

## INCOME VERIFICATION FROM EMPLOYER

<b>PURPOSE</b>	<p>To document information about a family's income from their employer when they are unable to provide all W-2's, pay stubs or pay envelopes for the previous 12 months or last calendar year verification . Used to determine eligibility for entry into the Head Start program.</p> <p>Good for a program year when Waitlisted only.          Good for all of EHS program if enrolled continuously.          Good for 2 years for HS program if enrolled continuously.</p>
<b>WHO/WHEN COMPLETED:</b>	<ol style="list-style-type: none"> <li>1. Parents &amp; their employer complete the top portion.</li> <li>2. Staff verify information by contacting employer after receipt of document.</li> <li>3. Staff submits with completed Eligibility Form &amp; supporting documents via Scan to ERSEA. 1 child per scan.</li> </ol>
<b>HOW TO FILL IT OUT:</b>	<ol style="list-style-type: none"> <li>1. Indicate the Authorized Employer Representative's Name and Title –</li> <li>2. Write the name of the Parent/Employee</li> <li>3. Write the Company Name –</li> <li>4. Indicate the Company Address:</li> <li>5. Indicate the month, day and year the employee was first hired</li> <li>6. Indicate if employee is still employed with company, if so write "present". Otherwise identify the month, day and year employee was terminated.</li> <li>7. Indicate employee's total gross earnings for the previous 12 months or prior calendar year –</li> <li>8. Indicate from what <i>Month/Day/Year</i> to what <i>Month/Day/Year</i> income this income was earned by the employee/applicant –</li> <li>9. Authorized Employer Representative sign and date at the bottom –</li> </ol>
<b>CHILDPLUS DATA ENTRY:</b>	N/A
<b>WHERE TO FILE:</b>	ChildPlus will have the electronic file.
<b>IMPORTANT NOTES:</b>	ERSEA will use this information to complete the EVF (Eligibility Verification Form).