

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 Individual Provider (IPOPNE) web portal. Enter your Provider ID, Select your pay period, Select "Timesheets" or "Time Entries" 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..

- 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.

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.

- 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.
- 4 Enter in credentials (SSN) and create account on the next page.

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