aware that the information requested is not a program requirement.

Additional employment documentation includes but is not limited to:

- a letter of acceptance of employment, provided by the client upon request;
- an employer's business card, provided by the client;
- a form provided by the contractor, signed by the client confirming employment;
- with the consent of the client, a contractor may request a client's employment information directly from the employer.

Reference:

To review details of Contractors' requirements during DWS and DWS Follow-up refer to Sections 24-37, Schedule A of the BCEP contract. Ministry staff can access *Directed Work Search Standards* under 'Procedures' in the Online Resource using the following shortcut:

https://qwww.eia.gov.bc.ca/bvprd/bc/or/ep/programView.do?programPage=/or/programBody.jsp&progView=items&channelId=-536896574&programId=536887008&pageTypeId=536882546&crumb=B.C.+Home*&crumburl=%2Fhome.do*%2Ffor%2Fep%2FprogramView.do#