

The Work Number



Verification of Employment/Income

Hello!

If you are a verifier or care/support worker who has requested a verification of employment / income (VOE / VOI), we have fulfilled that for you! Our system is powered by The Work Number® from Equifax.

We have included instructions on how to get a VOE / VOI from "The WORK Number" in this letter. Please use these instructions for any future VOE / VOI needs.

Does it cost anything to use "The WORK Number"?

Lenders and verifiers usually have an account with "The WORK Number" by Equifax since it's very common for VOE / VOI. If they don't have an account, there may be an applied fee to access this information.

If you would like this information for your own records from "The WORK Number," you may download a full report for free once per year, then if you wanted another copy in the same year, it would cost a \$25 fee.

Is using "The WORK Number" easy?

Yes! If you are providing the information to a lender/verifier, you only need to provide:

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, which is listed on the instructions with this letter

If you are looking for your own records, you only need to:

1. Go to the Equifax Website, www.theworknumber.com, and select the "Employee" option
2. Click on Register New Account
3. Enter in your Social Security number and select "Create Account"
4. Enter the Program Employer Code for your state and program from the instructions with this letter

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 BetterOnlineTM 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. If you are in the WA IP ONE program, please see below.

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 below.

AL DMH—22351	FL AG—21508	KS UHC—21504	OH Passport—29212
AR IC—593506	FL FCC—21508	MD DDA—10244197	OH My Care—29212
AZ DDD—21510	GA DDW—21504	MI Aetna—21511	OR FMAS—21517
CA GGRC—21504	IN FSSA—21504	NC CAP—21504	PA OLTL—21507
CA PDS—21504	KS AE Simply—21504	NJ DDD—21518	PA ODP—21507
CA SDP—21504	KS AG—21504	NJ DHSS—21504	TN TCAD—21504
CO CDASS—21505	KS Healthy Blue—2151	NJ PPP—21518	VA CCC—21504

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. If you are in the WA IP ONE program, please see below.

1. Go to the Equifax Website, www.theworknumber.com, and select the "Employee" option
2. Click on Register New Account
3. Enter in credentials (SSN) and create account
4. Enter the Program Employer Code for your state and program from the list below. Unabbreviated list below.

Instructions for WA IP ONE Workers

The WORK Number is not yet set up for the Washington Independent Provider ONE (WA IP ONE) program. Please call Customer Service at 844-240-1526 to submit a request for a Verification of Employment (VOE) or a Verification of Income (VOI). This number is the English line. If you need another language, please click here for the full list of languages supported and the associated phone number.

Unabbreviated List of Program Employer Codes

- Alabama Department of Mental Health (DMH) Division of Developmental Disabilities—Intellectual Disabilities (ID) Waiver—Code: 22351
- Arkansas Department of Human Services—Code: 593506
- Arizona DDD Independent Provider Program—Code: 21510
- California Golden Gate Regional Center—Code: 21504
- California Department of Developmental Services—Code: 21504
- California Self-Determination Program—Code: 21514
- Colorado Consumer Directed Attendant Support Services (CDASS)—Code: 21505
- Florida Participant Direction Option (PDO)—Code: 21508
- Georgia DDW NOW & COMP Waiver Program—Code: 21504
- Indiana FSSA Consumer-Directed Attendant Care Program—Code: 21504
- Kansas STEPS (Supports and Training for Employing People Successfully)—Code: 21515
- Kansas Work Opportunities Reward Kansans (WORK) Program—Code: 21504
- Maryland Department of Health Developmental Disabilities Administration (DDA)—Code: 1244197
- Michigan AETNA Health Link Self Determination Option—Code: 21511
- Missouri DMH Self-Directed Supports (SDS) Program—Code: 21513
- New Jersey Division of Developmental Disabilities (DDD)—Code: 21518
- New Jersey DHSS—Code: 21504
- New Jersey Personal Preference Program (PPP)—Code: 21518
- Ohio Department of Aging (ODA) PASSPORT—Code: 29212
- Ohio Department of Medicaid (ODM) MyCare—Code: 29212
- Oregon Financial Management Agent Services (OR FMAS)—Code: 21517
- Pennsylvania Office of Long-Term Living (OLTL) Program—Code: 21507
- Pennsylvania Office of Developmental Programs (ODP)—Code: 21507
- Tennessee TCAD Options—Code: 21504
- Virginia Cardinal Care Program—Code: 21504