

A Sources of Earned Income Verification

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.

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
- Verification of Employment History (FA-053) form. The FA-053 must include all of the following:
 - The participant's signature (or attach a copy of the signature page of the application).
 - The period of time for which the verification is requested.
 - Participant's name and Social Security Number.

NOTE Make a [collateral contact](#) to the employer when no response is received with the FA-053.

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](#). Verify income reported in the calendar quarter prior to the date HOSC is accessed when verification is not in the case file.

EXCEPTION

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

- [Bank One](#). FAX an FA-053 to Bank One.
- [Wendy's](#). Mail an FA-053 when requesting employment verification from any of the ten specific Wendy's restaurants