



# **F.Y.I.**

**from the Policy Unit**

**FYI-287**

**Date: May 26, 2020**

## **SUBJECT: USPS Verification of Employment**

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSSPolicyQuestions@azdes.gov](mailto:DCSSPolicyQuestions@azdes.gov) or call 602-771-8127

The Policy Unit would like to inform staff that the United States Postal Service (USPS) amended its requirement for including a signed authorization from the employee when submitting verifications of employment.

As outlined in Policy FYI-276 (USPS Contact Information for Child Support Agencies), staff were advised to contact The Work Number (TALX) to obtain employment verification information from the USPS. When unable to obtain information from The Work Number, instructions for submitting verifications of employment to the USPS previously indicated:

*“Requests must include a signed authorization from the employee dated within the last 12 months. All documents must contain an original signature. The USPS does not accept electronic signatures.”*

The USPS has confirmed that child support agencies are not required to submit a signed authorization from the employee when submitting verifications of employment. Therefore, the verbiage indicated above has been removed.

***DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.***

***\*Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail***