



Seasonal Employment Verification Form

Household members who work on a 12-month contract but will be paid over a period of less than 12 months are considered to receive seasonal employment income. School district employees may be the most common example of this situation. For example, some teachers get paid for 9 months but have a 12-month contract.

Seasonal employees are required to provide 12 months of income documentation. If pay stubs are not available, the employee may request the employer to complete the information below.

Form Requested to be filled out by:

Staff: _____

If pay stubs are not available, the customer's employer must complete the Employment Verification Form.

Employee Name: _____ Date: _____

Employee Signature: _____

Occupation: _____

Business Name (please print): _____

****To be completed by the Employer Only****

Please complete the below information, sign and return to the agency listed above. Your assistance is appreciated.

Date employment began: _____ Date first paycheck issued: _____

Date Employment Ended (if applicable): _____

Date last paycheck was issued: _____ Gross amount of last pay: _____

Provide the information below for the last 30 days from the date above or attach a copy of pay stubs.

Date issued:	Gross pay amount:	Medical Deductions:

Employer Address: _____

Employer Signature: _____ Date: _____

Employer Name (print): _____

Contact Phone Number: _____

****CAC Use Only**** Initials: _____ Employer name: _____ Date: _____ Time: _____