

PURPOSE

Use to verify a household member's income.

PROCEDURE

Issue the Form 128 to the employer or instruct the household member to take the Form 128 to the employer for completion.

File the completed Form 128 in the case record.

DETAILED INSTRUCTIONS

Page 1. Enter the employer's name and address; the date the Form 128 is issued; the case record number; the office address, telephone number, and fax number; the employee's name and social security number, if available.

If applicable, the employee signs and dates the information release statement in the box provided on Page 1 of the Form 128.

Page 2. Enter the month(s) that wage information is needed.

The employer completes the rest of Page 2.

FORM RETENTION

Maintain the records at least until the end of the third complete state fiscal year following the date on which the application is submitted.