

## 07 Requesting Verification

**REVISION 45**  
(01/01/17 - 12/31/17)

On the day of the interview, send a request for verification to the PI, or the representative. Use the [F011 or A011 notice](#) or complete the Information Request and Pending Information Agreement ([FAA-0077A](#) for internal use only).

The FAA-0077A is an agreement between the worker and the PI that identifies the following:

- The [eligibility factors](#) to be verified.
- How the eligibility factors will be verified.
- The budgetary unit member whose responsibility it is to provide the needed verification.
- Date the verification is due.

Both the PI and the worker must sign the FAA-0077A.

Give the PI a copy of the FAA-0077A and [upload\(g\)](#) the original to [OnBase\(g\)](#).

Request information of eligibility factors when any of the following occurs:

- The PI does not have the verification documents to verify eligibility factors at the time of the interview.
- Verification was not obtained through a [collateral contact](#) to verify eligibility factors.

### EXCEPTION

[Participant statement verification](#) is acceptable when the attempt to obtain other means of verification may cause harm or [undue hardship](#) for the participant. Document the [case file\(g\)](#) with the reason the participant statement verification was accepted.

### WARNING

Do not request verification of the actual residence of an [Address Confidentiality Program \(ACP\)](#) participant.

For more information on verifying eligibility factors see [Information Verification](#).

Send the appropriate information request notice, the [F011 or A011 notice](#) to the PI when the need for additional verification is discovered after the interview. (See [Verification Provided](#) for time frames) Identify the following information:

- The eligibility factors to be verified.
- How the eligibility factors will be verified.
- The budgetary unit member whose responsibility it is to provide the needed verification.
- Date the verification is required to be provided to **FAA**.

See policy specific to the eligibility factor for action to be taken when the PI fails to provide the necessary verification.

#### **WARNING**

Reopen the case on the [REPT](#) screen in AZTECS when both of the following apply:

- The case is closed because the participant failed to provide verification.
- The missing verification is provided before the effective date of closure.

#### **EXCEPTION**

When requested verification for NA is not provided, send the NA Denial/Closure (F200) notice, listing all of the requested verification that was not provided.

When a Health-e-Arizona Plus (HEAplus) Request for Information (RFI) letter is the only information request, list the missing verification from the RFI in the F200.

#### **WARNING**

Do not list any verification items in the F200 that meet one or more of the following:

- Were already provided

- Were obtained through a collateral contact
- Were not included in any verification request related to the application that is being denied. Only include items from an HEAplus RFI when it was the only verification request sent.

ARCHIVED (Valid until 11/23/20)