

# VERIFICATION OF EMPLOYMENT

CCSD21 is dedicated to protecting our employees' information. For this reason, we use Verifent to confirm verification of employment and/or verification of income (VOE/VOI) requests are legitimate, and a valid permissible purpose exists as defined by the Fair Credit Reporting Act (FCRA).

Verifent is an employment and income verification service that proves employee's (consumer's) employment and/or income to credentialed verifiers. It allows credentialed verifiers with a valid Fair Credit Reporting Act (FCRA) Permissible Purpose quick access to important information that assists in their decisioning process. Additionally, it enables employers to quickly, securely, and confidently manage the employment and income information process.

Verifiers seeking employment and/or income information for our employees must submit VOE/VOI requests through Verifent. Once the request is received through the Verifent website, we will securely respond to your request as soon as possible.

## How to Submit a Request:

1. Log in at <https://www.verifent.com/log-in>.
  - a. Please note that new Verifent users will need to register and create an account before proceeding.
    - i. Please visit [www.verifent.com](http://www.verifent.com), click on the verifier 'Let's Get Started Now' button in the upper right hand corner, click on 'Verifiers,' scroll to the bottom of the page and click on 'Register Now.'
2. When prompted, enter our organization code for CCSD21: **619B29**
3. Be prepared to provide the employee's date of birth and the last four-digits of the Social Security Number.

For additional information on this process, please visit [www.verifent.com](http://www.verifent.com).