

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, 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