



Online Income Verification

For Social Security & Unemployment Insurance

Online Social Security Administration Income Documentation

Due to budget cuts requiring Social Security Administration (SSA) staffing reductions, beginning October 2014 SSA field offices will stop providing benefit verification letters, except in emergency situations. There are two ways for households to obtain verification letters from the SSA:

- Household members can create an online SSA account to print a benefit verification letter for proof of Social Security income. The printed letter is identical to the one sent by Social Security Office. It includes the name, SSN and benefit amount. Household members must print the Benefit Verification Letter because the “Overview” and “Benefit and Payment Details” pages do not identify the household member. The SSA web address for on-line SSA accounts is <http://www.socialsecurity.gov/myaccount/>.
- Benefit verification letters can also be requested through the SSA’s toll free number 1-800-772-1213. This line is automated or the claimant can wait to speak to a representative. Letters requested via the 1-800 number take 5-7 days to arrive to the claimant.

On-line Unemployment Insurance Income Documentation

The Minnesota Department of Employment and Economic Development (DEED) implemented a new process for providing online income documentation for Unemployment Insurance (UI) payments.

- Income verification is only available on line.
- The UI recipient is issued a pin required to access the documentation.
- All UI recipients are provided with information on how to access UI documentation using the online system at www.uimn.org.
- Requests for UI documentation require entering a date range. To request documentation of UI payments use the “payment request date” in place of the “payment period end date” because that is the equivalent terminology used by UI. For example, the date range should include the two weeks prior to and after the three months needed for EAP income verification, this will result in documentation that includes all of the UI payments made during the three months.
- Care must be taken when determining UI income. If the UI recipient is working, their wage income is shown under the “Deductions” column on their account readout. These deductions should not be added back into the UI benefit. Wages earned in that same period should be recorded separately and included in the household income. If the deductions column and wages are both counted it results in the same income being counted twice.
- Amounts shown in the “Other Distributions” column should be added back into the UI benefit. These distributions are usually child support payments, tax withholdings or UI overpayment repayments and should be included in the UI income amount.
- Anyone needing assistance with the system should call DEED at 651-296-3644 or 1-877-898-9090.