

A Requesting Missing Information

REVISION 47
(01/01/19 - 12/31/19)

Inform the participant of all missing information needed to complete the eligibility determination, as follows:

- List the missing verification on the information request (F011 or A011) notice or the Information Request and Pending Information Agreement (FAA-0077A) form. (See [Verification Cooperation](#))
- Give the participant ten days from the date of interview to provide the verification. Tell the participant, that should they not return the missing verification, the application will be denied, or benefits could be reduced or delayed. (See Requesting [Verification Be Provided](#) for time frames)
- Have the participant sign the [FAA-0077A](#). Give the original to the participant, and place the copy in the [case file\(g\)](#) with the application.

Assist the participant in obtaining the information needed. When in the office, have the participant sign the verification request forms that will be used to obtain the missing information.

(See [Questionable Information](#) for additional policy)