

FS VERIFICATION REQUIREMENTS

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Acceptable verification shall not be limited to any single type of document and may be obtained through the household or other source.

The household must be given the LDSS-2642 and allowed at least 10 days to provide verification before any action is taken.

Expedited Processing:

Every effort must be made to obtain the verification within the mandated timeframes (5 days), however all verification can be pended except the verification of identity (individual being interviewed only).

Normal Application Processing:

The following is a list of eligibility factors that must be verified prior to certifying households initially applying:

- Identity of person interviewed
- Residence
- Household size
- Earned income
- Unearned income
- Resources

Eligibility factors that must be verified before an individual can participate:

- Citizenship and alien status
- Social security number *
- Date of Birth (age) *

** If SSN and date of birth are declared, verification may be pended until recert*

Eligibility factors that must be verified to exempt an individual from work registration:

- Disability /incapacity
- School attendance (16 yrs. or older)

The following expenses cannot be allowed as deductions, when calculating the budget, unless verified:

- Shelter expenses
- SUA: Only that an expense is incurred (minimally, they'll qualify for the phone SUA regardless)
- Medical expenses
- Dependent care costs

** If verification of the above expenses is not provided, determine eligibility and benefit amount without them.*

Verification provided in the 2nd 30 days: eligibility begins on the 1st day of the month that the verification is provided.

At Recertification:

Unchanged information shall not be verified unless the information is incomplete, inaccurate, inconsistent or outdated.

Changes in the following must be verified prior to recertifying households:

- Income: source or amt. has changed by more than \$50.00
- Medical expenses have changed by more than \$25.00
- Dependent care costs: provider or amt. has changed
- Shelter costs: Moved or amt. has changed
- SUA: Moved (only must verify that an expense is incurred)

Social Security number/ Date of birth must be verified for:

- New household members
- Household members where verification had previously been pended

Verification provided in the 2nd 30 days: eligibility begins on the date the verification is provided.