

# 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](http://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](http://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

AR IC - 593506	FL FCC - 21508	MA ASD - 21504	NJ DHSS - 21504	RI IP - 22352	TN TCAD OPTS - 21504
AL DMH - 22351	FL IC - 21508	MA DESE - 21504	NJ PPP - 21518	SC FDGS - 21504	TNCARE VHSP - 21504
AZ DDD - 21510	IN FSSA - 21504	MA PDP - 21504	OH MY CARE - 29212	TN CARE AC - 21504	VA CCC/DMAS - 21504
CA GGRC - 21504	KS AE Simply - 21504	MD - 10244197	OH PASSPORT - 29212	TN CARE AG - 21504	VA VDHS - 21504
CO CDASS - 21505	KS AG - 21504	MI AETNA - 21511	OH OMA OMD - 29212	TN ECF - 21516	WV BMS - 21509
FL AE - 21508	KS STEPS - 21504	MO DMH - 21513	OR FMAS - 21517	TN KATIE BECKETT - 21516	WV IDD - 21509
FL AG - 21508	KS UHC - 21504	NJ DDD - 21518	PA OLTL - 21507	TN SDWP - 21516	WV TBI - 21509