

A Sources of Earned Income Verification

REVISION 03
(01/01/08 – 03/31/08)

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.