

#### .04 Verifying FS Participants Living Together

It is not necessary to verify who lives with the FS participants, unless it is [questionable](#).

##### EXCEPTION

Do not verify who lives together when participants are [homeless](#) with no residential address, even when it is questionable.

When verification is necessary, ask the PI to provide the name, address, and phone number of the landlord or an acceptable [collateral contact](#). When a collateral contact is not available, have the PI sign a Verification of Household Composition/Residency/Landlord (FA-065) form to mail. Acceptable forms of verification include the following:

- Collateral Contact
- [Home Visit](#)
- Statement from the landlord or other reliable source that clearly lists all of the persons living together

The EI may use the FA-065 to record information received from a collateral source. The FA-065 may also be mailed directly to the collateral source to complete. DO NOT give the FA-065 to the participant to complete.

##### EXCEPTION

In rural areas, when sending the FA-065 could delay timely processing, the FA-065 may be given to the PI to have completed.

Use the following sources to verify who is living with the participant when it is questionable:

- Group home records
- Landlord
- Manager
- Neighbors
- Resident

NOTE When these sources are not available, a relative, roommate, or school official may be used.