

## Economic Growth Region 11

*Serving Dubois, Gibson, Knox, Perry, Posey, Pike, Spencer, Vanderburgh and Warrick Counties*

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## Did you know....

- The new I-9 form must only be completed on new employees
- I-9 forms must be maintained for three years from the employment start date or termination date plus one year – whichever is longer

### INDIANA'S NEW HIGH SCHOOL EQUIVALENCY TEST

Indiana Department of Workforce Development (DWD) Commissioner Scott B. Sanders announced in late August the intention to execute a contract with CTB/McGraw-Hill to provide a new high school equivalency assessment that will replace the General Educational Development (GED®) test currently in use. The new assessment will ensure Indiana offers a high school equivalency test that matches employer demand and is both affordable and accessible. An expert panel of representatives from the Indiana Department of Correction (DOC), the Indiana Department of Education (DOE) and DWD were involved in evaluating all proposals offered, culminating in the selection of CTB/McGraw-Hill. In addition, Ivy Tech and the Indiana Association of Continuing Educators provided expert analysis of the available testing options. The new test, which all Indiana providers will begin utilizing in 2014, is called the Test Assessing Secondary Completion (TASC). TASC will be aligned to the College and Career Readiness Standards

over the next few years and will gradually increase in rigor to better meet industry demand. Hoosier test takers will also pay considerably less for the TASC than the GED® exam, which is scheduled to double in price beginning in January. "A quality workforce is essential to economic growth. It was crucial to select an exam that is on par with Indiana's College and Career Readiness Standards while ensuring it is accessible to any Hoosier," said Scott B. Sanders, Commissioner of the Indiana Department of Workforce Development. In order to maintain accessibility, the new exam will continue to be offered in both paper and computer-based formats, ensuring Indiana's current network of providers, including correctional facilities, will not be disrupted. It will also be available in English and Spanish, Braille, and audio versions for the visually impaired.

To learn more about TASC or to find adult education classes visit [www.in.gov/adulted.htm](http://www.in.gov/adulted.htm).

### CHANGES IN IMMIGRATION LAWS NOT JUST FOR FOREIGN WORKERS

The U.S. Citizenship and Immigration Services recently changed rules governing work-eligibility credentials, documentation requirements and key procedures that employers must follow in order to sponsor professional and skilled foreign workers. Details of these important changes and the stiff sanctions and penalties that can be levied against businesses for failure to adhere were outlined by David Guerrettaz, a partner in the Evansville law firm of Ziemer, Stayman, Weitzel & Shoulders, LLP, during a recent WorkOne Southwest business seminar. The Immigration Reform and Control Act requires employers to verify the identity and employment eligibility of their employees and it sets out criminal and civil sanctions for violations, the attorney explained. Many of the changes revolve around the Form I-9, which is used to document employment eligibility verification. Guerrettaz outlined the legal background and offered some guidance

in completing the new version of the form, which was effective May 7, 2013. Some of the tips offered for filling out the forms included the caution that the employer must verify the identity and work authorization of every employee in person, and that each form must be completed entirely. He advised that the employee and employer must sign the form and that forms must be maintained for three years from the employment start date or termination date plus one year – whichever is longer. Forms should be maintained separately from personnel files, he said. In general, Guerrettaz explained, the new form has more data fields; offers better and more comprehensive instructions; and contains expanded and refined lists of acceptable documents. However, the new form is also twice as long as the previous version, Guerrettaz said.

### Upcoming Events:

#### Business Seminars: Turning Performance Appraisals into Motivational Tools

- October 3, 2013  
WorkOne Southwest  
700 E. Walnut St.  
Evansville, IN 47710  
7:30am-9am CST  
To register please contact Gina Hertel [ghertel@dwd.in.gov](mailto:ghertel@dwd.in.gov)
- October 24, 2013  
VU Jasper Campus  
850 College Ave  
Jasper, IN 47546  
7:30am-9am EST  
To register please contact Nancy Schroering [nschroering@workonesouthwest.org](mailto:nschroering@workonesouthwest.org)

#### Creating a Collaborative Culture *Can't We All Just Get Along and Work Together?*

- October 10, 2013  
WorkOne Southwest  
1500 N Chestnut St.  
Vincennes, IN 47591  
7:30am-9am EST  
To register please contact Tom Susdorf [tsusdorf@dwd.in.gov](mailto:tsusdorf@dwd.in.gov)

### Contact:

For more information on mentioned programs please contact:

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