Ohio | Development Services Agency

Seasonal Employment Verification Form

Household members who work on a 12-month contract but will be paid over a period of less than 12 months are considered to receive seasonal employment income. School district employees may be the most common example of this situation. For example, some teachers get paid for 9 months but have a 12-month contract.

Seasonal employees are required to provide 12 months of income documentation. If pay stubs are not available, the employee may request the employer to complete the information below.

Local Delegate Agency Contact Information:

Employee Name: _____ Date: _____

Employee Signature: _____

Occupation: _____

Business Name (please print): _____

****To be completed by the Employer Only****

Please complete the below information, sign and return to the agency listed above. Your assistance is appreciated.

Date employment began: _____ Date first paycheck issued:_____

Date employment ended (if applicable): _____

Date last paycheck was issued: _____ Gross amount of last pay: _____

Provide the information below for the last 12-months from the date above or attach a copy of pay stubs.

Date issued:	Gross pay amount:	Medical Deductions:

Employer Address: _____

Employer Signature (required): _____ Date: _____

Employer Name (print): _____ Contact Phone Number: _____