



May 7, 2012

**CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

Mr. Bill Molseed, Workforce Training Administrator  
South Dakota Department of Labor and Regulation  
Kneit Building  
700 Governors Drive  
Pierre, SD 57501-2291

Re: Notice of Permanent Closing of Entire Facilities of Verifications, Inc.,  
1308 W. 15<sup>th</sup> Ave., Mitchell, SD 57301, and 516 Production Street, No. 200, Aberdeen, SD  
57401; and Notice of Planned Layoffs

Dear Mr. Molseed:

Pursuant to the federal Worker Adjustment and Retraining Notification (“WARN”) Act, we are providing you in your capacity as the designated official of the State of South Dakota dislocated worker unit with this notice that Verifications, Inc. is permanently closing its facilities at the above addresses. We will be closing the entire facilities. Here are the expected schedules for the employment losses:

Aberdeen: Expected date of first separation is 8/31/2012.

Anticipated schedule for making separations: 9/28/2012.

Mitchell: Expected date of first separation is 10/26/2012.

Anticipated schedule for making separations: 11/16/2012.

The job titles of positions to be affected and the number of affected employees in each job classification are on Exhibit A, attached hereto, and incorporated herein.

Employees do not have bumping rights.

None of the employees has union representation.

This is not a happy decision for us. Verifications has done business in these locations for many years and we certainly had hoped that it would continue. I am grateful to all of our employees for their many contributions to the business. We are implementing plans that we believe will be helpful to our affected employees in planning their transition to future employment and welcome any additional assistance that the State can provide.

MAY 09 2012





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Mr. Bill Molseed  
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Please contact Juleen F. Krings, our Director of Human Resources, at (763) 420-0707 if the State desires further information.

Sincerely,

Verifications, Inc.

By   
Curtis G. Marks, Chief Executive Officer

Enclosure

c The Honorable Mike Levsen  
Mayor of the City of Aberdeen  
123 S. Lincoln St.  
Aberdeen, SD 57401

The Honorable Lou Sebert  
Mayor of the City of Mitchell  
Mitchell City Hall  
612 North Main Street  
Mitchell, SD 57301







May 7, 2012

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The Honorable Lou Sebert  
Mayor of the City of Mitchell  
Mitchell City Hall  
612 North Main Street  
Mitchell, SD 57301

Re: Notice of Permanent Closing of Entire Facility of Verifications, Inc.  
1308 W. 15<sup>th</sup> Ave., Mitchell, SD 57301; and Notice of Planned Layoff

Dear Mayor Sebert:

Pursuant to the federal Worker Adjustment and Retraining Notification ("WARN") Act, we are providing you in your capacity as the chief elected official of the City of Mitchell with this notice that Verifications, Inc. is permanently closing its facility at the above address. We will be closing the entire facility. Here are the expected schedules for the employment losses:

Expected date of first separation is 10/26/2012.

Anticipated schedule for making separations: 11/16/2012.

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The Honorable Lou Sebert

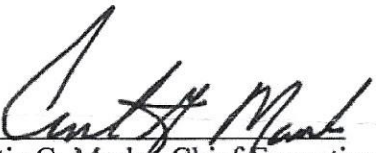
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Verifications, Inc.

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South Dakota Department of Labor and Regulation  
Kneit Building  
700 Governors Drive  
Pierre, SD 57501-2291



## EXHIBIT A

<b>Job Title</b>	<b>Affected Employees in Each Classification</b>
Applicant Service Representative	3
Data Entry Specialist	6
OJT Specialist	1
Supervisor	2
Software Support Specialist	1
System Administrator	1
File Specialist	1
Intake Specialist	4
International Specialists	7
Accuracy Specialists	7
Learning Coach	1
Administrative Support Specialist	1
Administrative Specialist	1
Public Records Specialist	10
Verification Specialists	29





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123 S. Lincoln St.  
Aberdeen, SD 57401

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516 Production Street, No. 200, Aberdeen, SD 57401; and Notice of Planned Layoff

Dear Mayor Levsen:

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Kneit Building  
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Pierre, SD 57501-2291





## EXHIBIT A

<b>Job Title</b>	<b>Affected Employees in Each Classification</b>
Accuracy Specialist	5
Administrative Support Specialist	1
Applicant Service Representative	7
Assistant Manager	2
Configuration Specialist	1
File Specialist	1
HR Manager	1
Implementation Specialist	1
International Specialists	6
Learning Coach	1
OJT Specialist	1
Public Records Manager	1
Public Records Specialist	11
Quality Control Specialist	1
Sr. Coordinator	2
Supervisor	4
System Administrator	1
Verification Specialists	26

