

07 Requesting Verification

REVISION 22
(10/01/12 - 12/31/12)

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 factors.
- Verification was not obtained through a collateral contact to determine eligibility factors.

WARNING

DO NOT request verification of the actual residence of an [Address Confidentiality Program \(ACP\)](#) participant. Call the number on the ACP ID card to verify that the participant is currently enrolled.

[For MA after 2013](#)
[See the EPM](#)

EXCEPTION

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

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 eligibility factors to be verified.
- How the eligibility 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 eligibility to be verified.
- How the eligibility 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.