

## C Participant Statement

**REVISION 23**  
(01/01/13 – 03/31/13)

A participant statement is the participant's account of a particular situation. A written participant statement must include all details, the participant's signature, and the date signed.

Key CS in the verification field when a participant statement is the source of verification used.

Do NOT use a participant's statement in the following situations:

- To verify the following factors:
  - Citizenship
  - Expenses (except those listed below)
  - Identity
  - Medical Disability and Incapacity (depending on the program requested)
  - Noncitizenship Status
  - Pregnancy
  - Relationship
  - Social Security Enumeration
- When the participant's statement is [questionable](#)
  - NOTE Clarify questionable information with the participant and clearly document the [case file\(g\)](#).

When current documented verification is not in the case file, use the current signed application as a participant statement at the time of the interview for the following:

- [Shelter expenses](#)
- [Utility expenses](#)
- Purchase and Prepare Statement

For CA and NA, a participant's statement can be used to verify [Self Employment Expenses](#). When current documented verification is not available, obtain the participant's written statement at the time of the interview.

For all other verification of mandatory eligibility factors, only obtain a participant statement when ALL of the following apply:

- The participant has attempted, but is unable to provide the verification.
- No other source of verification is available. This includes [documented verification](#) and [collateral contact](#) verification.
- The participant has requested assistance from the local office.
- Local office staff has evaluated the request for assistance and cannot obtain the verification from any acceptable source.
- The participant's statement is not [questionable](#).
- Written supervisory approval is obtained.

NOTE Do NOT obtain the participant statement at the time of the interview. When the participant requests assistance, discuss the need for a participant statement at that time. Do not send an information request notice for a participant statement.

#### EXCEPTION

A participant statement can be obtained at any time when either of the following occur:

- The specific policy states that a participant statement is acceptable verification.
- The participant is the only person that can verify the information. Use the [Prudent Person Concept](#) and document CADO or the CADO Extension Form (CEF) with the reason there are no other sources of verification