

C Participant Statement Verification

[REVISION 45](#)
(01/01/17 - 12/31/17)

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](#).

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

WARNING

Use participant statement verification when the attempt to obtain other means of verification may cause harm or undue hardship for the participant. Document the case file with the reason the participant statement verification was accepted.

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
- Verification of A1 Need Standard
- Verification of requirement to remove NA Drug Disqualification

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\(g\)](#).