

INSTRUCTIONS FOR FORM 2074-EG-EAP (11/06), "EARNINGS VERIFICATION"
2074-EG-EAP/B (5/94), "EMPLOYER PAYROLL STATEMENT"

PURPOSE

To obtain earnings and employment status information unique to Energy Assistance Program (EAP) to determine eligibility and annual benefit.

GENERAL INSTRUCTIONS

Caseworker will send form to current and/or previous employers as the case dictates. Client signature or copy of last page of application granting EAP permission to investigate is required.

SPECIAL INSTRUCTIONS

1. Enter the date form is being sent, case number and case manager's name.
2. Obtain client's signature and date of signature, whenever possible.
3. Insert address of the employer in the box provided for mailing.
4. Insert full name of individual employee and their Social Security Number.
5. Check only those boxes which pertain to the particular case, specifying for which months (if applicable) information is needed.

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