

## A Sources of Earned Income Verification

**REVISION 47**  
(01/01/18 –12/31/18)

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

- Arizona State Retirement System (ASRS)
- Paycheck stubs.
- Copy of check, when the gross earnings are listed.
- [Equifax/EMVI](#) 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 expected changes in pay
- Complete the Verification of New/Current Employment (FAA-0053A) form. For terminated employment verification use the Verification of Terminated Employment (FAA-1701A) form.

**NOTE** Make a [collateral contact](#) to the employer when no response is received with the FAA-0053A. 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 FAA-0053A or the FAA-1701A when requesting employment verification from any of these specific Wendy's restaurants. (See [Wendy's Employment and Wage Information](#))
- Solutions Staffing: Mail an FAA-0053A or the FAA-1701A when requesting employment verification. (See [Solution Staffing](#))

- A [collateral contact](#) with the employer or qualified source
- When all other sources of verification have been exhausted, use a participant statement.