

**B Required Documentation – Visually Viewed Verification**

**REVISION 11**  
(01/01/10 –03/31/10)

When unable to copy verification it may be necessary to document what is visually viewed. Document the following information for the verification that is visually viewed:

- The title or type of document (e.g., pay stubs, rent receipt, mobile phone text receipt, etc.)
- Names and telephone numbers from the document.
- Date the document was issued.
- For income verification, include the pay period ending dates.
- Information from the document (e.g., gross amount of income, rate of pay, hours worked, car registration, utility charges, etc.).
- Signature or PCN of viewer.
- Date the document was viewed.

The following are examples of where visually viewed documentation may be written or keyed:

- Affidavit of Verification Viewed (FA-016-A) form
- Interview Guide (FA-001-B)
- Another FAA form
- AZTECS screens including, but not limited to, CADO or the CADO Extension Form (CEF)
- HEAplus screens that allow note entry including, but not limited to, Case Notes

Place all documentation in the [case file\(g\)](#).

**WARNING**

Key the VV Verification Code in the verification field when verification is visually viewed.