



Dear Conroe ISD Employee,

It is our understanding that the Texas Health and Human Services Commission will often request that Conroe ISD complete a verification of employment form after they have determined that your application is incomplete. **Often, the inclusion of your last four consecutive paycheck stubs with your application or face-to-face interview will satisfy the employment and income verification portion of your application without the additional time needed for CISD to complete a separate verification form.** This may mean faster processing of your application if you will provide your caseworker with the information they request at the time you are applying or renewing your application.



You are able to access your paycheck stubs through the **Employee Access Center (EAC)**, which is accessible through the CISD SSO Portal (<https://sso.conroeisd.net/SSO/Portal>). Additionally, there are computers and printers located in the Human Resources or Payroll Departments where you can access and print your paycheck stubs. If you need assistance with how to print your paycheck stubs, you may contact the Payroll Department at (936) 709-7722, or come by our office during normal business hours.

Thank you,

Conroe ISD Payroll Department