

Job Evaluation Forms (JEF) Instructions

In accordance with Section 2.17 of the Assistance Agreement between DECD and each Client, a job audit is required to determine if the job creation and/or retention requirements were met.

Your Job Creation/Retention requirements and Employment Obligation dates are outlined in Section 2.17 of the Assistance Agreement. Sample language would read as follows: “(A) The Applicant shall: (i) create two (2) full-time employment positions in Connecticut on or before the date that is twenty-four (24) months from the Agreement Date (the date on which the creation of such employment positions is achieved shall hereinafter be known as the “Job Creation Date”) and (ii) retain three (3) existing full-time employment positions in Connecticut during such twelve month period, and shall maintain an average of at least five (5) such employment positions for twelve consecutive months following the Job Creation Date (collectively, the “Employment Obligation”). . . **The twelve (12) consecutive month period following the Job Creation Date will be used to determine compliance with the Employment Obligation, provided that no employment positions created before the date of applicant for the Funding may be used to satisfy the Applicant’s Employment Obligation with respect to job creation.**”

Job Evaluation Forms JEF-1 and JEF-4 must be completed. (Forms JEF-2 and JEF-3 are required to be completed only if Independent Contractors and Subcontractors are authorized for use as qualified employees as stipulated in the Assistance Agreement). The JEF-1 form should reflect total employment at the end of each month for the period in which you met the employment obligation referenced above. The JEF-4 form is a listing of employees as of the last month of the reporting period. To assist DECD in conducting its Job Audit, it is necessary to submit the Department of Labor’s Employer Contribution Return (form number UC-2) and the Employee Quarterly Earnings Report (form number UC-5A) covering the aforementioned period.

In addition, please provide DECD with the Authorization for the Release of Company Information from DOL (see attached form).

Please send the required information to Kara.Sene@ct.gov or to her attention at:

DECD
Office of Financial Review and Special Projects
505 Hudson Street
Hartford, CT 06106-7106
860-270-8041

After DECD receives and reviews the Job Audit information, a representative from the department may contact you to schedule an on-site Job Audit.

DECD will advise you of the job audit results when completed.

If you have any questions and/or need to make arrangements for your submission, please contact Kara Sene or Steve Pons at steve.pons@ct.gov or at 860-270-8209.