

.01 Organizing Case Files - Case File Format - Side One, Left

This is the permanent verification section. This information remains permanently in the current case file and is not sent to the historical file. This section utilizes a six-part tab format using Permanent Verification Case Title Dividers (FA-019 and FA-019A). Place the Case Record History (FA-015) on top of tab one.

Use the following format for all case files:

- [Program Compliance \(tab one\)](#)
- [Deprivation and Disability \(tab two\)](#)
- [Income \(tab three\)](#)
- [Resources \(tab four\)](#)
- [Participant Information \(tab five\)](#)
- [Case Involvement \(tab six\)](#)