
DCSE Policy & Procedures Unit
Policy Update
PPU 09-05-002
May 27, 2009

SUBJECT: Using "The Work Number" for Employment Verification

Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 771-8127.

The IV-D PARTNERS should send POLICY inquiries directly to DCSE-POLICYQUESTIONS@azdes.gov

This Policy Update is being sent to inform staff of the process to submit employment verification requests for employers utilizing The Work Number. The Work Number is an online service which allows DCSE staff to obtain employment verification from over 1,900 registered employers. The DCSE is currently updating the **Employer Additional Address List (EMAA)** screen for employers registered with The Work Number.

Prior to generating a **Verification of Employment History** form through the **CP Manual Locate Tracking (CPML)** and **NCP Manual Locate Tracking (NCML)** screens, staff must review the **EMAA** screen to determine if the employer in question is a registered user of the service. If so, an Employment Verification "VER" address type will be listed with WWW THEWORKNUMBER COM in the address field.

Employment verification requests for registered employers must be processed through the website www.theworknumber.com. Click on the link for Social service agencies and follow the prompts. A written response will be received via fax within 2-5 days.

Staff are urged to view this information directly on OPPM and not create a separate personal file. Click on the link <http://dcsepc>. You will find this Policy Update in Policy Updates 2009.