

06 **Required Documentation**

REVISION 05
(07/01/08 – 09/30/08)

Documentation must support determinations of eligibility and benefit level. Documentation must contain sufficient detail to allow a reviewer to decide that the determination is reasonable and accurate.

Written documentation must be legible. This includes, but is not limited to, documentation on the following:

- Interview Guide (FA-001-B) - for all documentation
- Application Documentation Addendum (FA-001-D) for additional comments to the FA-001-B
- Application Addendum (FA-001-A) - for listing additional applicants and absent parents when there is not enough space on the FAA application. The following specific forms are also available in Outlook:
 - Addendum - Participants (FA-001-R) – for additional applicants
 - Grid # 3 Addendum (FA-001-O) for additional absent parents
- CADO
- Noncitizen Desk Aid (FAA-1261A) for completing information for cases with noncitizens

All written documentation must be placed in the [case file\(g\)](#) with the verification used to make the eligibility determination.

EXCEPTION

When unable to photocopy documents, the following information must be documented on the Interview Guide, an Addendum, or the Affidavit of Permanent Verification Viewed (FA-016) form. Place the FA-016 in the case file. Document the following information on the FA-016 for all documents visually viewed:

- The title or type of document (e.g., pay stubs, rent receipt, etc.) and for whom.
- Date the document was issued. For income verification, include the pay period ending dates.
- Description of the document (e.g., gross amount of income, rate of pay, hours worked, car registration, utility charges, etc.).
- Signature of viewer.
- Date the document was viewed.

When a [collateral contact](#) is made, document the following:

- Name, address, phone number and the title of the contact.
- Method of contact (e.g., by phone, in person, etc.).
- Information provided by the collateral contact (e.g., dates and amounts of pay, financial account balance, names of persons living at the address, etc.).
- When obtaining verification through automated systems, verify that the information used to obtain the verification can be identified as the participant's (account numbers, etc.) and document the information.
- Date of contact.