

## 06 **Required Documentation**

**REVISION 10**  
(10/01/09 – 12/31/09)

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 and placed in the [case file\(g\)](#).

The following are examples of where documentation may be written or keyed:

- 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
- AZTECS screens including, but not limited to, CADO or the CADO Extension Form (CEF)
- Noncitizen Desk Aid (FAA-1261A) for completing information for cases with noncitizens

NOTE FAA program forms are located in the [digital library](#).

Copies of documents used to verify eligibility must be placed in the [case file\(g\)](#).

### **EXCEPTION**

When unable to copy verification, see [visually viewed verification](#) for documentation requirements.

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.