

## A Sources of Earned Income Verification

**REVISION 18**  
(07/01/11 –09/30/11)

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.
- [TALX The Work Number](#) when the employer is listed.
- Written tips record.
- C005 completed by the employer

### EXCEPTION

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

- Employer's statement that is signed, dated and includes all of the following:
  - Name, address and telephone number of the employer
  - Gross pay for the time frames needed
  - Frequency of pay and day of the week pay is received
  - Any anticipated changes in pay
  - Completed 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 CADO with the results of the collateral contact.

### EXCEPTION

Use other means of verification when contacting the employer would jeopardize the participant's employment. Document CADO 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