

## C Participant Statement Verification

[REVISION 37](#)  
(8/01/15 - 09/30/15)

Participant statement verification is the participant's account of a particular situation.

Participant statement verification may be received in any of the following forms:

- The current signed application
- A written participant statement
- The participant's verbal statement of facts

Key CS in the verification field when participant statement verification is used.

A written participant statement must include all details, the participant's signature, and the date signed.

When a participant's verbal statement is used the [case file\(g\)](#) must be documented to indicate the details of the statement and that the statement was accepted.

For CA and NA, a participant's statement can be used to verify [Self Employment Expenses](#). When current documented verification is not available, obtain the participant's statement at the time of the interview.

For verification of mandatory [eligibility factors](#), only obtain a participant statement when ALL of the following apply:

- The participant has attempted, but is unable to provide the verification.
- No other source of verification is available. This includes [documented verification](#) and [collateral contact](#) verification.
- The participant has requested assistance from the local office.
- Local office staff has evaluated the request for assistance and cannot obtain the verification from any acceptable source.
- The participant's statement is not [questionable](#).

### EXCEPTION

Do NOT use a participant statement to verify the following eligibility factors:

- Citizenship
- Estimated Date of Delivery (For Tribal-PG ONLY)
- Identity
- Medical Disability and Incapacity (depending on the program requested)
- Noncitizenship Status
- Pregnancy (For Tribal-PG ONLY)
- Relationship
- Social Security Enumeration

Do NOT use a participant's statement when the participant's statement is questionable.

NOTE Clarify questionable information with the participant and clearly document the [case file\(g\)](#).

NOTE Do not send an information request notice for a participant statement.