

06 Determining Budgetary Units



Everyone who lives in the home is required to be on the application so FAA can determine who are the mandatory participants required to be included in the eligibility determination.

Verification

System interfaces and the [case file\(g\)](#) must be reviewed before verification is requested. No additional verification is needed when AZTECS interface or HEAplus hubs have verified any of the nonfinancial or financial eligibility factors. Information provided through the State Verification Exchange System (SVES) by the primary source of the information is considered [verified upon receipt\(g\)](#).

The participant has the primary responsibility for providing verification. See [Participant Responsibilities – Providing Verification](#) for additional policy.

Examples of what can be used for proof of marital status include, and are not limited to, **any** of the following:

- System interface that FAA has with other agencies for verification purposes.
NOTE System interface cannot verify every situation.
- Divorce decree
- Insurance record
- Legal annulment documents
- Marriage license
- Navajo Nation Family Court decree validating a Navajo common law marriage
- Other records indicating that a participant was or is married
- Religious records
- Separation papers
- Tribal records

Verifying relationship for CA or for NA when questionable

Examples of what can be used for proof of relationship include, and are not limited to, **any** of the following:

- Completed Acknowledgement of Paternity (CS-127) forms
- Adoption records
- AHCCCS Deemed Newborn Reports (CR600)
- Artificial insemination records

- Baptismal records (when issued before age five)
- Bio Data Sheets provided by refugees
- Bureau of Vital Statistics records
- Census records
- Certificates of Indian Blood (CIB)
- Certified birth certificates
- Correspondences (letters, email, etc.) from a person to the child, or to others about the child, referring to the child as the person's own
- Court orders for Kinship Foster Care
- Court records
- Church records, including a statement from a priest, etc.
- Dependency hearing or proceeding court documents for Legal Permanent Guardianship (LPG)
- Genetic testing results
- Hospital or public records of birth
- Insurance policies
- Juvenile court records
- Marriage licenses and abstract Marriage Certificates
- Military records
- Minute entries for Kinship Foster Care court cases
- Marital Status and Family Profiles provided from Navajo Nation
- Outpatient care records maintained by a hospital, clinic, or doctor
- Paternity records
- Records maintained by the Division of Child Support Services (DCSS)
- Records maintained by the Department of Child Safety (DCS)
- Verification of School Attendance (FAA-0075A) form
- School records
- Completed Tribal Records Request (FAA-0061A) form
- Collateral contact verification may be used **only** to verify relationship between an unwed minor parent (UMP) and **either** of the following when documented verification cannot be obtained:
 - A Nonparent Caretaker Relative (NPCR)
 - A Legal Guardian (LG)

- Participant statement may **only** be used to verify relationship between an unmarried minor parent (UMP) and a nonparent caretaker relative (NPCR) or legal guardian (LG) when **all** of the following apply:

Documented and collateral contact verification cannot be obtained

The NPCR or LG is not requesting CA for themselves

The NPCR or LG is not requesting to be the CA payee

[Prior Policy](#)

last revised 12/27/2022

Archived (Valid until 03/20/23)