

A Documented Verification

[REVISION 40](#)
(02/01/16 - 03/31/16)

Documents are the primary source of verification. Documented verification is written evidence (also known as hard copy) originating from any of the following:

- An agency
- Organization
- Individual qualified to have knowledge of the required information
- An agency or organizational web site

WARNING

Use [participant statement verification](#) when the attempt to obtain documented verification may cause harm or [undue hardship](#) for the participant. Document the [case file\(g\)](#) with the reason the participant statement verification was accepted.

Key HC in the verification field when documented verification is used.

NOTE Documents in [OnBase\(g\)](#) are imaged hard copy documentation. Key HC in the verification field when acceptable verification is located in OnBase.

WARNING

DO NOT scan any documents that show the actual residential address of an [Address Confidentiality Program \(ACP\)](#) participant.