

A Sources of Earned Income Verification

REVISION 26
(10/01/13 –12/31/13)

Sources of acceptable verification of earned income include, but are not limited to, any of the following:

- Paycheck stubs.
- Copy of check, when the gross earnings are listed.
- [Equifax](#) when the employer is participating.
- Corporate Cost Control (CCCVerify) when the employer is participating.
- VerifyDirect when the employer is participating.
- Written tips record.

EXCEPTION

Use the amount of tips shown on the paycheck stub unless the participant claims a different amount and the tips received are verified.

- C005 is completed by the Employer, the statement is signed, dated and includes all of the following:
 - Name, address and telephone number of the employer
 - Gross pay for the periods needed
 - Frequency of pay and day of the week pay is received
 - Any anticipated changes in pay
- Complete the Verification of Employment History (FA-053) form.

NOTE Make a [collateral contact](#) to the employer when no response is received with the FA-053. Document the [case file\(g\)](#) with the results of the collateral contact.

EXCEPTION

Use other means of verification when contacting the employer would jeopardize the participant's employment. Document the [case file\(g\)](#) with the reason the employer was not contacted.

- Letter from the agency providing government-sponsored training.
- Leave and Earnings Statement (LES) from the military.
- [HOSC Information.](#)

EXCEPTION

Do not call for employment or wage information verification from the following employers:

- [Wendy's.](#) Mail an FA-053 when requesting employment verification from any of these ten specific Wendy's restaurants.
 - [Solutions Staffing.](#) Mail an FA-053 when requesting employment verification.
- When all other sources of verification have been exhausted, use a participant statement.