

## Applying to a Social Service Agency?

Follow these easy steps:

- 1) Print this page for your convenience.
- 2) Fill in your Social Security Number in the box below.
- 3) Supply the information in the box below to your case worker.

### Instructions for Social Service Agencies

#### **Case worker:**

1) Register with The Work Number via the Web or telephone.

All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need additional help, please call The Work Number Client Service Center at 1-800-996-7566.

• **[www.theworknumber.com](http://www.theworknumber.com)**

• **1-800-996-7566**

2) Obtain employment and income verification.

- The Work Number Access Options for Social Service Agencies:

a) **[www.theworknumber.com](http://www.theworknumber.com)**

b) **1-800-660-3399**

- Enter your registered fax number.

- Enter the following information when instructed:

a) **Pro Staff's Employer Code: 1 1 4 2 4**

b) Employee's Social Security Number:    -   -

Select the kind of verification you need. You may verify **employment** or **employment plus income**.