03   Information Verification

Eligibility factors or information that affects program eligibility and benefit level MUST be verified before completing an eligibility determination.

For specific policy and verification requirements, see the Table of Eligibility Factors.

When the budgetary unit, or a participant, is obviously ineligible based on information provided by the PI, the following apply:

- Do NOT request verification of the factor to establish ineligibility.

- Document CADO or the CADO Extension Form (CEF) to support the determination of ineligibility.

Request verification of eligibility factors when any of the following occur:

- Information is questionable
- A change has occurred (See Application Screening, Verifying Changes (simplified) and Verifying Changes (standard))
- Verification IS NOT in the case file(g)

WARNING

When current verification is in the case file, do NOT request the verification again.

Do NOT delay the eligibility determination in one program when required verification for a different program has not been received.

EXCEPTION

When duplicating a case file, use the information AZTECS indicates as previously being verified.

For shelter expense, utility expense, and need standard verification requirements, see the following:

- Shelter Expense Verification

- Utility Allowance Verification

- Need Standard Verification