

B Required Documentation – Visually Viewed Verification

REVISION 05
(07/01/08 – 09/30/08)

When unable to photocopy verification it may be necessary to document what is visually viewed. Document the following information verification that is visually viewed:

- The title or type of document (e.g., pay stubs, rent receipt, mobile phone text receipt, etc.)
- Names and telephone numbers from the document.
- Date the document was issued.
- For income verification, include the pay period ending dates.
- Information from the document (e.g., gross amount of income, rate of pay, hours worked, car registration, utility charges, etc.).
- Signature of viewer.
- Date the document was viewed.

Document the information on one of the following:

- Affidavit of Permanent Verification Viewed (FA-016-A) form
- Interview Guide (FA-001-B)
- Another FAA form

Place the FA-016-A form in the appropriate section of the case file, depending on the type of verification viewed. (See [Case File Format](#))