VERIFICATION OF EMPLOYMENT (VOE) INSTRUCTIONS

What: Public Partnerships has partnered with **Equifax's "The WORK Number" verification system** to provide Verification of Employment (VOE) for our care/support workers. There is no more need to contact PPL Customer Service to request VOE and instead you can use the below to obtain this information anytime, anywhere!

Why: Care/support workers often need to provide proof of their income or their employment history when applying for items such as the below:

- An apartment or other rental property
- A mortgage loan
- A car or auto loan
- A credit card or line of credit
- The Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program

- The Temporary Assistance for Needy Families (TANF) program
- Housing assistance or other social services

Paystub Option: Verification of employment or income can often be a paycheck stub, which can be obtained digitally by logging onto the **BetterOnline™ web portal**. Select "Timesheets" tab, then "Paid" Timesheets, and click on the check number to open the paystub for that check.

STEPS FOR PROVIDING INFORMATION TO A CREDIT VERIFIER / LENDER

If a Credit Verifier / Lender wants to verify the employment or income information themselves, please provide the following information to them. The lender may have to pay a fee for this service.

1. Your Social Security number
2. The Work Number website, www.theworknumber.com, or phone number, 800-367-5690
3. The Program Employer Code for your state and program, listed below. Unabbreviated list on the next page.

STEPS FOR OBTAINING THE VERIFICATION OF EMPLOYMENT YOURSELF

If you would like to obtain (free 1 per year, then a $25 fee) the record of your VOE for your own records or to pass on to a Credit Verifier/Lender, please follow these steps.

1. Go to the Equifax Website, www.theworknumber.com
2. To register, click on "Sign up" then click on "View my Data"
3. Enter in the Program Employer Code for your state and program from the list below. Unabbreviated list on the next page.
4. Enter in credentials (SSN) and create account

AL ID - 22351	FL IC - 21508	MA DESE - 21504	NJ PPP - 21518	TN CARE AC - 21504	VA CCC/DMAS - 21504
AZ DDD - 21510	GA DDW - 21504	MA PDP - 21504	OH MY CARE - 29212	TN CARE AG - 21504	VA VDHS - 21504
CA GGRC - 21504	IN FSSA - 21504	ME PDO - 21512	OH PASSPORT - 29212	TN ECF - 21516	WA IPONE - 21506
CO CDASS - 21505	KS AE Simply - 21504	MI AETNA - 21511	OR FMAS - 21517	TN KATIE BECKETT - 21516	WV BMS - 21509
FL AE - 21508	KS AG - 21504	MO DMH - 21513	PA OLTL - 21507	TN SDWP - 21516	WV IDD - 21509
FL AG - 21508	KS UHC - 21504	NJ DDD - 21518	RI IP - 22352	TN TCAD OPTS - 21504	WV TBI - 21509
FL FCC - 21508	MA ASD - 21504	NJ DHSS - 21504	SC FDGS - 21504	TNCARE VHSP - 21504	

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