

C Participant Statement

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

During the interview, have the participant complete a participant statement for verification situations where documented or collateral verification may be difficult to obtain.

NOTE When hard copy verification is not returned, and a collateral contact does not provide the information, the participant statement may be used as the best available information.

A statement from a participant in the budgetary unit may be used as verification ONLY when ALL of the following apply:

- All attempts to verify [eligibility factors](#) have been unsuccessful.
- [Documented verification](#) or [collateral contact verification](#) IS NOT available.
- No other source of verification is available.
- A supervisor approves the use of the participant statement.

NOTE The EI MUST assist the PI in obtaining verification of mandatory eligibility factors. The PI is ultimately responsible for providing verification of mandatory eligibility factors.

EXCEPTION

DO NOT use a participant's statement in the following situations:

- To verify the following factors:

[Identity](#)

[Social Security Enumeration](#)

[Citizenship](#)

[Noncitizenship Status](#)

[Relationship](#)

[Pregnancy](#)

Medical Disability (depending on the program requested)

[Expenses](#)

NOTE A participant statement may be accepted for the following:

- Wood, coal, and self employment expenses. (See [Three Step Verification Process](#))
- Child care expenses for the [Hopi TANF Program](#) for UP TO \$5 per day when participating in case management work activities.
- When the information is inconsistent or questionable. (See [Resolving Questionable Information](#))

The goal is to complete an eligibility determination for all programs by their specific [processing deadline](#), which varies by program and special circumstances.

ONLY use the participant's statement, when ALL of the following are completed:

- Information was requested, the ten day request deadline has passed and the participant's statement IS NOT questionable. (See [Requesting Verification](#) and [Verification Provided](#))

EXCEPTION

Situations in which the EI may use a participant's statement prior to the ten day deadline include, but are not limited to, the following:

- Employer no longer in business.
- Employer refuses to provide information to the EI or participant.

ALL reasons for using a participant's statement prior to the ten day deadline MUST be documented on CADO and have supervisory approval.

- The participant has cooperated by signing all authorization forms necessary for the EI to assist them. (See [Cooperation Requirements](#))
- The participant completed all applicable sections, dated and signed the Participant Statement Verification Worksheet (FA-1111A).

NOTE The FA-1111A can be completed at the interview.

- ALL attempts to verify information from other sources are documented on CADO.
- A supervisor MUST complete the following to authorize use of the participant's statement as verification:

Validate that the documentation on CADO supports the use of the participant's statement.

Sign and date the FA-1111A.

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

WARNING

When a participant's statement is not provided at the interview, allow the PI ten calendar days to provide the statement. Allow the PI to provide the statement even when the ten calendar day period extends beyond the processing time frames.