



## Applying to a Social Service Agency?

Follow these easy steps:

- 1) Download/print a copy of this instructions and email/give it to the Agency/Case Worker requesting the information.
- 2) You should not have to do anything as all the instructions for the Agency/Case Worker are listed in Box 2 below.

### Box 2 – Instructions for Social Service Agencies/Case Workers

#### Case worker:

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

All agencies must register to use the service. It takes about 48 hours to complete. 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 an 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) **Texas Health Resources Employer Code: 11138**
  - b) Employee's Social Security Number:    -   -

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