

A Expense Verification

REVISION 22
(10/01/12 – 12/31/12)

Verify expenses before allowing the expense. (See [Verification/Cooperation](#))

Verify expenses whenever any of the following occurs:

- New application
- Renewal application
- When a reported change in expenses is received
- When the expense amount is questionable

WARNING

DO NOT upload verification of expenses that show the actual address of an [Address Confidentiality Program \(ACP\)](#) participant into OnBase.

EXCEPTION

Time frames for verifying shelter and utility expenses are as follows:

- For verification requirements specific to shelter expenses, see [Shelter Expense Verification](#).
- For verification requirements specific to utility expenses, see [Utility Allowance Verification](#).
- For verification requirements specific to Payment Standard, see [Payment Standard Verification](#).

When requested verification is not provided determine the benefit level WITHOUT allowing the unverified expenses.

NOTE When the budgetary unit resides in [public housing \(g\)](#) or [subsidized housing \(g\)](#), accept the participant's statement for the type of housing in which they reside.

A participant may report a change in expenses during the approval period that would result in an increase in benefits. When the change is not verified, see [Changes Not Verified - Increases](#).

Specific verification requirements are outlined for the following:

- [Child Support Expense Verification](#)
- [Dependent Care Expense Verification](#)
- [Medical Expense Verification](#)

ARCHIVED (Valid until 07/28/19)