

## **.01 Verification of A1 Need Standard**

The obligation to pay a shelter expense must be verified when ANY of the following occur:

- New application.
- Three years from the date the expenses were last verified when the case is ongoing. When the three year period expires before the approval period ends, verify the shelter expense at the next renewal.
- A change of address is reported.
- A change from [A2](#) to [A1](#) is reported.
- Information is questionable.

Give the participants ten calendar days to provide verification. (See [Verification Time Frames](#))

NOTE When the verification has not been received, use the A2 Need Standard.

Acceptable verification for A1 includes the following:

- Rental receipt
- Landlord's statement
- Lease agreement
- Mortgage records, receipts, or payment booklet
- Tax assessment notice
- Verification of Living Arrangements/Residential Address (FA-065) form
- [Collateral contact](#) to any of the following:
  - Landlord
  - Leasing agent
  - Mortgage company
  - Tax assessor's office