

06 Required Documentation

REVISION 34
(02/01/15 - 03/31/15)

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

Written documentation must be legible and placed in the [case file\(g\)](#).

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

- Application Documentation Addendum (FA-001-D)
- Addendum Participants (FA-001-R) - for listing additional applicants
- Grid #3 Addendum (FA-001-O) for absent parents when there is not enough space on the FAA application
- AZTECS screens including, but not limited to, CADO or the CADO Extension Form (CEF)
- Noncitizen Desk Aid (FAA-1261A) for completing information for cases with noncitizens

NOTE FAA program forms are located in the [digital library](#).

Copies of documents used to verify eligibility must be placed in the [case file\(g\)](#).

EXCEPTION

When unable to copy verification, see [visually viewed verification](#) for documentation requirements.

When a [collateral contact](#) is made, document the following:

- Name, phone number and the title of the contact.
- Information provided by the collateral contact (e.g., dates and amounts of pay, financial account balance, names of persons living at the address, 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.
- Date of contact.

NOTE The collateral contact's address information should be obtained when it is available.