Community Action Wayne/Medina
Administrative Offices: 905 Pittsburgh Avenue, Wooster Ohio 44691 330.264.8677 FAX 330.264.5170
Medina Office: 232 Northland Drive (lower level), Medina Ohio 44256 330.723.2229 FAX 330.723.5418

Seasonal Employment Verification Form

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

Household members who work on a 12-month contract but will be paid over a period of less than 12 months or are **employees** hired into a position for a short term. They are mostly part-time or temporary workers that help out with increased work demands or **seasonal** work that arise in different industries.

Local Energy Assistance Provider 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 separate document to this form.

Date issued:	Gross pay amount:	Medical/Child Support/Dental/ Vision/HSA Deductions:

Employer Address: _____

Employer Signature (required):_____Date:_____

Employer Name (print):_____Contact Phone Number: _____