

A Sources of Earned Income Verification

REVISION 24
(04/01/13 –06/30/13)

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.
- [Equifax](#) 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 anticipated changes in pay
- Complete the 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 or the CADO Extension Form (CEF) 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 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
- When all other sources of verification have been exhausted, use a participant statement.