

# 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](http://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](http://www.theworknumber.com), and select the “Employee” option
- ② Click on Register New Account
- ③ Enter in credentials (SSN) and create account
- ④ Enter in the Program Employer Code for your state and program from the list below. Unabbreviated list on the next page.

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

## INSTRUCTIONS FOR WA IP ONE WORKERS

The WORK Number is not yet set up for the Washington Independent Provider ONE (WA IP ONE) program. Please call Customer Service at 844-240-1526 to submit a request for a Verification of Employment (VOE) or a Verification of Income (VOI). This number is the English line. If you need another language, please [click here](#) for the full list of languages supported and the associated phone number.

## UNABBREVIATED LIST OF PROGRAM EMPLOYER CODES

- 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
- Oregon Financial Management Agent Services (OR FMAS) – Code: 21517
- Pennsylvania Office of Long-Term Living (OLTL) Program – Code: 21507
- South Carolina FDGS Attendant Care Program – Code: 21504
- 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
- West Virginia Personal Options Program (BMS, IDD, TBI) – Code: 21509