

C Participant Statement Verification

[REVISION 46](#)
(01/01/18 - 12/31/18)

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

Use participant statement verification when the attempt to obtain [documented verification](#) or a [collateral contact](#) may cause harm or [undue hardship](#) for the participant. Document the [case file\(g\)](#) with the reason the participant statement verification was accepted as available.

EXCEPTION

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

- Citizenship
- Identity
- Medical Disability and Incapacity (depending on the program requested)
- Noncitizenship Status
- Relationship
- Social Security Enumeration
- 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\(g\)](#).

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 be clear and concise, 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 the reason 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 FAA office.
- The worker 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.