

Box 3 – Instructions for Social Service Agencies

Case worker:

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

All agencies must register to use the service. It takes about 5 minutes to complete the application. 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
- **1-800-996-7566**

2) Obtain an employment and income verification.

- The Work Number Access Options for Social Service Agencies:

a) www.theworknumber.com

b) **1-800-660-3399**

- Enter your registered fax number.
- Enter the following information when instructed:

a) **University of Rochester Employer Code: 11968**

b) Employee's Social Security Number:

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