

ACHIEVE Out-of-School Time Incentive Award Program Employment Verification

A staff member at your program has submitted an ACHIEVE Out-of-School Time (OST) Incentive Award Program application. ACHIEVE OST is a tiered incentive award program that rewards practitioners for participating in trainings and earning certificates and degrees, with an emphasis on best practices in youth development. Your staff member indicated that you are authorized to provide employment verification. Please complete the following information and fax this form to 561-327-4882 or e-mail it to ntarsia@primetimepbcc.org in order that Prime Time may continue to process your staff member's ACHIEVE OST application.

ACHIEVE OST Applicant's Name: _____

Please provide the name of the staff member in the email you were sent (do not include your name).

Has this staff member worked at your out-of-school time program six or more months prior to today's date?

Yes No

On average, how many hours is this staff member scheduled to work at your out-of-school time program per week?

_____ Hours
Per Week

Out-of-School Time Program Name: _____

Out-of-School Program License #: _____ Licensed Exempt

I am the out-of-school-time program director, supervisor, principal or person authorized to provide employment verification. I attest that the information I have provided is true and correct. In addition, in the event my employee is awarded an ACHIEVE OST incentive I agree to notify Prime Time of any changes in my employee's work status, especially if he/she is no longer employed at the out-of school time program.

Authorized Supervisor's Printed Name

Authorized Supervisor's Signature

Job Title

Date

Fax this form to 561-327-4882. If you have any questions, please contact Nicole Tarsia, Professional Development Scholarship and Incentives Specialist, at ntarsia@primetimepbcc.org or 561-600-9527.