



Handy Reference Sheet

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Your Job Counselor _____ Working Hours _____ Phone Contacts _____

Contact Name	Phone Number/Fax	Website/Other	Email Address
Teresa Ellinger (Certified Benefits Specialist/CPWIC)	To meet with Teresa, you can schedule a Benefits Counseling appointment via her Calendar Link >>>>	Calendar Link: https://calendar.app.google/zC33ysjVEARxitHo6 You can also contact your counselor to email you the link.	telling@myemploymentoptions.com
Send In Your Pay Stubs to MEO: (Use MeasureOne Portal Or Email Or Mail Or Fax Pay stubs to Our MEO Billing Department) -Send in Pay Stubs and Earn 1 Raffle Ticket Per Stub for Monthly Pay Stub Drawing	Fax Stubs To: 727-202-8507	MeasureOne Portal: To learn more, contact your counselor (OR) Mail Stubs To: My Employment Options PO Box 10053 - St. Petersburg, FL 33733	Email Stubs To: paystubs@myemploymentoptions.com - How to Save and Name the Pay stub Attachment File: Last Name First Initial. Start thru End: Example: Smith J. 2-2-25 thru 2-18-25 Then save the pay stub file in a pdf format.
SSA: Reporting Changes (To report a new job or any changes in your work status, earnings, or mailing address, you can call SSA (or) set up a My Account online)	800-772-1213	https://www.ssa.gov/myaccount/	
SSA: SSI & Wage Reporting (If receiving SSI, report by the 6th of each month- your prior month's gross earnings. You can report your income via phone or the SSI Wage Reporting Smartphone App)	866-772-0953	https://www.ssa.gov/ssi/reporting/wages	
New Client Webpage		https://www.myemploymentoptions.com/new-client-welcome-page/	
Client Webpages (Important client information)		https://www.myemploymentoptions.com/clients/	
Working Rewards Program (Working clients can save monthly pay stub raffle tickets and cash in for great prizes) - See Website	Email telling@myemploymentoptions.com - Please include the following info: -Your name -Total # of saved tickets to redeem -Mailing Address and Phone Number -Choice of Prize (View next column link) Subject: Working Rewards Program	https://myemploymentoptions.com/working-rewards-program/	
MEO Ambassador Program (Earn extra money- refer others on SSDI/SSI!)	800-441-3114 Ext 763 or Ext 0	https://profaffiliate.ositracker.com/Refer	ladler@myemploymentoptions.com