



How to Use The Work Number Social Service Express

Go to www.theworknumber.com/gov.

1. Enter your Fax Number.
2. Click "Go."
3. Enter your State Member ID and your Authorized User Number.
4. Click "Continue."
5. Select a Permissible Purpose.
6. Click "Continue."
7. Enter the employee's Social Security Number.

Note

- If you are looking for a single verification from a specific employer and not an SSN search, click the "Need Specific Employer" link.

- You may enter a tracking number or phrase for your own reference purposes.

8. Click "Continue."
9. Check the boxes in the "Get Verification" column next to the employer(s) you want.
10. Click "Submit."

All verifications will be available on one page. Use your scroll bar to move down the page to view each verification. You can print or save the verification electronically for your records.

If you have any questions or need additional assistance, visit www.theworknumber.com or call The Work Number Client Service Center at 1-800-996-7566 or 1-800-424-0253 (TTY - Deaf). Agents are available Monday through Friday from 7am to 8pm Central Time.

The screenshot shows the 'Social Services Home' page of The Work Number. It includes a navigation menu, a 'Social Services Login' section with fields for Fax Number, State Member ID, and Authorized User Number, and a 'Permissible Purpose' section with radio button options. The 'Request a Social Services Verification' section shows a table of employers with checkboxes for getting verifications. Numbered callouts 1 through 10 highlight key steps in the process.

Social Services Home

For **Social Service Workers** involved with TANF, food stamps, housing, and Title IV-D.

Social Services Login

No spaces or dashes

Fax Number:

☒ Remember my ID on this Computer

GO

Social Services Agent Login

State Member ID:

Authorized User Number:

☒ Remember Me

EXIT / LOGOUT **CONTINUE >>>**

Permissible Purpose

When using The Work Number, certain obligations of the Fair Credit Reporting Act (FCRA) may apply to you. These include providing us with your identity and a purpose for your access to the verification information which is permitted under FCRA.

Select the applicable purpose below and click 'Continue'.

☐ Employee's eligibility for a benefit granted by a governmental agency; - we are required by law to consider the employee's financial responsibility or status;

☐ Determine child support payments - I represent a state or local child support enforcement agency;

☐ I am performing a review of an employee's case, which enables me to collect pertinent employee information including employment and income, benefits, etc.

☐ Under a court order or a Federal grand jury subpoena;

☐ Employee has issued me written instruction to obtain this information;

[None of these; show me more purposes.](#)

By selecting a Permissible Purpose above and clicking 'Continue', I certify the statement is true.

CONTINUE >>>

Request a Social Services Verification

* Required Field

*Social Security Number:

[Need Specific Employer](#)

Your Tracking #: [What's this?](#)

EXIT / LOGOUT **CONTINUE >>>**

Check one or more boxes and click 'Submit' to order the Social Service Verification(s) listed below.

Company Code	Company Name	Employment Status	Get Verification
11111	Provare International	Active	<input type="checkbox"/>
22222	Enterprise USA	Active	<input type="checkbox"/>
33333	ACME Corporation	No Longer Employed	<input type="checkbox"/>
44444	Universal Service Corp.	No Longer Employed	<input type="checkbox"/>

Cancel **Submit**