

DOCUMENT MANAGEMENT

Documentation is critical for validating information used for performance evaluation. Hard files are no longer saved in the job service offices. All documentation is saved in SDWORKS. After legibility is confirmed on the uploaded document, paperwork may be shredded to guarantee confidentiality.

MEDICAL AND DISABILITY DOCUMENTS

Medical and disability documentation and verification are uploaded into SDWORKS only if necessary for eligibility. Hard copies of documentation should be destroyed.

Refer to Data Validation Requirements [Resource 20](#) for specifications. Disability verification may be required for Senior Community Service Employment Program (SCSEP) income validation.

29 CFR 38.41(b)(3)