

DPW's RPP Verification Process

1. Verify residency status
 - Applicant must provide 2 valid proofs of residence
2. Verify unemployed/underemployed status
 - Applicant must certify that they meet criteria (not employed full time, not employed in last 15 days, meet income eligibility requirements)
3. Ensure affidavit is completely executed
4. DPW retains physical and electronic record
5. Employer submits payroll information to DPW
6. DPW reviews submitted payroll reports and verifies that employee is approved for RPP participation at listed address
7. DPW contacts employer if there are discrepancies between reports and RPP records
 - Employer corrects any errors in RPP records
8. DPW runs final RPP report for contract
9. Contract is closed