

VERIFICATION OF EMPLOYMENT (VOE) INSTRUCTIONS

What: Public Partnerships has partnered with **Equifax’s “The WORK Number” verification system** to provide Verification of Employment (VOE) for our care/support workers. There is no more need to contact PPL Customer Service to request VOE and instead you can use the below to obtain this information anytime, anywhere!

Why: Care/support workers often need to provide proof of their income or their employment history when applying for items such as the below:

- An apartment or other rental property
- A mortgage loan
- A car or auto loan
- A credit card or line of credit
- The Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program
- The Temporary Assistance for Needy Families (TANF) program
- Housing assistance or other social services

Paystub Option: Verification of employment or income can often be a paycheck stub, which can be obtained digitally by logging onto the **BetterOnline™ web portal**. Select “Timesheets” tab, then “Paid” Timesheets, and click on the check number to open the paystub for that check.

STEPS FOR PROVIDING INFORMATION TO A CREDIT VERIFIER / LENDER

If a Credit Verifier / Lender wants to verify the employment or income information themselves, please provide the following information to them. The lender may have to pay a fee for this service. If you are in the WA IP ONE program, please see below.

- 1 Your Social Security number
- 2 The Work Number website, www.theworknumber.com, or phone number, 800-367-5690
- 3 The Program Employer Code for your state and program, listed below. Unabbreviated list on the next page.

STEPS FOR OBTAINING THE VERIFICATION OF EMPLOYMENT YOURSELF

If you would like to obtain (free 1 per year, then a \$25 fee) the record of your VOE for your own records or to pass on to a Credit Verifier/Lender, please follow these steps. If you are in the WA IP ONE program, please see below.

- 1 Go to the Equifax Website, www.theworknumber.com
- 2 To register, click on “Sign up” then click on “View my Data”
- 3 Enter in the Program Employer Code for your state and program from the list below. Unabbreviated list on the next page.
- 4 Enter in credentials (SSN) and create account

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| AL ID - 22351 | FL IC - 21508 | MA DESE - 21504 | NJ PPP - 21518 | TN CARE AC - 21504 | VA CCC/DMAS - 21504 |
| AZ DDD - 21510 | GA DDW - 21504 | MA PDP - 21504 | OH MY CARE - 29212 | TN CARE AG - 21504 | VA VDHS - 21504 |
| CA GGRC - 21504 | IN FSSA - 21504 | ME PDO - 21512 | OH PASSPORT - 29212 | TN ECF - 21516 | WA IPONE - 21506 |
| CO CDASS - 21505 | KS AE Simply - 21504 | MI AETNA - 21511 | OR FMAS - 21517 | TN KATIE BECKETT - 21516 | WV BMS - 21509 |
| FL AE - 21508 | KS AG - 21504 | MO DMH - 21513 | PA OLTL - 21507 | TN SDWP - 21516 | WV IDD - 21509 |
| FL AG - 21508 | KS UHC - 21504 | NJ DDD - 21518 | RI IP - 22352 | TN TCAD OPTS - 21504 | WV TBI - 21509 |
| FL FCC - 21508 | MA ASD - 21504 | NJ DHSS - 21504 | SC FDGS - 21504 | TNCARE VHSP - 21504 | |

UNABBREVIATED LIST OF PROGRAM EMPLOYER CODES

- Alabama Department of Mental Health (DMH) - Intellectual Disabilities (ID) Program - Code: 22351
- Arizona DDD Independent Provider Program – Code: 21510
- California Golden Gate Regional Center – Code: 21504
- Colorado Consumer Directed Attendant Support Services (CDASS) – Code: 21505
- Florida Participant Direction Option (PDO) – Code: 21508
- Georgia DDW NOW & COMP Waiver Program – Code: 21504
- Indiana FSSA Consumer-Directed Attendant Care Program – Code: 21504
- Kansas Work Opportunities Reward Kansans (WORK) Program – Code: 21504
- Massachusetts ASD DDS Children’s Autism Waiver Program – Code: 21504
- Massachusetts DESE/DDS – Code: 21504
- Massachusetts Participant-Directed Program (PDP) – Code: 21504
- Maine Participant Directed Option (PDO) – Code: 21512
- Michigan AETNA Health Link Self Determination Option – Code: 21511
- Missouri DMH Self-Directed Supports (SDS) Program – Code: 21513
- New Jersey Division of Developmental Disabilities (DDD) – Code: 21518
- New Jersey DHSS – Code: 21504
- New Jersey Personal Preference Program (PPP) – Code: 21518
- Ohio MY CARE – Code: 29212
- Ohio PASSPORT – Code: 29212
- Oregon Financial Management Agent Services (OR FMAS) – Code: 21517
- Pennsylvania Office of Long-Term Living (OLTL) Program – Code: 21507
- Rhode Island Independent Provider Program - Code: 22352
- South Carolina FDGS Attendant Care Program – Code: 21504
- Tennessee KATIE BECKETT – Code: 21516
- Tennessee TennCare CHOICES – Code: 21504
- Tennessee TennCare Employment and Community First (ECF) CHOICES – Code: 21516
- Tennessee Self Determination Waiver Program (SDWP) – Code: 21516
- Tennessee TCAD Options – Code: 21504
- Tennessee Veterans Program– Code: 21504
- Virginia CCC Plus / DMAS Program – Code: 21504
- Washington Individual ProviderOne (IPOne) - Code: 21506
- West Virginia Personal Options Program (BMS, IDD, TBI) – Code: 21509