

## 07 Requesting Verification

**REVISION 40**  
(02/01/16 - 03/31/16)

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.

### 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. Call the number on the ACP ID card to verify that the participant is currently enrolled.

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 [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.
- 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.