06   Required Documentation

Documentation must support determinations of eligibility and benefit level. Document in sufficient detail to allow a reviewer to decide that the determination is reasonable and accurate.

Written documentation must be legible on the following:

- Interview Guide (FA-001-B) (for all documentation)

- Application Documentation Addendum (FA-001-D) (for additional comments to the FA-001-B)

- Application Addendum (FA-001-A) (for listing additional applicants and absent parents when there is not enough space on the FAA application)

- CADO

- Noncitizen Desk Aid (FAA-1261A) (for completing noncitizen information for cases with noncitizens)

All written documentation must be placed in the case file with the verification used to make the eligibility determination.

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EXCEPTION

When unable to photocopy documents, and the previously mentioned Interview Guide or Addendums are unavailable, complete the Affidavit of Permanent Verification Viewed (FA-016) form. Place the FA-016 in the appropriate section of the case file, depending on the type of document viewed. (See Case File Format) Document the following information on the FA-016:

- The title or type of document (e.g., pay stubs, rent receipt, etc.) and for whom.

- Date the document was issued. For income verification, include the pay period ending dates.

- Description of the document (e.g., gross amount of income, rate of pay, hours worked, car registration, utility charges, etc.).

- Signature of viewer.

- Date the document was viewed.

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When a collateral contact is made, document the following:

- Name, address, phone number and the title of the contact.

- Method of contact (e.g., by phone, in person, etc.).

- Information provided by the collateral contact (e.g., payroll ledger, account summary, etc.).

- When obtaining verification through automated systems, verify that the information used to obtain the verification can be identified as the participant's (account numbers, etc.) and document the information.

- Signature of viewer.

- Date of contact.