

NEW HIRE STATUS REPORT

(1) COMPANY NAME:		(2) CONTACT PERSON AND PHONE NO:				
(3) REPORTING PERIOD:		(4) PROJECT/PROGRAM NAME & NO:				
(5) CONTRACT AWARD DATE:						
(6) POSITION DESCRIPTION/NAME OF PERSON Report new hires only. A new hire is a full time employee filling a permanent, temporary or seasonal employment who is not on the company's payroll at the time of receipt of Section 3 covered assistance.	(7) SECTION 3 HIRE? Y/N	(8) DATE OF HIRE	(9) SECTION 3 HIRE CODE (SEE #1 BELOW)	(10) RACE/ ETHNICITY (SEE #2 BELOW)	(11) GENDER	(12) SECTION 3 TRAINEE? Y/N
1.						
2.						
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15.						
1. SECTION 3 PREFERNCE CODE: 1=Resident of development(s) for which covered assistance is expended; 2=Resident of other KCHA Public Housing; 3=HUD Youthbuild participant; 4=Puget Sound Area resident. 2. ETHNICITY CATEGORIES: A: White/not Hispanic; B: Black/not Hispanic; C: Hispanic; D: Asian or Pacific Islander; E: American Indian or Alaskan Native.						
I certify that the information in this report is true and correct to the best of my knowledge :						
_____		_____		_____		
Name & Title		Signature		Date		
(To be completed by KCHA staff)						
Received By :						
_____		_____		_____		
Name & Title		Signature		Date		
Submit this report as required by the project/contract manager.						

NEW HIRE STATUS REPORT INSTRUCTIONS

Complete the New Hire Status Report as indicated below and return completed forms to _____
(Project Manager) at _____.

- Box 1: Company name
- Box 2: Name and phone number of person filling out New Hire Status Report
- Box 3: Reporting period (the month and year)
- Box 4: Project name
- Box 5: Contract Award Date – List date contract was awarded for the project being reported on.
- Box 6: Position and Name – List all new hires on this project for the reporting period whether Section 3 eligible or not. A **new hire** is someone who fills a **full time regular, seasonal or temporary position** as a direct result of the project being reported on. Include both field and office staff hired specifically for the project.
- Box 7: Was this employee a Section 3 hire? Yes/No
- Box 8: Employee's hire date
- Box 9: If this employee is a Section 3 person, indicate Section 3 preference code (1, 2, 3, or 4) as listed on the New Hire Status Report. Individuals must be Section 3 certified by KCHA's Section 3 Coordinator. Certification process includes the completion of Section 3 Individual Certification Form followed by a review and approval by Section 3 Coordinator. **Completed Section 3 Individual Certification forms must be attached to New Hire Status Report. Number of forms submitted equal total new hires for the report period.**
- Box 10: Race/Ethnicity of new hire (A-White/not Hispanic; B-Black/Not Hispanic; C-Hispanic; D-Asian or Pacific Islander; E-American Indian or Alaskan Native).
- Box 11: Is the employee male or female?
- Box 12: Indicate whether this position is a training position. Per 24 CFR 135 (Section 3 regulations), a training position includes apprentices and trainees permitted under either of the Department of Labor Regulations (29 CFR part 5) or for work subject to HUD-determined prevailing wage rates, HUD policies and guidelines. **A position must either be a new hire or a trainee.** For additional information on training positions, refer to 24 CFR 135.

New Hire Status Report must be signed and dated by appropriate company/agency representative. Report shall be submitted to contract/project manager as contractually agreed upon. For additional information or assistance, contact Contract/Project Manager and/or Michael DeLaney by email at michaeld@kcha.org or by phone at 206-574-1259.