

07 Requesting Verification

REVISION 12
(04/01/10 –06/30/10)

At the interview, complete the Information Request and Pending Information Agreement (FA-077) when either of the following occurs:

- The PI does not have the needed documented verification to determine eligibility.
- Verification was not obtained through a collateral contact to determine eligibility.

EXCEPTION

For MA, when citizenship verification is needed, send the [M011](#).

NOTE Send only one M011 for each application.

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

The FA-077 is an agreement between the EI and the participant that identifies the following:

- The factors to be verified.
- How the factors will be verified.
- Whose responsibility it is to provide the needed verification.
- Date the verification is due in the local office.

Both the PI and the EI must sign the FA-077.

Give the PI the original of the FA-077 and place the copy in the [case file\(g\)](#).

Send the [C011 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 factors to be verified.
- How the factors will be verified.
- Whose responsibility it is to provide the needed verification.
- Date the verification is required in the local office.

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

WARNING

When a case is closed because the participant failed to provide verification and the missing verification is provided before the effective date of closure, reopen the case on REPT.