

E Contract Income Verification

When verifying contract income, use one of the following sources of verification:

- A copy of the contract
- [Collateral contact](#) to the employer
- [Participant's statement](#) when no other verification can be obtained

NOTE When contract income is received hourly or on a [piecework \(g\)](#) basis, use pay stubs in addition to the other sources of verification.

The verification MUST include the following information:

- Employer's name or source of income
- Contract employee's name
- Period of time the contract is intended to cover
- Period of time the employee is anticipated to work
- Frequency in which the income will be paid

When the contract does not specify either of the following, complete a collateral contact to the employer to obtain the information:

- The period of time the contract is intended to cover
- The contract is an annual contract