B   Required Documentation – Visually Viewed Verification

REVISION 46
(01/01/18 –12/31/18)

When verification is visually viewed, the following information must be documented in the case file(g):

- The title or type of verification (e.g., pay stubs, rent receipt, mobile phone text receipt, etc.)

- The names and contact information from the verification.

- The date the verification was issued.

- Applicable information from the document.

    NOTE   For income verification, include pay period ending date, date paid, gross amount of income, rate of pay, hours worked, etc.

- The signature, Security Key (D0/V0), or Personal Control Number (PCN) of the viewer.

- The date the document was viewed.

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