public partnerships (PPL)

148 State Street, 6ᵗʰ Floor
Boston, Massachusetts 02109

VERIFICATION OF EMPLOYMENT / INCOME

Hello!

If you are a verifier or care/support worker who has requested a verification of employment / income (VOE / VOI), we have fulfilled that for you! Our system is powered by The Work Number® from Equifax.

We have included instructions on how to get a VOE / VOI from "The WORK Number" in this letter. Please use these instructions for any future VOE / VOI needs.

Does it cost anything to use "The WORK Number"?

Lenders and verifiers usually have an account with "The WORK Number" by Equifax since it's very common for VOE / VOI. If they don't have an account, they may be applied a fee to access this information.

If you would like this information for your own records from "The WORK Number," you may download a full report for free once per year, then if you wanted another copy in the same year it would cost a $25 fee.

Is using "The WORK Number" easy?

Yes! If you are providing the information to a lender / verifier, you only need to provide:

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, which is listed on the instructions with this letter

If you are accessing for your own records, you only need to:

1. Go to the Equifax Website, www.theworknumber.com, and select the "Employee" option
2. Click on Register New Account
3. Enter in your Social Security number and select "Create Account"
4. Enter in the Program Employer Code for your state and program from the instructions with this letter

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.

AL DMH DDD - 22351	GA DDW - 21504	MA PDP - 21504	OH MY CARE - 29212	TN CARE AC - 21504	WV IDD - 21509
AZ DDD - 21510	IN FSSA - 21504	MD DDA -10244197	OH PASSPORT - 29212	TN CARE AG - 21504	WV TBI - 21509
CA GGRC - 21504	KS AE Simply - 21504	ME PDO - 21512	OH OMA - 29212	TN ECF - 21516	
CO CDASS - 21505	KS AG - 21504	MI AETNA - 21511	OH OMD - 29212	TN SDWP - 21516	
FL AE - 21508	KS STEPS - 2151	MO DMH - 21513	OR FMAS - 21517	TNCARE VHSP - 21504	
FL AG - 21508	KS UHC - 21504	NJ DDD - 21518	PA OLTL - 21507	VA CCC/DMAS - 21504	
FL FCC 21508	MA ASD 21504	NJ DHSS 21504	RI IP 22352	VA VDHS 21504	
FL IC - 21508	MA DESE - 21504	NJ PPP - 21518	SC FDGS - 21504	WV BMS - 21509	

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UNABBREVIATED LIST OF PROGRAM EMPLOYER CODES

- Alabama Department of Mental Health (DMH) Division of Developmental Disabilities-Intellectual Disabilities (ID) Waiver - Code: 22351
- Arizona DDD Independent Provider Program – Code: 21510
- California Golden Gate Regional Center – Code: 21504
- California Self-Determination Program - Code: 21514
- 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 STEPS (Supports and Training for Employing People Successfully) - Code: 21515
- 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
- Maryland Developmental Disabilities Administration (DDA) – Code: 10244197
- 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 Department of Aging (ODA) PASSPORT - Code: 29212
- Ohio Department of Medicaid (ODM) MyCare - 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 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
- West Virginia Personal Options Program (BMS, IDD, TBI) – Code: 21509