

B Shelter Expense Verification

REVISION 23
(01/01/13 – 03/31/13)

The shelter expense must be verified when ANY of the following occurs:

- New application.
- Three years from the date the expenses were last verified when the case is ongoing. When the three year period expires before the approval period ends, verify the shelter expense at the next renewal.
- A change of address is reported.
- A change in shelter cost is reported. (See [Effecting Changes](#))
- Information is questionable.

A participant statement should be used as verification for shelter and utility expenses when documented verification is not available at the interview.

EXCEPTION

The participant statement is not acceptable verification when either of the following occurs:

- The utility expense is in another person's name that is outside the budgetary unit.
- The participant statement is [questionable](#).

WARNING

DO NOT upload verification of expenses that show the actual address of an [Address Confidentiality Program \(ACP\)](#) participant into OnBase.

Procedures regarding verification of shelter expenses are outlined as follows:

- [Verification of Utility Allowance](#)
- [Verification of Shelter Insurance](#)
- [Verification of Mortgage](#)
- [Verification of Rent](#)
- [Verification of Rental Space](#)
- [Verification of Shelter Taxes](#)