

.06 Organizing Case Files - Case File Format - Side One, Left - Participant Information (tab five)

Place the following information in the case file under the Participant Information tab:

- Photo of PI or [identity](#) verification
- Birth certificates or proof of age
- Social Security card or proof of application
- Relationship
- Marriage certificates or proof of marriage
- Noncitizen verification
- VIS verification
- 40 quarters verification
- Other participant information that does not need to be verified at renewal or with a change
- Request for Effective Accommodation to Participate in Program, Service or Activity (J-930A) form
- Benefit Capped child Eligibility Window grid, history records, and supporting verification
- Benefit Cap Grid: Determining the BC Child (FAA-1302A) form