

A Documented Verification

[REVISION 47](#)
(01/01/19 - 12/31/19)

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

Verification documents received at the interview and immediately uploaded to the [case file\(g\)](#) are not required to be date stamped. Any documents not uploaded on the same day must be date stamped prior to uploading. This process provides verification of the actual day the information was received by Family Assistance Administration (FAA).

All applications and dropped off verification (mail, fax, dropped off in the FAA lobby) must be date stamped.

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 uploaded to the case file are imaged hard copy documentation. Key HC in the verification field when acceptable verification is located in the case file.

WARNING

Do not upload any documents that show the actual residential address of an [Address Confidentiality Program \(ACP\)](#) participant.