

C Participant Statement

REVISION 07
(01/01/09 - 03/31/09)

A participant statement is the participant's account of a particular situation. The statement must include all details, the participant's signature, and the date signed. The participant should use the Participant Statement Verification Worksheet (FAA-1111) when possible.

Only obtain a participant statement when ALL of the following occur:

- The participant has attempted, but is unable to provide the verification.
- No other source of verification is available.
- The participant has requested assistance from the local office.
- Local office staff has evaluated the request for assistance and can not obtain the verification from any acceptable source.

NOTE Do NOT obtain the participant statement at the time of the interview. When the participant requests assistance, discuss the need for a participant statement at that time. Do not send an information request notice for a participant statement.

EXCEPTION

A participant statement can be obtained at any time when either of the following occur:

- The specific policy states that a participant statement is acceptable verification.
- The participant is the only person that can verify the information. Use the [Prudent Person Concept](#) and document CADO with the reason there are no other sources of verification.

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

- The participant is unable to provide the verification.
- All attempts to verify [eligibility factors](#) have been unsuccessful.

- [Documented verification](#) and [collateral contact verification](#) are NOT available.
- No other source of verification is available.
- The statement is not questionable.
- Written supervisory approval is obtained.

ALL attempts to verify information from other sources must be documented on Case Documentation (CADO).

EXCEPTION

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

- To verify the following factors:

[Citizenship](#)

[Expenses](#)

[Identity](#)

Medical Disability and Incapacity (depending on the program requested)

[Noncitizenship Status](#)

[Pregnancy](#)

[Relationship](#)

[Social Security Enumeration](#)

A participant's statement MAY be used without supervisory approval in the following situations:

- To verify the following factors:

[Coal Utility Expense](#)

Purchase and Prepare Statement

[Self employment expenses](#) for the CA and NA programs

[Wood Utility Expense](#)

- Whenever the specific policy states that a participant's statement is acceptable verification

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