



Category/Subject: Guidelines Regarding the Approval of Web Employers
Colorado Policy Guidance Letter#: WP-2008-01 (prior #08-03-WP)
Revise/Replace: N/A
Distribution: Managers, Employment & Training Staff, Workforce Region Directors
Date: February 27, 2008

**I. REFERENCE(S):**

PGL #01-04-WP1 (Rescinded)

**II. PURPOSE:**

To provide guidelines to workforce regions for approving employers who request access to Connecting Colorado; and to define conditions under which employers can be refused.

**III. BACKGROUND:**

Due to the increase of “companies” attempting to access databases of people for fraudulent reasons, both in Colorado and nationwide, a stricter form of verification needs to be conducted. This tendency was noted in a USDOL TEN No. 26-07.

**IV. POLICY/ACTION:**

All pending web employers must be contacted prior to approval. Staff must speak directly with the person listed as the contact person and be comfortable that the person and company are legitimate prior to approval. If possible, verification of the phone number listed on the employer record with an alternate source should also be done. If an employer is deemed **not** to be legitimate, the record must be inactivated and a note entered as to why the employer is being denied access. If the employer **is** deemed to be legitimate, the record needs to be activated and a note indicating the date and person activating the record.

**V. IMPLEMENTATION DATE:**

The implementation date of this PGL is February 27, 2008.

**VI. INQUIRIES:**

Inquiries concerning this PGL should be addressed to Kathie Stenzel, at (303) 318-8819.

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Elise Lowe-Vaughn, Director  
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